



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**October 27, 2010**





# TACOMA HOUSING AUTHORITY

Michael Mirra  
Executive Director

## BOARD OF COMMISSIONERS

Dr. Arthur C. Banks, Chair  
Janis Flauding, Vice Chair  
Greg Mowat  
Stanley Rumbaugh  
Ken Miller

## REGULAR MEETING BOARD OF COMMISSIONERS

**WEDNESDAY, OCTOBER 27, 2010**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, October 27, 2010 at 4:00 p.m.**

The meeting will be held at:

**902 S L Street  
Tacoma, WA 98405**

The site is accessible to persons with disabilities. Persons requiring special accommodations should contact Christine Wilson at (253) 207-4421, before 4:00 p.m. the day before the scheduled meeting.

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I, Christine Wilson, certify that on or before Friday, October 22, 2010, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE to:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5123
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	email: tips@q13fox.com
KSTW-TV/Channel 11	602 Oaksdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

*and other individuals and resident organizations with notification requests on file*

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Christine Wilson  
Executive Administrator



# TACOMA HOUSING AUTHORITY

**AGENDA  
BOARD OF COMMISSIONERS  
OCTOBER 27, 2010, 4:00 PM  
902 South L Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
  - 3.1 Minutes of September 22, 2010 Regular meeting
  - 3.2 Minutes of October 15, 2010 Study Session
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
- 6. ADMINISTRATION REPORTS**
  - 6.1 Finance and Administration
  - 6.2 Real Estate Management and Housing Services
  - 6.3 Real Estate Development
  - 6.4 Community Services
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - 8.1 THA Resolution 2010-10-27 (1), Approval of THA Moving to Work Application
  - 8.2 THA Resolution 2010-10-27 (2), Amendment to THA Administrative Plan - Subsidy Standards
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**



# MEETING MINUTES



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, September 22, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 401 North G Street, Tacoma, WA at 4:00 PM on Wednesday, September 22, 2010.

### 1. CALL TO ORDER

Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:17 PM.

### 2. ROLL CALL

Upon roll call, those present and absent were as follows:

Present	Absent
Dr. Arthur C. Banks, Chair	
Greg Mowat, Commissioner	Janis Flauding, Vice Chair
Stanley Rumbaugh, Commissioner (arrived at 4:19 PM)	Ken Miller, Commissioner

#### Staff

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Ken Shalik, Finance and Administration Director  
April Davis, REMHS Director  
Barbara Tanbara, Human Resources Director  
Nancy Vignec, Community Services Director  
Tina Hansen, Interim RED Director

Chair Banks declared there was a quorum present @ 4:18 PM and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to or discussion of minutes for the Annual Meeting of the Board of Commissioners of Wednesday, August 25th. Commissioner Mowat moved to adopt the minutes, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

**Motion approved.**

Chair Banks asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, August 25th. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

**Motion approved.**

**4. GUEST COMMENTS**

Eleven G Street residents attended the board meeting, Ms. Sally Dugan addressed the board asking about the rebuilt deck on the property and asked if the flower pots that were removed from the deck could be brought back for the residents to enjoy. The contractors removed the pots during construction. Ms. Shelby Cole also addressed the board and restated the comments made by Ms. Dugan and explained that THA staff told her that only shrubs and flowers in pots are allowed on the property. She noted that the contractors removed grass to lessen the amount of grounds keeping necessary. Ms. Karen Scott also addressed the board and does not agree with the previous statements that were made. She does not want the dirty flower pots to return. She believes the contractors working on the G Street construction project have treated the residents well and she is very appreciative of the construction upgrades. She does question why seven colors were added to the front of the building. She would like the linoleum in the community laundry room replaced, and is concerned that residents of G Street are not picking up their messes. She also mentioned that 50% of the parking spaces do not need to be dedicated to handicapped spaces. The last item Ms. Scott presented was a petition dated August 23, 2010 and sent to Mr. Pat Patterson, Portfolio Manager for THA. She was concerned that to date her has not received a response from Mr. Patterson. The petition requests that G Street Apartments be equipped with ceiling fans to assist with the very warm summer days. Chair Banks requested Ms. April Davis to look into the issues presented this evening to the board and to report back at the October board meeting.

## **5. COMMITTEE REPORTS**

Finance Committee – Commissioner Mowatt explained that he had a chance to confer with Ken Shalik briefly. He was satisfied with the budget reports. Since we are still early in the budget year, there are few evident trends that required detailed discussion.

## **6. ADMINISTRATIVE REPORTS**

### **Finance Administration**

Director Shalik referred the board to his monthly report and added that for the first month of the agencywide budget year there is nothing he sees that is troubling. Commissioner Rumbaugh inquired about the capital fund showing a 0 balance. Director Shalik explained that once the ARRA projects are completed and the funds are expended the dollars will be added to that line item. Mr. Shalik has been busy with MTW. He also mentioned that Yardi software company has purchased VisualHomes. He will be attending a Yardi conference in November and looks forward to meeting the partners and establishing a relationship with them.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$6,575,609 for the month of August, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

### **Real Estate Management and Housing Services**

Director Davis referred the board to her monthly report. She reported that the flag at the FIC has been replaced and thanked Salishan Jesus Delgado for bringing it to the staff's attention. Additionally, regarding Mr. Delgado's concerns about items being stored on porches, Ms. Davis reported that lease violations have been sent to those units. She explained the unit turn table in her monthly. She stated that a new column has been added to the table that shows the number of days to turn a unit. Director Davis also reported there will be discussion about MTW activities at the upcoming Study Session on October 15<sup>th</sup>. Commissioner Rumbaugh asked why our Salishan REAC scores were so low. Director Davis went over the list of reasons for the point deductions and discussed why the REAC criteria does not always indicate the health or condition of a community in a meaningful way. That said, we do need to master the REAC system. Chair Banks asked if the inspectors scoring sheets were inconsistent. Director Davis was unable to say. ED Mirra added that these REAC scores will not affect our MTW high performer

status. Under our MTW contract, HUD will score us under a new PHAS system created under MTW. He could not say when that will be.

### **Real Estate Development**

Interim Director Hansen referred the board to her monthly report. Discussion ensued that we are on track for the September 30<sup>th</sup> Citibank approval from HUD. Director Hansen stated that THA will not apply for the HOPE VI and Choice Neighborhoods NOFA's stating the criteria for each NOFA applied to larger housing authorities. Director Hansen stated RED staff will continue to look at the option of a phased in approach for development for Hillside Terrace. She added that the ARRA projects are coming to a completion.

### **Community Services**

Director Vignec referred the board to her report and stated her concerns about the progress that needs to be made in Asset Building and the IDA accounts. Additional applicants are needed to match their goal. She will be looking at making requirement mandatory for tenants and believes the classes need to be offered off-site. Chair Banks asked if these are day or evening classes. Director Vignec stated they are primarily evening classes. She also stated that the program offers flexible hours.

### **Human Resources**

Director Tanbara referred the board to her report mentioning that she held her first benefits committee to review THA benefits currently offered to employees. The search for the RED director continues with over 1,400 website hits, 74 applicants, and four strong candidates have been initially interviewed. The new NEOGOV website used by HR for employment recruitment has been an effective tool and asset. She briefly touched on the employee turnover rate report and anticipates the annual percentage rate remaining below 10%. Commissioner Mowat inquired about the employee survey. Director Tanbara touched on the All Staff Retreat created around the survey and explained that each department has created SMART Goals to work on in their individual departments/divisions.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2010-9-22 (1), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS**

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and Public Housing participants who discontinued housing assistance with debt owing to THA.

**WHEREAS**, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

***Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:***

1. Approve Resolution 2010-9-22 (1) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

<b>Client Number</b>	<b>Client Program</b>	<b>Total Debt</b>
XX000708	Stewart Court	1,783.91
XX000256	Stewart Court	3,112.25
XX000432	Stewart Court	1,228.71
XX000187	Stewart Court	973.32
XX000191	Stewart Court	839.35
XX000710	Stewart Court	1,320.23
XX000258	Stewart Court	4,975.34
XX000276	Stewart Court	2,588.05
XX000678	Stewart Court	2,518.60
XX000264	Stewart Court	2,669.00
XX000241	Stewart Court	2,728.52

XX000228	Stewart Court	4,039.15
XX000272	Stewart Court	2,750.31
XX000194	Stewart Court	1,933.32
XX000729	Stewart Court	1,484.48
<b>Total:</b>		<b>34,944.54</b>

**Approved:** September 22, 2010

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Dr. Arthur C. Banks, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

**Motion approved**

**8.2 RESOLUTION 2010-9-22(2), SUBMISSION OF FUNDING APPLICATIONS AND SECURE FINANCING FOR HILLSIDE TERRACE.**

**WHEREAS**, the Housing Authority of the City of Tacoma (the “Authority) seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington;

**WHEREAS**, RCW 35.82.070(2) provides that a housing authority may “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof...;”

**WHEREAS**, Tacoma Housing Authority (THA) applied for and were unsuccessful receiving award for a 2009 HOPEVI Grant for the 1800 and 2500

block of Hillside Terrace Apartments under a previously approved mix-financed HOPE VI Grant application;

**WHEREAS**, THA other sources of financing either to become more competitive for next year's HOPE VI application or to do the project in phases without HOPE VI funding;

***Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:***

1. The Executive Director or his designee is authorized to apply for various funding from various sources to secure capital for the demolition and redevelopment of new housing units at the old Hillside Terrace Apartments, including without limitation low-income tax credits, private sector financing, grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, Washington State Housing Finance Commission, Washington State Housing Trust Fund Grant(s) and other federal, state and local funds.

**Approved:** September 22, 2010

\_\_\_\_\_  
Dr. Arthur C. Banks, Chairman

Commissioner Mowat motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

**Motion Approved**

### **8.3 RESOLUTION 2010-9-22 (3), PUBLIC RECORDS ACT EXEMPTION FROM CREATING INDEX**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, Washington State's Public Records Act, RCW 42.56.070(3), requires every local government agency to maintain and make available for public inspection and copying a current index which provides identifying information



concerning the following records, including electronic records, issued, adopted or promulgated after January 1, 1973:

- a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

WHEREAS, RCW 42.56.070(4) relieves local government agencies of the obligation to maintain such an index if to do so would be unduly burdensome, and if the local government agency issues and publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

WHEREAS, since January 1, 1973, the Tacoma Housing Authority has issued, adopted and promulgated thousands of documents including, but not limited to: correspondence between staff and correspondence between staff and the public; statements of policy, interpretations of policy, and policy revisions; administrative staff manuals and instructions; planning policies and goals; and factual reports and studies; and

WHEREAS, compiling and indexing this information, and maintaining an index, would require hundreds of hours of staff time, and would require the Housing Authority to postpone or eliminate existing planned activities, create new positions or pay existing employees to do the work outside their normal work hours; and

WHEREAS, the Housing Authority's funding, which comes primarily from rents and a subsidy from the US Department of Housing and Urban Development (HUD), are currently insufficient to cover existing operating and maintenance costs; and

WHEREAS, the HUD would not increase the Housing Authority's funding to cover the cost of compiling, indexing, and maintaining the required index, which will cause further strains on the Housing Authority's already severely strained budget; and

WHEREAS, The Housing Authority will provide any document it is obligated to provide by the Act, including such indices it already maintains for its own use;

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. For the reasons set forth above, the Board of Commissioners finds that maintaining an index of information and documents, as required by RCW 42.56.070(3), would be unduly burdensome and would interfere with Housing Authority operations.

**Approved: September 22, 2010**

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Dr. Arthur C. Banks, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

**Motion approved**

**9. COMMENTS FROM COMMISSIONERS**

None

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report and proceeded to read a very nice letter to the editor in the TNT this past week complimenting the great work improving the Salishan neighborhood.

**11. EXECUTIVE SESSION**

None.

**12. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, and Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:45 PM.

**APPROVED AS CORRECT**

**Adopted:** October 27, 2010

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Dr. Arthur C. Banks, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES STUDY SESSION MEETING MINUTES FRIDAY, October 15, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Budget Retreat at 902 S. L Street, Tacoma, WA at 12:00 PM on Friday, October 15, 2010.

### 1. CALL TO ORDER

The Board of Commissioners of the Housing Authority of the City of Tacoma (THA) called itself to order at 12:05 PM.

### 2. ROLL CALL

Upon roll call, those present and absent were as follows:

#### PRESENT

#### ABSENT

#### Commissioners

Arthur Banks, Chair (arrived at 12:15 PM)  
Janis Flauding, Vice Chair (arrived at 12:10 PM)  
Ken Miller, Commissioner  
Greg Mowat, Commissioner  
Stanley Rumbaugh, Commissioner

#### Staff

Michael Mirra, Executive Director  
Ken Shalik, Finance and Administration Director  
Barbara Tanbara, Human Resources Director  
Tina Hansen, Interim RED Director  
Nancy Vignec, Community Services Director  
April Davis, REMHS Director

A quorum was present @ 12:06 and proceeded.

### **3. GENERAL DISCUSSION – MOVING TO WORK**

Director April Davis presented the MTW draft plan. She explained that staff will be asking the Board at its October 27<sup>th</sup> meeting for authorization to present this draft to HUD for HUD's approval. If HUD approves the plan, probably in January, staff will then implement the plan with changes to HUD documents governing the public housing and voucher program. Those changes will first go through public comment periods. Staff would then present them to the Board for final approval.

ED Mirra provided some "broad stroke" descriptions of the proposal, the reasons for it and its effects on THA and its client. Director Davis, using a detailed powerpoint presentation, explained the proposal in more depth, answering a variety of questions from the Board. John Seasholtz of Seasholtz Consulting participated as well, reporting on his analysis of the draft.

Director Davis also reported on the public comment THA has received. She also recounted that she has consulted with attorneys of Northwest Justice Project and that they did not offer any notable concerns about the proposals. They are helping THA draft the language for the "hardship exceptions" policy that will govern requests from households for exception from some of the policy provisions.

### **4. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners meeting adjourned at 2:00 PM.

### **APPROVED AS CORRECT**

**Adopted:** October 27, 2010

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Dr. Arthur C. Banks, Chair

Finance Committee  
*Commissioner Mowat*



# ADMINISTRATION REPORTS





FINANCE  
AND  
ADMINISTRATION



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$6,309,341 for the month of September, 2010.

Approved: October 27, 2010

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Dr. Arthur C. Banks, Chairman



# TACOMA HOUSING AUTHORITY

**Date:** October 27, 2010

**To:** THA Board of Commissioners

**From:** Ken Shalik  
Director of Finance and Administration

**Re:** Finance & Administration Department Monthly Board Report

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## 1. FINANCIAL STATEMENT COMMENTS

I present the September, 2010 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of August, 2010. As this is still early in the Fiscal Year, it is difficult to make projections. From the financials that are presented, I am not seeing any areas of concern, but will quickly address a couple of areas.

- Line 9 – Fee for Service Income – Lower due to majority of time spent on MTW, and less on assisting AMP's or fee centers.
- Line 7 – Capital Fund Revenue – We will meet budget by end of the year. The lower income YTD is due to timing issues.
- Line 10 – Other Government grants – Income is higher to date due to receiving admin reimbursement for NSP grants. The majority of expenses were in FY2010. This will fall in line with budget over the year.
- Line 14 – Other Revenue – All the funds for the Education Program (Gates Foundation, \$138K) received up front at beginning of fiscal year.
- Lines 16 thru 36 – Administrative Expenses – There are many area with large variances. Other than timing issues, I am not seeing any areas of concern that I would address at this time.
- Line 40 – Tenant Service Other – This is a timing issue. One of the ROSS grants closed in October, and contracts that were in place are being paid to close out the grant.
- Lines 42 thru 44 – Utilities – These anomalies have to do with billing cycles and time of the year.
- Line 62 – Section 8 HAP Payments – The expense is low thru August due to occupancy. The occupancy will be increasing through December, and the costs will be increasing.

Overall, the financial position is very healthy at the moment with a projected \$446,625 surplus (line 68), as compared to a budgeted \$11,744. As stated earlier, this will change as we get further into the year.

## **2. INVESTMENTS**

Surplus funds had been invested in Heritage checking, Money Market accounts and the Washington State Investment Pool. There is no change in the current Washington state collateralization policy (100% required for all public depositories) and rates remain at .51% for our checking and money market accounts. The Washington State Investment pool meets the state requirements with interest rates at .28%.

## **3. INFORMATION TECHNOLOGY/SOFTWARE IMPLEMENTATION**

Moving to Work software has been installed in our test system. A test team has been identified and the testing process is underway. Our current plan is to implement into production the Moving-To-Work software updates as well as the most recent 9.9 release of the Visual Homes software. We have completed a significant amount of testing for these updates and plan to implement these updates in November if testing continues to be successful.

VisualHOMES is starting to integrate its services into the Yardi support model. VisualHOMES web portal will be incorporated into the YARDI web support portal. VisualHOMES support personnel will be incorporated into the YARDI phone system and cell phones will be issued to VisualHOMES personnel in the near future for 24/7 support access.

Visual HOMES user conference is scheduled for November 8-10. Ken Shalik, Jennifer Minogue, Todd Craven and Dave Gjerstad will be attending.

### **Significant Software and Hardware Initiatives Underway**

- Planning for S8Tran08 Upgrade – Hold until completion of MTW conversion
- Planning for LRTran07 Upgrade – Hold until S8Tran completed
- Analysis and Review of Tax Credit Upgrade Module – VisualHOMES
- THA Analysis and Review of Grants Processing and Reporting – Hold Status
- I.T. Disaster Recovery Project Planning – In Progress
- MTW Software Module Data Conversion and Testing – Sept to Nov
- PIC 50058 Testing – October/November
- THA Tenant Adjustment Application Development and Testing – September
- MTW Baseline Data Extractions – July 2010 to June 2010

We experienced no new issues for the month of September. We are currently holding 24 outstanding issues with VisualHOMES support. The majority of outstanding issues are related to module updates or enhancement requests. We are expecting a number of issues to be resolved as we implement the next several modules including MTW, S8TRAN08, LRTRAN07 and software release 9.9.

**Outstanding Issues List Matrix**

<b>Current Month Scorecard</b>	<b>Priority</b>				
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Critical</b>	<b>Total</b>
Support issues brought forward	4	15	5	0	24
+ New issues this period	0	0	0	0	0
- Total Issues resolved this period	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>= Outstanding issues– end of period</b>	<b>4</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>24</b>
% of Outstanding resolved this period	0%	0%	0%	0%	0%
Bug report submitted	1	4	1	0	6
Modification needed	1	6	2	0	9
Training required	0	0	0	0	0
Upgrade available	0	0	0	0	0
Action required from THA	1	5	1	0	7
Under VH review	0	0	0	0	0
In VH development	1	0	0	0	1
In THA testing	0	0	1	0	1
<b>Total Outstanding Issues</b>	<b>4</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>24</b>

- **Total Support Requests Beginning Number** – This is the beginning number from the prior months ending numbers.
- **New this Month** – Issues, bugs and modifications requests submitted this month.
- **Bug Report Submitted** – Bugs are considered errors within the current functionality. Please note enhancements to current functionality should not be categorized as bugs.
- **Modification Needed** – This category should include all requests for new functionality or enhancement of current functionality
- **Training Required** - A lack of understanding in the software has resulted in need for THA to schedule training. Issues in this category need to be addressed with staff training.
- **Upgrade Available** - The solution to the reported issue has already been resolved in a new release. THA needs to schedule an upgrade with VisualHOMES Support.
- **Action Required from THA** – VisualHOMES has requested additional information to provide clarification of the reported issue
- **Under VH Review**– VisualHOMES support staff handles issues related to minor system bugs, data issues and training. When in this category, the issue is being worked on.
- **In VH Development** – Issues (Bugs and/or Approved Modifications) in development will be addressed in future releases (builds) or added to technical specs of future enhancements.
- **In THA Testing** - VisualHOMES has tested and delivered the requested changes to THA for Acceptance Testing. THA

#### **4. ASSET MANAGEMENT AND COMPLIANCE**

The Asset Management and Compliance area is responsible for Asset Management, Risk Management, Financial Reporting, Procurement, Compliance, and oversight of the Desk Manual Project. Over the past several months, this area has been heavily involved in developing the agency's Local Asset Management Plan. In Risk Management, we have been busy with the renewals for the Tax Credit insurance policies.

THA's Asset Management Committee met for the first time on October 13. This committee is responsible for analyzing property metrics related to performance and long-term viability. The committee will also explore new ways to increase property revenue and reduce certain expenses. It includes members of Finance, Real Estate Development, and Property Management and is chaired by the Asset and Compliance Manager.

#### **5. YEAR-END UPDATE**

Finance Department staff finished the unaudited Financial Data Schedule (FDS) and REAC submission for FY 2010 the third week of August. We are awaiting REAC review of this unaudited submission, which might be completed by November. Finance staff has completed preparing the financial statements that will be audited by the State Auditor's Office (SAO). These are currently undergoing final reviews for accuracy and will be submitted electronically to the SAO by the end of October, well before the statutory deadline of five months after the fiscal year end (November 30). It is anticipated that the SAO auditors will begin their audit late November or early December.

#### **6. BUDGET**

We are in the process of attempting to change our Fiscal Year to a Calendar Year. The request has been sent to both the HUD field office and REAC. The Washington State auditors have provided their written support for the change.

#### **7. DESK MANUAL PROJECT**

The desk manuals are beginning to take shape. Review sessions are currently underway and several processes have moved into the content development stage. We are excited about the progress of the project as well as the enthusiasm shown by staff for the project. It is clear that this course has been positive for the agency and that both the process maps and the content developed by staff will add transparency to the way we operate, enable us to easily improve the

way we do things, encourage consistency, and make the orientation of new staff a more seamless experience.

## 8. **Troubled Designation for Financial Score**

After submitting the appeal of the Troubled Designation for our Financial Score for the FY 2009 Financial Data Schedule (FDS) to REAC on September 27th, there has been some encouraging communication with REAC that has taken place.

On September 27th, Johnson Abraham, Program Manager, Integrated Assessment Subsystem – REAC/HUD, requested clarifying information about our tax credit entities that we include in our Component Unit section of the FDS. He indicated that he was familiar with tax credit projects since he previously worked in Housing Authority operations and understood that these were separate legal entities. Mr. Abraham indicated he was heading the review of our appeal and that he believed that we were correct in our assumption that the tax credit financial information should be excluded from our financial scoring.

On October 7th, Ron Matyszczyk, Assessment Manager, Financial Assessment Public Housing Team – REAC/HUD requested further information on our appeal. He asked for proof of tax credit investor contributions that were provided to pay off construction loans for Salishan 4 and for more supporting information for our construction loans for Salishan 5 and 6. He furthermore wanted to know more about our tax credit developments and the financing of these. He indicated that he understood that the short-term construction loans could be sizable and that these would mostly be paid off through tax credit investors contributions. He agreed that this was not an indication of financial distress and that this impact on our financial score should not be considered. While he did not specifically say how this might affect our appeal, he understood that other Housing Authorities could equally be impacted by the current REAC scoring process in an unfair manner.

These two conversations appear to indicate that REAC is questioning its current scoring methodology, which could lead to a revision of this. If this revision is based on our interpretation of the relevant HUD regulation (24 CFR 902), REAC will have to exclude the Component Unit section of the FDS from the scoring process and THA will once again have the high financial score that it should have.



**TACOMA HOUSING AUTHORITY  
AGENCY WIDE**

		August, 2010				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	<b>OPERATING RECEIPTS</b>							
1	Tenant Revenue - Dwelling rent	232,761	450,229	419,986	7.20%	2,651,374	2,519,913	5.22%
2	Tenant Revenue - Other	8,973	14,586	7,333	98.90%	87,516	44,000	98.90%
3	HUD grant - Section 8 HAP reimbursemen	2,634,307	5,262,209	5,334,586	-1.36%	31,573,254	32,007,514	-1.36%
4	HUD grant - Section 8 Admin fee earned	226,154	486,613	440,377	10.50%	2,719,678	2,642,264	2.93%
5	HUD grant - Public Housing subsidy	195,699	391,398	379,950	3.01%	2,348,388	2,279,701	3.01%
6	HUD grant - Community Services/HOPE	39,131	105,343	70,994	48.38%	442,058	425,961	3.78%
7	HUD grant - Capital Fund Operating Reve	38,368	38,368	131,710	-70.87%	780,208	790,259	-1.27%
8	Management Fee Income	199,311	360,161	374,816	-3.91%	2,185,966	2,248,893	-2.80%
9	Fee For Service Income	4,391	9,754	13,433	-27.39%	58,524	80,596	-27.39%
10	Other Government grants	35,346	68,145	53,312	27.82%	338,870	319,872	5.94%
11	Investment income	6,878	11,462	8,917	28.55%	68,772	53,500	28.55%
12	Fraud Recovery Income - Sec 8	2,119	3,169	5,229	-39.40%	19,014	31,375	-39.40%
13	Other Revenue- Developer Fee Income	0	0	418,276	-100.00%	2,509,657	2,509,657	0.00%
14	Other Revenue	9,395	208,138	108,566	91.72%	658,828	651,398	1.14%
15	<b>TOTAL OPERATING RECEIPTS</b>	<b>3,632,833</b>	<b>7,409,575</b>	<b>7,767,484</b>	<b>-4.61%</b>	<b>46,442,107</b>	<b>46,604,903</b>	<b>-0.35%</b>
	<b>OPERATING EXPENDITURES</b>							
	<i>Administrative Expenses</i>							
16	Administrative Salaries	252,394	516,086	577,184	-10.59%	3,446,516	3,463,104	-0.48%
17	Administrative Personnel - Benefits	98,158	195,387	230,792	-15.34%	1,322,322	1,384,752	-4.51%
18	Accounting & Audit Fees	0	0	12,583	-100.00%	75,500	75,500	0.00%
19	Management Fees	157,027	266,031	321,415	-17.23%	1,926,186	1,928,489	-0.12%
20	Rent	12,229	25,627	26,796	-4.36%	153,762	160,774	-4.36%
21	Advertising	686	786	2,092	-62.42%	9,716	12,550	-22.58%
22	Data Processing Expenses	10,370	27,262	50,766	-46.30%	288,572	304,595	-5.26%
23	Office Supplies	3,187	7,654	16,233	-52.85%	75,924	97,400	-22.05%
24	Publications & Memberships	349	1,358	7,479	-81.84%	38,148	44,875	-14.99%
25	Telephone	4,774	14,621	14,850	-1.54%	87,726	89,100	-1.54%
26	Postage	5,338	8,089	7,942	1.86%	58,534	47,650	22.84%
27	Leased Equipment & Repairs	4,753	11,506	12,026	-4.32%	69,036	72,155	-4.32%
28	Office Equipment Expensed	890	890	10,000	-91.10%	55,000	60,000	-8.33%
29	Legal	0	3,058	19,917	-84.65%	98,348	119,500	-17.70%
30	Local Milage	218	335	2,732	-87.74%	14,010	16,390	-14.52%
31	Staff Training/Out of Town travel	2,380	9,751	30,008	-67.50%	168,506	180,045	-6.41%
32	Contract Services	24,950	45,130	64,392	-29.91%	400,780	386,350	3.73%
33	Other administrative expenses	4,406	8,926	14,910	-40.13%	83,556	89,461	-6.60%
34	Due diligence - Development projects	0	0	8,333	-100.00%	35,000	50,000	-30.00%
35	Contingency	0	0	417	-100.00%	0	2,500	-100.00%
36	<b>Total Administrative Expenses</b>	<b>582,109</b>	<b>1,142,497</b>	<b>1,430,865</b>	<b>-20.15%</b>	<b>8,407,142</b>	<b>8,585,190</b>	<b>-2.07%</b>

		August, 2010				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	<b>Tenant Service</b>							
37	Tenant Service - Salaries	41,882	85,460	98,704	-13.42%	512,760	592,226	-13.42%
38	Tenant Service Personnel - Benefits	17,535	37,274	37,981	-1.86%	223,644	227,884	-1.86%
39	Relocation Costs	0	475	6,083	-92.19%	2,850	36,500	-92.19%
40	Tenant Service - Other	15,148	52,784	23,217	127.35%	176,704	139,300	26.85%
41	<b>Total Tenant Services</b>	<b>74,565</b>	<b>175,993</b>	<b>165,985</b>	<b>6.03%</b>	<b>915,958</b>	<b>995,910</b>	<b>-8.03%</b>
	<b>Project Utilities</b>							
42	Water	5,514	11,895	14,854	-19.92%	71,370	89,126	-19.92%
43	Electricity	10,418	22,679	30,598	-25.88%	136,074	183,588	-25.88%
44	Gas	370	3,692	10,228	-63.90%	52,152	61,367	-15.02%
45	Sewer	15,612	37,117	46,734	-20.58%	222,702	280,404	-20.58%
46	<b>Total Project Utilities</b>	<b>31,914</b>	<b>75,383</b>	<b>102,414</b>	<b>-26.39%</b>	<b>482,298</b>	<b>614,485</b>	<b>-21.51%</b>
	<b>Ordinary Maintenance &amp; Operations</b>							
47	Maintenance Salaries	46,980	93,416	96,030	-2.72%	560,496	576,182	-2.72%
48	Maintenance Personnel - Benefits	13,284	27,884	27,157	2.68%	167,304	162,941	2.68%
49	Maintenance Materials	12,394	21,281	29,200	-27.12%	187,686	175,200	7.13%
50	Contract Maintenance	47,731	89,513	120,900	-25.96%	737,078	725,400	1.61%
51	<b>Total Routine Maintenance</b>	<b>120,389</b>	<b>232,094</b>	<b>273,287</b>	<b>-15.07%</b>	<b>1,652,564</b>	<b>1,639,723</b>	<b>0.78%</b>
	<b>General Expenses</b>							
52	Protective Services	5,662	17,380	20,067	-13.39%	129,280	120,400	7.38%
53	Insurance	13,865	27,028	32,677	-17.29%	192,168	196,059	-1.98%
54	Other General Expense	78,385	141,570	145,052	-2.40%	849,420	870,312	-2.40%
55	Payment in Lieu of Taxes	1,198	2,397	2,474	-3.11%	14,382	14,843	-3.11%
56	Bad Debt - Tenant Rents	683	683	4,417	-84.54%	26,500	26,500	0.00%
57	Interest Expense	87,622	114,395	110,648	3.39%	660,000	663,890	-0.59%
58	<b>Total General Expenses</b>	<b>187,415</b>	<b>303,453</b>	<b>315,334</b>	<b>-3.77%</b>	<b>1,871,750</b>	<b>1,892,004</b>	<b>-1.07%</b>
59	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 996,392</b>	<b>\$ 1,929,420</b>	<b>\$ 2,287,885</b>		<b>\$ 13,329,712</b>	<b>\$ 13,727,312</b>	
	<b>Nonroutine Expenditures</b>							
60	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	17,568	16,667	5.41%	105,408	100,000	5.41%
61	Casualty Losses	3,500	9,827	0		9,827	0	
62	Sec 8 HAP Payments	2,501,618	4,973,107	5,250,659	-5.29%	31,288,642	31,503,954	-0.68%
63	<b>Total Nonroutine Expenditures</b>	<b>2,505,118</b>	<b>5,000,502</b>	<b>5,267,326</b>	<b>-5.07%</b>	<b>31,403,877</b>	<b>31,603,954</b>	<b>-0.63%</b>
64	<b>TOTAL EXPENDITURES</b>	<b>3,501,510</b>	<b>6,929,922</b>	<b>7,555,211</b>	<b>-8.28%</b>	<b>44,733,589</b>	<b>45,331,266</b>	<b>-1.32%</b>
65	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b><u>131,323</u></b>	<b><u>479,653</u></b>	<b><u>212,273</u></b>	<b><u>125.96%</u></b>	<b><u>1,708,518</u></b>	<b><u>1,273,637</u></b>	<b><u>34.14%</u></b>
	<b>Reserve/Capital Affecting Operations</b>							
66	THA transfer to development projects	0	0	(259,038)	-100.00%	(1,554,226)	(1,554,226)	0.00%
67	Reserve Appropriations	5,101	7,553	48,722	-84.50%	292,333	292,333	0.00%
68	<b>THA SURPLUS/(DEFICIT)</b>	<b><u>136,424</u></b>	<b><u>487,206</u></b>	<b><u>1,957</u></b>		<b><u>446,625</u></b>	<b><u>11,744</u></b>	

**TACOMA HOUSING AUTHORITY**  
**CASH POSITION - September , 2010**

Account Name	Current Balance	Interest
<b>HERITAGE BANK</b>		
Accounts Payable	\$ 5,688,578	0.51%
Section 8 Checking	2,555,381	0.51%
THA Investment Pool	283	0.51%
THA LIPH Security Deposits	104,997	0.51%
THDG - Tacoma Housing Development Group	19,305	0.51%
LF - Windstar	300	0.51%
LF - Stewart Court	48,522	0.51%
LF - Stewart Ct Security Deposit Account	13,800	0.51%
LF - SF 9Homes Alaska	165,890	0.51%
LF - SF 9Homes Alaska Sec Dep Acct	7,013	0.51%
LF - SFH No. Shirley	3,488	0.51%
LF - SFH N Shirley Security Deposit Acct	1,001	0.51%
LF - Wedgewood Homes	241,318	0.51%
LF - Wedgewood Homes Security Deposit Acct	16,831	0.51%
General Fund Money Market	3,491,047	0.51%
<b>WASHINGTON STATE</b>		
Investment Pool	\$ 1,166,985	0.270%
<b>US BANK</b>		
Payroll Account	\$ 7,448	
<b>CHASE</b>		
IDA Account	70,840	0.01%
<b>TOTAL THA CASH BALANCE</b>	<b>\$ 13,603,026</b>	
<b>Less:</b>		
<i>MTW Restrictions:</i>		
HAP Reserves	\$ 1,651,250	
Section 8 Voucher Operating Reserves	189,354	
PH Operating Reserves	4,110,272	
<i>Total - MTW Restrictions</i>		5,950,876
<i>Other Restrictions:</i>		
FSS Escrows	234,512	
VASH & FUP Operating Reserves	331,336	
Mod Rehab Operating Reserves	134,924	
Security Deposit Accounts	119,455	
Salishan Sound Families - 608	248,452	
IDA Accounts - 604,605,611	70,840	
THDG - 048	19,305	
<i>Total - Other Restrictions</i>		1,158,824
<i>Agency Liabilities:</i>		
Windstar Loan - 042	338,028	
Citibank Loan for Area 3 - Guarantee	3,300,000	
<i>Total - Agency Liabilities</i>		3,638,028
<i>THA Designated Reserve for Development:</i>		553,842
<b>Total Restrictions</b>	<b>\$ 11,301,570</b>	
<b>THA UNENCUMBERED CASH</b>	<b>\$ 2,301,456</b>	
<b>Agency Current Commitments:</b>		
		Balance
Salishan Infrastructure Area 2B - Latest	\$ 300,000	
Habitat for Humanity Loan	75,000	
Salishan Education & Training - On hold		
Development Projects		
<b>Total Current Commitments outstanding</b>		<b>\$ 375,000</b>

REAL ESTATE MANAGEMENT  
AND  
HOUSING SERVICES



# TACOMA HOUSING AUTHORITY

Date: October 27<sup>th</sup>, 2010

To: THA Board of Commissioners

From: April Davis  
Director of Real Estate Management and Housing Services

Re: Department of Real Estate Management and Housing Services Monthly Board Report

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## HUD 5-YEAR AND ANNUAL PLAN

THA received confirmation from HUD that THA will no longer be required to submit an Annual Plan. The Annual Moving-to-Work (MTW) Plan will replace the Annual Plan for FY2011 forward.

Any revisions to the Annual MTW Plan that was prepared for THA's MTW application will go through a public review process and be presented to the Board of Commissioners for approval.

## PROPERTY MANAGEMENT DIVISION

### 1. Physical Inspection Assessment Sub-System (PASS)

THA has received from HUD its PASS score for the following Asset Management Projects (AMP):

PASS INSPECTION REPORT				
AMP	Properties	Inspection Date	Score	Performance (High/Std/Troubled)
1	K Street, G Street, EB Wilson	8/18/2010	76	Standard
2	6th Ave, Wright, Fawcett	10/6/2010	87	Standard
3	Ludwig, Bergerson, Dixon	9/24/2010	65	Standard
4	Hillside 1800, Hillside 2500	7/20/2010	33	Troubled
6	LIPH Scattered Sites	7/21/2010	42	Troubled
7	Hillside 1 Tax Credit	6/14/2010	94	High
8	Hillside 2 Tax Credit	6/18/2010	93	High
9	Hillside 1500 Tax Credit	7/12/2010	92	High
10	Salishan 1 Tax Credit	7/22/2010	55	Troubled
11	Salishan 2 Tax Credit	7/15/2010	60	Standard
12	Salishan 3 Tax Credit	7/13/2010	75	Standard
13	Salishan 4 Tax Credit	7/14/2010	71	Standard
14	Salishan 5 Tax Credit	7/19/2010	72	Standard
15	Salishan 6 Tax Credit	7/16/2010	82	Standard

## 2. Performance Report Summaries:

### 2.1 Public Housing Information Center (PIC) reporting:

THA's reporting rate for accurately submitting public housing program participation data (50058) to HUD is at 99% HUD requires a housing authority to accurately submit at 95% or better.

### 2.2 Occupancy:

Unit occupancy is reported for the first day of the month. This data is for the month of September 2010.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	16	582	97.8%	97.9%
Tax Credit Units	602	20	582	94.6%	95.1%
Local fund units	119	14	105	88.2%	88.2%

### 2.3 Vacancy Unit Turn (PHAS/MASS Indicator #1):

- (a) To earn maximum points for this sub-indicator housing authorities must complete unit turns at an average rate of 20 days or less per AMP.

The average unit turn rate for the month of August is 35.9. Below is a table with a breakdown of the units turned during the month of September 2010. If the aged vacant unit at AMP 9 were to be removed from this average, the average unit turn time would be 37.5.

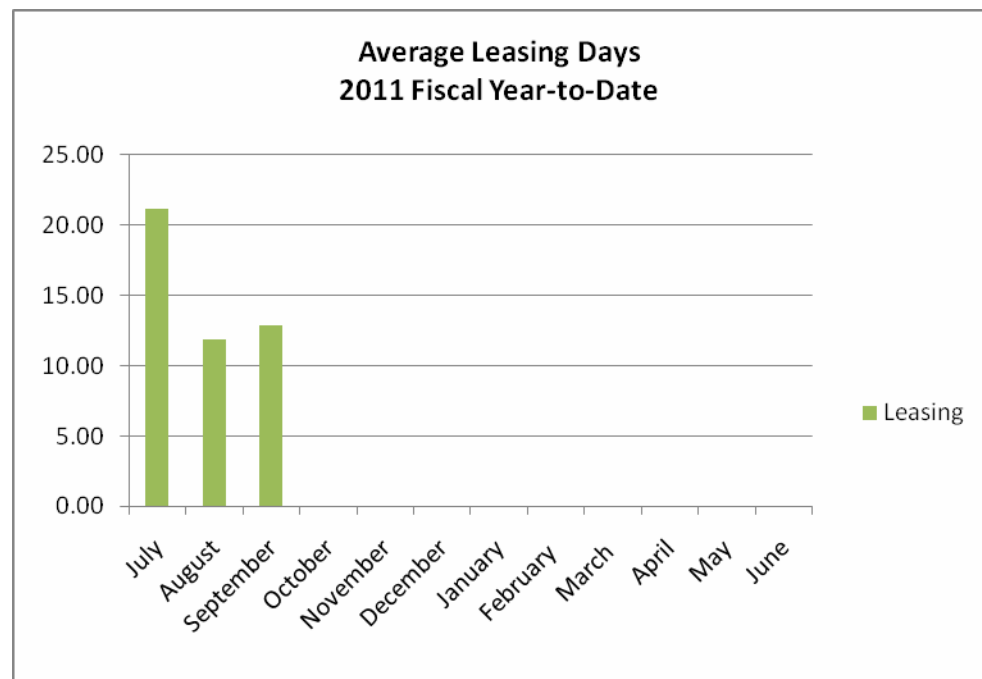
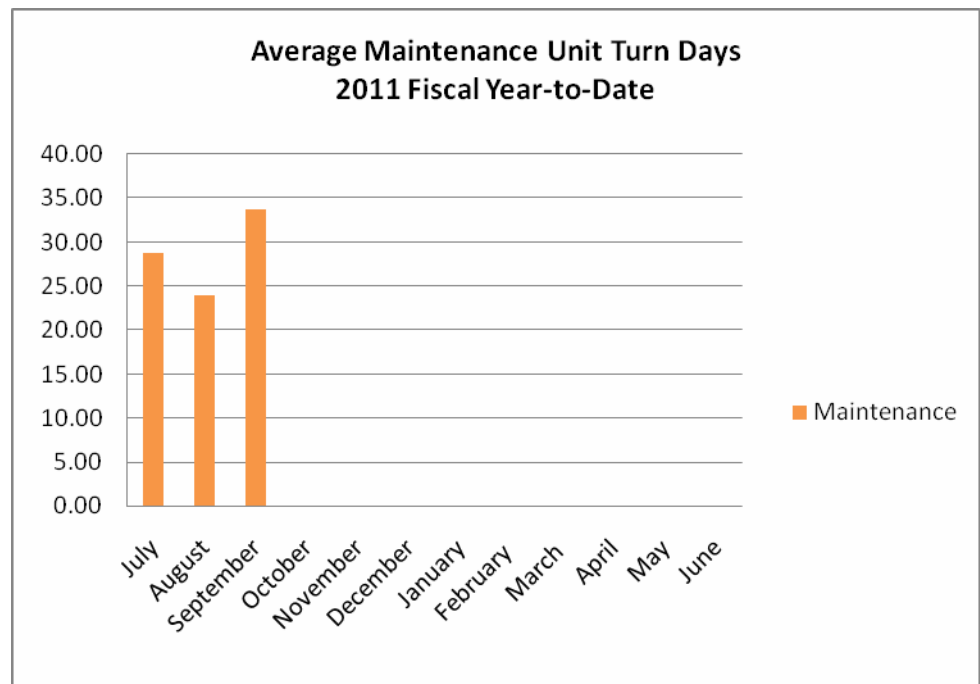
AMP	Downtime	Make ready	Leasing	Total
1	0	36	0	36
2	0	34	11	45
2	6	25	10	41
2	0	7	0	7
2	0	8	0	8
3	0	40	21	61
4	1	0	26	27
4	0	50	25	75
9	41	56	23	120
<b>Totals</b>	<b>48</b>	<b>256</b>	<b>116</b>	<b>420</b>
<b>Averages</b>	<b>5.3</b>	<b>28.4</b>	<b>12.9</b>	<b>46.7</b>
<b>Avg. without aged vacant (AMP 9)</b>	<b>.9</b>	<b>25.0</b>	<b>11.6</b>	<b>37.5</b>

The average fiscal year-to-date average unit turns across all AMPs are 42.39 days per turn.

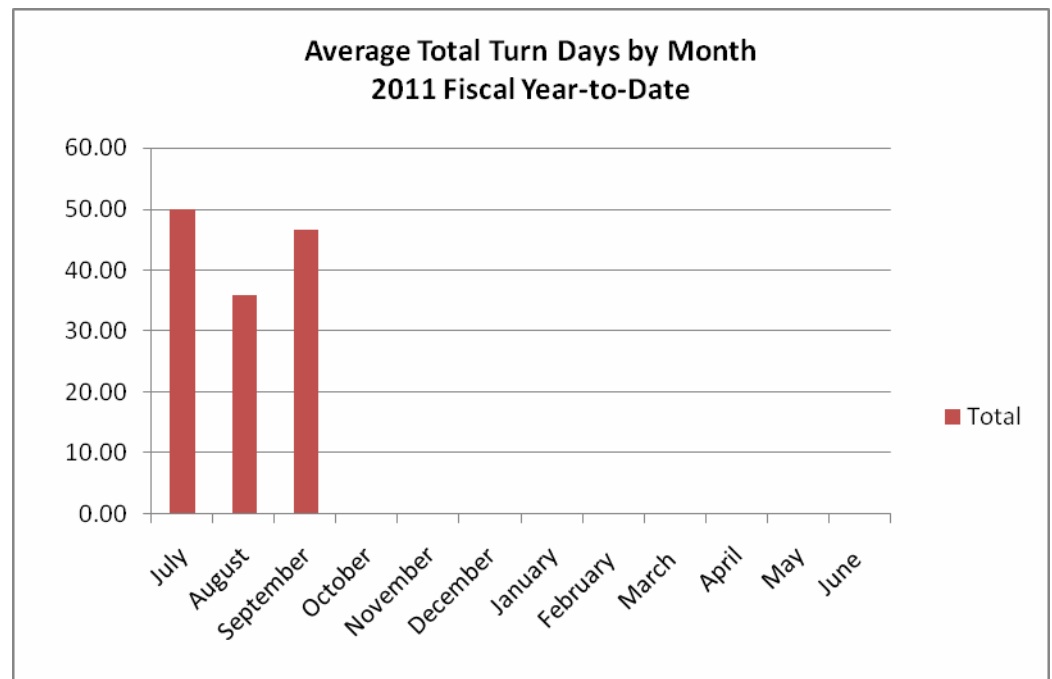
SEPTEMBER 2011 FYTD VACANT UNIT TURN REPORT (MASS #1)							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 1	6	3	64	83	150	0	25.00
AMP 2	5	6	78	11	95	54	19.00
AMP 3	5	18	102	108	228	140	45.60
AMP 4	4	4	74	72	150	190	37.50
AMP 6	0	0	0	0	0	0	0
AMP 7	0	0	0	0	0	0	0
AMP 8	0	0	0	0	0	0	0
AMP 9	1	41	56	23	120	0	120.00
AMP 10	2	31	181	20	232	0	116
AMP 11	0	0	0	0	0	0	0
AMP 12	0	0	0	0	0	0	0
AMP 13	0	0	0	0	0	0	0
AMP 14	0	0	0	0	0	0	0
AMP 15	0	0	0	0	0	0	0
NON AMP PROPERTIES	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>23</b>	<b>103</b>	<b>555</b>	<b>317</b>	<b>975</b>	<b>384</b>	<b>42.39</b>

\*Please refer to the table in Section 2.1 for a list of the properties associated with each AMP.

Below are trend reports for maintenance unit turn time (reflected as “make ready” in the chart above), average leasing days and average days to turn a unit.







The spike in turn days reflects the amount of staff time dedicated to preparation for REAC and other funder inspections that occurred throughout the months of August and September. We may see this same trend in the October numbers since we continued to have inspections through the first week of October. In total there were eighteen inspections in a three month period (eleven REAC inspections, four investor inspections, three City inspections and one State inspection).

#### 2.4 Work Order Report (PHAS/MASS Indicator #4):

The work order report accounts for two separate performance indicators in work order management, time to complete emergency work orders and average time to complete non-emergency work orders (routine). The performance indicators are recorded per AMP. HUD requires housing authorities to complete at least 99% of its annual emergency work orders within 24 hours.

In the month of September all emergency work orders were completed within 24 hours.

**Work Order Completion Table:**

<b>WORK ORDER COMPLETION REPORT (PHAS/MASS #4)</b>								
	Emergency				Non Emergency			
	September 2010		FYTD		September 2010		FYTD	
AMP # *	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	1	100%	6	100%	16	2.88	60	3.17
AMP 2	3	100%	8	100%	74	12.36	222	10.31
AMP 3	6	100%	24	95.8%	132	8.93	230	7.10
AMP 4	5	100%	18	94.4%	22	8.36	75	4.45
AMP 6	2	100%	17		14	2.79	49	4.73
AMP 7	0	0%	0	0%	1	.50	5	1.40
AMP 8	0	0%	0	0%	0	0.00	5	3.20
AMP 9	0	0%	0	0%	0	0	0	0
AMP 10	1	100%	1	100%	11	23.45	50	22.16
AMP 11	0	0%	8	75%	10	19.80	43	27.81
AMP 12	1	100%	5	100%	10	7.60	27	13.41
AMP 13	0	100%	5	100%	8	14.25	56	22.07
AMP 14	0	0%	0	0%	6	19.50	64	12.42
AMP 15	1	100%	1	100%	6	3.33	39	9.33
Non-AMP	0	0%	3	100%	8	0.00	19	.84
TOTALS	21	100%	96	95.8%	319	9.87	945	10.35

\*Please refer to the table in Section 2.1 for a list of the properties associated with each AMP.

**Outstanding Work Orders Table:**

<b>Outstanding Work Orders as of September 30, 2010</b>			
<b>AMP #</b>	<b>Open Non-Emergency</b>	<b>&lt;25 Days open</b>	<b>&gt;25 Days open</b>
AMP 1	72	26	46
AMP 2	5	5	0
AMP 3	15	14	1
AMP 4	14	13	1
AMP 6	1	1	0
AMP 7	15	3	12
AMP 8	5	0	5
AMP 9	7	0	7
AMP 10	2	1	1
AMP 11	9	8	1
AMP 12	8	5	3
AMP 13	10	4	6
AMP 14	9	4	5
AMP 15	5	3	2
Non-AMP	5	1	4
<b>TOTALS</b>	<b>182</b>	<b>88</b>	<b>94</b>

**3. Salishan Association**

*3.1 Salishan Association Board:*

(a) Elections

The Board of Directors held their elections during the month of September. Homeowner Todd Branyord was voted in as Board President, Ken Shalik will retain his position of Treasurer and Homeowner Tim Sorenson was voted in as Board Secretary. Effective October 15<sup>th</sup>, Lisa Zahn has resigned her position as Community Association Manager. The Board will be deciding the next steps in hiring a new Association Manager.

**4. Community Development and Safety**

*4.1 Salishan Association:*

- (a) The Board has set aside \$35,000 for 8 speed bumps to be installed on various streets in Salishan. In the next month we will be conducting studies with speed guns and evaluating the highest traffic areas and speeds on various streets to determine the location of these speed bumps.

- (b) The Tacoma Housing Authority and the Salishan Association are both collaborating with Metro Parks to form a MetroParks Strategic Planning Committee regarding the acreage behind Salishan. At this time MetroParks is preparing to convene a community process to devise its strategic plan for this area. This is exciting and could include many of the amenities that we have sought in Salishan such as skateboard park, sprayground, and/or boys and girls club. Meetings should begin in October.

#### *4.2 Comprehensive Health & Education Foundation (CHEF) Funding:*

CHEF, along with WithinReach, is engaged in a unique collaboration to establish public housing developments as model healthy communities. The goal is to help create public housing communities where residents support the growth and development of children and youth, access state and federal benefit programs and health care services, breathe clean air, are physically active, eat healthy, connect with neighbors and advocate for change in the systems and policies that affect their health and well-being. They will be engaging the Salishan Association in this endeavor by training and supporting residents in a Community Healthy Worker Program. We hope to begin this project within the next couple of months.

## **5. RENTAL ASSISTANCE DIVISION**

### **a. Performance Report Summary:**

#### *Public Housing Information Center (PIC) reporting:*

THA's reporting rate for accurately submitting HCV program participation data (50058) to HUD is at 97%. HUD requires a housing authority to accurately submit at 95% or better.

#### *Housing Choice Voucher (HCV) Utilization:*

Housing Choice Voucher utilization is reported at 97.06% for the month of September and 97.45% for calendar year to date. Budget utilization is reported at 93% for the month and 96.18% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,543		Budget	2,556,618	
Voucher Leased	3,439		Actual	2,370,113	
% Utilized	97.06		% Utilized	93%	

### **MOVING TO WORK (MTW)**

The Fiscal Year 2011 Moving to Work Plan is included as a separate document in the Board packet. You will be asked to approve the submittal of this plan during the Board meeting.

### **SALISHAN**

On October 14<sup>th</sup> we received an email from the Tacoma Police Department Community Liaison Officer congratulating THA for crime statistics for Salishan. Salishan had four fewer calls for services for September 2010 versus September 2009. This decrease in calls was experienced even with an increase of 90 units.

REAL ESTATE

DEVELOPMENT



# TACOMA HOUSING AUTHORITY

DATE: October 27, 2010

TO: THA Board of Commissioners

FROM: Tina Hansen  
Interim Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

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## 1. SALISHAN/HOPE VI

### 1.1 Phase II Construction

#### 1.1.1 Area 2A

- *Education, Training and Retail Center:* Staff continues to pursue prospective service providers as tenants or owners for the Education Training and Retail Center. Lua Pritchard continues to express an interest in partnering with Service Employees International Union (SEIU) to purchase or lease space for training classes in the ETRC. Several links and advertisements for “Educational Service Providers” as tenants or owners in the new ETRC are now on the THA website. Staff also continues to pursue various debt free funding opportunities. The HUD NOFA for Capital Fund Education and Training Facilities has been issued and staff is researching THA’s eligibility to apply.

#### 1.1.2 Area 3

- *Lot Sales:* Habitat for Humanity has completed the first eight homes in Area 3, is nearly complete with another, and is 40% complete on the next two homes. Staff continues to pursue homebuilders for additional lot sales in Area 3.

#### 1.1.3 Area 2B

- *Infrastructure:*  
Landscape irrigation main water supply lines are complete in the north end and are ongoing in the south half. Import and placement of topsoil is ongoing and planting of nursery stock is underway. The final lift of asphalt paving was completed the middle of September in the north half (48<sup>th</sup> going north to 46<sup>th</sup>). Infrastructure work is 98% complete.

- *Salishan 7:* Current program plans include (90) project-based Section 8 rental units and (1) unrestricted manager's unit. All foundations and footings are complete. All roofing and siding work is complete. Gypsum wallboard installation continues in block 28. Mechanical, electrical and plumbing are ongoing through block 28. Final punch activities are underway in block 24. In-block landscaping is complete in block 24. The units to date have all passed the LEED certification for platinum with 95 points. The first 18 units (block 25) were turned over to THA on September 29, 2010. The next 27 units are scheduled for turnover on October 29, 2010.

*1.1.4 Arlington Rd*

Staff continues to speak to local Senior Care facility owners and DSHS in conducting market research for a Senior care facility at Salishan.

## **1.2 Financial**

*1.2.1 Salishan Seven:* As was mentioned above, the construction of Salishan Seven is proceeding on schedule. There is no finance news at this time. THA should learn later this month what level of LEED certification Salishan Seven will receive. Certification from the United States Green Building Counsel (USGNC) is expected in early November. THA has targeted LEED Platinum, which is the highest rating, and all indicators show we should obtain this goal.

*1.2.2 Area 3 Citi Bank Loan:* THA closed on a portion of the loan restructuring with Citibank in June. HUD approval to allow THA to provide additional lots in Area 2B as collateral was granted September 29. Final documentation has now been signed and recorded and the negotiated loan terms are now in effect.

*1.2.3 Area 2B:* The contract with the Department of Commerce for the \$1 million in State capital budget funding that THA received has been signed and THA will have expended all of the funds by the end of October.

## **1.3 Construction Oversight Committee**

The Construction Oversight Committee (COC) was held as scheduled on September 9, 2010. The committee was updated on all elements of Salishan. It was discussed that there would be one to two more meetings as the project is nearing completion. The white paper on the success of the project and the committee will be updated to reflect the final outreach achievements. The next meeting is scheduled for January 13, 2011.



## **2. PUBLIC HOUSING PROJECTS**

### **2.1 Scattered Sites**

*Disposition:* The scattered sites will remain as public housing units for the time being.

### **2.2 1800/2500 Hillside Terrace**

*2.2.1 Financing:* Financing of this project is on hold. Staff is reviewing the HUD NOFA for Capital Fund Education and Training Facilities to determine if this grant would apply to the project.

*2.2.2 Architecture:* Negotiations with the architect are on hold.

*2.2.3 Construction:* Pre-construction services are on hold.

*2.2.4 Demolition/Disposition:* Staff is reviewing options for demolition and disposition for the site.

## **3. CAPITAL FUNDS & AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) CAPITAL FUNDS**

**3.1 Planning/Bidding:** All Plans, Specifications and Bidding have been completed.

### **3.2 Capital Fund Construction:**

*3.2.1 Capital Funds:* The G Street Repipe project is complete. Closeout documents are being prepared.

### **3.3 ARRA Construction**

*3.3.1 AMP1:* K Street Apartments; Tatley-Grund (TGI), the General Contractor has completed all contract work within budget and final punch is complete.

*G Street Apartments;* All work was completed the end of September.

*3.3.2 AMP2: Wright Street;* Demolition is complete, and Weather Resistant Barrier installation is 95 % finished. Window removal, reframing and installation of the new windows are 98% complete. Siding installation is 80%. Additional framing was required to correct the existing parapet framing that was not per as-built drawings. Siding installation began the first of September.

*Fawcett Apartments;* Siding repairs and cleaning, deck and railing installation are finished. Punch and closeout are finished.

*6<sup>th</sup> Avenue*; All renovations are complete.

3.3.3 *AMP3*: Renovations at Bergerson Terrace, Ludwig and Dixon Village apartments are complete.

3.3.4 *Asphalt Removal & Replacement (AMPs 1, 2, & 3)*: Northwest Asphalt has completed all asphalt repairs and sealcoating and striping work.

3.3.5 Construction on all the ARRA projects will be completed well ahead of the expenditure deadline of March 2012. All activities are scheduled to be complete by late fall, early winter 2010.

### **3.4 Grants**

3.4.1 NSP 1: THA has sold four of the houses. The only house without an offer is located at 2323 S Ash. Staff is looking for new houses to purchase. THA received approximately \$510,000 NSP1 funding. We are awaiting news from the Department of Commerce regarding how they will distribute the latest round of NSP funds.

3.4.2 *Salishan HOPE VI*: As was mentioned previously, with the turnover of the Salishan Six units THA has completed its development obligations under the HOPE VI grant. Real Estate Development, Community Services and Finance worked together to compile the HOPE VI Grant close out material which was due to HUD March 30, 2010. All items have been submitted. We continue to await HUD's review and approval before the grant audit is done.

## **4. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING**

4.1 The Salishan Hope VI Construction Oversight Committee met on September 9, 2010. Salishan M/WBE utilization numbers incorporate site activity in Area 1, Area 2a and 2b, and Area 3. To date, the total minority and women-owned business (M/WBE) subcontracting equals about thirty-five percent (35%) of total contract dollars awarded. Twenty-six percent (26%) of all contract dollars have been awarded to MBE firms, and nine percent (9%) to WBE firms. Thirty-seven percent (37%) of all contracts have been awarded to Tacoma based companies, and forty-six percent (46%) have been awarded to Pierce County based companies. Section 3 results to date total 202. The project goal was 150. The next meeting is scheduled for January 13, 2011.

4.2 ARRA AMP 1: Three Section 3 employees have been hired to date.

## 5. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of October 6, 2010.

<b>Grant</b>	<b>Total Grant</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Expended</b>	<b>% Expended</b>	<b>Obligation Start Date</b>	<b>Obligation End Date</b>	<b>Disbursement End Date</b>
2007 CFP (P)	\$2,909,072	\$ 2,909,072	100%	2,909,072	100%	09/13/07	09/12/09	09/12/11
2008 CFP (P)	\$1,849,412	\$1,849,412	100%	\$1,504,521	81%	6/13/08	06/12/10	06/12/12
2008 CFP (1 <sup>st</sup> R)	\$1,351,655	\$1,351,655	100%	\$1,351,655	100%	6/13/08	06/12/10	06/12/12
Sal. HOPE VI (Revitalization)	\$35,000,000	\$35,000,000	100%	\$35,000,000	100%	04/26/01	12/31/10	12/31/10
2009 CFP	\$2,410,953	\$573,662	24%	\$166,965	7%	9/15/09	9/14/11	9/14/13
2009 CFP (1 <sup>st</sup> R)	\$703,863	\$703,863	100%	\$278,150	40%	9/15/09	9/14/11	9/14/13
2009 CFP (2 <sup>nd</sup> R)	\$54,932	\$54,932	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (3 <sup>rd</sup> R)	\$2,724	\$2,724	100%	0	0	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	00.00	0%	151,000	6%	7/15/10	7/15/12	7/15/14
2010 CFP (1 <sup>st</sup> R)	\$1,216,978	\$1,216,978	100%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (2 <sup>nd</sup> R)	\$219,721	\$219,721	100%	0	0	7/15/10	7/15/12	7/15/14
CFRG*	\$4,096,616	\$4,096,616	100%	\$2,722,047	66%	3/18/09	3/17/10	3/17/12

\*ARRA Capital Fund Recovery Grant

# COMMUNITY SERVICES



# TACOMA HOUSING AUTHORITY

DATE: October 27, 2010

TO: THA Board of Commissioners

FROM: Nancy Vignec  
Community Services

RE: Monthly Board Report

## STRATEGIC OBJECTIVE: ASSISTANCE

THA will provide high quality housing and supportive services. Its supportive services will help people succeed as residents, neighbors, parents, students, and wage earners who can live without assistance. It will focus this assistance to meet the greatest need.

### 1. 2010 GOALS

Fifteen different major funding sources support the Community Services department's staff and activities. Most of these funding sources identify performance measures and goals. This report groups the various funding sources' annual goals by service area. It summarizes progress toward attaining annual goals during the month of September and for the calendar year 2010.

#### 1.1 Employment

The CS department offers employment services through its case workers. The case workers refer clients to local vocational training programs and then track their progress. The Goodwill employment specialist contract ended in August, but case workers will continue to refer clients to Goodwill Industries.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	0	12	20	60%
Clients completed vocational training program	0	9	12	75%
Clients enrolled in employment readiness soft skills program	0	44	52	85%
Clients completed employment readiness soft skills program	0	6	44	14%
Job Placement	2	37	60	62%
Earned Income Increased	2	37	30	123%
Entered Apprenticeship	0	0	2	0%

## 1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of September, 17 participants attended GED classes which included 12 new enrollments. A total of 66 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	12	66	18	367%
Completes one or more GED tests	0	8	3	267%
Attains GED	0	4	3	133%

## 1.3 Family Self-Sufficiency Program

The THA Family Self-Sufficiency (FSS) program is a five year employment and savings incentive program funded by HUD and the City of Tacoma.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	103	132	153	86%
Graduates	3	11	5	220%
Removed/Voluntarily Withdrawn	10	18	n/a	n/a
New Contracts Signed	2	14	10	140%
Escrow Balance	\$225,779.36			

## 1.4 Life Skills and Parenting Classes

THA contracts with Bates Technical College for Life Skills and Parenting classes and parenting support groups. A new session of the Bates Positive Parenting Class started August 3<sup>rd</sup> and had nine participants enroll and complete this course.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	13	20	65%
Life Skills Completion	0	13	15	87%
Parenting Enrollment	0	17	25	68%
Parenting Completion	9	21	20	105%

## 1.5 Asset Building

The department provides financial literacy, credit counseling, homeownership counseling and individual development accounts to help THA clients build assets and prepare to become homeowners.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	0	21	120	18%
Financial Literacy Completion	0	9	72	13%
Credit Counseling Enrollment	0	1	17	6%
Credit Counseling Completion	0	2	10	20%
Homeownership Counseling	7	40	17	235%
Individual Development Account Participants	26	45	30	150%
Qualified Withdrawals	0	8	30	27%
Home Purchase	2	9	10	90%
Other Asset Purchases	0	6	20	30%

## 1.6 Neighborhood Networks and VITA

THA has Neighborhood Networks computer labs at Bergerson Terrace, Dixon Village, and Salishan. The AmeriCorps member assigned to the computer labs is responsible for outreach and computer lab programming. Each lab has scheduled times for adult activities and for youth activities including, resume writing, research, and homework assistance.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	40	145	150	97%
VITA Tax Returns for THA clients	0	55	125	44%
EITC Received (PH only)	0	17	85	20%

## 1.7 Youth Activities

THA contracts with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan. There are currently 121 troop members, 72 of which are THA residents.

Northwest Leadership Foundation (NLF) completed its summer at Lister Elementary school in August. NLF summer camp completed and served 38 of our public housing youth.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	0	19	35	54%
80% or better on computer skills post-test	0	21	25	84%
GPA improved .5 or more	0	9	15	60%
Life skills/financial literacy completed	0	0	75	0%
80% or better on life skills/financial literacy post-test	0	0	45	0%
Summer Program Enrollment	0	40	55	73%
Youth mentoring (PH only)	0	51	45	113%
Youth mentoring ongoing more than six months	0	35	40	88%
Youth Section 3 employed	0	0	4	0%

### 1.8 Senior and Disabled Services

The Specialist links residents with services to help them succeed as tenants. The services help elderly residents age in place. These services include COPES, State Health Insurance Benefits Advisors (SHIBA), a home delivery food bank (BASH) that delivered food baskets to 225 senior apartment residents, housekeeping, transportation, and social resources.

The Senior and Disabled Services Program Specialist serve the 360 residents of THA's seven senior apartment buildings. During the month of September, the Specialist had 151 client contacts (96 unduplicated). In addition, 20 unduplicated home visits were made and 21 residents received 1:1 situational and wellness counseling.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	96	249	260	96%
Referrals	3	28	55	51%
Unduplicated situation/wellness counseling	21	94	150	63%
Assistance with correspondence for Entitlement Programs	0	22	40	55%

### 1.9 Families in Transition (FIT)

The Community Service Department's FIT program is funded by Washington Families Fund and Sound Families grants. FIT caseworkers help participants succeed as tenants, parents and wage earners.



	<b>WFF/Sound Families</b>		<b>Hillside Terrace</b>		<b>Tax Credit</b>	
<b>Total Current Caseload</b>	<b>19</b>		<b>2</b>		<b>5</b>	
	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
Entrances	0	6	0	0	0	3
Graduations	0	3	0	2	1	2
Exits	0	0	0	0	0	0
Terminations	0	1	0	0	0	0

## 2. GRANTS

### 2.1 Washington College Access Network – WCAN Grant

The Washington College Access Network awarded a \$10,000 grant to the Tacoma Housing Development Group, THA's non-profit affiliate. These funds will be used by the Tacoma College Support Network, a network of agencies, including THA, dedicated to making college a reality for low income students. The grant will be used to support community events at which Tacoma middle school students can sign up for the state's College Bound Scholarship, and events to support high school students who have already signed up for the scholarship.

The College Bound Scholarship provides grants to low-income students in seventh and eighth grade to attend college in Washington tuition-free. The scholarship can be used at a Washington public community, technical, or four-year college; an approved, accredited independent college or university; or a private career school. Once they have applied for the scholarship, students need to graduate from a Washington state high school or home school with a cumulative GPA of 2.0 or higher, demonstrate good citizenship, and stay crime free.

**NEW BUSINESS**



## RESOLUTION #1



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-10-27 (1)

DATE: October 27, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Approval of THA's Moving to Work Application

### **Background**

By this resolution, staff asks the Board for authorization to submit its draft MTW Plan to HUD for HUD's approval. This Plan will serve as a replacement of the HUD Annual. If HUD approves this proposal, THA will have to implement them with policy revisions that will come to the Board in Spring 2011.

The Board heard the details of this proposal at its study session of October 15<sup>th</sup>. Here are some summary elements of the proposal and its origins.

### **1. MOVING TO WORK (MTW) DESIGNATION**

This proposal is the next step in THA's designation as a Moving to Work (MTW) public housing authority. As the Board knows, we have been seeking this designation since 2003. HUD granted it to THA earlier this year. We negotiated our MTW agreement with HUD this Summer. This draft MTW plan is the next step.

In summary, HUD expects our plan to serve three goals:

- To make us more efficient
- To help our assisted families become self-sufficient
- To increase their housing choices.

### **2. STUDY AND CONSULTATION**

Staff consulted widely and studied its options extensively. These efforts included the following:

- THA staff held brainstorming sessions on July 7, July 10, July 28, August 4, August 25, September 1, September 15, October 13, and October 27, 2010
- THA posted its plan on its web site for public review beginning September 7, 2010.
- THA hosted public meetings on October 5, 6, 7 and 12, 2010, all with available translators in four languages.

- THA also met independently with an attorney for the local Legal Services program, Northwest Justice Project on June 29, 2010 and October 1, 2010.
- THA Board of Commissioners held study sessions on November 18, 2009 and October 15, 2010
- THA's Executive Team reviewed the proposals several times.
- THA engaged the services of Seasholtz Consulting to conduct an independent analysis of the effects the proposal will have on residents and on THA. The Board heard the results of that analysis on October 15<sup>th</sup>.

A compilation of the public comments, with THA responses, is included in Appendix I of THA's Moving to Work Plan.

### 3. REASONS FOR THE PROPOSAL

This proposal will serve the following purposes of the MTW program:

- 2.1 Reduce Program Costs:** The proposal will reduce costs and achieve greater cost effectiveness in federal expenditures. We estimate that it will save THA \$420,942 in the first full year (following implementation the initial implementation in 2011). Over four years, we estimate a total savings of \$2.01 million.

These savings will serve two important purposes. In conjunction with the change in occupancy standards for the voucher program (see Resolution 2010-10-27(2)) they will allow THA to maintain its present level of services and avoid further cuts. The Board will recall that this year's budget imposed a 10% cut in expenditures by losing three staff persons and leaving 6 positions vacate. Even so the budget had a \$250,000 shortfall. these changes will fill that shortfall. We also project a \$750,000 shortfall next year. These changes will cover that as well.. Once fully implemented, they will allow THA to serve more families.

These savings will arise in two main ways.

**First**, the proposal will reduce the administrative burden and paper shuffle required to administer the voucher and public housing programs. For example:

- We will reduce the number of annual recertifications for households with stable incomes.
- We will reduce the number of inspections for units that pass two inspections without difficulty.
- We will schedule inspections by group locations rather than by anniversary date. This will allow an inspection to inspect locations in the same part of town on the same trip.

**Second**, some households will pay more or get less, some will pay or get about the same, and some will pay less. In general:

- Seniors and disabled persons will pay about the same.
- Low wage working families will pay less.
- High income families paying less than 30% of their income in rent and utilities and work-able persons who do **not** work will pay more.

The notable changes that will affect what people pay or get include the following:

- increase in the minimum rent;
- eliminate the flat rent that allows high income families to pay a small percentage of their income in rent;
- eliminate the utility allowance check. (THA can no longer afford to pay people to live in its housing);
- offer two rent pilot programs that will allow households to keep more of their rising earned income.

**Encourage Workable Persons to Increased Earned Income:** The proposals give incentives for households with work-able adults to increase their earned income. It does this primarily through two rent pilot programs. Work-able households will choose the pilot program that suits them. Either one will allow the household to keep more of its increased earned income than the present rules. THA will also be able to use some of the savings from these proposals to support its self-sufficiency programs that help families prosper.

**Increase Housing Choices For Low-Income Families.** The proposals will allow THA to offer more housing choices especially for households with special needs. For example:

- The proposal will increase THA's use of project based vouchers. This use of vouchers has been effective in matching housing with supportive services.
- Project based vouchers is also a way to get affordable units into market rate developments and in that way economically and racially integrate those developments that otherwise would be harder for voucher holders to rent.
- THA will create special program uses for tenant based vouchers. This will allow THA to direct vouchers to programs that can match our housing assistance with other forms of support that households with special needs

more require. *E.g*, family unification services for households recovering their children from foster care; independent living services for youth aging out of foster care; stabilization services for homeless families; services for chronically homeless adults.

- THA will also direct its cost savings to its own supportive services that help high risk households succeed in our housing or housing programs.

### **Recommendation**

Approve Resolution 2010-10-27 (1) authorizing the Executive Director to submit the Housing Authority of the City of Tacoma's Fiscal Year 2011 Moving to Work (MTW) Plan. NOTE: the resolution is in a format that HUD directs us to use.





# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-10-27 (1)

### Annual Moving to Work Plan Certifications and Compliance

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

#### **Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual

Moving to Work Plan for the PHA fiscal year beginning 1/1/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the City of Tacoma  
PHA Name

WA005  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title



## RESOLUTION #2



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-10-27 (2)

DATE: October 27, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Amendment to THA Voucher Administrative Plan - Occupancy Subsidy Standards

### **Background**

Staff proposes to revise the THA's Administrative Plan for the Housing Choice Voucher program. This revision would change the number of bedrooms that a tenant based voucher will pay for. This change will decrease the occupancy standard from, in general, one bedroom for each person in a household (other than a couple) to two people per bedroom. This is the change that we have been discussing with the Board for several months. I attach another copy of my June 23, 2010 memo to the Board. The Board heard further detail at its October 15<sup>th</sup> study session. The specific changes in the language of the Administrative Plan are attached.

Staff hosted two well-attended public hearings about this proposal in which voucher holders and landlords offered comments. Staff also consulted with representatives of Voucher landlords and an attorney with Northwest Justice Project. We also received written comment. I attach a recap of those comments and THA's responses.

Here is a summary:

### **1. Reasons for Changing the Occupancy Standard**

We propose this change for two key reasons:

**First**, the new standard will more accurately reflect the occupancy standards in the private market and it will encourage residents to become more self-sufficiency.

**Second**, the change will reduce the cost of the program. We need to do this for two reasons. (i) The savings will preserve our present level of service to THA's customers. The board will remember that we had a \$250,000 budget shortfall this year and project a \$750,000 budget shortfall for next year. This change by itself will cover this year's shortfall and save \$500,000 next year. Once it is fully implemented after three years it will save \$750,000 per year. With other policy changes that we are proposing to the Board as part of the MTW initiatives (discussed in the Resolution 2010-10-27(1)), THA will save enough money to cover those shortfalls. Otherwise, we will lose another 6-8 positions, on top of the 9 positions we lost this

current year with our 10% budget cut. (ii) Once all the changes take full effect over three years, the savings will allow us to increase the number of vouchers we issue.

## **2. Changes in Number of Bedrooms**

In general, our present policy allowed one bedroom per person (couples get one bedroom). Our proposed policy will allow one bedroom per two persons, with exceptions for people whose disabilities require a separate bedroom.



Number of Persons in Household	Number of Bedrooms the Voucher Will Pay For Under Existing Policy	Number of Bedrooms the Voucher Will Pay For Under Proposed Policy
1	1	1
2	1-2	1
3	2-3	2
4	2-4	2
5	3-5	3
6	3-6	3
THA will allow exceptions as a reasonable accommodation to disabilities.		

This change would not affect households in project-based voucher developments.

## **3. Affect on Households**

- This change will affect about one-third of THA's voucher households. The change will reduce the value of their voucher by an average of \$200 per month.
- Approximately 400 of those households will be single parents.
- Approximately 200 of those households will be households with children of the opposite sex.

## **4. Timing of Change**

This change will take affect at the earlier of the following events:

- when the family moves to a new home
- the second annual recertification after November 1<sup>st</sup>.

This means that a family that remains in place will have at least one year and up to two years before the change affects the value of its voucher. The average time period for these families will be 18 months.

## **5. Household Choices**

A family affected by this change will have three choices:

- stay in the same apartment or home and pay the extra from its own pocket.
- move to another place with the same number of bedrooms but at a lower rent
- move to another place with one fewer bedroom and pay the same amount that it used to pay

THA does not propose to tell a family what choice to make among these options or what sleeping arrangements to make if it must make do with one fewer bedroom. More than one person can share a bedroom. A family may use the living room for sleeping. These are choices common to families in the private rental market.

### **Recommendation**

Approve Resolution 2010-10-27 (2) authorizing THA to amend Chapter 6 of the Administrative Plan as it relates to occupancy standards.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-10-27 (2)

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and Public Housing participants who discontinued housing assistance with debt owing to THA.

**WHEREAS**, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

***Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:***

1. The Board authorizes THA staff to amend Chapter 6 of the Administrative Plan as indicated on the attachment adopting new occupancy standards for the Housing Choice Voucher Program.

**Approved:**     October 27, 2010

\_\_\_\_\_  
Dr. Arthur Banks, Chairman





## PROPOSED CHANGES TO THA ADMINISTRATIVE PLAN FOR THE HOUSING VOUCHER PROGRAM

Below is the policy revision under consideration (Language that has been added to the policy is in blue. Language that will be removed is indicated by a ~~strike through~~):

Tacoma Housing Authority  
Subsidy Standards  
Section 8 Administrative Plan

### 6.0 Assignment of Bedroom Sizes (subsidy Standards)

#### TENANT BASED VOUCHERS

THA will issue a voucher for a particular bedroom size ~~B-the bedroom-size~~ is a factor in determining the family's level of assistance. The following guidelines will determine each family's unit size without overcrowding or over-housing for tenant-based voucher units:

Family Size	Voucher Size
1	1
2	1
3	2
4	2
5	3
6	3
7	4
8	4
9	5
10	5

In determining voucher size, THA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster-care.

The family unit size will be determined by THA in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. ~~However the unit must be large enough to accommodate no more than two people per living/sleeping room.~~ If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

Exceptions to these standards will be made in the following cases:

- Live-in aides will be allocated a separate bedroom.
- Single person families will be allocated one bedroom.
- Need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition
- Certified foster care providers will be assigned enough bedrooms to remain in compliance with Washington State law.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests

based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known.

In consideration of requests for exceptions to the subsidy standards, THA will consider whether using the living room as a sleeping room could accommodate the request.

#### **PROJECT BASED VOUCHERS**

The following guidelines will determine each family's unit size without overcrowding or over-housing for project-based voucher units and units purchased with a Section 8 (y) homeownership voucher prior to November 1, 2010:

<b>Number of Bedrooms</b>	<b>Min. Number of Persons</b>	<b>Max. Number of Persons</b>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, THA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex will share a bedroom until the age of five. Children of the opposite sex will be assigned separate bedrooms.
- C. Adults and children will not be required to share a bedroom.
- D. Foster adults and children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

THA will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary. Exceptions will be considered in accordance with the policy outlined above under tenant-based vouchers.



# TACOMA HOUSING AUTHORITY

**To:** Tacoma Housing Authority Board of Commissioners

**From:** Michael Mirra, Executive Director

April Davis, Director of Real Estate Management and Housing Services

**Date:** June 23, 2010

**Re:** Pending proposal to change occupancy standards and minimum rent policies

## 1. INTRODUCTION

We write to further explain the proposal we expect to make to the Board making two changes in our housing programs. These changes will provide a smaller housing subsidy to some households. We believe these changes are necessary for two main purposes: (1) to accurately reflect the occupancy standards in the private market and encourage resident self-sufficiency; and, (2) to save THA money we need to preserve our level of service to present client households and, once the changes take full effect in three years, to increase the number of households we can serve.

This memo supplements my memo of June 5, 2010. I also respond to some of the questions and requests for information Commissioners posed at the June 5<sup>th</sup> discussion. The Board will have to approve these changes. I expect to ask that we seek this approval in October. By then we will have completed our community consultation and further analysis.

## 2. PROPOSAL

We expect to propose versions of two changes:

### 2.1 Occupancy Standards for the Housing Choice Voucher Program

The value of a Housing Voucher depends in part on the number of bedrooms it will cover. This in turn depends on the family size and composition. In general, the larger the family the more bedrooms its voucher will pay to rent. Presently, THA's occupancy standards generally allow one bedroom per family member, with exceptions. I propose we change the standard so that, in general but with exceptions, the voucher will pay for one bedroom for two persons. These are the changes.

THA Housing Choice Voucher Occupancy Standards		
Household Composition	Number of Bedrooms a Voucher Will Pay For	
	Present Policy	Proposed Policy
1 or 2 adults, no children	1	1
1 adult and:		
1 child	2	1
2 children, same gender	2	2
2 children, male and female	2 or 3	2
3 children, same gender	3	2
3 children, male and female	3	2
2 adults and:		
1 child	2	2
2 children, same gender	2 or 3	2
2 children, male and female	3	2
THA will allow exceptions as a reasonable accommodation to disabilities or to address hardships.		



certification right after the change in policy, then it will have about a year before the change affects it. If its annual certification occurs just before the policy change, it will have about two years. This means that families who do not move will have an average of about 18 months to prepare for the change. They will have that time to budget to pay the difference, perhaps by increasing their earned income, or finding another unit.

Please note that the standards do not dictate how a household should assign bedrooms. The household that does not pay the difference to keep the larger unit and moves to a smaller unit can do what unsubsidized families do: use a living room as a sleeping area; a parent and a child may share a bedroom; two or even three children may do so.

We note the concern whether such arrangements may invite sexual misconduct, including incest. We did not receive reports of such incidents when THA used these tighter occupancy standards in 2004. King County Housing Authority, which uses these tighter standards, has not heard of such problems. A parent with a reason to fear such pathological disorders will still have the alternatives: sharing a room with a child, using the living room as a sleeping room, moving to a less expensive but larger unit, or paying the difference for a larger unit. Such troubled families facing such serious psychological or emotional disorders may also seek an exception from THA allowing for a larger voucher on those grounds.

- The change in minimum rents will require a \$50 monthly rental payment from families who presently pay zero for their housing and will ask them to forego a utility allowance payment they presently receive in an average amount of \$75 per month. Currently, 575 households pay zero rent and/or receive a utility reimbursement payment from THA.

These changes will no doubt pose a challenge to families, many of whom are already struggling on a tight budget. If there were no other factors to consider, we would probably not consider these changes. However, other important factors do recommend the change.

## **2.4 Occupancy Standards of the Community**

The occupancy standards we use should account for those reasonable standards that our client population experiences on the private rental market and those it will experience when it leaves the program. This requires a balance. On the one hand we do not wish to adopt those aspects of the private rental market that our program is meant to relieve: unaffordable rent burden, excessive overcrowding, unsafe and unsanitary living conditions. On the other hand, we should not use standards that are unrealistically generous or unsustainable, especially if they are unaffordable for THA to subsidize. We believe that our proposed occupancy standard is a good balance.

Our present occupancy standards are considerably more generous than what most of our clients face in the unsubsidized private rental market. This would remain true even with the



## 2.6 Cost Savings that Would Preserve Levels of Service and Increase Numbers of Families Served

Our two proposals will save THA substantial sums of money that we need for two reasons this year and in the following years: (i) it will fill an operational shortfall this year of \$250,000 and preserve our level of service to families. Otherwise, we will have to lay off another 4 staff, on top of the 10% cut this year's budget imposes. As the changes take effect over the next two years, they will save more money annually and fill the \$750,000 shortfall we will have next year. Otherwise, we will face much deeper cuts in staff and in the levels of service to families. To have these savings next year, we need to start the phase in of these changes this year; (2) once the changes are fully effective in three years, the savings will then be enough to fill those shortfalls and also allow us to increase the number of families we serve.

Project Annual Savings from Changes			
Fiscal Year	Change in Occupancy Standards	Implementation of \$0 minimum rent (including eliminating utility payments)	Total Savings
FY 2011	\$250,000 (effective 10/1/10)	\$86,250 (effective 1/1/11)	\$336,250
FY 2012	\$500,000	\$350,000	\$850,000
FY 2013	\$750,000	\$350,000	\$1.1 million

## 3. NOTICE AND CONSULTATIONS

Before we propose these changes formally to the Board, we will notify our client families and invite their comments. We will also consult with our Landlord Advisory Committee and with legal services. We have already begun these consultations. We have met with the Landlord Advisory Committee, which is generally supportive. One landlord stated that it is very common for him to see a single mother occupying a one bedroom unit with her children. They understand that people renting market rate units choose units with fewer bedrooms because that is what they can afford. The proposed new standards resemble what they already see in the market.

## 4. CONCLUSION

The changes fully support THA's Moving-to-Work initiatives and encourage resident self-sufficiency. They also allow THA to fill current and future operational gaps while setting the agency up to serve more low-income households in the future. In fact, we presently have no other way to do that.

## PUBLIC COMMENTS

Date Received/ Media Type	Comment	THA Response
<b>Topic: Occupancy Standards</b>		
9/7/10 Public Meeting	My annual is in January. When will the change happen?	The change would happen at your second annual after the effective date of the change. For a January annual, this change would take effect January 1, 2012.
9/7/10 Public Meeting	Will letters be sent out reminding landlords that it is time for the 2 <sup>nd</sup> annual and what the change will be (how about a letter?)	We have not determined that level of detail yet.
9/7/10 Public Meeting	Large turnover will affect Dan Whites business.	Thank you for the comment.
9/7/10 Public Meeting	What about opposite sex children i.e. 13 and 14 year olds.	We will no longer consider composition of the household. Voucher size will be based on two people per bedroom.
9/7/10 Public Meeting	What about houses? If they can't pay the different what will happen?	People will have a choice about whether they pay the difference or move to a smaller unit. All households will have over a year's notice to decide what they want to do.
9/7/10 Public Meeting	What is a simplified Utility Allowance?	THA will be simplifying utility allowances under its Moving to Work initiatives. We've done a separate mailing about that topic and will have more public meetings about it in Spring 2011.
9/7/10 Public Meeting	How long will this last?	We anticipate this will be a permanent change.
9/7/10 Public Meeting	The list of available rentals in your lobby needs to be updated.	Thank you for the comment.
9/7/10 Public Meeting	When do you look at FMR?	We look at Fair Market Rents (FMR) on an annual basis. We consider the length of time it takes households to find housing and market rate rental prices in determining whether to make a change.
9/7/10 Public Meeting	Is there going to be a minimum rent?	THA is proposing to have a minimum rent beginning in July 2011. Households that will be impacted by this change will be notified in March 2011.
9/7/10 Public Meeting	What is the benefit of MTW?	Moving to Work (MTW) will allow the housing authority to help people move toward self-sufficiency, increase housing choices, save time and money, and serve more households.
9/7/10	Hello, this is Mark Postlewaite who owns a rental at 2241 East Harrison Street Tacoma WA. My tenant is Kimberely Vance. Will this proposal affect me financially? Do you have all this figured out? Kimberely has lived in this home for many years and one or two of her children have chronic medical problems. Please let me know ASAP-----Sincerely Mark W	Please contact your case worker for more information.

	.Postlewaite (206) 661-5168 <a href="mailto:mickeypostal@comcast.net">mickeypostal@comcast.net</a>	
9/2/10 Email	<p>Just had a question about the wording under Project Based vouchers, right under the chart that shows bedrooms and occupants. The statement is that 2 adults will share a bedroom unless related by blood. Is that right? mb</p> <p><b>Mary Beth Quinsey</b>  <b>TACID</b>  <b>Housing &amp; Employment Program Manager</b>  <b>253-565-9000 x14</b></p>	Yes, this is correct.
9/2/10 Email	<p>Hi, my name is RenitaMoore, I am currently on section 8. I wanted to know if I would Still be getting a 3 bedroom voucher when my daughter turns 5 years old on October 22nd. It is me, my husband, my daughter who will be 5 years old next month, my son who is 3 years old, and my baby girl who is 4 months now. i noticed on the proposed letter is stated that 5 people in a household would get a 3 bedroom and 2 adults with 3 children would also get a three bedroom will that apply to me. justtryin to see if I will be still get the 3 bedroom voucher i have been waiting on, so i can move, or should i just look for something else in my budget and move with that. i have not moved because i didnt want to sign a lease and then get the 3 bedroom voucher and still be in a 2 bedroom. it also states, that if your certification took place before the proposed changes then i will have 2 years before it takes affect, so does that mean that i will get a 3 bedroom for now. by that time, my daughter will be about 7 and my son will be 5 and my baby girl will be 2. will you please respond to this email and let me know, it will be helpful.</p> <p>Thank You, Renita Moore.</p>	If you have five people in the household then you will qualify for a three bedroom voucher.
8/31/10 Public Meeting	How will this affect our clients currently in an over sized unit?	At clients 2 <sup>nd</sup> annual review the new occupancy standard will affect them, then they have a choice (1) they can move to the appropriate size unit (2) stay in the same unit and pay an estimated \$200 extra on their share of the rent.
8/31/10 Public Meeting	What if you have and 18 yr old child that is disabled, is the occupancy standard different?	Occupancy standard is for 2 people per room no matter the age or gender. If someone in your household is disabled then you may qualify for a reasonable accommodation. This is something you would talk with your case manager about.
8/31/10 Public Meeting	How would home ownership qualify under the new occupancy standard?	<p>(1) If you have purchased a home with a voucher prior to November 1, 2010 then this change will not impact you.</p> <p>(2) If you qualify for the home ownership program after November 1, 2010 then the occupancy standard would affect your household</p>
8/31/10 Public Meeting	What if I live in a 3 bedroom and are currently paying a 2 bedroom price how will this affect me?	This wouldn't affect you if were already paying the cheaper rate which in this case would be the 2 bedroom payment standard



8/31/10 Public Meeting	Does the new occupancy standard affect all of THA's programs or just the HCV/Sec8 program?	The new occupancy standard only affects the tenant-based voucher programprogram.
8/31/10 Public Meeting	What if I want to transfer my HCV to public housing because I could get more bedrooms?	We cannot transfer the HCV over to public housing; you either are on the HCV or public housing.
8/31/10 Public Meeting	What if I am a single parent and my child turns 18, do I qualify for a 2 bedroom?	No, only 2 people per room regardless of age or gender
8/31/10 Public Meeting	Why is THA doing this now?	Due to budget cuts and to encourage economic self-sufficiency.
8/31/10 Public Meeting	What if I am a single person and want to add a roommate?	The occupancy standard would apply 1 bedroom per 2 people.
8/31/10 Public Meeting	What if you have 2 HCVs'. Can they share a unit?	2 vouchers cannot be in the same household
8/31/10 Public Meeting	How does this affect me if I am already on the HCV program?	We will let clients know a year ahead of time of what their new rent will be, so they have time to make plans.
8/31/10 Public Meeting	Why would landlords accept HCV/sec8 today under the new program?	The voucher program is still very valuable. Landlords are guaranteed a monthly rent from THA, units are inspected annually and THA will help landlords enforce their lease by making tenants accountable for lease violations that they may receive.
8/31/10 Public Meeting	Will Pierce County Housing Authority be affected by the new occupancy standard?	No. This will only apply to Tacoma Housing Authority vouchers.
8/31/10 Public Meeting	Under WA State law Foster care children of different gender cannot share the same bedroom.	THA has revised its policy to reflect this.
8/31/10 Email	<p>Does it matter how big the bedrooms are? How do I know if this affects my vouchers personally? Will there be a formal notification and if so how soon before it takes effect. Was a copy of these changes sent to Section 8 tenants as well? Is there a certain level of a disability that THA considers qualifies for a separate bedroom?</p> <p>I don't agree with strangers having to share a bedroom, the main living area yes, but everyone needs some privacy once in a while.</p> <p>Thank you for your time regarding this matter. Janet Owen</p> <p>JLO PROPERTIES, LLC Payee ID: 716496</p> <p>Transactions: HAP Transaction      GERALD ZINN      9036 GAYLE AVE S Tacoma, WA</p>	Tenants were notified of this policy change at the same time landlords were notified. For households who remain in their current unit, they will be given approximately one-year's notice about their voucher size changing.
8/31/10 Email	<p>I have read the information on your website regarding the pending changes to the Housing Choice Voucher Program.</p> <p>The first question that comes to mind is WHY only Tenant Based vouchers are affected?</p>	THA has made the policy decision to keep the standards as-is for project-based vouchers because households in those units do not have a choice about where they live. Tenant-based voucher holders do. They have the ability to look for units with the appropriate bedrooms and more square footage or more bedrooms at a lesser

	<p>According to the chart provided – if someone lives in project based housing they basically can have 1 per bedroom – 5 people is minimum family size for a 5 bedroom home, as opposed to the tenant voucher – these same 5 people must live in a 3 bedroom. AND a family of 2 can each have a bedroom under project based, but must fit into a 1 bedroom on tenant based.</p> <p><b>Steve Weinman</b></p>	rental rate.
	<p>This sounds like – if they rent from you – they can have a bigger place and by definition be “over housed”. But if they rent from me... then they must find something smaller or suffer a severe financial impact. How is this a fair to those in one program vs. the other? ALL voucher recipients should fall under the same guidelines!</p> <p>Aren’t both programs funded through HUD?</p> <p>At the last Landlord Advisory meeting we heard about \$50 minimum rent and cancelation of the utility checks back to tenants being implemented. When I inquired previously, April responded that these were part of the “moving to work” program and would have a separate hearing and comment period. If these are going to be implemented, why aren’t they all being done at one time so that there is one major adjustment and not 2 or 3 changes that have to be adapted to? All of these issues affect the tenant financially and should be introduced and implemented simultaneously.</p> <p><b>Steve Weinman</b></p>	<p>There are other changes that will be occurring under Moving to Work. All residents and landlords will be receiving another mailing that outlines these changes, including a reiteration of the occupancy policy change. We would have liked to have all of that information in the first mailing but the timing did not work out. People will have an opportunity to review this new information around the end of September and four public meetings will follow to gather resident, landlords and the community.</p>
8/31/10 Email	<p>As of today – I have no good reason to consider renting to section 8 tenant based vouchers. With the idea that they could be “over-housed” and either suffer financial burdens or forced to relocate within “about 18 months” (per your letter), I do not want the turnover expenses for a known relatively short term occupant. The cost to the landlord is too significant to knowingly move in a family today, that will likely have to relocate due to policy changes.</p> <p><b>Steve Weinman</b></p>	<p>It is disappointing to hear that you have no good reason to rent to Section 8 tenants. This program is still a very valuable resource we are just being forced to make some changes to better the greater community. There is a still great value to participating as a voucher landlord. There is a guaranteed portion of rent every month (which is extremely valuable in today’s economy), annual inspections to help you monitor your units, and assistance enforcing the lease (since a lease violation is also a program violation).</p> <p>In addition, any household that moves in after the effective date of this policy (projected for November 1<sup>st</sup>) would be coming to you with an appropriately sized voucher and would not be expected to relocate later unless their household composition changes.</p>
8/31/10 Email	<p>I know you have done some market surveys to determine the impact... but I still question the validity of the responses. As per my last email... more like 70% of certain size groups will be affected. Many moving to 1 bedroom units which do not exist in the Tacoma market. I talked yesterday to a large property owner who has 1 bedroom apartments – he told me that they are all 100% occupied with very little turnover and he doesn’t accept Section 8 on any of them... why? Because they are kept occupied by non-section 8 tenants without the paperwork, inspections, and bureaucracy.</p> <p><b>Steve Weinman</b></p>	<p>We are in the process of gathering market information about the number of 1 bedroom units available. As I stated in my last email, a preliminary look at the list of available rentals that we have been made aware of as well as a Craigslist search shows that there are 1 bedroom units available. We also have a number of apartment complexes that we work with that rent 2 bedroom units at or below the 1 bedroom payment standard, allowing households to rent larger sized units.</p>

	<p>The other subject was the payment standard being at 96%. This was recently reduced from 110% to today's 96%... This already is having a financial impact on these families... I believe there is still some families being transitioned to the new standard as it was also on their 2<sup>nd</sup> annual review following that change. The changes being proposed will reduce the number of landlords who are willing to accept Section 8 at all. Tenants will have a difficult time in finding affordable housing. I would ask that the payment standard be changed to at least 100% of FMR.</p> <p><b>Steve Weinman</b></p>	<p>THA makes determinations about whether to increase fair market rents based on the length of time it takes a voucher "shopper" to find a unit. At this point, there is no compelling evidence to show that people looking for units are having a difficult time finding affordable housing. We have a number of people "shopping" for units now. We will be diligent in monitoring their success rate and make adjustments to the payment standard if necessary.</p>
	<p>Based on current vacancy factors (2% or less) – the rental housing market is very strong with very few units now available... this demands higher rents. If the market is going up and housing is going down in funding... the result WILL BE HOMELESSNESS of many more families in the area. Recently I have had 2 Section 8 tenants who gave their notice to vacate and after some extensions of renting, ended up rescinding their notice and staying where they are... because they couldn't get affordable housing elsewhere! And this is BEFORE any of these proposals are implemented. If families can't afford to pay more to stay where they are and can't find available housing to relocate... that equals homelessness – whether you want to believe it or not! In this market I promise that I am not going to reduce rents below market value just to keep a Section 8 tenant housed.</p> <p><b>Steve Weinman</b></p>	<p>We will continue to monitor this. As I stated in the above comment, to date we have not seen the our voucher holders are having difficulty finding units within the payment standard. We are also still finding a large number of households who find units with more bedrooms that their voucher size that are priced within their allowable payment standard.</p>
8/31/10 Email	<p>The best advice I can give a tenant who is being forced to suffer such economic loss or downsize is for them to move outside the city of Tacoma – beyond the 5 mile rule – so that they must port their voucher to another housing authority. But, from my understanding, when a tenant ports out... their voucher is still billed back to Tacoma's budget. So all a tenant needs to do is move elsewhere – not be subject to the new bedroom policy and THA still gets to pay the higher subsidy for where they move to. Result is NO ECONOMIC savings to Tacoma Housing Authority and possibly an increase in cost if they move to a higher cost rental market.</p> <p><b>Steve Weinman</b></p>	<p>It is my understanding that THA sets the voucher size for households who port outside of its jurisdiction where the "receiving" housing authority is billing THA for the voucher. Most of the jurisdictions that our clients port to bill THA for the voucher meaning these standards would still apply. So this concern about paying for tenant to move to larger units in higher cost areas should not be an issue.</p>
8/31/10 Email	<p>Dear Yvonne,</p> <p>In reviewing your recent letter concerning proposed upcoming changes I am left with a question.</p> <p>. On chart pg. 1 - 2 adults are listed On chart pg. 2 - 1 person is listed</p> <p>As a single tenant in a one bedroom apartment am I effected by the proposed change?</p> <p>Thank you for your clarification. Sincerely,</p> <p>marywainwright</p>	<p>A single person in a one-bedroom unit would not be impacted by this change.</p>

	2903 north 24th street Tacoma 98406	
8/30/10 Email	<p>Hello,</p> <p>I'm inquiring for a friend who received your recent letter regarding changes to the housing subsidy based on number of bedrooms. As far as I can tell, this applies only to section 8 rental subsidies, not the home ownership program. Am I correct?</p> <p>My friend purchased her home through the THA home ownership program in a very safe area before the "housing bubble" for about \$90,000. She lives alone, it's a small place -- i don't know the actual square footage, but I would guess it's about 850 sq ft, but there are 2 bedrooms. Is she at risk for having to sell her home? And what if she is unable to sell her home at a price that will enable her to buy a 1 bedroom of comparable quality?</p> <p>Thank you in advance for your response.</p> <p>Sincerely, gwen</p>	Yes you are correct. This only applies to the current Section 8 voucher holders in the rental program. No homeownership vouchers are affected by this change. We would not expect her to sell her home due to these changes.
8/30/10 Email	<p style="text-align: center;"><u>Numbers of Bedroom – Response Letter</u></p> <p>This letter is in response to the letter sent out to THA Section 8 Voucher Landlords. I have been in the property management business for over 20 years. While I appreciate the program and assistance Housing provides to many people I am not sure this proposed idea is the best without looking at some other ideas.</p> <p>While being in this business for so many years I have seen my share of people who are provided housing benefits – and have been from year to year to year etc.....</p> <p>Housing needs to really look at the people they provide benefits for and if they are able bodied to go and get a job and get themselves off housing assistance and allow room for the ones that are getting to the point of desperately needing the assistance.</p> <p>I know in this economy that would be putting limits on the amount of years Housing would be providing benefits to families of able body who can get a job and go to work.</p> <p>I see so many generational families who lived in home with parent(s) on Housing assistance and they grow up to aim to be on Housing and that is what they teach their children – when all they need to do is get up and work for a living like <u>you</u> who is reading this letter.</p> <p>I see so much abuse in this program and I fight to obey the rules even when tenants think</p>	Thank you for your comments.

	<p>it's ok not to because their prior landlord did not. I really want Housing to look at other options of putting limits on housing support – similar to what welfare has done.</p> <p>Thank you for allowing me to have an opportunity to voice my concerns.</p> <p>Sincerely,</p> <p>Renee' Rouleau Broker / Owner Capstone Real Estate Capstone Property Management 253-370-2000 <a href="mailto:rrulo@comcast.net">rrulo@comcast.net</a></p>	
8/30/10 Email	<p>I am a landlord, not a tenant, but I fully support the decision to reduce bedrooms. I've long thought it was 1) short-sighted economically to provide charity beyond which is necessary, and 2) unfair for people on public assistance to have a higher standard of living than people paying their own bills.</p> <p>Thanks for making this sensible change.</p> <p>Sally Flannigan</p>	Thank you for your comment.
8/30/10 Email	<p>I do understand the reasoning behind the change, however, for me personally, I have definite issues.</p> <p>I am a 38 year old single mom and have two teenage sons.</p> <p>When the oldest son leaves my house, I do not understand how I can share a bedroom with a 14 – 15 year old son when I am a single woman. This seems really bizarre to me in that I need privacy and so does he. What are you thinking? Is this something that CPS would approve?</p> <p>To clarify the housing situation and the time required to move, if I have a November re-certification, does that mean I would have 18 months to save up for the move?</p> <p><a href="mailto:alhayes36@comcast.net">alhayes36@comcast.net</a></p>	Thank you for your comment.
8/28/10 Email	<p>I received and read the letter dated August 23, 2010 regarding the Section 8 Voucher Reduction.</p> <p>I appreciate the notification and agree fully with the proposed changes to the occupancy standards..</p>	Thank you for your comment.

	<p>Thank you,</p> <p>From: Felicia Ward 3320 SE 54th Ave. Portland, OR 97206</p>	
8/27/10	<p>I am writing on behalf of my mother who has a section 8 voucher. My mother is disabled and waiting for a judge to decide on her disability claim. At this time we donot know when the hearing will take place. My mother is presently receiving a GAU grant from DSHS which is only \$339.00. She is presently living in a 2 bedroom unit for \$650.00 per month. She likes where she is living and she feels safe because of the neighbors that also live in her building. Everyone always looks out for one another in that building. She could not afford the cost of moving to a one bedroom unit. She lives alone and that is the only income that she has. I have discussed this new proposal with my mother and she became very upset and afraid about trying to find another place. She cannot afford to do so and has settled in and become very comfortable where she is. Based on my mother's situation, I do not feel that it would be reasonable to ask her to try to move. My mother asked me to email you to let you know about her feelings concerning this matter. My mother does not want to have to move. She is being seen by a therapist for severe depression and she also has other medical problems. On her behalf I would like to say that moving would have a very negative affect on my mother. Please reconsider this and think about all of the people in my mother's situation. Everyone does not have enough income to move. Therefore if someone is stable let them live where they are. Perhaps these new changes should be applied to people that will be coming in to the program and have new vouchers. Not those who have all ready been living in an apt where they have settled in and in my mother's case feel safe. I thank you for allowing me to voice my opinion based on my mother's feelings and financial situation.</p> <p><b>Yours Truly, Candace Rhem on behalf of Debra Blair</b></p>	Thank you for your comment.
8/27/10 Email	<p>I don't think this is a good idea. Saving money is one thing but making changes in peoples household is wrong. I have a 2 bedroom for me and my 4 year old son and he's been through enough transitions in his 4 little years. He just got used to sleeping in his own bed and making these proposed changes would disructe his life and my own. I dont want to worry about having to move, finding a 1 bedroom unit, and rent changes. Please get back with me if you can see if this would affect my current situation PLEASE.</p> <p>My worker is Janne and my name is Ashlee Rousey. 253-474-0216 thanks</p>	Thank you for your comment.

N

August 28, 2010

The proposed charges do not affect me as I am one individual in a one room apartment but I feel that with the economy the way it is currently, that there has to be cutbacks along the line and the charges you propose would be much more painful than what they are.

Lucia Alexkimee  
6322 No. 26th #8208  
Tacoma, Wa. 98407

**RECEIVED**

**AUG 30 2010**

**TIME:**

**TACOMA HOUSING  
AUTHORITY**

② - my "comment"

Just wanna say How does the  
Section 8 Voucher changes effect me,  
Because I live in a (2BRM-Triplex Apt.)  
and I am on (S.S.I.) & under-Doctors-  
- Care! (please) Can someone-tell me  
When will these be implemented,-  
and How come the - current program  
just can't stay "as is". And I'm still  
Confused, about how Section 8 Voucher  
WORKS.

Michael Wootton  
416 S. 36<sup>th</sup> St - Apt. A  
TACOMA, WA 98418  
(253) 320-3377

(8-27-10)

**RECEIVED**

AUG 30 2010

TIME:

TACOMA HOUSING  
AUTHORITY



RECEIVED

SEP 2 2010

8-28-2010

③

TIME:

TACOMA HOUSING  
AUTHORITY

Dear Tacoma Housing Authority

Having Section 8 housing  
saved me from being home-less.  
I think it's a shame owners  
of homes and apt. cannot do  
as THA has to do to cut cost,  
meaning lowering there rent  
to those people who get Section  
8 housing and low-income people.  
Myself I have a Section 8 Voucher  
I just hope I'm not one of the  
people that will have to move?

The expence is to high and hard  
to find people to help when your  
living alone. I still think people  
who rent to other's should make  
the rent ~~to~~ Affordadable to the  
renter. not the owner Sep 4th

4

section eight bedrooms

August 30, 2010

To whom it may concern:

Did you ever stop to think that it may be emotionally harmful to have a child in the same room where there is a sexually active parent. I am not saying that sex is a bad thing just that children should not be subjected to having to be in the same room when it is happening. Or a parent who might use that room to do drugs in. Even though the child might be sleeping they are still being subjected to harmful byproducts of illegal drugs or behavior that they are much too young for. Maybe the parent brings a string of men/women home to sleep with. A child needs a place of refuge from such things.

Even if you were to use the living room as a substitute for a bedroom then you run into the problem of them ever getting any good sleep being as they are in the room where everyone hangs out.

You can not expect all of our parents (especially considering how young some of them are) to make healthy decisions for their young children. I am in no way saying that all parents would not make good decisions but I would not want to be the agency responsible for rolling those particular dice. Don't take their one and maybe only refuge away from them. Make the budget cuts elsewhere not on the backs of the innocent and the ones who can not stand up for themselves.

Tamera LeMaster



I have also sent  
a copy of this  
letter to HUD in  
Washington D.C.

**RECEIVED**

SEP 2 2010

TIME: \_\_\_\_\_

TACOMA HOUSING  
AUTHORITY



RECEIVED

SEP 27 2010

TIME:

TACOMA HOUSING  
AUTHORITY

THA Section 8 voucher Holder Sept 21-2010

Dear Mrs guenne  
this letter is from Lubeita Carpenter  
serry I am late,

My address is 4312 E-6 S T  
tacoma WA- 98404

I live in a 4 Bed Room house.

~~I am a foster~~

I do foster care for the state.

my foster kids cant share Room.  
that the law.

excuse my writing

I have to keep a open Room.

I understand But not to good.

they income dont Count.

just my income.

I am Retirement. I am on  
social security Disability.

I am an THA Section 8 voucher Holder

if you need me to come in to talk to  
you I can.

My phone is 253-572-8258.

Sign Lubeita Carpenter

To Yvonne Grinoulis.

I am Talefa Pulea, and I have  
a niece 17<sup>th</sup> year old Mata Pulea.

Will you please to send me an  
appointment with you ~~and~~ talk  
about to let me understand  
about the changes Please!

Thank You.

Pulea.

# WM RILEY & COMPANY

## RECEIVED

SEP 20 2010

September 14, 2010

TIME: \_\_\_\_\_  
TACOMA HOUSING  
AUTHORITY

Yvonne Ginoulis  
Office Coordinator  
Tacoma Housing Authority  
7902 South L Street  
Tacoma Washington 98405

Dear Ms Ginoulis:

I am in receipt of your letter of August 23, 2010.

My view is that you should do what is best to control your costs. Your proposal is, perhaps, a good move?

A better move would be to remove fraud from your system. When we had three tenants on your program, two were cheating. They are now gone from our units, off of your program, or both.

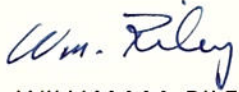
I was told that the national average in similar programs is 8% fraud. In Tacoma, the dollar estimate was \$2 million per year.

You had 11 people inspecting properties for condition and 2 checking for fraud. You should be able to do better.

Our one remaining tenant has a two bedroom unit, but no real, extra space. Your proposed cut would be a hardship on her, while cheaters would be enjoying a subsidy.

I encourage you to become more efficient and use your assets for those truly in need!

Sincerely,

  
WILLIAM M. RILEY

President



Vinolia Medina  
11016 Waller RDE # 303  
Tacoma WA 98446

9/16/2010

Ms Yvonne Ginoulis  
Office Coordinator  
902 South L Street  
Tacoma WA 98405

**RECEIVED**

SEP 20 2010

TIME: \_\_\_\_\_

TACOMA HOUSING  
AUTHORITY

Dear Ms Ginoulis:

Greetings to you.

I am writing in reference to a letter I have received from Tacoma Housing Authority about the changes in occupancy standards. If I say it doesn't raised a concern, I would be lying because it does. When I started on Section 8, I was told that my son could not share a bedroom with me, at that time he was ~~at~~ a younger age and if I didn't get a two bedroom they would not give me the voucher. I was specifically told that he cannot sleep in the livingroom, he have to have a bedroom for himself. What raises my concern most now is this. I have a problem because my son is 17 years old. I am 56 plus. I cannot walk out of the bathroom with a towel wrap around me, there are times when I have to be half naked in my

(2)

room due to medical reason.

There are time when I cannot get to the bathroom fast enough, and make a mess on myself, because I have a disability due to medical reasons. If my child was a girl she could sleep in my bedroom until she was 12 years of age. that is what I was told but not a boy.

Ms Gneulis, It would be very uncomfortable for both of us to share the same bedroom for him. (my son) is the smell of the things I use on me, plus the way I do certain things for myself in my bedroom to avoid any accident. For me, having a teenage boy in the same room with me is uncomfortable, he is not a little baby any more. It would be complicated for both of us. Thanks for your understanding.

Sincerely

Vinolia Medind

P.S. I am looking forward to hear from you very soon.

09/15/10  
**RECEIVED**

SEP 20 2010

Yvonne Ginoulin,

TIME: \_\_\_\_\_

TACOMA HOUSING  
AUTHORITY

Received your notice regarding  
the change in Voucher & Voucher program.  
I don't believe the change will  
affect me as it seems to apply to those  
with bed rooms & I live in a nice  
studio apartment.

I'm sure you'll do whatever  
will suit every one involved.

I want to say thank you  
for being such a great help to me.  
Good luck.

Joan O'Brien #806  
919-5-7awcett ave  
Tacoma, WA. 98402

Just a note...



Dear,

SEP 9 2010

TIME: \_\_\_\_\_  
TACOMA HOUSING  
AUTHORITY

Yvonne I am asking if  
I can be an exception  
because I need the extra  
room for a Computer and  
for playing Video Games in.  
And I hope I can be  
an exception

Damon

To Whom It May Concern,

I would like to explain why me and my wife are in need of two bedrooms. I have hypertension and, from my experience, is best controlled when I have a peaceful and undisturbed night's rest. If for some reason I wake up in the middle of the night I cannot return to sleep until early hours of the morning which causes my blood pressure to rise. My wife, Nadiya, has arthritis and restless leg syndrome. Many nights she cannot sleep because of the pain in her joints and in her arms and legs. She moves around in order to get comfortable and also needs more bed space to alleviate the restlessness she feels in her legs. All of these discomforts wake me up in the night and in turn I have high blood pressure episodes from the lack of rest. I ask you please to consider our case and see the real need we have for two bedrooms.

Best Regards,

Yevhen Fedoryshyn

**RECEIVED**

SEP 15 2010

TIME: \_\_\_\_\_  
TACOMA HOUSING  
AUTHORITY

Yvonne Groudis

8-27-10

I'm writing this letter  
in regard to the changes  
your office plans on  
making in regards to  
the Voucher help it gives  
to its section 8 personal.

I'm currently renting to  
a Michael Spencer at 4910 N. 30th  
in Tacoma Wash 98407  
2-Bdrms.

Mr Spencer has exceeded my  
expectation as a renter and  
it would be a shame to  
see a family be deprived  
the quality of living one  
needs to raise a family.

As it is now the rent  
I charge Mr Spencer is  
below the amount I could  
be asking for a home of  
its quality in that area  
of Pierce Co.

As a home owner we do  
my share to supply a  
good home to people to  
rent and live in

**RECEIVED**

SEP 15 2010

TIME:

TACOMA HOUSING  
AUTHORITY



I could not be able to  
afford any lesser or a  
payment for my home

I would hope that you  
consider that we as home  
owners sacrifice the amount  
we charge to those who  
need help in getting suitable  
living in there situation

Again Mr. Spencer is  
a very good tenant and  
am very glad to have  
him as a renter.

I will hope that this  
does not affect him and  
his family as far as their  
grant is concerned.

Thank You for your  
time and please notify  
me if he will be  
affected by your changes

-Mr. Danny Gutierrez  
ph 360-871-8250

8101 83RD Ave SW Apt. D-19.

Lakewood WA. 98498-7607

September 07, 2010.

Dear Ms. Ginoulis,

Ref: Proposed Changes in Section 8 Voucher Program.

On behalf of Clive and myself I am replying to your letter dated August 23, 2010 because I was unable to attend the meeting on August 31, 2010. I have to take care of my son at home and time is against me in regards to the time and place of meeting.

As you would like to hear from me regarding the section 8 voucher program rental proposal, I am stating my explanations although all my information are at the THA rental office for you to examine in spite of the revised changes and proposals.

I am renting a two (2) bedroom apartment at the above address. The other adult in this household is my 26 year old son. He is classified as a quad-tetraplegic individual with a 24/7 personal caregivers' shift of which I am one of the caregivers. As was planned before, I did ask for the two bedrooms. Therefore, he still need the bedroom for his bed, plus the medical equipments and other items that he has to use for his long term care. These equipments are supplied for his 24/7 uses for his hope of survival.

Clive and I have been sharing and paying the monthly-recurring monthly bills including our portion of the rent ever since we are living in this apartment. My reason for mentioning this information to you, is that we still need and would like to keep this two (2) bedroom apartment for sharing and living purposes. Therefore, I am asking you please to continue to grant us the two (2) bedroom apartment for our living accommodation for the sake of our health and well being.

Thanks for reading my views and explanations because I do not know what else to do, but I still need the help and cooperation from the THA.

Your Sincerely,

Hannah C. Grant

Hannah C. Grant.



September 10, 2010

Yvonne Ginoulis,

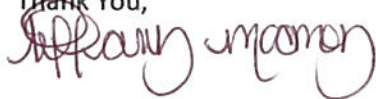
My name is Tiffany Mooney and I am writing this to contest the letter that I received regarding the Tacoma Housing changes that may happen. I understand that there may be funding issues so the state will need to make some changes.

I am a single mother of a 6 year old boy. I work part time at Home Depot; living paycheck to paycheck. My son and I live in a 2 bedroom, 2 story house. I have no problem with down-sizing and moving into a smaller 2 bedroom house or a small 2 bedroom apartment.

My son is 6 years old. He is growing and going through changes. He needs his own privacy as well as I do myself. I do not find it fair or healthy to share a bedroom with a growing boy. He is in school and needs to be able to get a good night sleep. Sharing a bedroom will affect his sleeping habits, possibly affecting his attitude and progress in school. Converting a living room into a bedroom will also have the same outcome.

Again, my son is a growing 6 year old. He is in need of his own space where he can flourish into a young man. Sharing bedrooms would be detrimental to his upcoming. Thank you for taking the time to read my letter and taking what I have written into consideration. I look forward to hearing from you soon.

Thank You,



Tiffany Mooney

253-228-0815

**RECEIVED**

SEP 15 2010

TIME: \_\_\_\_\_  
TACOMA HOUSING  
AUTHORITY

To Yvonne Ginoulis,

8-29-10

I (Cherrie Ballard) have recieved the letter about reducing the vouchers, I am not pleased and sure your not surprised. I think I am speaking for a lot of single parents out there. First of all I have a 9 yr old son who is growing up to be very creative and wanting his own space. I agree we both need our own space due to he is a male & I am a female but you guys probably dont care. Maybe I can give him the room, but does that mean the single mum or dad has to sleep on the couch not having their own space, what happens if the kids; reminding you getting older wanting to watch TV or spending time in living area with friends. Where am I supposed to go. remember I will have ~~no~~ space of my own to go any where. Your bedroom is your humble place for peace and you guys are going to take that away. What if I met someone and we want our own space again I cant I have ~~no~~ no room. I would rather be paying for more rent than to be having a less voucher.





So the vouchers are going to be 200 less a month. That would mean for single parents would have to live in the getto. If you guys can show me a place where there is no High crime and a safe place that would be amazing. For example my voucher is around 875.<sup>00</sup> month. There is no place that is going to be desert enough around 600.<sup>00</sup> or less plus utilities now is that possible. This is so crazy & not Fair if you look at the section where it says now many people for each bedroom everyone receives a bedroom including the adults except the adult & 1 child. How is that acceptable? You guys are saying you have to lower the vouchers to save money well how do we know it latter on there maybe won't be no vouchers left. How are we supposed to live happy & safe, I thought you guys cared about that.

Not Pleased,

Chun Dahl



7/8/2010

*As much as I understand the need to save money, I think these savings are going to effect people greatly. I think the standards should be thought through carefully.*

*If your (THA) is going to reduce the number of bedrooms, start reducing them with people who are taking advantage of THA as far as people who are just sitting on housing with no job and no income collecting unemployment vs people like myself, working fulltime for years and need just a little help.*

*I think you should keep it how it has always been. Either one adult and one child, 1-2 bedrooms, one adult, two children, depending on the sex, 2-3 bedrooms boys should not have to share a room with a girl. (Revise the age criteria).*

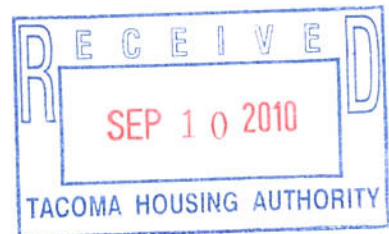
*I say this because my son is 11-years-old and my daughter is 3-years-old. This is not a good idea for them to share a bedroom.*

*I'm not saying cut clients off of housing but what I am saying is the criteria for housing should be reassessed  
Starting with people who are on housing and living off of TANF who have no job and has not had one in over a year, or start  
With the Age age and sex of the child.*

*I'm sorry I just find this to be very disturbing especially for hard working individuals who struggle to provide  
A good comfortable home to there children. But yet we got people that are on housing and is abusing it.*

*Thanks,*

*Tiffany Bell*



Tacoma  
Housing  
Authority



Aug 28, 2016

Dear Yvonne Genoulis, Coordinator,  
My apartment has a small 3rd  
bedroom, the closet of which houses  
the hot water tank for ~~the~~ my apartment.

The bedroom space holds the Oxygen  
Concentrator and oxygen tanks and other  
equipment for travel outside my home.

Being legally blind I need the  
CCTV housed there also, in order for  
me to read.

I am 84 years old in bad health; I  
could not physically go through the  
chances involved in moving. I hope  
you can excuse me from moving <sup>any</sup> ~~near~~  
out. Will you please let me know

so I won't worry about the threat  
to my security? Thank you.

Theresa Goodman

**RECEIVED**

SEP 8 2010

TIME: \_\_\_\_\_

TACOMA HOUSING  
AUTHORITY



**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Wednesday, August 11, 2010 5:26 PM  
**To:** April Davis; white0221@centurytel.net; Julie LaRocque; 'John Wells, Sr'; 'Jim Henderson'  
**Cc:** Michael Mirra; Yvonne Ginoulis  
**Subject:** RE: Occupancy Standards

In reviewing the draft of the August 9<sup>th</sup> letter from Michael to the program participants and landlords, I have the following comments:

- The letter says it will affect “less than half” and later it says “about 1/3” -- while 1/3 is less than half, I question the validity of the percentages being quoted:
  - I compared the 23 current Section 8 tenants that I deal with... my numbers show that 70% of the households would either be forced to relocate OR suffer a significant financial burden of paying quite a bit additional rent (your letter quotes \$200 potential difference in the subsidy).
  - I also computed how many of my tenants would have to change to a 1 bedroom unit or pay out of pocket for their current 2 bedroom unit – 6 out of 23 or 26% of current voucher holders I work with would be forced into a rental market that is realistically UNAVAILABLE to them as there aren’t very many 1 bedroom houses or apartments available that accept Section 8 in the City of Tacoma. This is 6/8 of my current 2 bedroom voucher holders that will be affected (75% of 2 bedroom voucher holders).
    - In regards to these 6 tenants – ALL of them are currently renting houses – not apartments – so that is requiring a complete change in housing allocation. Many apartments, if available, restrict pets, smoking and have more stringent occupancy standards. Also – screening is more stringent on criminal behavior, etc. when dealing with apartment communities vs. single family housing. I foresee MANY of these to become homeless or in financial ruin based on this policy.
- The chart on page 1 indicates that 2 adults + 3 children would be assigned to a 2 bedroom voucher – wouldn’t the extra person move them to a 3 bedroom? Is this a typo or part of the plan? Is the proposal 2 per bedroom or 2 per bedroom + 1 as the HUD occupancy standard is, putting 5 people in a 2 bedroom unit?
- Please complete the chart for those currently renting 3, 4 & 5 bedroom homes comparing current policy with proposed. The way the chart currently reads... it seems that the policy change only affects the family structures listed.
- Suggest adding “total household composition” rather than breaking down by adults and children as this is somewhat confusing. Under current policy, sometimes 2 adults would be sharing a bedroom (husband & wife), but a parent and adult child (2 adults) are currently in a 2 bedroom or parent, child & other adult (brother, sister or grandmother, etc.) are currently in a 3 bedroom, but would move to a 2 bedroom. Again – by listing certain compositions, it implies that other compositions are not being affected.
- In the section an “What will this mean for households?”
  - Recommend a disclaimer that all costs of forced relocation are tenant paid expenses. Advise tenants now to start saving for an unplanned move if they can’t afford to pay an extra \$200 per month toward staying put.
  - In 2<sup>nd</sup> & 3<sup>rd</sup> option – this could be FALSE – as rent burden cap applies on relocates --- so someone who has been renting for awhile may be contributing 50%+ now (no rent burden cap on renewals – if rent reasonable, tenant pays whatever housing doesn’t based on current payment standards) – so moving might reduce their share of rent, but force tenants to move into low-income tenements or cause neighborhood segregation based on income – thus eliminating the choice from the Housing Choice Voucher Program. THA does not allow a tenant to relocate and also pay higher than the 40% cap – therefore they may not be allowed to pay the same as before.
    - Maybe somewhere should mention that IF a tenant chooses to relocate, they will be subject to the 30-40% cap on tenant contribution of rent – so with reduced payment standard, and cap and lower number of bedrooms to determine the payment standard – it may be difficult, if not impossible, to find affordable housing.
- No mention of \$50 proposed minimum rent contribution – this was discussed at our meeting and will have a financial burden to the tenant.
- No mention of canceling utility payback checks to the tenant for those with 0 or extreme low income.

- These 2 items could cost a tenant upward of \$100 difference in their current situation and MORE after other policies change – reducing payment standard to a lower bedroom size.
- OR have these 2 ideas been removed from the proposal that was discussed at the last Landlord Advisory meeting?

In other notes –

1. I still have not seen any statistics on how many 1 bedroom units are even available in the Tacoma area that are rent reasonable to FMR and accept section 8.
2. What is the answer on minimum square footages? I recall 70 square feet is minimum bedroom for 1 occupant and need an additional 50 square feet (120 total) to house 2 people in a bedroom. Only total bedrooms are being considered in policy... but what happens if the bedroom isn't adequate to add a 2<sup>nd</sup> occupant? If the HUD guideline is still the same – then people will have to look for larger bedrooms – found in more expensive homes – which likely won't meet the requirements to be on program.

Steven L. Weinman, Broker



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**From:** April Davis [mailto:adavis@tacomahousing.org]

**Sent:** Wednesday, August 11, 2010 8:33 AM

**To:** white0221@centurytel.net; Julie LaRocque; John Wells, Sr; Jim Henderson; Steven Weinman, Broker

**Subject:** RE: Occupancy Standards

Good morning,

The public hearings will be held on August 31<sup>st</sup> and September 7<sup>th</sup>. Both will be held at the International Place meeting room in Salishan from 6:30 to 8:00. The meeting on September 7<sup>th</sup> is primarily for landlords.

You can submit your comments to me or Yvonne Ginoulis at [yginoulis@tacomahousing.org](mailto:yginoulis@tacomahousing.org). These comments will be included in the Board packet that will be submitted to the Board and the time they review the policy. The Board meeting will be held on October 27<sup>th</sup> at 4 pm.

Here is a link to the proposed policy: <http://www.tacomahousing.org/about/news.html> and here is a document that will be mailed to all tenants and property owners explaining the specifics of the changes.

Thank you all for your involvement in this process,  
 April Davis

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**From:** Daniel White [mailto:white0221@centurytel.net]

**Sent:** Tuesday, August 10, 2010 10:15 PM

**To:** Julie LaRocque; 'John Wells, Sr'; 'Jim Henderson'; Steven Weinman, Broker

**Cc:** April Davis

**Subject:** RE: Occupancy Standards

I will consider the meeting of August 11th cancelled until further notice.



Dan White

Quoting "Steven Weinman, Broker" :

So you want to cancel tomorrow's meeting. Have us submit feedback via website and meet next month including April?

I want to address April on the subject AND the board before it is voted on... please advise of when the board will be discussing this and also when the public meeting will be held.

Steve

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**From:** Julie LaRocque [mailto:jlarcque@tacomahousing.org]  
**Sent:** Tuesday, August 10, 2010 6:09 PM  
**To:** Steven Weinman; white0221@centurytel.net; John Wells, Sr; Jim Henderson  
**Cc:** April Davis  
**Subject:** Occupancy Standards

I wanted to let you know that the announcement regarding the occupancy standards has been posted on the web site. I spoke with April and she is scheduling a meeting for landlords regarding this in early September. In the meantime, would you mind submitting your concerns to the website so we can prepare for them? I appreciate the conversations we have had regarding this matter and look forward to meeting and discussing this with a group. Can we reschedule our meeting for then? Thanks for your help and feel free to forward this to anyone you feel would have a comment.

Julie LaRocque, PHM

Rental Assistance Division Manager

Tacoma Housing Authority

902 South "L" Street

Tacoma, WA 98405

253-207-4449

253-207-4454 FAX

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Daniel White  
Broker-Owner Whitehouse Properties, LLC

## Yvonne Ginoulis

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**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Friday, August 27, 2010 5:33 PM  
**To:** Yvonne Ginoulis; Michael Mirra; April Davis; Julie LaRocque  
**Subject:** Proposed Changes in Section 8 Voucher Program

I have read the information on your website regarding the pending changes to the Housing Choice Voucher Program.

The first question that comes to mind is WHY only Tenant Based vouchers are affected? According to the chart provided – if someone lives in project based housing they basically can have 1 per bedroom – 5 people is minimum family size for a 5 bedroom home, as opposed to the tenant voucher – these same 5 people must live in a 3 bedroom. AND a family of 2 can each have a bedroom under project based, but must fit into a 1 bedroom on tenant based.

This sounds like – if they rent from you – they can have a bigger place and by definition be “over housed”. But if they rent from me... then they must find something smaller or suffer a severe financial impact. How is this fair to those in one program vs. the other? ALL voucher recipients should fall under the same guidelines!  
Aren't both programs funded through HUD?

At the last Landlord Advisory meeting we heard about \$50 minimum rent and cancelation of the utility checks back to tenants being implemented. When I inquired previously, April responded that these were part of the “moving to work” program and would have a separate hearing and comment period. If these are going to be implemented, why aren't they all being done at one time so that there is one major adjustment and not 2 or 3 changes that have to be adapted to? All of these issues affect the tenant financially and should be introduced and implemented simultaneously.

As of today – I have no good reason to consider renting to section 8 tenant based vouchers. With the idea that they could be “over-housed” and either suffer financial burdens or forced to relocate within “about 18 months” (per your letter), I do not want the turnover expenses for a known relatively short term occupant. The cost to the landlord is too significant to knowingly move in a family today, that will likely have to relocate due to policy changes.

I know you have done some market surveys to determine the impact... but I still question the validity of the responses. As per my last email... more like 70% of certain size groups will be affected. Many moving to 1 bedroom units which do not exist in the Tacoma market. I talked yesterday to a large property owner who has 1 bedroom apartments – he told me that they are all 100% occupied with very little turnover and he doesn't accept Section 8 on any of them... why? Because they are kept occupied by non-section 8 tenants without the paperwork, inspections, and bureaucracy.

The other subject was the payment standard being at 96%. This was recently reduced from 110% to today's 96%... This already is having a financial impact on these families... I believe there is still some families being transitioned to the new standard as it was also on their 2<sup>nd</sup> annual review following that change. The changes being proposed will reduce the number of landlords who are willing to accept Section 8 at all. Tenants will have a difficult time in finding affordable housing. I would ask that the payment standard be changed to at least 100% of FMR.

Based on current vacancy factors (2% or less) – the rental housing market is very strong with very few units now available... this demands higher rents. If the market is going up and housing is going down in funding... the result WILL BE HOMELESSNESS of many more families in the area. Recently I have had 2 Section 8 tenants who gave their notice to vacate and after some extensions of renting, ended up rescinding their notice and staying where they are... because they couldn't get affordable housing elsewhere! And this is BEFORE any of these proposals are implemented. If families can't afford to pay more to stay where they are and can't find available housing to relocate... that equals homelessness – whether you want to believe it or not! In this market I promise that I am not going to reduce rents below market value just to keep a Section 8 tenant housed.

The best advice I can give a tenant who is being forced to suffer such economic loss or downsize is for them to move outside the city of Tacoma – beyond the 5 mile rule – so that they must port their voucher to another housing authority. But, from my understanding, when a tenant ports out... their voucher is still billed back to Tacoma's budget. So all a tenant needs to do is move elsewhere – not be subject to the new bedroom policy and THA still gets to pay the higher subsidy for where they move

to. Result is NO ECONOMIC savings to Tacoma Housing Authority and possibly an increase in cost if they move to a higher cost rental market.

**Steven L. Weinman, Broker**



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## Yvonne Ginoulis

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**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Wednesday, September 01, 2010 11:46 AM  
**To:** Julie LaRocque; April Davis; Yvonne Ginoulis; Michael Mirra  
**Subject:** Procedures and policies for proposed new occupancy standards

Julie,

At our next Landlord Advisory meeting (hopefully in September or early October), I would like to see the flowcharts and procedures for implementing the new occupancy standards and how it will be physically implemented.

For example, April mentioned that at the first annual review tenants will get information on what rent will be after 2<sup>nd</sup> review (implementation date). April said it takes place on the 2<sup>nd</sup> annual review. As landlords, we don't schedule the annual review or take part in that procedure.

How is this going to affect the landlords... is the change immediately effective on the date of the annual re-certification (that the next month, the tenant must either downsize or pay extra – as they do now with “change of income or circumstances”) or at the expiration of the current least term (actual renewal date)? Many times the annual certification is done 3-6 months before the expiration of the current term. If the former (immediate) – how is landlord going to be notified.... Are we going to get at least 30-60 day advance notice that tenant must pay higher rent amount?

Are tenants going to be informed at the 2<sup>nd</sup> review – that on the renewal date (or immediately after the review) – their portion will be increased and subsidy decreased unless they give legal notice to vacate and find more affordable (or fewer bedrooms) housing in the time between the review and the renewal date?

I guess the real question is: What is the transition period between the implementation date (2<sup>nd</sup> review) and the actual change in tenant's portion of rent?

Is THA going to create some time of formal notice (form) to the landlord and tenant that on “X” date (presumed renewal date), the payment standard is being reduced to \$ \_\_\_\_ based on the household size therefore the expected THA subsidy will be reduced to \$ \_\_\_\_ and the tenant's portion increased to \$ \_\_\_\_ based on current rent amount not including any rent increase imposed by landlord at renewal OR the tenant may opt to vacate the unit on \_\_\_\_\_ date and relocate to a smaller unit.... It would be helpful if there was a form created that listed the 2 options (pay more or notice to vacate) that the tenant must sign and provide a copy to both landlord and THA – so everyone knows what is happening. THIS NOTICE MUST REQUIRE A WRITTEN RESPONSE FROM THE TENANT WITH A COPY TO THE LANDLORD! I would prefer to receive the notice as the landlord and then have the tenant come in to my office and discuss and choose which option will work for them – then landlord can forward a copy to the case manager. This same form should have a blank for renewal rent amount (subject to rent reasonableness determination) and landlord's signature to prove that landlord was involved and notified. Could we see a draft of a form to comment and feedback on???

**Steven L. Weinman, Broker**



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## Yvonne Ginoulis

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**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Wednesday, September 01, 2010 10:35 AM  
**To:** Yvonne Ginoulis; April Davis; Michael Mirra; Julie LaRocque  
**Subject:** Follow up on Project based vs. Tenant based vouchers

Thank you for the insights at last night's meeting. As a follow up to my question on why Project based housing is determined different than tenant based, please consider the following:

Understanding that the programs are "apples" and "oranges" in one sense – that tenant vouchers are portable, allow tenant choice of housing size, location, etc., and project based is given to people as units become available, not portable, etc., we also must realize that they all are "fruit" and are similar in many aspects.

Both programs target low income residents.

Both are funded through HUD

Administration of both programs must be similar.

If tenant voucher recipients should be likened to non-subsidized tenants in downsizing to save cost – project based tenants should not be given larger, more comfortable living situations – just because they are in that program – they also have a choice – to be in assisted housing OR not!

If a living room is defined as a sleeping room for one program, it should be classified the same for the other – 2 definitions for the same square footage & location is not fair.

Occupancy standards for both programs SHOULD BE EQUAL!

A family of 4 on tenant based MUST receive assistance by receiving a 2 bedroom voucher... while the SAME family could qualify for and/or be required to rent up to a 4 bedrooms in Project Based voucher depending on family composition. In reading the requirements of those who will or will not share a bedroom – tenant may be forced into larger housing.

I also believe that a family receiving project based assistance paid by tax dollars should not be over-housed any more than someone in the private market using a tenant based voucher.

Tenants should be offered the SMALLEST unit (by bedroom size) based on total household members USING THE SAME FORMULA (2 per bedroom) – regardless of age/sex, subject to the same reasonable accommodations for medical allowances. It isn't fair that the family of 4 get to move into the first available 4 bedroom, instead of a 2 bedroom, while other larger families may have to wait longer for the next available unit that is large enough to accommodate their family using the same standards (say a family of 7 or 8) – that could not live in the 2 bedroom unit and NEEDS the 4 bedroom.

Being the program is project based and the current occupants in project based housing can't move without losing their housing... I would propose that this recommendation be instituted upon all units as they become vacant, grandfathering in all current residents in the project based program. So when a 4 bedroom comes available – it is made available to the first qualifying family on the waiting list with 7 or 8 household members – and NOT available to a family with less members! This would be a fair and equitable way to institute similar occupancy standards in both programs.

**Steven L. Weinman, Broker**



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## Yvonne Ginoulis

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**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Wednesday, September 01, 2010 10:57 AM  
**To:** Yvonne Ginoulis; April Davis; Julie LaRocque; Michael Mirra  
**Subject:** Follow up to FOSTER care families

As a follow up to last night's question regarding foster care:

I was displeased with the answers given... that foster care is a choice. (April's answer) and foster children might be classified under disabled (Michael's comment after the meeting). As a pastor and landlord, I have worked with several families that take in foster children and the children themselves.

True: taking in foster children is a choice – but one that has already been made. Any existing section 8 recipient who is licensed to provide foster care for others should not now have to choose between continuing to care for the children OR receive Section 8 assistance. The laws and regulations regarding the sleeping arrangements of foster children is determined by both state law (WAC) and Children's Protective Services who places the children in the home. Specifically you cannot use living rooms, or dining rooms as bedrooms. There are restrictions on sharing of rooms – I am awaiting this information and will forward it next week.

False: Many of these children are normal children – with no physical or mental disabilities that a licensed professional would document as disability requiring additional bedrooms – just children of broken homes, lost parents – while others may have special needs that need separate consideration.

I therefore recommend that a listed exception to the occupancy standards include any currently licensed foster care provider in either tenant based or project based housing, will be granted additional bedroom allotments to comply with regulations that must be followed in providing foster care based on the number of children currently licensed for + their own household composition.. (grandfather in foster care providers).

**Steven L. Weinman, Broker**



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## Yvonne Ginoulis

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**From:** Steven Weinman [steve@familyrealestate.net]  
**Sent:** Wednesday, September 08, 2010 3:59 PM  
**To:** April Davis; Julie LaRocque; Michael Mirra; Yvonne Ginoulis  
**Cc:** white0221@centurytel.net; jim@landlordsolutionsinc.com  
**Subject:** Follow up on last night's meeting re: Occupancy Standards

To the Tacoma Housing Authority Board of Directors:

As landlord's we do not know the date of annual review. This is done sometime between the time you send out the renewal notice and the renewal date... but no exact or set date. I am not even sure that it is always completed in the same month from one year to the next – could be end of a month one year and beginning of the next month the next year depending on scheduling. The only SET date is the contract renewal/expiration date. Being this is a FIXED date by contract, rather than arbitrary by scheduling. Annual reviews are done throughout the month not on a set date... **I would ask the board consider using the 2<sup>nd</sup> RENEWAL after November 1, 2010 as the actual implementation date.**

I really think it needs to coincide with the renewal date or at least 30 days AFTER the review date pushed to the first of the next month (review done on Dec. 2, effective February 1; review done on Nov. 28, effective January 1, etc.) giving tenant official notice of the change AT/AFTER the review with a copy sent to landlord the same day. Being annual review is supposed to be somewhat linked in time to the actual renewal of the contract... it would mean maybe a couple of extra month's before tenant is impacted, but drastically reduce L&O involvement and time. The annual reviews must be done before notices of change are sent out to everyone!

Basing notices to tenant 60 days BEFORE the next review date means that rent, household composition, family income, etc are being calculated on the LAST year's numbers (10 months ago) and then could actually change AGAIN when the review takes place – doubling the work for the L&O staff to have to calculate and send out notices 60 days before the review, then recalculate at the review and send out notices again. This will cause a LOT of problems with tenants who may react to the notice, then find out something different at the actual review... and being we are in a strong rental market... if a tenant gives notice to vacate (so they can downsize) then later finds out that with changes in household or income, that the impact is lessened and they might be able to afford to stay... they may not have the option to rescind notice and stay as we (the landlord) may have already re-rented the unit by the time that takes place. L&O then must calculate again and send notices prior to the renewal rent being started. This is potentially 3 interactions with each file that could be minimized into 1 if my suggestion is adopted.

The timeline for renewal/rent changes, annual review and inspections should be simplified, standardized and something able to be scheduled and calendared in advance... For example:

- 90 days prior to RENEWAL date, owner gets letter asking for rent changes, if owner & tenant INTEND to renew, etc. LANDLORD AND TENANT should SIGN this request and return to THA within 2 weeks. This gives tenant constructive and required legal notice of rent increase effective at renewal and L&O KNOWS to process client as a renewal. FORM should also indicate if tenant plans to vacate instead of renew (or owner choose not to renew) -- THIS LETTER SHOULD INDICATE IF FAMILY WOULD BE IMPACTED (repeat of 1<sup>st</sup> review notice) based on rent and family composition being the same, the tenant's anticipated rent portion would be \_\_\_\_\_. (They won't remember from last year's estimate) with any additional rent at renewal being added to tenant's share of rent contribution.

-60 days prior to RENEWAL or VACATE DATE – L&O completes annual review with client and determines/verifies household composition, income verification, etc. and can accurately determine the exact impact of the Payment standard changes and then notify both landlord and tenant of change amounts OR issue relocation package, whichever applies. This would give tenant a 2<sup>nd</sup> chance to reconsider if they can afford to pay the increased financial burden based on actual renewal rent and current income OR decide if they must relocate and give the landlord notice to vacate. Tenant must sign a statement with a copy to landlord of their decision – stay/pay or move!

-If tenant requests an accommodation for an extra room – tenant must do so in writing at the time of their annual review and then have 10 days to provide any required documentation for review by the Reasonable Accommodation Committee. Committee must give response to tenant within 2 weeks – this would allow the final 30 days before renewal should an appeal be requested. This way...all appeals, reviews, etc. will happen BEFORE the actual date of the change.



- 60 days prior to renewal – inspector completes certification of property and rent reasonableness study and notifies landlord of any problems in writing.
- 30 days prior to renewal – any re-inspection is completed and paperwork finalized and sent to all parties – to allow finance dept enough time to avoid interrupting checks to owners.

Under your present plan to implement on the review month – before the review takes place will cause lots of undue commotion with people scrambling to react or request accommodations that will need to be resolved.

The concept is to REVIEW, NOTICE then IMPLEMENT ONCE at the renewal date rather than – CHANGE NOTICE , IMPLEMENT at Review month, REVIEW, CHANGE AGAIN (updated income, etc.), then RENEWAL CHANGE AGAIN.

This doesn't take into consideration any other L&O interactions with the Moving To Work changes of minimum rents, recalculating utilities and notices involving that...

In total – unless some streamlining is done to minimize the impact on your office... client interaction and file reviews are going to increase 3-5 times over a "normal" year during this transition process. Plus the administration cost of sending out 7000 notices for every change (one to each tenant, one to each landlord) – not figuring bulk mail discounts which may not even be available being all tenants aren't being notified at the same time... over \$3000 in postage, plus printing, handling, paper, etc. for each general change notice that needs to go out.

**Steven L. Weinman, Broker**



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# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

Date: October 20, 2010

To: THA Board of Commissioners

From: Michael Mirra  
Executive Director

Re: Executive Director's Report: October 2010

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This is my monthly report for October 2010. It supplements the Departments' reports.

## 1. MTW and OTHER POLICY CHANGES

The Board will consider two related and important resolutions. The first will authorize staff to submit our draft MTW plan to HUD. The second will change our voucher occupancy standards, reducing the number of bedrooms a voucher will pay for. These resolutions further develop some notable themes in how THA does its work or spends its limited resources. We have been discussing these themes for a while. They are embedded into THA's mission statement and strategic objectives. Our MTW status gives us more tools to show them in our work.

- **Efficiencies that move money from administration and papershuffling into programs**

MTW allows us to change the normal rules in ways that will save us money by reducing administrative work and papersuffling. For example, we will identify households among our senior and disabled population whose incomes are stable and unlikely to change. Present rules require us, at significant expense to us and inconvenience to our clients, to review and verify their income every year. This is not necessary for a lot of our clients. If we have a 75 year old tenant living on SSI in 2010, we do not have to call her in, ask her to bring verification and do the paperwork to confirm that the following year she is a 76 year old tenant living on SSI. We now propose to review such cases every three years. Present rules require us to inspect every voucher unit every year on the anniversary of that household's arrival to the program. Yet we spend a lot of time and money sending inspectors to units that are in good shape. We propose to reduce inspections for units that pass two inspections in a row without difficulty. Our inspectors now must visit a unit on its anniversary date and cannot inspect a voucher unit next door on the same trip because it has a different anniversary date. We now propose to schedule the annual inspections of units by their geographic groupings. As a final example, we propose to simplify how we calculate a household's

utility allowance, reducing the work it takes and the confusion it causes. Such changes will save us money. THA will direct these savings into programming.

- **Asking some households to pay more or get less so THA can serve more families**

We propose to change what some households pay to THA or get from THA. In general, seniors and disabled persons will pay about the same as they do now; low-wage earners will pay less; and work-able people who do not work and high wage earners who pay less than 30% of their income in rent and utilities will pay more.

We propose some of these changes for important policy reasons. For example, we seek policies that spur work-able people to increase their earned income, that allow low wage earners to keep more of their income and that have high wage earners pay more.

We propose some of these changes because we need to save money and redirect it to preserve our level of services and eventually serve more families. Without these changes, we would face a cut of \$250,000 this year and \$750,000 next year in our level of services. This is on top of the 10% cut we imposed this year. In response, we propose to ask some households to pay more or get less even though we know times are already hard. In better times, we would not wish for some of these changes. As one Commissioner described comparable changes we adopted in 2004, we are thinning the soup rather than taking chairs away from the table. In time, we hope to add chairs to the table.

- **Encouraging households to increase their earned income**

Our proposals have a special pertinence to work-able households. We seek to encourage them to work and then to increase their earnings. Work-able adults who do not work will pay more. If they do get an earned income, they will pay less as their incomes rise.

- **Linking housing with services and increase housing options, especially for households with special needs**

Our proposals will allow THA to further develop our growing links between our housing assistance and supportive services. This link is important for THA to serve its strategic objective of helping people succeed as tenants, parents, students and wage earners. Some populations need help to succeed as tenants: frail elderly, disabled persons, families coming out of homelessness, families who are trying to recover their children from foster care, and youth aging out of foster care. Other households need help to develop job skills, to save money and to prosper.

Our proposals improve THA's ability to do this in several ways, including:

- ~ increases THA's ability to project base a voucher into housing. This is a good way to link housing with the supportive services by other organizations. It is also a good way to economically and racially integrate market rate housing.

- ~ increases THA's ability to designate tenant-based vouchers to special programs that serve special needs populations.
- ~ allows THA to pursue the McCarver Elementary School Initiative
- ~ allows THA to save money and redirect it to supportive services

All in all, this MTW plan is an important step for THA. We began this journey in 2005 when we realized the advantages of being an MTW agency and began our efforts to become one. This proposed plan further clarifies what it will mean for us and our clients and partners.

## **2. RENOGIATION OF OUR CITIBANK LOAN**

I am also pleased to confirm the good news I conveyed in my email to the Board of October 10<sup>th</sup>. We concluded the renegotiation of our big Citibank loan. You will remember that we borrowed \$13.2 million to build the infrastructure for Area 3 Salishan (We drew down only about \$ 11 million.). Our interest rate was 6.25%. We gave a \$3.3 million cash pledge. We gave Citibank a mortgage on the 180 Area 3 finished home sale lots. The loan was due February 1, 2011.

When we took out this loan our then current land values gave us a very good prospect for selling those lots soon enough for enough money to do three things:

- Pay back Citibank
- Build the infrastructure for Area 2B
- Make a lot of money for THA that would have helped us build other projects, such as Salishan's Education, Training and Retail Center, Hillside Terrace, purchase other properties.

When the region's real estate market collapsed, along with the market in the rest of the nation, we found ourselves struggling to envision how we could even pay back Citibank on time, much less make money. We had to finance Area 2B infrastructure with money from other places, including the state and the city. We also had to spend down our reserves.

In response, we undertook to renegotiate the loan. We had three goals in this renegotiation:

1. To pay back Citibank in a way that minimizes the damage to THA's finances and credit. Remember that we have already set aside the \$3.3 million in our reserves to cover the cash pledge.
2. To retain development control over the Salishan lots.
3. To preserve as much as possible any lingering ability to make money on the sale of those lots.

Our new deal with Citibank includes the following notable terms:



1. reduces the interest rate from 6.25% to 3%, retroactive to April 1, 2010) (This reduces our monthly payments from more than \$60,000 to \$30,000);
2. extends the due date from February 1, 2011 to July 1, 2013;
3. allows us to sell the lots at present appraised value
4. requires us to start paying at least \$200,000 to Citibank in January 2011 and every quarter thereafter. These payments will reduce our cash pledge of \$3.3 million (which we already have set aside in reserves);
5. our interest payments also reduce the amount of the cash pledge;
6. we give Citibank up to 24 lots in Area 2B as additional collateral.

All in all, this is a very positive renegotiation. The extra 2-1/2 years in particular will give us a chance to sell our lots at better prices. (I expect those extra years will pass quickly.)

Tina and Ken and their staff, along with our financial and legal consultants, and our friends at HUD, did a very good job!

We are grateful to the Board for its support and patience through this entire experience.

### **3. WALTER ZISETTE: THA's DIRECTOR OF REAL ESTATE DEVELOPMENT**

I am very pleased to report that we have found our next Director of Real Estate Development! He is Walter Zisette. I am very pleased with this choice. I attach a copy of Walter's resume. He comes to us most recently from Common Ground, a nonprofit development consultant organization. Before that, he was a developer for Intercommunity Mercy Housing. In that capacity, he came to know Tacoma well. Walter developed Hillside Gardens, Eliza McCabe Homes and the Catalina Apartments all in Tacoma.

He is well versed in the development challenges our industry faces, having faced them himself. He is well acquainted with the financial resources and strategies that we will need to use, having used them himself. He also has a good sense of housing policy and how our development work fits within a community's own development. In this way, Walter will help us mature our understanding of our role as a Public Development Authority (PDA) and our place in the revitalization of the MLK corridor. Walter also has good skills in asset management, strategic planning and organizational development.

Walter starts with us on November 29<sup>th</sup>. However, he will attend the October Board meeting when I will have the pleasure of introducing him to the Commissioners.

**WALTER ZISETTE**  
4010 41<sup>st</sup> Ave. S.  
Seattle, Washington, 98118  
206/328-4640 (home)  
206/518-0936 (cell)  
[wziset@gmail.com](mailto:wziset@gmail.com)

## PROFESSIONAL EXPERIENCE

### **Common Ground**

*Technical Assistance Manager*

Seattle, Washington

*February 2008 – Present*

- Capacity Building. Agency lead for board trainings, nonprofit agency capacity assessments, nonprofit agency strategic and business plans; lead trainer and project manager for state funded Supportive Housing Institute, and other nonprofit training programs in housing development.
- Asset Management. Program manager for portfolio assessments, organizational financial viability assessments, capital needs assessments, cash flow analyses, assessments of property operations, property refinancing, disposition and preservation.
- Real Estate Development. Project development support or over sight responsibilities for projects being developed by 18 different nonprofit agencies including: Community Services NW, Central Washington Comprehensive Mental Health, Joint Pacific County Housing Authority, Longview Housing Authority Kennewick Housing Authority.
- Advocacy. Project lead for Campion and Gates Foundation funded project to increase capacity of board members to advocate effectively for housing and homeless resources at state and federal levels.
- Management Team Member. Team lead or support on: contract template development, developing criteria and process for underwriting potential new projects, budget development, review of organizational financials, project pipeline management, staffing assignments, hiring processes, direct supervisor of four senior developers.

### **Mercy Housing**

*Director, Real Estate Development*

Seattle, Washington

*January 2001 – January 2008*

- Project Development: Lead developer for 650 units of affordable rental housing for seniors, low-income families, homeless families, and other special needs populations in service-enriched housing environment – projects located throughout western Washington.
- Housing funding sources experience includes: first mortgage (bridge and permanent) lending, low-income housing tax credits, tax-exempt bonds, HUD Section 202 & 811 programs, Washington State Housing Trust Fund, local CDBG/HOME, Federal Home Loan Bank Affordable Housing Program, and Rural Development (USDA) funding sources.
- Asset Management & Owner Representation: property budget review and tracking; financial restructuring and substantial property rehabilitation in coordination with property management;
- Organizational: strategic planning, budget development, financial management with central office, Board coordination;
- Advocacy: leadership in formation of Everett and Tacoma housing development consortiums, local policy and project advocacy, and agency lead for statewide advocacy.

### **City of Seattle**

**Office of Strategic Planning**

Seattle, Washington

*Strategic Advisor, Housing Policy Planner*

*May 1997 – Jan. 2001*

- City lead for update to King County-wide affordable housing policies;
- Managed annual amendment process to Comprehensive Plan;
- Mayor's Office coordinator for Moderate-Income Housing Strategy;
- Lead staff for State funded studies on community support for affordable housing and incentive zoning program;
- Analysis and Council review coordination for update to multi-family tax exemption program;
- Managed 10-Year update of Comprehensive Plan Housing Element.

**City of Redmond**

**Department of Planning and Community Development**

*Housing Planner*

Redmond, Washington

*March 1991 - July 1996*

- Developed housing goals and policies in coordination with City Council, Planning Commission, citizen groups, City and regional staff, City Attorney, other jurisdictions;
- Lead staff for 20-member Growth Management Citizen Advisory Committee;
- Project review of land use code and development standards;
- Provided siting, funding and technical assistance for non-profit developers.

**Parametrix, Inc.**

*Planner/SEPA Analyst*

Kirkland, Washington

*December 1988 - March 1991*

- Project management and land use analysis for project-specific and programmatic Environmental Impact Statements for local jurisdictions throughout Washington State.
- Project coordination and analysis for groundwater management plans, transportation studies, comprehensive plans, and solid waste and recycling plans.
- Managed project budgets, work programs and sub-consultants.

**Peace Corps/ Ministry of Agriculture**

*Water Resource Specialist*

Bamako, Mali (West Africa)

*June 1983 - March 1986*

- Organized community participation in construction of 18 village water wells and seven community gardens.
- Directed and developed curriculum for three-week water resource training program.

**EDUCATION/TRAINING**

Master of Planning (MPL)

May 1988

School of Urban and Regional Planning

University of Southern California

Bachelor of Arts (BA), English

June 1981

School of Arts and Sciences

University of Washington

University of Washington – Commercial Real Estate Development, Certificate Program 2004-2005  
Neighborhood Reinvestment Training Institute 2002

- Project Feasibility Analysis

- Low-Income Housing Tax Credits
- National Development Council Real Estate Development Training

1999

## **PROFESSIONAL AFFILIATIONS**

Board Member (former Board Chair, currently active on finance and fund raising committees) – Washington State Low-Income Housing Alliance

Board Member (former Board President) – Everett-Snohomish County Housing Development Consortium

Board Member (Treasurer) - Tacoma-Pierce County Affordable Housing Consortium

Board Member – New Tacoma Neighborhood Council

## **REFERENCES UPON REQUEST**