



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET


November 17, 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, NOVEMBER 17, 2010

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, November 17, 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.

I, Christine Wilson, certify that on or before Friday, November 12, 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

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

**AGENDA
BOARD OF COMMISSIONERS
NOVEMBER 17, 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 October 27, 2010 Regular meeting
- 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**
- 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, OCTOBER 27, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, October 27, 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 4:00 PM.

2. ROLL CALL

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

Present	Absent
Arthur C. Banks, Chair Janis Flauding, Vice Chair Greg Mowat, Commissioner	Ken Miller, Commissioner Stanley Rumbaugh, 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 @ 4:03 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, September 22nd. Commissioner Mowat moved to adopt the minutes, Commissioner Flauding 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 Special Meeting of the Board of Commissioners of Friday, October 15th. Commissioner Flauding 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

Mr. Steve Weinman provided the board with comments relating to the MTW plan and the notification for tenant changes. Mr. Weinman expressed concern that landlords are brought into the communication loop when those changes occur. Director Davis stated that the Landlord Advisory Group that has been formed will assist in closing those communications gaps. Mr. Jesus Delgado, through a Spanish language translator from Tacoma Community House and provided by THA, also commented. Mr. Delgado had questions about MTW allowing tenants to transfer between public housing and voucher programs. Director Davis stated this is an option under MTW. Mr. Delgado expressed concerns about the nuances with tenant rent and utilities reform. He believes some tenants will not be protected. Mr. Delgado also inquired about the statement in the plan, “People Coming from Correctional or Psychiatric Institutions.” He asked if these individuals be living in THA Programs. ED Mirra stated that individuals with a criminal history or who have disabilities can apply. THA is not proposing to change its tenant screening criteria. Some of them may not be able to qualify because of their criminal history or tenant history. THA is concerned about such persons. Under the MTW proposal, THA is planning to set aside more of its vouchers for use in housing specially managed for hard-to-house populations. Chair Banks asked about the current preference THA places on applicants on the waiting list. Director Davis stated that a proposal will be brought to the board next Spring recommending removal of these preferences.

5. COMMITTEE REPORTS

Finance Committee – Commissioner Mowat stated the finance report forthcoming is in good order.

6. ADMINISTRATIVE REPORTS

Finance Administration

Director Shalik directed the board to his monthly report and added that the HAP dollars are coming in lower than projected due to 100 vouchers that will be dispersed. Other than those dollars, there are no other fluctuations. This month's cash position includes the MTW fund restrictions.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$6,309,341 for the month of September, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

MOTION APPROVED

Real Estate Management and Housing Services

Director Davis directed the board to her monthly report. She touched on the recent REAC score of 87 for AMP 2. Portfolio Manager Patterson explained that all of the AMP scores are under review. He also reported that staff is reviewing the punch list provided by HUD to assist us with the next set of inspections. Director Davis introduced Ms. Tehani Bowman, Property Manager for Salishan and announced that Ms. Julie LaRocque will service as Interim Director of REMHS while Director Davis is out on leave. Julie will also retain her Rental Assistance Manager duties.

Real Estate Development

Interim Director Hansen referred the board to her monthly report. She announced the Salishan 7 grand opening is scheduled for December 8th from 10-noon. With the remaining capital fund dollars remaining, both Ludwig and Fawcett senior buildings will receive new windows and exterior siding.

Community Services

Director Vignec referred the board to her report. She was able to report the very positive results of THA's 2009-2010 College Bound Scholarship enrollment effort: 91% of THA's eligible 8th graders enrolled. She handed out a report with the details. The report is also on THA's web site.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2010-10-27 (1), APPROVAL OF THA'S MOVING TO WORK APPLICATION

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

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

Upon roll call, the vote was as follows:

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

Motion approved

8.2 RESOLUTION 2010-10-22(2), AMENDMENT TO THA VOUCHER ADMINISTRATIVE PLAN – OCCUPANCY STANDARDS

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

Commissioner Flauding 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

Commissioner Flauding thanked Director Davis and staff for their hard work on the Moving to Work Plan. She also thanked the guests for attending and sharing their views with the board. Chair Banks and Commissioner Mowat concurred with Commissioner Flauding.

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He thanked staff for their preparation of the MTW Plan and resolutions adopted this evening. These resolutions allow important changes to our housing programs. They include the changes to the voucher occupancy standards and how THA calculates rent in both the voucher and public housing programs. These changes serve two main purposes. They are necessary to help THA cover the \$750,000 operational deficit THA faces next year. Once fully implemented over two to three years, the savings should also allow THA to serve more voucher households. He also noted the likelihood that HUD's future budgets may be cut. If so, these changes will allow THA to manage those cuts better. These changes will also fulfill THA's obligations as a MTW agency to explore ways (i) to encourage our clients to increase their earned income, (ii) to give them more options in their housing; (iii) to make THA more efficient.

ED Mirra introduced Mr. Walter Zisette, the new Real Estate Development Director. Walter spoke for a few minutes, explaining his pleasure at joining THA and the work he looks forward to undertaking. Mr. Zisette will begin his work at THA on November 29th. Chair Banks thanked Tina Hansen for her service to THA over the past 10 months as the Interim Director of Real Estate Development. He said that her leadership of the department has not gone unnoticed.

11. EXECUTIVE SESSION

None.

12. ADJOURNMENT

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, and Commissioner Flauding seconded the motion. Meeting adjourned at 5:30 PM.

APPROVED AS CORRECT

Adopted: November 17, 2010

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 \$5,897,719 for the month of October, 2010.

Approved: November 17, 2010

Dr. Arthur C. Banks, Chairman



TACOMA HOUSING AUTHORITY

Date: November 17, 2010

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance and Administration

Re: Finance & Administration Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

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

The Finance Department is submitting the financial statement for the month of September, 2010. We are on track to having a surplus for the Fiscal Year, but it is still relatively early in the year. I am still not seeing any areas of concern, but will 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 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 areas with variances. Other than timing issues, I am not seeing any areas of concern that I would address at this time.
- Line 39 – Relocation Costs – This is for reasonable accommodation moves, or moves for Capital Fund work. This is an estimate, and we will revise later on in year, if it is viewed the full amount is not needed.
- 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.
- Line 62 – Section 8 HAP Payments – The expense is low thru September 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 \$388,502 surplus (line 68), as compared to a budgeted \$11,744. As stated earlier, this will most likely 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.

VisualHOMES 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 currently holding with 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

Current Month Scorecard	Priority				
	Low	Medium	High	Critical	Total
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>
= Outstanding issues– end of period	4	15	5	0	24
% 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
Total Outstanding Issues	4	15	5	0	24

- **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. The main update for this area is that the Safeco insurance policies for our Tax Credit portfolio renewed on November 1. We are happy to announce that the premiums actually went down!

We also continue to work on improvements to our financial and asset management reports. These reports are critical to the success of the agency and already offer a new level of clarity to our operations and long-term strategic goals in asset management. The next meeting for the Asset Management Committee is on November 18.

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 the end of November. Finance staff has completed preparing the financial statements that will be audited by the State Auditor's Office (SAO). These were submitted electronically to the SAO on October 19th, 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 onsite audit work late November

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

We are saddened to announce that Jeri Seamands submitted an early resignation from THA. Jeri planned to stay with us through the end of the year, but an opportunity arose for her and the time came to move on. She leaves behind her a wealth of material that THA will be able to use now and in the future; the project is in a very good place for the right person to step in and take it over. The desk manual team will continue to meet and discuss next steps and how to continue the forward momentum on the project in Jeri's absence.

8. Troubled Designation for Financial Score

On November 1st we received notification from the Office of Public and Indian Housing Real Estate Assessment Center (REAC) that our appeal of the Troubled Designation for our Financial Score for the FY 2009 Financial Data Schedule (FDS) to REAC was received and reviewed. Our appeal was approved and our financial score was revised from 10.63 to 28.63 (of 30 possible points). This resulted in changing our overall evaluation from that of a substandard to a high performer.

While this approval is based on our specific circumstances for this specific year we do not believe that the problem in the scoring process has been resolved by REAC. It appears that we may have to submit another appeal in the following year for our FY 2010 FDS. Under the current scoring system we would once again be considered troubled.

We are reaching out to our advocacy groups (NAHRO, CLPHA, and others) on this matter and hope that REAC can be convinced to modify the existing scoring method.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	September, 2010				Thru 06/30/2011			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	Tenant Revenue - Dwelling rent	221,918	672,147	629,978	6.69%	2,638,588	2,519,913	4.71%
2	Tenant Revenue - Other	5,985	20,571	11,000	87.01%	82,284	44,000	87.01%
3	HUD grant - Section 8 HAP reimbursemen	2,631,876	7,894,085	8,001,879	-1.35%	31,576,340	32,007,514	-1.35%
4	HUD grant - Section 8 Admin fee earned	219,490	706,103	660,566	6.89%	2,674,412	2,642,264	1.22%
5	HUD grant - Public Housing subsidy	227,879	619,277	569,925	8.66%	2,402,108	2,279,701	5.37%
6	HUD grant - Community Services/HOPE	64,194	169,537	106,490	59.20%	478,148	425,961	12.25%
7	HUD grant - Capital Fund Operating Reve	2,325	40,693	197,565	-79.40%	712,772	790,259	-9.81%
8	Management Fee Income	183,188	543,349	562,223	-3.36%	2,248,396	2,248,893	-0.02%
9	Fee For Service Income	5,319	15,073	20,149	-25.19%	60,292	80,596	-25.19%
10	Other Government grants	0	66,145	79,968	-17.29%	289,580	319,872	-9.47%
11	Investment income	1,394	12,856	13,375	-3.88%	51,424	53,500	-3.88%
12	Fraud Recovery Income - Sec 8	731	3,900	7,844	-50.28%	15,600	31,375	-50.28%
13	Other Revenue- Developer Fee Income	0	0	627,414	-100.00%	2,509,657	2,509,657	0.00%
14	Other Revenue	0	206,816	162,850	27.00%	637,264	651,398	-2.17%
15	TOTAL OPERATING RECEIPTS	3,564,299	10,970,552	11,651,226	-5.84%	46,376,865	46,604,903	-0.49%
OPERATING EXPENDITURES								
Administrative Expenses								
16	Administrative Salaries	252,807	768,893	865,776	-11.19%	3,431,870	3,463,104	-0.90%
17	Administrative Personnel - Benefits	106,954	302,341	346,188	-12.67%	1,359,364	1,384,752	-1.83%
18	Accounting & Audit Fees	0	0	18,875	-100.00%	75,500	75,500	0.00%
19	Management Fees	115,114	381,145	482,122	-20.94%	1,924,580	1,928,489	-0.20%
20	Rent	12,813	38,440	40,194	-4.36%	153,760	160,774	-4.36%
21	Advertising	268	1,054	3,138	-66.41%	9,216	12,550	-26.57%
22	Data Processing Expenses	25,043	52,305	76,149	-31.31%	284,220	304,595	-6.69%
23	Office Supplies	4,547	12,201	24,350	-49.89%	78,804	97,400	-19.09%
24	Publications & Memberships	1,589	2,947	11,219	-73.73%	41,788	44,875	-6.88%
25	Telephone	8,211	22,832	22,275	2.50%	91,328	89,100	2.50%
26	Postage	3,063	11,152	11,913	-6.38%	44,608	47,650	-6.38%
27	Leased Equipment & Repairs	3,104	14,610	18,039	-19.01%	58,440	72,155	-19.01%
28	Office Equipment Expensed	524	1,414	15,000	-90.57%	55,000	60,000	-8.33%
29	Legal	5,050	8,108	29,875	-72.86%	112,432	119,500	-5.91%
30	Local Milage	1,100	1,435	4,098	-64.98%	17,740	16,390	8.24%
31	Staff Training/Out of Town travel	9,761	19,512	45,011	-56.65%	188,048	180,045	4.44%
32	Contract Services	14,626	59,756	96,588	-38.13%	369,024	386,350	-4.48%
33	Other administrative expenses	7,049	15,975	22,365	-28.57%	93,900	89,461	4.96%
34	Due diligence - Development projects	0	0	12,500	-100.00%	35,000	50,000	-30.00%
35	Contingency	0	0	625	-100.00%	0	2,500	-100.00%
36	Total Administrative Expenses	571,623	1,714,120	2,146,298	-20.14%	8,424,622	8,585,190	-1.87%

	September, 2010				Thru 06/30/2011			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
37	Tenant Service - Salaries	42,426	127,886	148,057	-13.62%	511,544	592,226	-13.62%
38	Tenant Service Personnel - Benefits	19,289	56,563	56,971	-0.72%	226,252	227,884	-0.72%
39	Relocation Costs	357	832	9,125	-90.88%	3,328	36,500	-90.88%
40	Tenant Service - Other	30,646	83,430	34,825	139.57%	193,720	139,300	39.07%
41	Total Tenant Services	92,718	268,711	248,978	7.93%	934,844	995,910	-6.13%
Project Utilities								
42	Water	12,281	24,176	22,282	8.50%	96,704	89,126	8.50%
43	Electricity	15,774	38,453	45,897	-16.22%	153,812	183,588	-16.22%
44	Gas	6,432	10,124	15,342	-34.01%	70,496	61,367	14.88%
45	Sewer	33,124	70,241	70,101	0.20%	280,964	280,404	0.20%
46	Total Project Utilities	67,611	142,994	153,621	-6.92%	601,976	614,485	-2.04%
Ordinary Maintenance & Operations								
47	Maintenance Salaries	47,602	141,018	144,046	-2.10%	564,072	576,182	-2.10%
48	Maintenance Personnel - Benefits	13,839	41,723	40,735	2.42%	166,892	162,941	2.42%
49	Maintenance Materials	19,536	40,817	43,800	-6.81%	163,268	175,200	-6.81%
50	Contract Maintenance	70,144	159,657	181,350	-11.96%	738,628	725,400	1.82%
51	Total Routine Maintenance	151,121	383,215	409,931	-6.52%	1,632,860	1,639,723	-0.42%
General Expenses								
52	Protective Services	15,885	33,265	30,100	10.51%	133,060	120,400	10.51%
53	Insurance	12,952	39,980	49,015	-18.43%	189,920	196,059	-3.13%
54	Other General Expense	75,694	217,264	217,578	-0.14%	869,056	870,312	-0.14%
55	Payment in Lieu of Taxes	1,199	3,596	3,711	-3.09%	14,384	14,843	-3.09%
56	Bad Debt - Tenant Rents	0	683	6,625	-89.69%	26,500	26,500	0.00%
57	Interest Expense	55,166	169,561	165,973	2.16%	660,000	663,890	-0.59%
58	Total General Expenses	160,896	464,349	473,001	-1.83%	1,892,920	1,892,004	0.05%
59	TOTAL OPERATING EXPENSES	\$ 1,043,969	\$ 2,973,389	\$ 3,431,828		\$ 13,487,222	\$ 13,727,312	
Nonroutine Expenditures								
60	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	8,700	26,268	25,000	5.07%	105,072	100,000	5.07%
61	Casualty Losses	1	9,828	0		9,828	0	
62	Sec 8 HAP Payments	2,495,480	7,468,587	7,875,989	-5.17%	31,124,348	31,503,954	-1.20%
63	Total Nonroutine Expenditures	2,504,181	7,504,683	7,900,989	-5.02%	31,239,248	31,603,954	-1.15%
64	TOTAL EXPENDITURES	3,548,150	10,478,072	11,332,817	-7.54%	44,726,470	45,331,266	-1.33%
65	OPERATING SURPLUS/(DEFICIT)	16,149	492,480	318,409	54.67%	1,650,395	1,273,637	29.58%
Reserve/Capital Affecting Operations								
66	THA transfer to development projects	1,378	1,378	(388,557)	-100.35%	(1,554,226)	(1,554,226)	0.00%
67	Reserve Appropriations	7,688	10,140	73,083	-86.13%	292,333	292,333	0.00%
68	THA SURPLUS/(DEFICIT)	25,215	503,998	2,936		388,502	11,744	

TACOMA HOUSING AUTHORITY
CASH POSITION - October, 2010

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 5,166,235	0.510%
Section 8 Checking	2,869,988	0.510%
THA Investment Pool	283	0.510%
THA LIPH Security Deposits	105,041	0.510%
THDG - Tacoma Housing Development Group	19,318	0.510%
LF - Windstar	300	0.510%
LF - Stewart Court	50,198	0.510%
LF - Stewart Ct Security Deposit Account	13,681	0.510%
LF - SF 9Homes Alaska	164,776	0.510%
LF - SF 9Homes Alaska Sec Dep Acct	8,204	0.510%
LF - SFH No. Shirley	3,489	0.510%
LF - SFH N Shirley Security Deposit Acct	1,002	0.510%
LF - Wedgewood Homes	285,030	0.510%
LF - Wedgewood Homes Security Deposit Acct	16,831	0.510%
General Fund Money Market	3,491,047	0.510%
WASHINGTON STATE		
Investment Pool	\$ 1,167,272	0.270%
US BANK		
Payroll Account	\$ 7,337	
CHASE		
IDA Account	70,847	0.01%
TOTAL THA CASH BALANCE	\$ 13,440,879	
Less:		
<i>MTW Restrictions:</i>		
HAP Reserves	\$ 1,695,547	
Section 8 Voucher Operating Reserves	190,639	
PH Operating Reserves	4,025,030	
<i>Total - MTW Restrictions</i>	<i>\$ 5,911,216</i>	
<i>Other Restrictions:</i>		
FSS Escrows	177,404	
VASH & FUP Operating Reserves	306,855	
Mod Rehab Operating Reserves	125,578	
Security Deposit Accounts	121,494	
Salishan Sound Families - 608	248,347	
IDA Accounts - 604,605,611	70,847	
THDG - 048	19,318	
<i>Total - Other Restrictions</i>	<i>\$ 1,069,842</i>	
<i>Agency Liabilities:</i>		
Windstar Loan - 042	338,025	
Citibank Loan for Area 3 - Guarantee	3,300,000	
<i>Total - Agency Liabilities</i>	<i>\$ 3,638,025</i>	
<i>THA Designated Reserve for Development:</i>	<i>\$ 553,842</i>	
Total Restrictions	\$ 11,172,925	
THA UNENCUMBERED CASH	\$ 2,267,954	
Agency Current Commitments:		
Salishan Infrastructure Area 2B - Latest	\$ 300,000	Balance
Habitat for Humanity Loan	75,000	
Salishan Education & Training - On hold		
Development Projects		
Total Current Commitments outstanding		\$ 375,000

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: November 17, 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

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 99.56% 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 October 2010.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	16	578	97.3%	97.7%
Tax Credit Units	600	21	579	96.7%	97.3%
Local fund units	69	2	67	97.1%	94.2%
All Total	1263	39	1224	96.9%	98.0%

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 October is 39.8. Below is a table with a breakdown of the units turned during the month of October 2010. If the aged vacant unit at AMP 4 were to be removed from this average, the average unit turn time would be 33.7.

AMP	Downtime	Make ready	Leasing	Total
1	4	11	3	18
1	0	2	13	15
1	10	4	5	19
1	0	8	6	14
2	0	14	4	18
2	6	14	2	16
2	0	22	1	23
2	0	8	12	20
3	0	18	7	25
3	0	29	3	32
3	0	37	11	48
4	0	80	21	101
4	0	63	26	89
Totals	14	310	114	438

October 2010 Board of Commissioners Meeting
 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
 REPORT
 Page 3

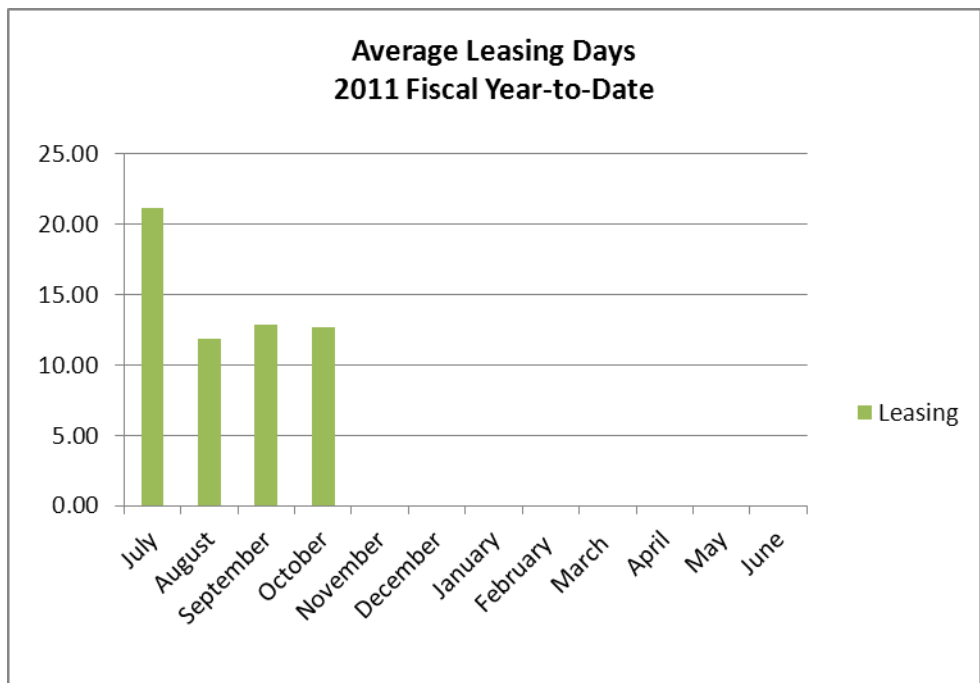
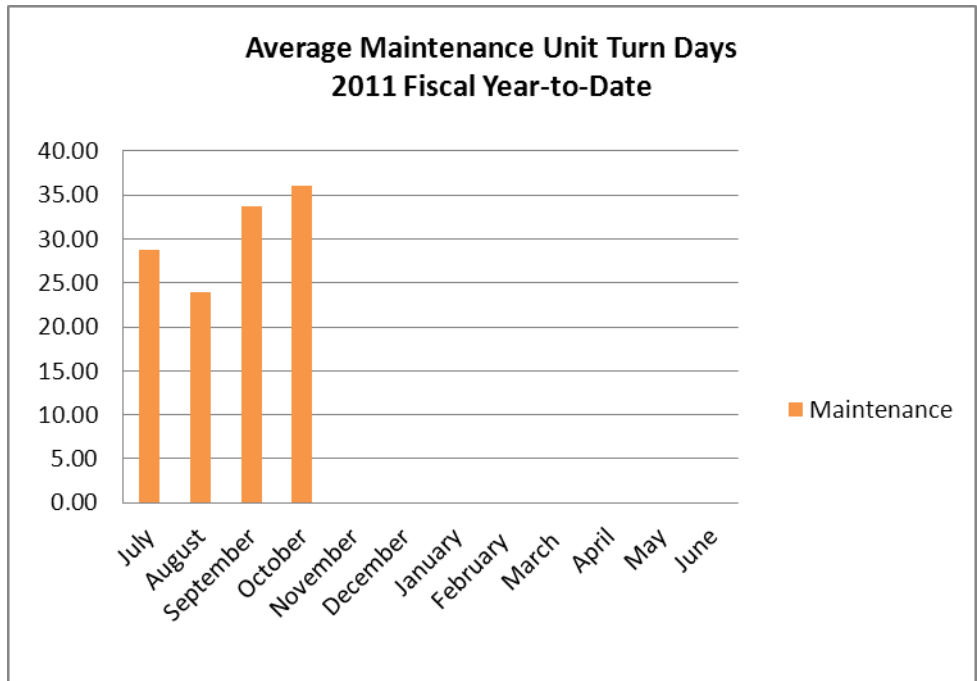
Averages	1.6	34.4	12.7	39.8
Avg. without aged vacant (AMP 4)	1.6	25.6	10.3	33.7

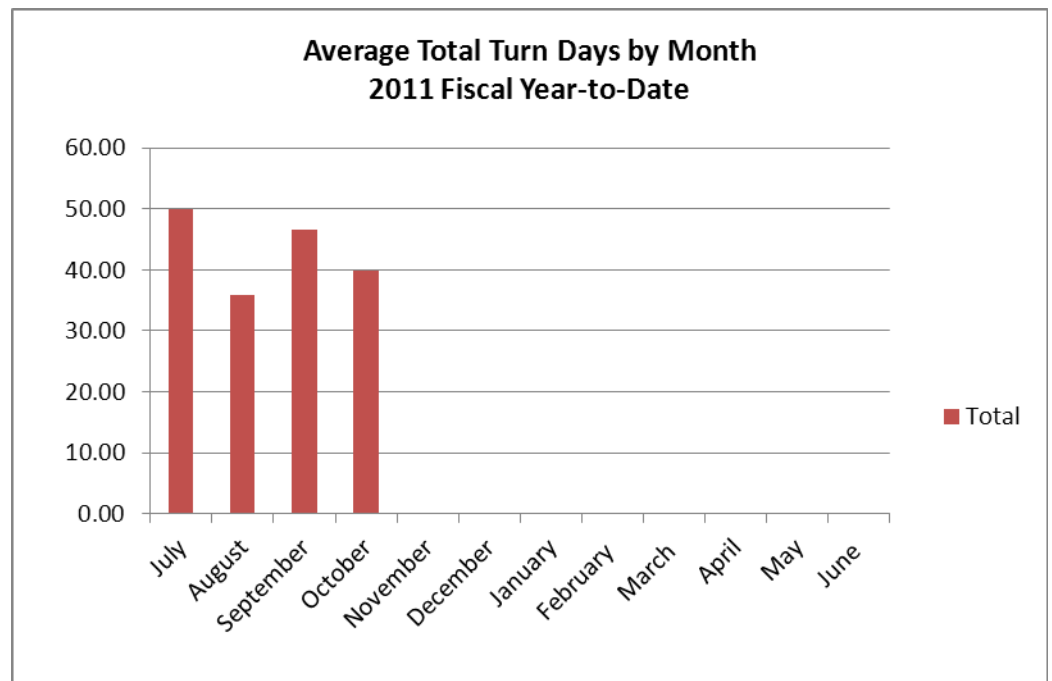
The average fiscal year-to-date average unit turns across all AMPs are 40.06 days per turn. This is a decrease from last month.

OCTOBER 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	10	17	78	110	205	0	20.50
AMP 2	9	6	136	30	172	54	19.11
AMP 3	8	18	186	129	333	140	41.63
AMP 4	5	4	217	119	340	190	68.00
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
TOTALS	35	117	854	431	1,402	384	40.06

*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.





2.3 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 October all emergency work orders were completed within 24 hours.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	October 2010		FYTD		October 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	2	100%	8	100%	43	8.21	142	4.20
AMP 2	3	100%	11	100%	39	4.15	261	9.39
AMP 3	9	100%	33	97.0%	35	5.94	281	7.11
AMP 4	4	100%	22	95.5%	27	9.85	103	5.86

October 2010 Board of Commissioners Meeting
 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
 REPORT
 Page 6

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	October 2010		FYTD		October 2010		FYTD	
AMP 6	3	100%	20	100%	13	1.54	62	4.06
AMP 7	0	0%	0	0%	4	5.25	9	3.11
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%	3	51.00	52	23.65
AMP 11	0	0%	8	100%	16	9.06	60	22.55
AMP 12	1	100%	5	100%	9	25.00	37	16.62
AMP 13	0	100%	5	100%	6	31.00	63	22.84
AMP 14	0	0%	0	0%	9	15.89	74	12.77
AMP 15	1	100%	1	100%	9	3.67	49	8.41
Non-AMP	1	0%	5	100%	.17	0.00	36	.50
TOTALS	22	100%	119	98.3%	225	8.52	1,235	9.68

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

Outstanding Work Orders Table:

Outstanding Work Orders as of October 31, 2010			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	13	13	0
AMP 2	1	1	0
AMP 3	24	22	2
AMP 4	4	1	3
AMP 6	5	5	0
AMP 7	12	0	12
AMP 8	5	0	5
AMP 9	7	0	7
AMP 10	2	1	1
AMP 11	9	5	4
AMP 12	7	2	5
AMP 13	5	0	5
AMP 14	6	3	3
AMP 15	3	1	2
Non-AMP	7	0	7
TOTALS	110	54	56

3. SALISHAN ASSOCIATION

The Salishan Association Manager, Lisa Zahn, resigned in October 2010. The Association Board is considering options to re-fill this position. We hope to have the position re-filled by early December 2010.

4. 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 98.45%. HUD requires a housing authority to accurately submit at 95% or better.

Housing Choice Voucher (HCV) Utilization:

Housing Choice Voucher utilization is reported at 99.0% for the month of October and 97.77 % for calendar year to date. Budget utilization is reported at 94% for the month and 96.28% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,543		Budget	2,556,618	
Voucher Leased	3,516		Actual	2,396,942	
% Utilized	99		% Utilized	94%	

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: November 17, 2010

TO: THA Board of Commissioners

FROM: Tina Hansen
Interim Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

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. Several links and advertisements for “Educational Service Providers” as tenants or owners in the new ETRC are now on the THA website. After several discussions with HUD, we have learned that the ETRC is not eligible for the Capital Fund Education and Training Facilities Grant. Staff continues to pursue other funding opportunities.

1.1.2 Area 3

- *Lot Sales:* Habitat for Humanity has completed the first nine homes in Area 3 and is 60% complete on the next two homes. Staff continues to pursue homebuilders for additional lot sales in Area 3.

1.1.3 Area 2B

- *Infrastructure:*
The Landscape irrigation system is finished. Import and placement of topsoil is ongoing and planting of nursery stock is underway in the park areas. Rain has extended the landscaping completion time, but it is still on schedule. Infrastructure work is 99% 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 and 30. Mechanical, electrical and plumbing are ongoing through

block 28 and 30. Final punch activities will be starting in block 28. In-block landscaping is complete in block 28. The units to date have all passed the LEED certification for platinum with 95 points. The first 18 units were turned over to THA on September 29, 2010. The next 27 units were turned over on October 29, 2010. The next 20 units will be turned over on December 15, 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 will be hosting a grand opening on Wednesday, December 8, 2010 from 10 am to 12 noon to celebrate the opening of Salishan 7 and to mark the culmination of the development of affordable rental units. Walsh will be turning the final blocks over on December 15 and January 18 respectively.

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 1800/2500 Hillside Terrace

2.1.1 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. If applicable, this grant could help fund the planned community center.

2.1.2 Architecture: Negotiations with the architect are on hold.

2.1.3 Construction: Pre-construction services are on hold.

2.1.4 *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 Capital Fund Construction:

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

3.1.2 Staff is engaging with Casey Group Architects to begin Phase 3 of their contract. The architect will begin design and bid documentation for the Ludwig and Fawcett re-siding and window projects. Staff is budgeting approximately \$1.2MM in Capital funds for this effort. Additional upgrades will include upgrading attic insulation at North K, G and Ludwig. Dixon Village (2 buildings) and several scattered sites will receive new roofing.

3.2 ARRA Construction

3.2.1 *AMP1:* K Street and G Street Apartments; Tatley-Grund (TGI), the General Contractor has completed all contract work within budget and on time. Closeout documents are being prepared.

3.2.2 *AMP2: Wright Street;* Demolition and Weather Resistant Barrier installation, and window installation are complete. Siding installation is at 98%. The parapet framing modifications are complete. Exterior painting is 90% completed and the balcony improvements are at 60%.
Fawcett Apartments; All renovations are complete and closeout documents are being prepared.
6th Avenue; All renovations are complete and a letter of Substantial Completion has been sent.

3.2.3 *Asphalt Removal & Replacement (AMPs 1, 2, & 3):* Northwest Asphalt has completed all work and a letter of Substantial Completion is being prepared.

3.2.4 Construction on all the ARRA projects will be completed well ahead of the expenditure deadline of March 2012. All activities will be complete by late fall, 2010.

3.3 Grants

- 3.3.1 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 of additional NSP1 funding. We are awaiting news from the Department of Commerce regarding how they will distribute the latest round of NSP funds.
- 3.3.2 *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 November 6, 2010.

Grant	Total Grant	Obligated	% Obligated	Expended	% Expended	Obligation Start Date	Obligation End Date	Disbursement End Date
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%	\$1,542,507	83%	6/13/08	06/12/10	06/12/12
2008 CFP (1 st 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 st R)	\$703,863	\$703,863	100%	\$278,150	40%	9/15/09	9/14/11	9/14/13
2009 CFP (2 nd R)	\$54,932	\$54,932	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (3 rd R)	\$2,724	\$2,724	100%	0	0	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	151,000.00	6%	\$141,413	6%	7/15/10	7/15/12	7/15/14
2010 CFP (1 st R)	\$1,216,978	\$1,216,978	100%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (2 nd 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%	\$3,180,838	78%	3/18/09	3/17/10	3/17/12

*ARRA Capital Fund Recovery Grant

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: November 17, 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 source's annual goals by service area. It summarizes progress toward attaining annual goals during the month of October 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	1	38	60	63%
Earned Income Increased	1	38	30	127%
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 October, 20 participants attended GED classes which included 5 new enrollments. A total of 71 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	5	71	18	394%
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.

FSS staff revised and strengthened the FSS orientation and selection process to ensure that individuals selected for the program are committed and able to fulfill the program's requirements over the five-year period. New orientation for prospective FSS participants began on Monday September 27. A total of 28 people attended the four required evening sessions. Topics included an overview of the FSS program, discussion on the importance and role of education and employment in achieving self-sufficiency, basic orientation to our homeownership program and an introduction to how to start a small business. The final orientation session featured a recent FSS graduate sharing her experience with the program.

The four-session orientation is followed by six sessions of financial literacy training presented by Tacoma Goodwill. Those participants who complete the entire orientation, financial literacy training and sign a Contract of Participation will be admitted to the FSS program. We project that 25 of 28 prospects will make successfully complete the entrance requirements and enroll in the FSS program.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	107	136	161	84%
Graduates	0	11	5	220%
Removed/Voluntarily Withdrawn	0	18	n/a	n/a
New Contracts Signed	5	19	10	190%
Escrow Balance	\$233,207.83			

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 3rd 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	0	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.

In October, nine CS staff participated in training to prepare them to be financial literacy instructors. The training was provided by Tacoma Goodwill. Dani Small was the instructor. The training provided an overview of the financial literacy curriculum in the first session. A more detailed session on credit and budgeting was presented in the second day's session.

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	14	71	17	418%
Individual Development Account Participants	24	45	30	150%
Qualified Withdrawals	0	8	30	27%
Home Purchase	0	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, Hillside Terrace 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. During September and October the AmeriCorps members went door to door at Bergerson, Dixon and Hillside Terrace to ask residents about their which times of the day or evening they would like the labs to be open. The AmeriCorps members adjusted the lab schedules accordingly. The Asset-Building Program Manager began interviewing individuals interested in a part-time short-term position coordinating the VITA. The VITA coordinator will begin in the short-term position in January 2011.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	53	159	150	106%
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) began its after school tutoring program at Lister Elementary school in October. We anticipate 35 public housing youth will participate during the current school year.

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 October, the Specialist had 138 client contacts (93 unduplicated). In addition, 23 unduplicated home visits were made and 25 residents received 1:1 situational and wellness counseling.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	93	255	260	98%
Referrals	4	32	55	58%
Unduplicated situation/wellness counseling	25	98	150	65%
Assistance with correspondence for Entitlement Programs	4	26	40	65%

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.

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

HUMAN RESOURCES

There will be a Human Resources Report in December

NEW BUSINESS

No New Business/Resolutions

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: November 10, 2010
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Executive Director's Report: November 2010

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

1. NEWSPAPER ARTICLE ABOUT TROUBED PHAs

You may have read the Associated Press article that the News Tribune reprinted on October 28, 2010. I append a copy. It notes that HUD considers 146 of the nation's public housing authorities to be "troubled." The article does not point out that these constitute only 4.5% of the 3,200 PHAs in the nation. I also append HUD's public response to the article.

2. OPEN PUBLIC MEETING ACT REQUIREMENTS: ANNUAL REMINDER

At this holiday time of year, Commissioners are more likely to find themselves attending the same social gathering. THA may host some of them. In fact, we have two coming up. (I mention them below.) We will **not** issue a public notice of these gatherings as a regular or special meeting of the Board. I enclose my annual memo to review the requirements of the Open Public Meetings Act and the precautions Commissioners must take during these gatherings to avoid violations. These precautions should not deter any of you from attending and enjoying these gatherings.

3. SALISHAN PHASE 3 RIBBON CUTTING

On December 8th (Wednesday) from 10 AM to Noon we will cut the ribbon on Salishan Phase 3. I hope each of the Commissioners will be able to attend. This is an occasion to reflect on how far this ambitious project has come, and to celebrate! We also have many people to thank.

4. THA's EMPLOYEE LUNCHEON

On December 2nd (Thursday) from 11:30 AM to 3 or so, at CI Shenanigan's on the waterfront, THA will host its annual all staff luncheon to celebrate and thank the staff. I hope each of the Commissioners can join us then as well.



[< Back to Regular Story Page](#)

AP IMPACT: Mismanagement rampant in public housing

BY MATT APUZZO

Last updated: October 28th, 2010 08:42 PM (PDT)

There were accusations of an executive slush fund, financial shenanigans and dictatorial management. But it was the \$900,000 in secret sexual harassment payments that got the head of the nation's fourth-largest housing authority fired and had the mayor asking how the housing board missed it all.

Yet Philadelphia's isn't even close to the worst of dysfunctional housing agencies across the country that operate with no budgets, untrained staff and shoddy record-keeping, according to a review by The Associated Press of inspection and audit records of 146 housing authorities that the government considered the most troubled.

The documents show the U.S. spends hundreds of millions of dollars each year on housing authorities that don't follow financial rules or, worse, lack even the most basic policies for spending petty cash or using government credit cards.

"How is it possible that you didn't know?" Philadelphia Mayor Michael Nutter asked as his city became a high-profile symbol of scandal and mismanagement in the nation's public housing system. "It defies logic and credibility that all of these things could be kept away from the board for so long a period of time."

Actually, it doesn't.

The AP's review found that federal money intended for one program occasionally gets used for others. Contracts are signed without bidding or approval. In New London, Conn., housing officials had no written contracts at all.

Yet Washington's hands are largely tied since the threat of withholding or reducing funding to punish irresponsible housing authorities ultimately would in effect penalize poor tenants for the mismanagement of their landlords.

All of this is supposed to be audited, but sometimes that either doesn't get done or there's no paperwork on file to prove it. Early this year, federal officials were still trying to resolve problems with 2006 and 2007 audits from Highland Park, Ill.

Meanwhile, waiting lists for getting into public housing are often ignored. And once tenants are in, landlords frequently don't know whether they're charging the right rent. In Dallas, housing employees made income calculation errors in the files of two out of every three tenants.

Philadelphia is not the worst-managed housing authority in the country. Not even close. The Department of Housing and Urban Development has identified 146 housing authorities as having major problems, and flagged them as "troubled."

The AP requested under the Freedom of Information Act all inspection and review documents related to the most troubled agencies. The Obama administration turned over thousands of pages of sometimes haphazard and incomplete reports and said they were the only documents available at headquarters. To get a clearer picture of a troubled housing authority, officials in Washington would have to gather information from regional offices.

The documents the AP reviewed showed a housing system in which agencies must become nearly insolvent before the federal government steps in. And even when Washington does intervene, the mismanagement can continue for years while the U.S. continues subsidizing the housing agency.

The U.S. public housing system is a bureaucratic labyrinth of local, state and federal governments and nonprofit, quasi-government housing agencies. Housing budgets are typically controlled by housing boards, separate from city budgets. Depending on the city, mayors and city councils may or may not have a say in how the boards are run.

Some boards don't meet regularly. Or if they do, they don't keep minutes of their meetings. Benton Harbor, Mich., is home what federal regulators described as an "unmotivated board."

That leads to situations like the one in Philadelphia, where the mayor wants the authority to appoint more members of the housing board. In Garrison, Texas, where the housing authority has been cited for overspending and poor money management, the federal government's improvement plan included asking the mayor to appoint someone with financial experience to the board.

Sen. Charles Grassley, R-Iowa, who is investigating HUD for subsidizing housing for thousands of sex offenders, said it's up to the Obama administration to fix these problems.

"It's an understatement that too many public housing authorities operate poorly," Grassley said.

But such problems have existed for decades, making HUD a target of criticism through Democratic and Republican administrations.

"A lot of people assume that HUD can snap its fingers and make it all better," said Sandra Henriquez, assistant secretary for Indian and public housing. "We are asset managers. We are not responsible for the direct day-to-day operation of any housing authority."

Housing authorities draw most of their money from the \$26 billion budget of HUD's Office of Public and Indian Housing. But that money doesn't buy Washington control of the nation's 3,300 housing authorities.

It's not hard for local housing officials to keep problems under wraps, or at least make them appear manageable, particularly in smaller communities that aren't scrutinized as big cities. Often, by the time Washington gets wind of problems, the housing authority's balance sheet is full of negative numbers.

"Since we're the regulator, the compliance monitor, people will do anything to keep HUD out of their business, and therefore aren't forthright and get too far down the road before they ask for help," Henriquez said.

Once a housing authority is in trouble, finding someone to fix the problem can be difficult. New housing executives often don't know what they're up against until they walk in the door and discover years of mismanagement.

"When you open a file and you see nothing on the financial side has been done, it gets awfully scary. You don't know when it starts," said Joe Torres, the acting housing director in Willacy County, Texas. Torres is the fourth person to occupy the job since mid-2008. The county is still looking for a permanent replacement.

Haphazard record keeping can extend to policies, too. Housing authorities in Royal Oak Township, Mich., New Britain, Conn.

and Lackawanna, N.Y., have been cited for having inadequate or nonexistent policies for writing checks, dipping into petty cash, swiping government credit cards or using government vehicles.

With so much federal money coming in and such lax policies about how to spend it, the potential for misuse is great.

For years, Doris Marie Abeyta wrote checks to her family from the Alamosa, Colo., housing authority accounts. It wasn't difficult: Board members regularly signed blank checks and relied on employees to fill them out.

The executive director, Patricia Martinez, didn't mind. She was embezzling, too. By the time they got caught, Abeyta had taken more than \$400,000, Martinez nearly \$1.3 million.

Prosecutors said the two began dipping into the accounts in 1998, stopped when HUD audited the housing authority in 2005 then started up again in 2007. Both pleaded guilty to embezzlement and are serving prison terms.

If things go really wrong at a housing authority, Washington can put its organization in receivership, essentially seizing control. There are six local housing authorities under HUD receivership. Taking control of all 146 troubled housing authorities would be a huge new federal expense.

"The biggest stick we have is to shut off funding. We'll turn off the money until you say, 'OK, OK, OK,'" Henriquez said. "But what that really does, that punishes the people who need the subsidy. That punishes the residents who need the service."

So, while some housing authorities make progress, others have problems year after year. In mid-2008, federal officials cited Corsicana, Texas, for its long delays in filling vacant apartments. It shouldn't take much more than a month to fill a vacancy, HUD said. In Corsicana, it took an average of five months. The report noted that Corsicana had unnecessarily long delays in 2005, 2006 and 2007.

"It takes housing authorities a while to get into noticeable, demonstrable trouble," Henriquez said. "However long it took them to get into trouble, it will take them at least that long if not longer to get out of it."

Henriquez said the Obama administration wants to have another option, a threat that housing authorities would take seriously but wouldn't amount to widespread eviction. She also said she'd like HUD to replace the single housing authority audit with more focused reviews that would help HUD spot problems sooner.

Both of those changes could require congressional approval.

When stories like the Alamosa embezzlement case or the Philadelphia scandal emerge, there's a temptation to put new regulations in place, said Michael Liu, who served as President George W. Bush's first head of Public and Indian Housing. Often that just means more paperwork and more headaches for local officials, raising the likelihood that they'll cut more corners.

For now, the system clunks along. Names come off the troubled list and are replaced by new ones. The size of the list changes some, but it hovers at around 4 percent of the nation's housing authorities. For some, the black mark prods them to make changes quickly.

For others, like the housing authority in Winter Haven, Fla., years pass with little improvement. The organization has been labeled troubled since 2003. Five years later, an inspector found the housing authority was not preparing monthly budget

analyses, its staff and managers were inadequately trained, and the board's monitoring and accountability were inadequat

Today, seven years after it first appeared on the list, Winter Haven remains troubled.



[Terms of Service](#) | [Privacy Policy](#) | [About Our Ads](#) | [Contact Us](#) | [About Us](#) | [Si](#)

1950 South State Street, Tacoma, Washington 98405 253-59

© Copyright 2010 Tacoma News, Inc. A subsidiary of The McClatchy Compar
Partners: [The News Tribune](#) | [The Olympian](#) | [SouthSound.com](#) | [The Peninsula Gateway](#) | [The Pu](#)

[HUD](#) > [Press Room](#) > [Blog](#) > [2010](#) > [blog2010-10-29](#)

Blog

October 29, 2010

Providing Critically Needed Affordable Housing

Assistant Secretary Sandra Henriquez

Yesterday the Associated Press published story titled *Mismanagement Rampant in Public Housing*. The story includes examples of housing that no one should have to live in. But the story is also an incomplete and inaccurate portrayal of the state of the vast majority of public housing authorities in the U.S.

The majority of the nations' nearly 3,200 public housing authorities across the U.S. do an admirable job of maintaining the nation's 1.2 million public housing units for low-income Americans.

Despite the good work of the majority of housing authorities, there are some that need deeper, more comprehensive support to improve their delivery of services. Of the approximately 3,200 public housing authorities across the U.S., just under 5 percent – are deemed "troubled" by HUD.

When that happens, HUD staff in our 81 field offices work directly with the agency to identify the problem areas and provide guidance to management and/or local management to make corrections to ensure residents are served and taxpayer dollars are protected.

HUD takes very seriously its mission to provide critically needed affordable housing to 4.5 million U.S. households through its public housing and private subsidized housing programs. A third of these households include elderly or disabled family members.

Today, with 6 million households paying more than half of their income for housing and family homelessness on the rise, we know that America needs these affordable homes more than ever.

Unfortunately, many of the nation's public housing apartments are old or in disrepair and are buckling under a \$20 to 30 billion backlog in capital needs. Public housing owners now must make tough choices between repairing roofs and replacing plumbing – or worse, demolishing units altogether – because there simply isn't enough money to go around.

A long-term strategy is necessary to stop the loss of thousands of public housing units annually. The Obama Administration has proposed new legislation and a comprehensive strategy that are long term solutions to preserve and enhance the country's affordable housing stock, including leveraging public and private funding to make much-needed improvements. The proposals will also simplify bureaucratic rules and provide increased choice for public housing residents.

The Obama Administration is committed to improving conditions for the residents in housing authorities that are troubled and putting in place a comprehensive solution to ensure a better future for all public housing residents.

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
[Find the address of the HUD office near you](#)



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: November 10, 2010
Re: Social Gatherings of Commissioners

At this holiday time of year, Commissioners are more likely to find themselves attending the same social gathering. THA may host some of them. We will **not** issue a public notice of these gatherings as a regular or special meeting of the Board. I write, as I do every year about this time, to review the requirements of the Open Public Meetings Act and the precautions Commissioners must take during these gatherings to avoid violations. These precautions should not deter any of you from attending and enjoying these gatherings.

Three Commissioners constitute a Board quorum. If at least three of you attend such informal gatherings, the state's Open Public Meeting Act imposes limits on what you can discuss together. In general, the Board may not take any "action." The Act defines "action" broadly to include even "discussions:"

"Action" means the transaction of the official business of a public agency by a governing body **including** but not limited to receipt of public testimony, deliberations, **discussions, considerations**, review, evaluations, and final actions.
[emphasis added]

This means that three or more Commissioners should not discuss Board or THA business at such informal gatherings. If they do, they would violate two rules: the rule that all action occur at a properly called meeting; the rule that all meetings be open to the public.

The Act, however, permits such informal gatherings as long as no "action" takes place:

It shall **not** be a violation of the requirements of this chapter for a majority of the members to travel together or gather for purposes other than a regular meeting or special meeting as these terms are used in this chapter: **PROVIDED, That they take no action as defined in this chapter.** [emphasis added]

In addition to these rules, Commissioners should avoid the appearance of violating them. For this reason, they should avoid sitting or congregating in groups of three or more, if possible.

THA takes the Open Public Meetings Act requirements very seriously. Thank you for your understanding.

If you have any questions, please call me.