



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

July 23, 2014



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

Greg Mowat, Chair
Stanley Rumbaugh, Vice Chair
Janis Flauding
Dr. Arthur C. Banks
Rose Lincoln Hamilton

REGULAR MEETING BOARD OF COMMISSIONERS

WEDNESDAY, July 23, 2014

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular Meeting on **Wednesday, July 23, 2014 at 4:45 PM**

The meeting will be held at:

**Hillside Terrace
2300 South G Street
Tacoma, WA**

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 July 18, 2014, 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	emailed to tips@q13fox.com
KSTW-TV/Channel 11	1000 Dexter Avenue N #205 Seattle, WA 98109	fax: 206-861-8865
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
REGULAR MEETING
BOARD OF COMMISSIONERS
July 23, 2014 4:45 PM
2300 South G Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of June 25, 2014
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
- 6. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 7. ADMINISTRATION REPORTS**
 - 7.1 Finance
 - 7.2 Real Estate Management and Housing Services
 - 7.3 Real Estate Development
 - 7.4 Community Services
- 8. NEW BUSINESS**
 - 8.1 2014-7-23 (1), A&E Services for THA Administrative Office Space Study and Design Contract Amendment
 - 8.2 2014-7-23 (2), Fiscal Year 2014 Annual Budget Review
 - 8.3 2014-7-23 (3), Interlocal/Intergovernmental Agreement for Research Services
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION (if any)**
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, June 25, 2014

(The italicized font indicates quorum changes gained/lost/or maintained in the document).

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L. Street, Tacoma, WA at 4:45 PM on Wednesday, June 25, 2014.

1. CALL TO ORDER

Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:49 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners Greg Mowat, Chair Stanley Rumbaugh, Vice Chair (arrived at 4:51 PM) Arthur C. Banks, Commissioner Janis Flauding , Commissioner	Rose Lincoln Hamilton, Commissioner
Staff Michael Mirra, Executive Director Ken Shalik, Finance Director April Black, REMHS Director Barbara Tanbara, Human Resources Director Greg Claycamp, Community Services Director Kathy McCormick, RED Director Todd Craven, Administration Director	Christine Wilson, Executive Administrator

Chair Mowat declared a quorum was present @ 4:50 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, June 25, 2014. Commissioner Banks 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.

4. GUEST COMMENTS

Deb Osborn, wife of employee Robert Osborn, addressed the board to provide an introduction and update on the effort to convene a team for the Paint Tacoma beautiful program in honor of Kathleen Merryman, local community advocate. Deb reported they were unable to dedicate a team from Tacoma Housing Authority due to a lack of volunteers. Anyone interested in participating individually can visit the Kit's Crusaders facebook page for the address and crew dates.

Hope Rehn, president of SAFE, addressed the board. SAFE has a new Treasurer, Steve Wells. The annual meeting is scheduled for July 25, 2014, at Peoples Park from 12:00pm-3:00pm. The meeting will consist of a picnic, food and raffle. The committee is currently seeking grants for transportation, new computer and printer. Hope also reported the SAFE office will be relocating to "K" street.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the meeting was a positive one. The committee discussed its goal to identify ways to create a portfolio which generates an income stream to supplant current HUD funding.

Finance Committee – Ken met with Rose Lincoln Hamilton regarding the BOC Special Session mid-year budget re-scheduled on July 18, 2014.

Citizen Oversight Committee – No report, the committee has not met yet

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra reported on budget news from Congress. He noted the budgets recently passed by the full House and the Senate Appropriation Committee. He recalled the 2013 Bipartisan Budget Bill what it directs for 2015. ED Mirra provided an update on the delay in HUD's extension of MTW contracts. He also previewed the challenges facing the 2015 Washington State legislature. In particular, he noted the imperative arising from the McCleary decision to spend billions more on education and the effect this will have on other budget items. ED Mirra commented that rent reform will be pushed out one year to

provide time to research questions about how the proposed programmatic changes will affect THA tenants and for reasons outlined in April Black's REM&HS report.

Finance

Director Shalik directed the board to the finance report. Director Shalik reviewed the financial reports. Director Shalik noted that THA has not received developer fees to date from some of its projects; however, we expect to receive them by year-end.

Extraordinary Maintenance expenses are expected to come in over budget and require mid-year revision. The overage is due to meth remediation, Bergerson Terrace water intrusion and Wright street repairs.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$5,538,387 for the month of June, 2014. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved

Real Estate Management and Housing Services (REMHS)

Director Black directed the board to the REM&HS report. She summarized the report highlighting the HUD Public Housing Management review that identified training gaps in the property management division, flat rents and concerns with verification of income and community requirements. The Rental Assistance division began issuing HOP vouchers, preparing for the issuance of TCC vouchers, and has met the leasing goal of 10 units at Bay Terrace. Headstart began moving into Bay Terrace on June 25, 2014.

Director Black commented that there has been an uptick in the average unit turn times. THA continues to be challenged with multiple unit turn downs. THA will modify the ACOP to allow a household the ability to turn down a unit without cause only once. IF they turn down a unit a second time without cause, THA will remove them from the waiting list. This revision will be posted for public for comment.

There are currently 36 vacant units of which seven are contaminated with meth and twenty-five are in remediation. Four units are not contaminated but on hold for water intrusion rehabilitation.

Real Estate Development

Director McCormick directed the board to the RED report. Director McCormick reports THA has closed on the financing of Prairie Oaks. The DR Horton models are open in Area 3 and seven low income families have been approved to purchase homes in Salishan. Bay Terrace Phase 1 is on schedule with the ribbon cutting scheduled for August. THA is studying Phase 2 financing options. THA has submitted a Stage 1

Housing Trust Fund application . The LASA deal closed and all approvals have been granted and the construction project is expected to take nine months to complete. The Brown Star grill's first feasibility study is nearing completion and the architect has completed a construction and design cost estimate for the project.

Community Services

Director Claycamp directed the board to the Community Services report. Director Claycamp will roll out the new Community Services report template to the board during the July BOC meeting. He announced the hire of the departments new Project Manager, Mia Navarro. She will work with staff on gathering and reporting data and on client engagement. Nicole Fillmore-Meshesha has been promoted as the Program Specialist-Employment and will focus on Employment engagement.

The McCarver program model will be expanding to other schools. We are currently evaluating the program to see where it functions well, how it can be improved, and its stability rates. Director Claycamp reports that they are seeking grant funding to support the Children's Savings Account program. The Bamford Family Foundation has committed to \$136,050 and the Cargill Foundation \$100,000. The CSA program appears to be attracting a fair amount of funding quickly.

Administration

Director Craven directed the board to the Administration report. Director Craven reports that the RFP for the new Enterprise Software Solution will go out on July 16th. The RFP will be sent to vendors and major Housing Authority software providers. The RFP deadline for proposals is July 25th and we expect to have a contract by September 1, 2014. THA received the renewal for our Risk Management insurance policy. He is pleased to report that the increase is approximately 16%, we anticipated an increase of at least 25% due to the meth contamination claims.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2014-6-25(1), SALISHAN AREA 2B PURCHASE AND SALE AGREEMENT

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

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 (the "City");

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

Whereas, RCW 35.82.020 defines “housing project” to include, among other things, “any work or undertaking...to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for person of low income”;

Whereas, the Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “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” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); and (v) “make ... loans for the ... acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing persons of low income.”

Whereas, The Executive Director and the Board of Commissioners find the terms of the Purchase and Sale Agreement acceptable to THA;

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

1. The Executive Director has the authority to negotiate, and if those negotiations are successful, to execute a Purchase and Sale Agreement with DR Horton, in substantially the same form as attached.
2. Acting Officers Authorized. The proper officers of the Authority are and are hereby authorized, empowered, and directed to take such further action on behalf of the Authority as they deem necessary to effectuate the foregoing sections of this resolution. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by the duly authorized acting Executive Director of the Authority.
3. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: June 25, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: June 25, 2014

Greg Mowat, Chairman

8.2 RESOLUTION 2014-6-25(2), Construction Contract Amendment to Exceed \$100,000

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

Whereas, the Housing Authority of the City of Tacoma participates in the City of Tacoma AG Program which provides funds to purchase and rehabilitate and then re-sell foreclosed and short sale homes to low income buyers;

Whereas, the Housing Authority of the City of Tacoma issued an Invitation to Bid (ITB) on February 6, 2014;

Whereas, three bids were submitted and THA selected the lowest bid;

Whereas, the current contract with Libby Builders is \$99,932;

Whereas, the change orders needed to bring the house up to marketable condition and current code have put the project over the \$100,000 threshold;

Whereas, the amended contract is not expected to exceed \$130,000.00.

Whereas, all costs are borne by the state's AG program.

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

1. The Executive Director be authorized and directed to amend the above existing construction contract with Libby Builders Inc. for the stated Not-to-Exceed Value for the rehabilitation of 4836 S K street..

Approved: June 25, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: June 25, 2014

Greg Mowat, Chairman

**8.3 RESOLUTION 2014-6-25 (3), INVESTMENT OF TACOMA HOUSING
AUTHORITY MONIES IN THE LOCAL GOVERNMENT INVESTMENT
POOL**

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

Whereas, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

Whereas, from time to time it may be advantageous to the Housing Authority of the City of Tacoma (THA) to contribute funds available for investment in the LGIP; and

Whereas, the investment strategy for the LGIP is set forth in its policies and procedures; and

Whereas, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by THA's Executive Director or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

Whereas, THA file a certified copy of this resolution with the Office of the State Treasurer; and

Whereas, THA's Board and any staff appointed by the Board having authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

Whereas, the THA Board is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

***NOW THEREFORE, BE IT RESOLVED** that THA is authorized to contribute and withdraw its monies to and from the LGIP in the manner prescribed by law, rule, and prospectus.*

BE IT FURTHER RESOLVED that the Board approves the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Executive Director and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the Board designates Michael Mirra, Executive Director, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of THA.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of THA that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on THA’s Board to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of THA. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the Board acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, THA agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Approved: June 25, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: June 25, 2014

Greg Mowat, Chairman

8.4 RESOLUTION 2014-6-25(4), Bay Terrace Public Housing Operating Subsidy Reserve

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

Whereas, the Housing Authority closed on the Bay Terrace Phase I financing on April 3, 2013;

Whereas, the Housing Authority of the City of Tacoma, at HUD direction, seeks to restructure the project to replace 26 Project Based Section 8 Units with 26 Public Housing Units and submit for a Mixed Financed Operating Subsidy Only review;

Whereas, the lender and investor support the restructuring;

Whereas, THA will make operating subsidy payments to the Partnership in an amount equal to the difference between (i) the originally projected Section 8 rents for the 26 public housing units and (ii) the public housing rent collected (including a tenant contribution and public housing subsidies received for such units);

Whereas, THA will provide an Operating Subsidy Reserve in the amount of \$532,604 to be funded with the proceeds of a THA Loan and is to be advanced to the Partnership as part of this operating subsidy only approval.

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

1. The Executive Director is authorized to advance to the Partnership operating subsidy payments and a THA loan in the amount of \$532,604 for a Public Housing Operating Subsidy Reserve.

Approved: June 25, 2014

Greg Mowat, Chairman

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: June 25, 2014

Greg Mowat Chairman

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION

The commissioners adjourned the regular meeting at 6:40 PM to discuss a possible real estate acquisition in executive session for approximately 15 minutes with no action to be taken afterward. The commissioners came back into the regular board meeting at 6:57 PM. Appropriate announcements were made to the area outside the meeting room. Stanley Rumbaugh announced that no action was taken.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:58 PM.

APPROVED AS CORRECT

Adopted: July 23, 2014

Greg Mowat, Chairman

Finance Committee
Commissioner Lincoln Hamilton

Real Estate and Development Committee
Commissioner Rumbaugh

Citizen Oversight Committee
Commissioner Banks

ADMINISTRATION REPORTS

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: July 15, 2014
Re: Executive Director's Report

This is my monthly report for July 2014. The departments' reports supplement it.

1. MTW: UPDATE ON CONTRACT EXTENSION

There is little news to report on whether HUD will honor its written promise to extend the MTW contracts until 2028. We did hear word from CLPHA that the departing HUD Secretary means to decide the issue before the end of July when he leaves for his new job directing the Office of Management and Budget. Perhaps that is a good sign.

2. THA's RENT REFORM

Last month the Board heard from staff that THA needs to delay by a year its next round of rent reform. This means we will aim to start it in 2016 instead of 2015. I appreciate the Board's understanding and patience. We delay this for several reasons. Two in particular have a particular pertinence this month.

First, we need to further study our policy choices and their implications. A resolution this month before the Board will help us do that. It would approve a joint agreement THA would have with the Seattle Housing Authority, the King County Housing Authority and Home Forward (Portland). This joint agreement will allow the four PHAs to jointly procure a firm to canvas the social science literature and help answer policy questions we face in our work. Our rent reform planning should put this firm to some good use.

Second, a second reason to delay our schedule is that by doing so we put ourselves and the Seattle Housing Authority on the same rent reform schedule. This will allow THA and SHA to consult closely and share information. Earlier this month, April, Sheryl Stansell and I visited with SHA's executive director and senior managers to discuss this. We heard a detailed presentation of SHA's rent reform proposal that it is considering. I enclose a copy of a written summary. The quality and range of SHA's analysis and thinking confirmed that we will indeed benefit from a close consultation.

3. TACOMA AFFORDABLE HOUSING POLICY

The Board may recall that I co-chair, with Gary Pedersen, the City of Tacoma's Affordable Housing Policy Advisory Group (AHPAG). The City Council convened this group in 2008 to recommend policies that would promote the preservation and creation of affordable housing in Tacoma. On December 3, 2010, the group gave the City Council its report, and twenty-five (25) recommendations. Since then the Council, the Planning Commission and city staff have been working on them in various ways. The AHPAG has remain convened to help the City with continuing advice.

The group recently had occasion to offer its views on a housing matter before the City Council. The Council is considering an ordinance that would designate Point Ruston as the City's next Mixed Use Center. The Planning Commission recommended that the Council do this, with a provision that called for a development agreement between the City and the developer to provide for affordable housing within Point Ruston. On first reading of the ordinance, the City Council removed that provision. The AHPAG wrote a letter asking the Council to reconsider. I attach a copy of that letter.

4. CLPHA VISION STATEMENT

THA is a member of the Council of Large Public Housing Authorities (CLPHA). CLPHA is a sophisticated group of people thinking about the work we do. It is leading an effort to understand how PHAs are necessary to the success of other systems, such as education, child welfare, and mental health. This effort helps us find partners and allies, and in that way extends our reach. CLPHA's efforts resemble THA's efforts with our partnerships with the school district and the child welfare system. CLPHA has fashioned a "vision" statement to articulate this way to understand our work. I append a copy.

5. BAYSIDE TERRACE PHASE 1: RIBBON CUTTING

On Monday, August 25th at 11:30 AM, we will cut the ribbon on Bay Terrace Phase 1. We are expecting many of our community friends to help us celebrate. I hope all the Commissioners will be able to attend.

This ribbon cutting marks an important milestone on a long journey. A brief review will help us appreciate the moment. The story began in the 1970s.

- Hillside Terrace is a property on four (4) blocks between 15th Street and 27th Street on South Yakima and South G Street in the Hilltop. A private developer built it in 1970. THA bought it in 1976. THA renovated all four blocks, but the property still had a challenging design.
- By the 1990s, Hillside Terrace was worn out. It also suffered from an odd initial design. Also, the Hilltop neighborhood generally was showing the results of decades of public and private underinvestment.
- In 1996 THA applied for HUD money to demolish and rebuild Hillside Terrace. Unfortunately, THA received money only to demolish and not rebuild. Yet, under its rules, HUD required THA to proceed with demolition without assurance that THA could rebuild. At about this time, Commissioner Rumbaugh joined the THA Board. This challenge was his introduction to the world of HUD. He led the difficult but successful effort to prevail on HUD to relent and to allow THA to continue operating Hillside Terrace.
- Yet that still left us with a property that needed to be replaced.

- In 2002, after much work, THA assembled the financing for demolishing and rebuilding the 2300 block and for rehabilitating the 1500 block. This constituted half of Hillside Terrace, leaving the 1800 and the 2500-2700 block for later. This project was THA's last big redevelopment before starting the Salishan project. It was THA's first experience with the challenging, arcane but indispensable form of financing using tax credits. THA was to put this experience to good use at Salishan. This Hillside Terrace project also helped teach THA its job, in two ways that it also later showed on the much larger Salishan scale.

First, the Hillside project was the first new money invested into the Hilltop in decades. Within a year or so of our investment, Mercy Housing built Eliza McCabe Apartments and Hillside Gardens. Within a few years after that, the adjacent stretch of South Yakima and South G sprouted with high-end condo and apartment developments. This experience encouraged THA to think that it can and should build in neighborhoods that need the investment and to do so in a way that emboldens other people to invest there.

Second, THA set a high design bar. New Hillside, even 15 years later, continues to look lovely. This is important because it encourages developers coming later to also think about design. Indeed, I think most of the later developments look quite attractive. Attention to design is important for another reason. The City's comprehensive plan calls for higher residential densities in designated corridors, like MLK Avenue on the Hilltop. Part of THA's job is to help the City achieve that higher density and to show that higher density can still look lovely.

- From 2002 to 2012, THA was preoccupied with building New Salishan. (Although along the way we somehow found time and money to substantially fix up our seven (7) senior buildings.) THA is not a large housing authority by some measures but Salishan was a large project by any measure. Its financing and contracting was sophisticated. Its design, scope, and pace were ambitious. People at THA poured their hearts, lives, and marriages into building it. They also poured in what they had learned from the Hillside redevelopment – tax credit financing, the importance of design and the value of community partnerships.
- Salishan is not done, but we can see its end. Our development pipeline now more clearly envisions THA's life after Salishan. Bay Terrace Phase 1 is a significant milestone. It is our first large project after Salishan. It is our first large development after the recession. In this project, THA has used what it has learned over the years about how to do this work. With the Head Start program at the new community center, Bay Terrace also displays the benefits of THA's growing partnership with the Tacoma Public School District. Bay Terrace also means our return to the Hilltop.

The August 25th ribbon cutting will be a good day.



STEPPING FORWARD

to opportunity and self-sufficiency

1

**A PROPOSAL BY
SEATTLE HOUSING AUTHORITY**

JULY 2014

Last Updated 7/8/2014

Mission

2

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes.

Context

3

- 13,000+ households currently served through Public Housing and Housing Choice Voucher programs
- 65% of households are elderly/disabled
- More than 9,000 households on Public Housing waiting lists
- Housing Choice Voucher waiting list closed. In 2013, 24,000 households vied for 2,000 spots on the Voucher waiting list
- Federal funding cut substantially:
 - \$16.3 million loss in operating budget and staffing reduced 18% between 2012 and 2014
 - For next 10 years, operating budget projected to be an average of \$12.5 million less annually than 2010 levels
 - Capital backlog is bad and getting worse – projected to grow by \$9+ million annually

Our Path Here – Board Discussions

4

- Rent policy goals developed
 - Provide more people access to a safe, decent home
 - Create and administer a rent policy that is fair and equitable
 - Encourage and support self-sufficiency for work-able adults
 - Simplify current rent policy
- Variety of options explored including a higher percentage of income for rent, flat rents, time limits, escalating rents
- Decision to focus on non-elderly, non-disabled households
- Self-sufficiency approaches including guests from workforce and education providers

Our Path Here – Planning and Research

5

- Other agencies and programs (interviews, reports...)
- Focus groups (residents/participants, waiting list, general public)
- Stakeholder interviews and meetings (housing providers, legal aid, service providers, landlords...)
- Staff engagement (all staff meeting, work group, on-line discussion forum)
- Modeling (applying concepts to existing tenant data)

Target

Households

Households participating in Public housing or Housing Choice Voucher program with 1 or more non-elderly adult 19-61 not receiving disability income from the State or Social Security (except if only applicable adult is 19-23 and not head of household).

7,100 work-able adults in

4,600 households

Data excludes Voucher participants living in other jurisdictions (Port Outs)

- **Bedroom Size Distribution**

Bedrooms	0	1	2	3	4+
%	10%	9%	37%	33%	11%

- **Wages & Income**

Households with Wages	61%
Individual Adults with Wages	49%
Household Receiving TANF	10%
Average Household Income	\$15,800

- **Length of Stay**

Avg # Years	>10 Years
8	26%

- **Demographics**

Single-Parent Households	51%
Non-Citizen Households	25%

STEPPING FORWARD Proposal

7

Stepped Rent Policy

- Rents based on unit size and length of participation
- Subsidy decreases and tenant contribution increases over time
- Rents remain below market for low-income households
- Tenants save additional income

Workforce Opportunity System

- Workforce and education assessments and planning for all adults (not elderly or unable to work due to a disability)
- Groundbreaking partnerships

Workforce Opportunity System

8

- Main components
 - Applies to every work-able adult
 - Required self-sufficiency assessment
 - Development of individual education and employment plans for everyone
 - Connections to workforce resources and wrap-around supports
 - Ongoing follow up and support leading to living wage jobs
- Partners
 - Workforce Development Council, Seattle College District
 - Chamber, Seattle Jobs Initiative, DSHS, City's Office of Economic Development, Seattle Foundation, Chase Foundation

Stepped Rent

9

Sample rents:

Step	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
A: Year 1	\$130	\$140	\$160	\$170	\$180
B: Years 2 & 3	\$290	\$310	\$360	\$400	\$420
C: Years 4 & 5	\$440	\$480	\$560	\$630	\$680
D: Years 6-?	\$680	\$720	\$850	\$970	\$1,060
?: ?-?	\$910	\$970	\$1,150	\$1,320	\$1,450

30%
 10% AMI
 20% AMI
 30% AMI
 45% AMI
 60% AMI

- Tenants pay own heat and electricity. Alternative table for households paying own water/sewer
- Tables adjusted annually based on LIHTC rent tables and most recent HCV utility estimates + rounded + adjusted to reflect higher rent for larger bedroom.
- "Year" = household tenure in subsidized housing
- HCV participants renting above the Voucher Payment Standard will continue to pay the difference.
- Step "?: ?-?": SHA is exploring the possibility of a fifth step that would reduce the gap between Step D and market rents.

What will it take to pay these rents?

10

Step	Employment Levels Needed to Support Sample 2 and 3 Bedroom Unit Rents*
A: Year 1	Less than Half-Time at State Minimum Wage ¹
B: Years 2 & 3	Less than Full-Time at State Minimum Wage ¹
C: Years 4 & 5	Full-Time at \$11-\$12/hr
D: Years 6-?	Full-Time at \$16-19/hr
?: Years ?-?	Full-Time at \$22-26/hr

*70% of affected households live in 2 or 3 bedroom units

¹2014 Washington State Minimum Wage = \$9.32/hour

Additional Participant/Resident Supports

11

- Support for households experiencing unforeseen hardship and at risk of losing housing
 - Services to address cause of hardship
 - Short-term financial assistance
- Specialized services and hardship for undocumented disabilities preventing/limiting employment
- Possible targeted incentives through specific programs (e.g. FSS, Savings Incentive Program)

Next Steps

12

- Refine Rent and Work Force proposal
- Gather Input and Hear Concerns
- Reach out To Low-Income Community
- Hold Forums with Residents
- Discuss Proposal with Stakeholders
- Revise Proposal
- Provide Recommendation to SHA Board of Commissioners in Late 2014
- Workforce pilot beginning late 2014
- Implementation in 2016

Questions?



ANDREW LOFTON
SEATTLE HOUSING AUTHORITY
(206)615-3501
ALOFTON@SEATTLEHOUSING.ORG

CITY OF TACOMA
AFFORDABLE HOUSING POLICY ADVISORY GROUP

July 8, 2014

By hand
By e-mail

Mayor Marilyn Strickland and City Councilmembers
City of Tacoma
747 Market Street, Room 1036
Tacoma, WA 98402

Re Pending Ordinances 28229 and 28230
Mixed Use Center Designation for Point Ruston and Affordable
Housing

Dear Mayor Strickland and City Councilmembers:

We write as co-Chairs and on behalf of the City's Affordable Housing Policy Advisory Group (AHPAG) to ask the City Council to reinstate a modest provision in proposed Ordinances 28229 and 28230 providing for affordable housing at the development of Point Ruston. The Planning Commission recommended this provision. It closely tracks language that the Point Ruston developer proposed. It implements important City policies governing not only affordable housing but also transportation, environmental protection, growth management and equitable development. The provision also conforms to the AHPAG's policy recommendations that we delivered to the council. We strongly urge the Council to reinstate the provision when it considers the ordinances on July 22nd. We also recommend a modification to the proposal to more closely track those policies and the proposal of the developer.

The City Council initially convened the AHPAG on April 27, 2010 by Resolution 38071. It represents both for-profit and non-profit developers and interests. That resolution asked the group to propose policies that would promote the preservation or development of affordable housing in the City. The group submitted its recommendations to the City Council on December 3, 2010. We enclose a copy. On May 17, 2011, by Resolution 38263, the Council reconvened the group so it can remain available as a source of further advice and assistance. We write in that spirit seeking to be useful to the Council as it considers this important matter.

Pending before the City Council is a Planning Commission proposal to designate the development at Point Ruston as a Mixed Use Center (MUC). By our letter of March 20, 2014, the AHPAG supported this designation as part of a mechanism to include affordable housing in the development. The Planning Commission's proposal would condition the MUC designation upon the adoption of a "Development Agreement" between the City and Point Ruston LLC "that establishes the provision for [affordable

housing] within the MUC.” To implement this proposal, the Planning Commission recommends appropriate amendments to the City’s Comprehensive Plan and related provisions in its Municipal Code. The specific provision that the Planning Commission proposes reads as follows:

LU-MFTI-6 Point Ruston Housing Goals

In keeping with the City’s focus on providing affordable housing in all City neighborhoods, the Multi-Family Tax Exemption program will become available within the Point Ruston Mixed Use Center (MUC) upon the adoption of a Development Agreement that establishes the provision for such housing within the MUC. Essential elements of the Development Agreement shall include, but not be limited to, (i) establishing goals for the provision of affordable housing and a diversity of housing choices within the MUC, (i.e., range of product types, size and price points, including housing affordable to families that are at or below the Area Median Income); and, (ii) establishing a mechanism for monitoring the fulfillment of such goals (i.e., reporting requirements).

We understand that on June 24th, at the first reading for the ordinances, the City Council voted to delete this provision. We strongly urge the Council to reinstate the provision, for three (3) reasons we explain below. We also recommend that the Council modify the provision in one respect to make it more congenial to those reasons.

The Council should reinstate the provision for the following three reasons:

1. The provision in question aligns with City policies governing these issues.

By resolution 38264, on May 17, 2011, the City Council adopted as City policy the following eight (8) “policy principles” on affordable housing recommended by the AHPAG. We enclose a copy of that resolution. By that resolution, the Council directed the Planning Commission to incorporate these principles in the City’s comprehensive plan. The Planning Commission’s proposal for Point Ruston does precisely that. The Resolution reads as follows:

“A. The City’s welfare requires an adequate supply of well-built and well-managed affordable housing serving the full range of incomes appearing among its residents. An adequate supply of this housing is vital to the following important civic needs and values:

- “● The City’s prosperity, economic development, and growth of employment opportunities;

- “● The appropriate management of the City’s projected population growth and transportation needs;
 - “● The City’s fulfillment of its legal obligations under the Growth Management Act to make “adequate provisions for existing and projected (housing) needs of all economic segments of the community” and to comply with the related directives of the Pierce County Countywide Planning Policies;
 - “● The survival of green spaces throughout the City and Pierce County;
 - “● The success of the City’s schools;
 - “● The effectiveness of the City’s emergency services;
 - “● The City’s ability to continue its accommodation of a population that is increasingly diverse by income, race, ethnicity, ability, disability, and age;
 - “● The City’s ability to accommodate a population that, in the aggregate, is getting older; and
 - “● The City’s values of social justice.
- “B. Affordable housing developments by nonprofit developers, public and private, in the City, region, and nation have been among the most attractively designed and most environmentally innovative and best managed in the market place.
- “C. Nonprofit developments of affordable housing will never likely be adequate to meet the City’s needs. The City also needs a companion strategy to enlist the engine of private market rate developments to include a measure of affordable units. These strategies also provide the added benefit of economic and demographic integration.
- “D. Affordable housing developments have spurred the revitalization of neighborhoods, encouraging both public and private investment, helping the City attain its desired density, and furthering a neighborhood’s economic development.
- “E. Affordable housing is an asset to be encouraged and not a detriment to be tolerated and controlled.

- “F. The City should promote the development of affordable housing in every City neighborhood.
- “G. In seeking the appropriate balance, the City should not have to compromise important neighborhood design standards in order to promote affordable housing. Instead, proper design should allow affordable housing to show the way for all developments servicing all incomes toward a greener, more sustainable urban future that accommodates the appropriate density that the City’s planning documents anticipate to be necessary for the City’s projected population allocations.
- “H. In a complex community like Tacoma, interests and policies often clash. Good governance is the effort to balance them appropriately. In doing so, the City should give a very high priority to the promotion of affordable housing development, . . .”

In this resolution, the Council formally adopted these “policy principles” and directed the Planning Commission and City Staff to incorporate them into City planning and policy documents:

“Section 1. That the City Council hereby adopts the policy principles set out in recommendation 3.1 of the Affordable Housing Policy Advisory Group Final Report, received on December 3, 2010.

“Section 2. That the City Council requests the Planning Commission, the Tacoma Community Redevelopment Authority, the Human Services Commission, and other appropriate City bodies to incorporate the policy principles into the City’s Comprehensive Plan, Consolidated Plan, the Human Services Strategic Plan, and other appropriate policy documents.

“Section 3. That the City Manager is directed to make available staff from the Tacoma Community and Economic Development Department, the Human Rights and Human Services Department, and other General Government Departments, as may be necessary, to assist the appropriate boards and commissions in the incorporation of these policy principles.”

The Planning Commission’s Point Ruston proposal is an occasion to apply those policy principles and give them meaning. This is particularly evident from certain aspects of the Point Ruston development.

First, some measure of affordable housing will help to economically and racially integrate this impressive new Tacoma neighborhood. **Second**, the development is planned to include 1.5 million square feet of commercial space, including space for restaurants, office and retail trade. Most of the wages these establishments will offer to

their employees will not support the market rents at Point Ruston or in nearby areas. The AHPAG's report, for example, details some representative Tacoma occupations well under 80% of the Area Median Income (AMI), their wages and the rents such wages can support. (e.g, bookkeeping clerk, beginning teacher, retail sales worker, dishwasher). Affordable housing in Point Ruston will allow these workers to live nearby and avoid the burden to themselves and to Tacoma and the region that commuting by car will impose. In this way, the Planning Commission's proposal aligns with important City policies on transportation, growth management and responsible environmental design.

2. The Point Ruston developer proposed the provision in question.

Throughout the Planning Commission public process the developer of Point Ruston, Point Ruston, LLC, publicly stated its strong support for the inclusion of affordable housing in the development and for provisions in the MUC legislation to make it happen. Below we list those statements of support. All of them are part of the public record and appear in the City Council's packet for Ordinance 28229. In fact, as we recount below, the Planning Commission's proposal is nearly identical in language to the proposal that Point Ruston LLC submitted to the City for the same purpose.

- Point Ruston LLC included provision for affordable housing in its MUC proposal to the City.
- In an April 9, 2014 letter to Brian Boudet, city planning division manager, Loren Cohen, Manager of Legal Affairs for Point Ruston, LLC proposed essentially the same provision now at issue. We enclose a copy. The letter reads in full:

“Thank you for taking the time to discuss the proposed ‘Point Ruston Mixed Use Center’ with JJ McCament and myself. As we discussed, it is a worthwhile goal to provide a broad range of housing choices throughout the City’s neighborhoods. As Point Ruston redevelops the former Asarco smelter site into a high-density urban neighborhood, its goal is to include a mix of housing choices by proving a range of product types, sizes, and price points that span the City’s residential housing market segments. We believe that a diversity of housing choices increases a neighborhood’s vibrancy, and strengthens its character. Therefore, in the context of the redevelopment of this former industrial site, Point Ruston is committed to providing housing that is affordable to a wide cross-section of the market, including to families that are at, or below, the area’s average median income.

“Point Ruston submits the following draft policy language within the context of the City’s adoption of the proposed Point Ruston Mixed Use Center as a component of the City’s 2014 Comprehensive Plan

Amendment: In keeping with the City's goal of providing housing throughout its neighborhoods that is affordable to a wide cross section of the market, and as a condition of qualifying for the Multi-Family Tax Exemption program within the Point Ruston Mixed Use Center (MUC), any project seeking to qualify for the Multi-Family Tax Exemption program within the Point Ruston MUC shall enter into a Development Agreement with the City that establishes goals for the provision of such housing. Essential elements of the Development Agreement shall include, but not be limited to, (i) establishing goals for the provision of affordable housing and a diversity of housing choices within the MUC (i.e., range of product types, sizes and price points); and (ii) establishing a mechanism for monitoring the fulfillment of such goals (i.e. reporting requirements).

"We look forward to receiving your comments, and appreciate your guidance in this matter."

[2014 ANNUAL AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE: Public Comments and Staff Responses and Suggestions Report May 7, 2014 (Revised) Appendix C; page 519, City Council packet for ORD 28229](emphasis added)]

- Testimony on March 19, 2014 Planning commission public hearing:
“(10) J. J. McCament, Point Ruston: Ms. McCament thanked the Commissioners and staff for visiting Point Ruston in December 2013. She provided a follow-up on the issues raised in December relating to transit and affordable housing. . . . Regarding affordable housing, Point Ruston has discussed with the Tacoma Housing Authority on ways to provide affordable housing for those earning less than 80% of Average Median Income. Point Ruston has also done research about regional micro-apartments, analyzed current rents at Point Ruston in context of the 2014 Affordable Housing Availability and Income Limits, looked at competitive properties that are using the multifamily tax-exemption, and drafted an informal survey to gain information regarding the local acceptance of micro-apartments.”
[2014 ANNUAL AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE: Public Comments and Staff Responses and Suggestions Report May 7, 2014 (Revised) Appendix B, page 2; page 464, City Council packet for ORD 28229]
- Point Ruston restated that commitment to the Planning Commission. In a December 18, 2013 letter to the Planning Commission from Loren Cohen of Point Ruston LLC.
[2014 ANNUAL AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE: Public Comments and Staff Responses and Suggestions Report May 7, 2014 (Revised) Appendix C; page 470, City Council packet for ORD 28229]

- In a March 19, 2014 letter to the Planning Commission Loren Cohen of Point Ruston LLC summarized the planned efforts to include affordable housing “for those earning less than 80% of Area Median Income”. The letter concluded: “In closing, Point Ruston continues to embrace economic diversity and remains highly motivated to include affordable housing as a residential market segment within the Asarco redevelopment.”
2014 ANNUAL AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE: Public Comments and Staff Responses and Suggestions Report May 7, 2014 (Revised) Appendix C [page 468, City Council packet for ORD 28229]

The public record of the Planning Commission’s proposal provides no basis for deletion of the proposal. Instead, all comments on the question, including the public comments of the developer, support its inclusion.

3. The Provision is compatible with the AHPGA’s report and policy recommendations to the Council

The Planning Commission’s proposed provision aligns with the AHPAG’s 2010 report to the Council in the following ways:

- The Planning Commission appropriately acknowledges that our City has a large and growing unmet need for more affordable places for its residents. AHPA’s 2010 report noted:

The data and information in this section show that the City of Tacoma has an affordable housing crisis. It will only worsen as the City’s population grows and ages over the next two decades unless Tacoma takes immediate action to ensure an adequate supply of affordable housing for its existing and anticipated residents at all income levels.

[POLICY RECOMMENDATIONS TO THE CITY COUNCIL, page 12 (2010)]

This shortage afflicts low-wage workers such as those that will fill many of the Point Ruston commercial jobs. The report contains a comparison of the wage rates in Tacoma’s job market and the extent to which Tacoma’s rental market is unaffordable to workers at those rates. *See Id.* at page 6.

- The report noted that the City needs policies to harness the engine of private development to meet this need:

For-Profit Development: The report’s second principal theme is to harness the engine of private, for-profit developers and make it financially worthwhile for them to include affordable units in market rate projects. For this purpose, the report recommends a range of incentive and limited mandatory inclusionary programs. Enlisting for-profit development

efforts in this way is important for three reasons. First, nonprofit development efforts will not likely ever be enough. There is not enough financing available to do the job. Second, for-profit developers can usually build at a lower per-unit cost because their financing sources do not impose expenses common with non-profit financing. Third, including affordable units into market rate projects also promotes economic and other demographic integration. The report also notes, however, that such incentive and inclusionary programs generally do not serve the lower income tiers. For this reason, both the for-profit and the non-profit development efforts are necessary to address the range of the City's housing needs.

[*Id.* at page 2.]

- The report recommends strategies to enlist the private development of affordable housing. Two strategies in particular are applicable to Point Ruston. **First**, the report recommends incentives (*e.g.*, density bonuses, tax abatements). *Id.* at section 3.2.1. Our report notes that the City's MUC Ordinance seeks to do this. Our report also recommends how the MUC program needs strengthening. The Planning Commission's proposal for Point Ruston is a start at doing that. **Second**, the report also addresses those developments like Point Ruston where the City is a development partner through its contributions of financing, infrastructure, regulatory accommodations or property tax abatements as the MUC designation would allow. In such instances, the report recommends that the City include in the terms of the partnership a provision for either affordable housing or an equivalent contribution to the City's housing trust fund. *Id.* at section 3.2.6. The report notes that the negotiated terms need to be specific to each development and set forth in a development agreement. This is precisely what the modest proposals of the Planning Commission and Point Ruston LLC contemplate.

We recommend one modification to the Planning Commission's proposal. As it presently reads, it would target the affordable housing to households "at or below the Area Median Income." This should refer instead to households "at or below 80% of the Tacoma Area Median Income (AMI)", for three reasons. **First**, the notable need in Tacoma for affordable rental housing is not for households at AMI but those who are at or below 80% AMI. This includes those earning less than \$19 per hour (*e.g.*, medical technician, starting education professional, office clerk, retail sales worker, home care aide, dishwasher. *See Id.* at page 6. **Second**, state law directs jurisdictions in their growth management planning to focus affordable housing measures on populations at or below 80% AMI. *See* RCW 36.70A.540. We note that Point Ruston LLC, in its support for an affordable housing provision, appropriately stated a focus on "those earning less than 80% of Area Median Income". *See above.* We agree with this focus.

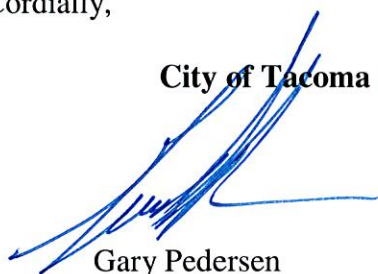
In summary, the AHPAG strongly recommends that the City Council reinstate the Planning Commission's provision for affordable housing at Point Ruston, modified to

target households at or below 80% AMI. Doing this aligns with important City policy governing housing, transportation, growth management, environmental responsibility and equitable development. Doing this also aligns with the proposal of the Point Ruston developer who throughout has expressed an impressive commitment to these same values and an accurate view that a measure of affordable housing will make that new neighborhood better still.

We hope these comments are helpful to the Council in this important matter.

Cordially,

City of Tacoma Affordable Housing Policy Advisory Group



Gary Pedersen
Co-Chair



Michael Mirra
Co-Chair

Cc: T.C. Broadnax, Tacoma City Manager
Elliot Barnett, City of Tacoma, Planning and Development Services Department
City of Tacoma Planning Commission
Loren Cohen, Point Ruston LLC

June 2014

A Shared Vision for Improving Life Outcomes through Affordable Housing

Affordable, quality housing is critical for enabling not only positive life outcomes for vulnerable families and individuals but also the vitality of surrounding communities and the realization of broader national goals. Having a place to call home is foundational to academic achievement for children; to gaining and maintaining employment for adults; and to good health for families, seniors, persons with disabilities, as well as the formerly homeless. Investment in affordable housing is also a key component in revitalizing distressed communities, addressing root causes and ending homelessness, and reducing future public costs through increased economic and social mobility; and it is therefore relevant to a wide range of stakeholders beyond residents, including businesses, employers, local government, school systems, and health care providers.

Because these benefits and impacts are far-reaching, affordable housing practitioners have placed significant effort into coordinating with other local systems. Housing authorities have created strong local partnerships with a wide variety of organizations, including other social systems, and as a result have developed improved approaches to supporting families and individuals in their efforts to build healthy and productive lives. There must be renewed commitment in communities across the country and at the national level to the provision and preservation of affordable housing as an investment in the success of American families and our nation's priorities.

Background on Creating and Using the Shared Vision

Reframing Affordable Housing

If we are to increase investment in affordable housing and to better align systems in order to improve life outcomes for low-income families, we must also articulate a clear vision and a convincing message that defines who benefits from affordable housing investment and how this investment is critical to realizing broader national goals. Members of the Council of Large Public Housing Authorities (CLPHA) are committed to creating a shared vision for improving the life outcomes of those we serve by reframing the critical importance of affordable housing.

There must be greater recognition outside the industry that affordable housing is essential to our national goals to:

- Improve education outcomes for children and youth to end the cycle of poverty and increase lifetime earning potential;
- Improve health outcomes for families and seniors through access to quality health care;
- Support seniors, persons with disabilities and special needs populations in community-based settings to reduce costly and unnecessary institutionalizations;

- Improve access to workforce development and job training services to support steady participation in the labor market and wealth building;
- Improve the quality of life and sustainability of distressed communities through holistic neighborhood revitalization;
- Address root causes and end homelessness for families, veterans, and persons with disabilities;
- Increase economic and social mobility.

Identifying the Need

Innovative practices at the local level are showing success but thus far have not led to sufficient investment in affordable housing for the 43 million Americans living in poverty. Only one in four eligible households receives housing assistance. In most metropolitan areas, waiting lists for housing assistance exceed the number of households currently being served. Households experiencing worst case housing needs in 2011 included 8.5 million households who paid more than half their income for rent or lived in substandard housing, a 19 percent increase from 2009 and 43 percent increase over levels reported in 2007. During the 2011-2012 school year, public schools enrolled more than 1.1 million children and youth experiencing homelessness, up 10 percent from the previous school year. Over 60 percent of adults experiencing homelessness have not received a high school diploma or completed a GED. Something more needs to be done.

Our traditional advocacy and partnerships have focused on supporting current program funding levels and delivery systems. However, local practitioners across sectors already know from experience that when systems work together, outcomes for families and individuals living in poverty are vastly improved. CLPHA and its members have committed to work with interested practitioners, researchers, and policy makers to reshape the way the housing system works with other federal, state, and local systems by:

- Developing knowledge about local level challenges to fostering partnerships with other systems;
- Sharing successful practices and solutions to challenges with practitioners across sectors;
- Promoting the implementation of policies that align systems.

Incorporating and Acting Upon the Shared Vision

This shared vision reflects the work that housing authorities are already doing. CLPHA members are encouraged to take this statement to their boards, formally adopt it, and share it broadly with local partners and stakeholders.

To lead this effort in creating a shared vision at the national level for increasing investment in affordable housing and improving life outcomes, CLPHA is focused on the following objectives over the next two years:

- Develop a shared vision, messaging, and partnerships on the foundational role of affordable housing in improving life outcomes for children, parents, seniors, persons with disabilities, veterans, and the homeless;
- Promote legislation to enable housing authorities to develop transformational partnerships with other sectors;
- Advocate for funding for housing programs and services;
- Advocate for regulatory reform to enable more efficient and effective operations and partnerships;
- Develop systems alignment partnerships and pilots;
- Enhance CLPHA member engagement.



Bay Terrace Phase 2: Need for State Capital Funding

July 14, 2014

Tacoma Housing Authority (THA) is assembling the financing for Bay Terrace Phase 2, its next ambitious development project. It will need **\$3 million** of state capital dollars.

The Bay Terrace development has demolished 104 units of old, unsightly public housing on three blocks in the Tacoma Hilltop neighborhood between 18th and 27th on South G Street. THA will rebuild 160 – 180 apartments, community buildings, open space and new infrastructure in two phases, all in an attractive and environmentally responsible design.

Architect: GGLO

Builder: Absher Construction



Phase 1 is nearly complete (on budget and on schedule).

- 70 apartments (townhome and apartment building style)
- More apartments serving a range of income
- More apartments accessible to persons with disabilities
- Community center (Head Start classroom, community space)
- Outdoor gathering spaces and play areas
- Hillclimb linking neighboring streets
- Increased tree canopy
- Environmentally responsible design (LEED Gold and Silver)
- New infrastructure



Phase 1 costs \$ 24 million. Sources included \$2 million from Washington State's Housing Trust Fund. The balance came from private tax credit equity investors, commercial lenders, THA, HUD, and the City of Tacoma.



Phase 2

- \$23 million
- 90 – 110 apartments (townhome and apartment building style)
- Serving a range of incomes
- New infrastructure

The University of Washington at Tacoma (UWT) and THA plan for THA to develop housing for UWT students who are also working, very low-income, and parents of young children. This housing may go into Phase 2 or into yet another phase on another site also near the campus.

For more information, please contact:

Michael Mirra,
Tacoma Housing Authority
(253) 207-4429; mmirra@tacomahousing.org

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,196,514 for the month of June, 2014.

Approved: July 23, 2014

Greg Mowat, Chairperson



TACOMA HOUSING AUTHORITY

Date: July 23, 2014

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance

Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the June, 2014 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the month of May, 2014. THA remains in good financial shape. For the month of May, on Line 72, the YTD deficit is \$119,331, compared to projected surplus of \$42,390. I am currently projecting a surplus of \$196,829 compared to the budgeted amount of \$101,736 at year end. I expect the projected actual to continue to change as the year progresses and information clarifies. There are some variances in the report. Many of them are timing issues, and others are issues are addressed in the mid-year budget revision going before the Board today.

The following are areas that I would like to address for this report:

- *Line 2 – Tenant Revenue* – This area remains difficult to project. The majority of the income consists of charges passed on to the tenant for legal proceedings as they head towards eviction, as well as significant damages (including meth damage) at move out. The challenge with this increase is due to the type of charge we will most likely not be able to collect these funds, and they will be written off. The mid-year budget reflects an increase in this line item to account for unanticipated Meth charges to the tenant.
- *Line 3 – HUD Grant – Section 8 HAP reimbursement* –We have been authorized at 99.7% of appropriations. HUD cash management procedures dictate that they will not provide us funds in excess of our needs. HUD provides us funds based on the HAP expenses from the previous quarter. As an MTW agency, the HAP income covers expenses other than HAP, and presently we are only able to ask for reimbursement in arrears, which means that for YTD actuals, we may fall into a deficit situation every so often. Both HUD and the THA finance area maintain a reconciliation of amounts that reside in HUD, but are available for use by the Housing Authority.
- *Line 9 – Other Government Grants* – Included in the budget is approximately \$60K for administering a blight abatement program, which we have yet to start. Also, there are

FINANCE DEPARTMENT MONTHLY REPORT

July 2014

Page 2

fees from the City for us doing consulting work, along with reimbursements from the Power company for Salishan Area 3 lots once they are built out by DR Horton.

- *Line 12 – Other Revenue Developer Fee* - We have not received any funds for either the LASA or Bay Terrace development projects to date, but it is anticipated we will receive the budgeted funds by the end of the year as we meet certain milestones.
- *Line 59 – Extraordinary Maintenance* – This category will be for meth remediation costs of our PH portfolio units in 2014. This will come in over the initial budgeted amount and need a mid year revision. This is due to units that tested hot in 2013, and due to constraints, we were not able to put them back until 2014. There is also other work identified in our portfolio that needs addressing and was not in our initial budget and is included in the mid-year budget revision. Additionally, we will be receiving \$1.1 million in Meth funds; \$600K will come from EPA and will go directly to any Tax Credit remediation efforts, and not pass through THA's financials. The \$500K that we will receive from the department of Commerce will be reflected as Other Revenue in the Mid Year budget revision, with \$350K being returned to the Tax Credit entities for past remediation.
- *Lines 69 – 71 – Capital Items* - The YTD and projected actual amounts in these categories only reflect active projects that we have contracts on. We have made changes to this line item at mid-year to more accurately reflect what these funds will be utilized for.

For our cash position, we are including the commitment of funds passed by the Board in the September, 2013 board meeting. These commitments, along with designated Public Housing and Section 8 reserves, leave the agency with minimal unobligated MTW cash levels. This is good, as it allows us to conform to HUD's expectations about the level of reserves that can be maintained by the Housing Authority.

We continue to work with both Heritage Bank and Foster Pepper to set up a \$2 million Line of Credit. We have provided the documents to Foster Pepper and they are working with Heritage to ensure the Line of Credit documents and resolution meet the requirements needed for our agency.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .40%. The Washington State Local Government Investment Pool currently provides a return rate of .11%.

3. AUDIT

The State auditors are finalizing the financial statement and single audit portions of our 2013 records. The audited version of our financial information is to be submitted to HUD by September 30.

4. BUDGETS

The mid-year budget proposal is being submitted to the Board today for consideration. A study session was held on July 18th to discuss the proposal. As soon as this is passed we will start the process for the 2015 budget.

5. YEAR END CLOSING UPDATE

There is nothing to report.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		May, 2014				Thru 12/31/2014		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	Tenant Revenue - Dwelling rent	264,892	1,368,220	1,349,550	1.38%	3,283,728	3,238,919	1.38%
2	Tenant Revenue - Other	2,222	64,012	18,434	247.25%	78,629	44,241	77.73%
3	HUD grant - Section 8 HAP reimburseme	2,600,506	13,249,928	14,471,866	-8.44%	34,732,479	34,732,479	0.00%
4	HUD grant - Section 8 Admin fee earned	223,380	1,112,573	1,182,921	-5.95%	2,670,175	2,839,011	-5.95%
5	HUD grant - Public Housing subsidy	206,545	1,019,770	966,045	5.56%	2,297,448	2,318,509	-0.91%
6	HUD grant - Community Services	9,977	49,670	60,239	-17.55%	119,208	144,574	-17.55%
7	HUD grant - Capital Fund Operating Reve	3,876	541,665	613,153	-11.66%	1,549,996	1,471,568	5.33%
8	Management Fee Income	281,300	1,435,079	1,522,788	-5.76%	3,544,190	3,654,691	-3.02%
9	Other Government grants	15,868	76,477	168,180	-54.53%	228,672	403,632	-43.35%
10	Investment income	4,109	26,667	24,802	7.52%	64,001	59,525	7.52%
11	Fraud Recovery Income - Sec 8	40	16,702	12,500	33.62%	22,585	30,000	-24.72%
12	Other Revenue- Developer Fee Income	0	0	236,143	-100.00%	543,500	566,743	-4.10%
13	Other Revenue	32,863	197,327	243,480	-18.96%	473,585	584,351	-18.96%
14	TOTAL OPERATING RECEIPTS	3,645,578	19,158,090	20,870,101	-8.20%	49,608,195	50,088,243	-0.96%
OPERATING EXPENDITURES								
Administrative Expenses								
15	Administrative Salaries	358,076	1,797,333	2,008,908	-10.53%	4,773,066	4,821,380	-1.00%
16	Administrative Personnel - Benefits	142,166	649,361	822,585	-21.06%	1,758,466	1,974,203	-10.93%
17	Audit Fees	10,512	24,845	36,546	-32.02%	87,711	87,711	0.00%
18	Management Fees	226,360	1,146,238	1,207,529	-5.08%	2,800,971	2,898,070	-3.35%
19	Rent	25,204	126,020	124,353	1.34%	302,448	298,446	1.34%
20	Advertising	0	1,224	5,604	-78.16%	2,938	13,450	-78.16%
21	Information Technology Expenses	13,973	61,779	95,769	-35.49%	223,270	229,845	-2.86%
22	Office Supplies	4,070	20,957	31,743	-33.98%	67,797	76,184	-11.01%
23	Publications & Memberships	1,034	28,863	19,431	48.54%	46,134	46,634	-1.07%
24	Telephone	11,490	41,093	46,656	-11.92%	116,123	111,974	3.71%
25	Postage	2,406	14,817	17,121	-13.46%	35,561	41,090	-13.46%
26	Leased Equipment & Repairs	14,279	45,499	34,995	30.02%	109,198	83,988	30.02%
27	Office Equipment Expensed	10,357	23,578	27,589	-14.54%	81,587	66,213	23.22%
28	Legal	25,186	62,475	94,133	-33.63%	259,940	225,920	15.06%
29	Local Milage	357	2,410	5,515	-56.30%	8,784	13,235	-33.63%
30	Staff Training/Out of Town travel	27,483	79,209	117,343	-32.50%	285,102	281,623	1.24%
31	Administrative Contracts	7,528	68,093	276,542	-75.38%	638,423	663,700	-3.81%
32	Other administrative expenses	2,345	39,791	34,738	14.55%	70,498	83,370	-15.44%
33	Due diligence - Perspective Development	15,204	66,037	204,375	-67.69%	308,489	490,500	-37.11%
34	Contingency	0	0	43,104	-100.00%	0	103,450	-100.00%
35	Total Administrative Expenses	898,030	4,299,622	5,254,578	-18.17%	11,976,505	12,610,986	-5.03%

		May, 2014				Thru 12/31/2014		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	61,950	322,593	388,960	-17.06%	878,742	933,505	-5.87%
37	Tenant Service Personnel - Benefits	26,389	125,355	158,847	-21.08%	335,852	381,233	-11.90%
38	Relocation Costs	627	21,678	38,613	-43.86%	92,670	92,670	0.00%
39	Tenant Service - Other	1,413	42,641	82,966	-48.60%	117,338	199,118	-41.07%
40	Total Tenant Services	90,379	512,267	669,386	-23.47%	1,424,602	1,606,526	-11.32%
	Project Utilities							
41	Water	4,890	39,842	49,344	-19.26%	95,621	118,425	-19.26%
42	Electricity	22,742	84,324	83,017	1.57%	202,378	199,240	1.57%
43	Gas	1,103	22,058	24,942	-11.56%	52,939	59,860	-11.56%
44	Sewer	15,570	120,237	133,029	-9.62%	288,569	319,270	-9.62%
45	Total Project Utilities	44,305	266,461	290,331	-8.22%	639,506	696,795	-8.22%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	43,165	223,658	274,947	-18.65%	611,511	659,872	-7.33%
47	Maintenance Personnel - Benefits	12,623	64,026	86,613	-26.08%	173,662	207,872	-16.46%
48	Maintenance Materials	22,814	96,957	85,904	12.87%	232,697	206,170	12.87%
49	Contract Maintenance	45,881	279,122	451,902	-38.23%	869,893	1,084,565	-19.79%
50	Total Routine Maintenance	124,483	663,763	899,366	-26.20%	1,887,763	2,158,479	-12.54%
	General Expenses							
51	Protective Services	11,334	63,003	59,104	6.60%	151,207	141,850	6.60%
52	Insurance	18,197	83,328	89,949	-7.36%	199,987	215,877	-7.36%
53	Other General Expense	93,868	493,375	571,636	-13.69%	1,359,100	1,371,927	-0.93%
54	Payment in Lieu of Taxes	1,198	5,993	6,460	-7.22%	14,383	15,503	-7.22%
55	Collection Loss	82	5,293	31,451	-83.17%	72,703	75,482	-3.68%
56	Interest Expense	13,668	70,141	115,040	-39.03%	276,096	276,096	0.00%
57	Total General Expenses	138,347	721,133	873,640	-17.46%	2,073,477	2,096,735	-1.11%
58	TOTAL OPERATING EXPENSES	\$ 1,295,544	\$ 6,463,246	\$ 7,987,300		\$ 18,001,853	\$ 19,169,521	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	15,674	240,480	165,000	45.75%	661,320	396,000	67.00%
60	Casualty Losses	23,924	80,329	10,628	655.83%	80,329	25,507	214.93%
61	Sec 8 HAP Payments	2,453,963	12,308,522	12,608,668	-2.38%	30,390,453	30,260,802	0.43%
62	Total Nonroutine Expenditures	2,493,561	12,629,331	12,784,295	-1.21%	31,132,102	30,682,309	1.47%
63	TOTAL EXPENDITURES	3,789,105	19,092,577	20,771,596	-8.08%	49,133,955	49,851,830	-1.44%
64	OPERATING SURPLUS/(DEFICIT)	(143,527)	65,513	98,505	-33.49%	474,240	236,413	100.60%
65	Debt Service Principal Payments	0	(128,747)	(149,533)	-13.90%	(358,880)	(358,880)	0.00%
66	Surplus/Deficit Before Reserve Appropriations	(143,527)	(63,234)	(51,028)	23.92%	115,360	(122,467)	
67	Reserve Appropriations - Operations	5,230	36,758	93,418	-60.65%	88,219	224,203	-60.65%
68	Surplus/Deficit Before Capital Expenditures	(138,297)	(26,476)	42,390		203,579	101,736	
69	Revenue - Capital Grants	1,059	267,614	(3,271,979)	-108.18%	4,831,997	(7,852,750)	-161.53%
70	Capitalized Items/Development Projects	(1,059)	(360,469)	2,316,146	-115.56%	(4,917,989)	5,558,750	-188.47%
71	Reserve Appropriations - Capital	0	0	955,833	-100.00%	79,242	2,294,000	-96.55%
72	THA SURPLUS/(DEFICIT)	(138,297)	(119,331)	42,390		196,829	101,736	

TACOMA HOUSING AUTHORITY

CASH POSITION - Jun 2014

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 676,040	0.40%
Section 8 Checking	7,570,039	0.40%
THA Investment Pool	288	0.40%
THA LIPH Security Deposits	88,843	0.40%
THDG - Tacoma Housing Development Group	86,783	0.40%
LF - SF 9Homes Alaska	77,497	0.40%
LF - SF 9Homes Alaska Sec Dep Acct	5,112	0.40%
LF - SFH No. Shirley	21,972	0.40%
LF - SFH N Shirley Security Deposit Acct	1,002	0.40%
LF - Wedgewood Homes	404	0.40%
Salishan 7	1,211,839	0.40%
Salishan 7 Security Deposit	26,261	0.40%
Salishan 7 Replacement Reserve	107,238	0.40%
Salishan 7 Operating Reserve	198,003	0.40%
Payroll Account	7,156	0.40%
General Fund Money Market	735,455	0.40%
IDA Account	13,739	0.40%
WASHINGTON STATE		
Investment Pool	\$ 1,626,691	0.10%
1. TOTAL THA CASH BALANCE	\$ 12,454,361	
Less:		
2. Total MTW Cash Balance	\$ 7,186,006	
<i>Less MTW Reserve Commitments</i>		
2.01 2nd Phase Hillside Terrace Redevelopment	\$ 2,420,000	
2.02 Renovation/Remodel of 2nd Floor of Admin Building	700,000	
2.03 Renovation/Remodel of Salishan FIC Building	300,000	
2.04 RAD Conversion Costs - Capital Contributions to Projects	1,000,000	
2.05 Software Conversion for Operational Platform (VH)	600,000	
2.06 Education Projects - McCarver & Others	310,000	
2.07 Exigent Health & Safety Issues (Meth Remediation)	259,520	
2.10 Total Reserve Commitments	\$ 5,589,520	
<i>Add MTW Reserves Not Yet Received from HUD</i>		
2.11 Undisbursed CFP funds for RAD Conversion	1,000,000	
2.20 Total Undisbursed Reserves held by HUD	\$ 1,000,000	
<i>Less Minimum Operating Reserves</i>		
2.21 Public Housing AMP Reserves (4 months Operating Exp.)	1,130,000	
2.22 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.30 Total Minimum Operating Reserves	\$ 1,856,000	
3. MTW Cash Available (Lines 2 - 2.10 + 2.20 - 2.30)	\$ 740,485	

TACOMA HOUSING AUTHORITY

CASH POSITION - Jun 2014

4. Non MTW Cash

Other Restrictions:

4.01 FSS Escrows	\$	111,784	
4.02 VASH, FUP & NED HAP Reserves		138,512	
4.03 Mod Rehab Operating Reserves		150,831	
4.04 Security Deposit Accounts		126,085	
4.05 Salishan Sound Families - 608		98,551	
4.06 IDA Accounts - 604		13,739	
4.07 Gates Foundation - 612, 614 & 623		202,659	
4.08 WA Families Fund - 674, 713		70,129	
4.09 Wedgewood Replacement Reserve		804,487	
4.10 Bond Financed Single Family Homes Reserve		90,000	
4.11 Salishan 7 Reserves		730,241	
4.12 THDG - 048		86,783	
4.20 Total - Other Restrictions			\$ 2,623,801

Agency Liabilities:

4.30 Windstar Loan - 042		306,388	
4.40 Total - Agency Liabilities			\$ 306,388
4.45 Development Draw Receipts for Pending Vendor Payments			\$ -
4.50 Development Advances/Due Diligence Commitments ¹			\$ 93,214

5. Total Non MTW Cash Restrictions (Lines 4.20+4.40+4.50)			\$ 3,023,402
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6. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-5)		\$ 2,244,953	
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7. Agency Current Commitments:	Board Approval	Expended	Obligation Balance
LASA Development advance	\$ 675,000	\$ 651,786	\$ 23,214
Salishan Campus (PY exp plus 2014 budget)	\$ 196,174	\$ 126,174	\$ 70,000
¹ Total Current Commitments outstanding			\$ 93,214

Agency Advances that resulted in reduced amount of Unencumbered Cash (line 6)

LASA Development advance		\$ 651,786	
Hillside Terrace Redevlpmnt - HTF, HOME, CDBG and COT Funds		\$ -	
Total Agency Advances		\$ 651,786	

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: July 23, 2014

To: THA Board of Commissioners

From: April Black

Director of Real Estate Management and Housing Services

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

1. PROPERTY MANAGEMENT DIVISION

- *Occupancy:*

Unit occupancy is reported for the first day of the month. This data is for the month of May. The high vacancy rate is attributable to THA's meth strategy.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OFFLINE	UNITS OCCUPIED	% MTH OCCUPIED
All Hillside	62	0	0	60	96.8%
Family Properties	145	8	4	137	94.5%
Salishan	631	6	0	625	99.0%
Senior/Disabled	353	22	4	331	93.8%
All Total	1,191	36	8	1,153	96.8%

- *Vacant Unit Turn:*

On page four (4) there is a table with all of the units turned in fiscal year 2014. Four (4) units were turned and rented in the month of June. The average unit turn for the month of June was **19 days for four (4) clean units**. The average unit turn for the year 2014 as of July 2014 was 101 days. The FYTD decreased from 111 from the previous month. Zero (0) of the units that were turned in June tested positive for meth and needed to be remediated.

As of July 9, 2014, 125 of the 321 units that have been tested for contamination have tested positive for methamphetamine. Since revising some testing policies in June and November 2013, our hot rate has lowered to 10%.

1.1 Vacant clean unit turn status

For clean units, the average turn days for the month of June was 19 days (4 units). Below is a breakdown of each unit that exceeded 20 days.

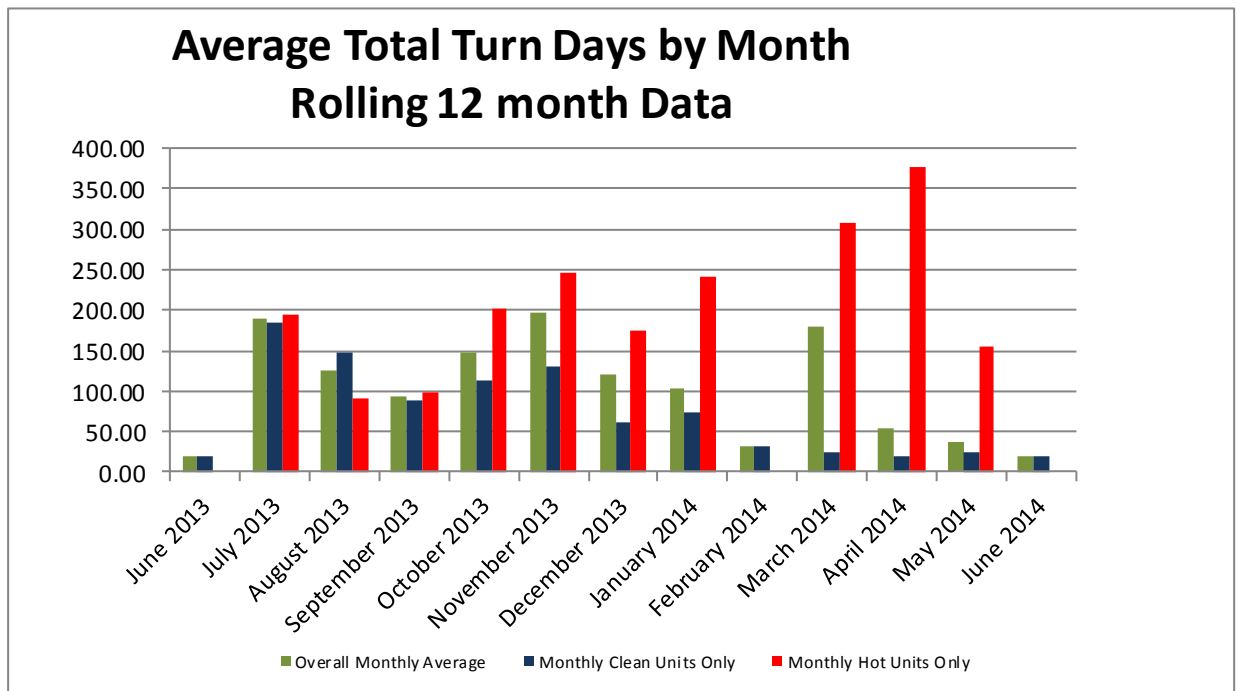
- Salishan 1 4331 East Q (AMP 10) (23 days)- Maintenance completed the work in this unit in 20 days. There was extensive damage to the unit left by the previous tenant. The remaining three (3) days were due to leasing complications on the new tenant's end. Tenant was not prepared financially to move in. Management approved a 3 day extension for tenant to come up with the necessary funds needed to move in. Seven (7) days were attributed to the weekends and holidays where no work was performed in the unit.

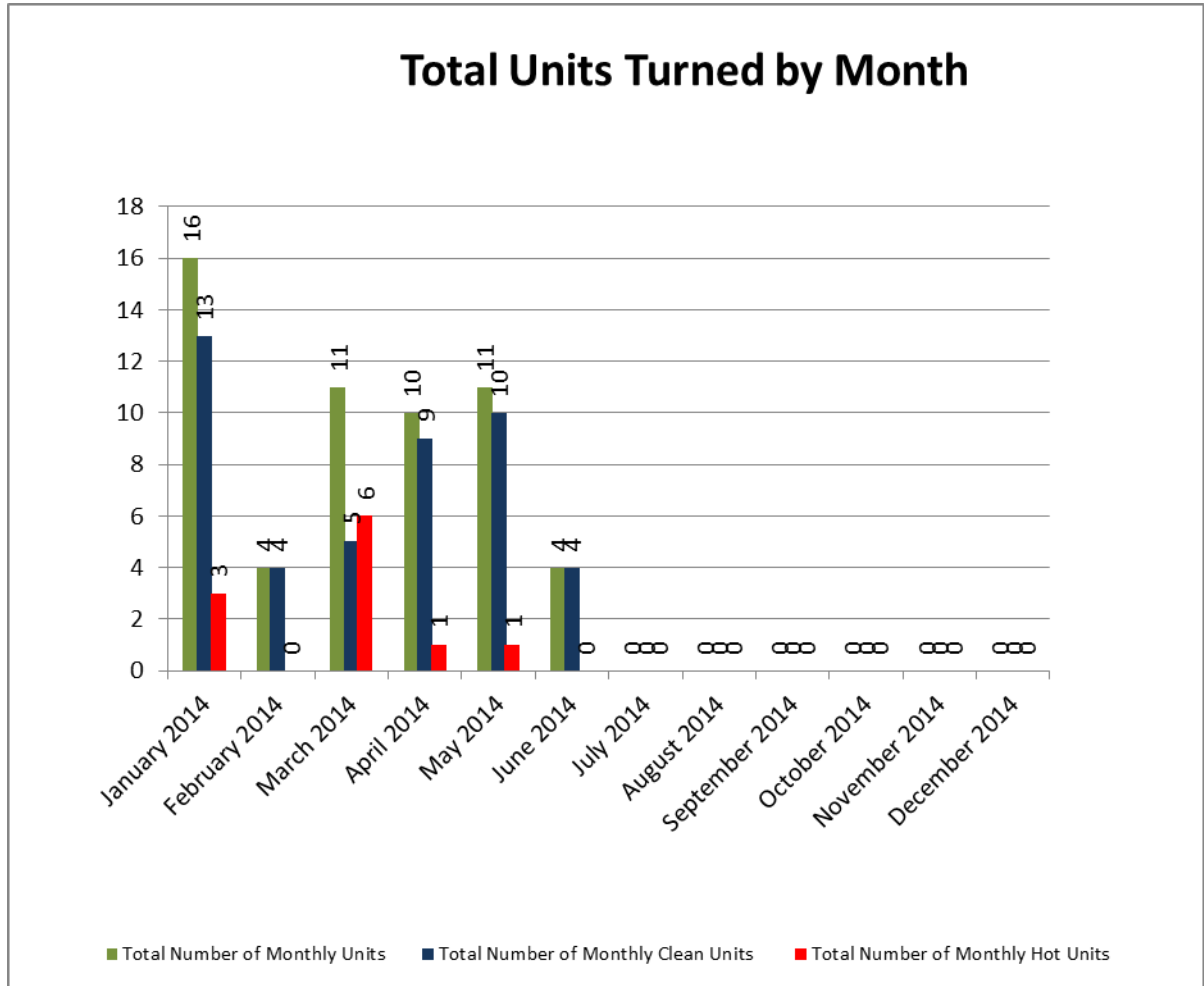
1.2 Contaminated unit turns

As of July 9, 2014 there were 35 vacant units in THA's portfolio. Of these units:

- 6 are not contaminated,
- 25 are in remediation/reconstruction
- 4 units are on hold for rehab/water intrusion

The tables below shows the calendar year trend in average unit turn days each month and the number of units turned by month:





Work Orders: In the month of June, all emergency work orders were completed within 24 hours. In June, maintenance staff completed 225 non-emergency work orders and a total of 2,144 for the calendar year. The annual average number of days to complete a non-emergency work order is 8.74.

Work Order Summary by Portfolio For the Month of June, 2014

Completed Work Orders								
Portfolio	Emergency				Non-Emergency			
	Month		YTD		Month		YTD	
	# 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)
All Hillside								
HILLSIDE TERRACE 1500 Block	0	0.0%	1	100.0%	9	4.00	70	2.60
HILLSIDE TERRACE PH I	0	0.0%	1	100.0%	5	2.00	67	2.87
HILLSIDE TERRACE PH II	0	0.0%	2	100.0%	14	14.79	57	5.19
	0	0.0%	4	100.0%	28	9.04	194	3.45
Family Properties								
BERGERSON TERRACE	1	100.0%	6	100.0%	19	4.84	150	8.21
DIXON VILLAGE	0	0.0%	1	100.0%	5	3.40	74	5.88
MARKET RATE SFR	0	0.0%	0	0.0%	5	8.20	19	12.26
SCATTERED SITES	0	0.0%	2	100.0%	7	13.14	51	9.14
	1	100.0%	9	100.0%	36	6.72	294	8.04
Salishan								
SALISHAN I	0	0.0%	4	50.0%	10	13.20	109	14.27
SALISHAN II	0	0.0%	1	100.0%	12	10.75	101	13.08
SALISHAN III	0	0.0%	1	0.0%	15	15.47	101	15.24
SALISHAN IV	0	0.0%	1	100.0%	13	18.15	172	12.87
SALISHAN V	1	0.0%	3	66.7%	18	17.81	188	12.17
SALISHAN VI	0	0.0%	1	0.0%	10	9.90	103	17.38
SALISHAN VII	0	0.0%	0	0.0%	16	10.13	93	14.64
	1	0.0%	11	54.5%	94	13.90	867	13.92
Senior / Disabled Properties								
6TH AVE	1	100.0%	6	100.0%	10	3.00	140	3.59
E.B. WILSON	1	100.0%	6	100.0%	20	4.10	171	3.40
FAWCETT APARTMENTS	0	0.0%	2	100.0%	8	2.00	87	4.44
LUDWIG APARTMENTS	2	100.0%	5	100.0%	2	0.00	82	6.96
NORTH G ST	0	0.0%	4	100.0%	8	3.38	84	7.01
NORTH K ST	0	0.0%	2	100.0%	9	0.44	81	4.83
WRIGHT AVE	0	0.0%	12	100.0%	10	7.00	124	3.63
	4	100.0%	37	100.0%	67	3.42	769	4.51
Agency Totals:	6	83.3%	61	91.8%	225	9.03	2,124	8.74

Open Work Order Summary by Portfolio For the Month of June, 2014

		Emergency		Non Emergency		
Portfolio		Opened Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside						
HT1	HILLSIDE TERRACE PH 1	0	0	1	1	0
HT1500	HILLSIDE TERRACE 1500 Block	0	0	2	2	0
HT2	HILLSIDE TERRACE PH II	0	0	4	3	1
		0	0	7	6	1
Family Properties						
020	BERGERSON TERRACE	1	0	3	3	0
022	LOW RENT SCATTERED SITES (19)	0	0	4	4	0
023	DIXON VILLAGE	0	0	1	1	0
		1	0	8	8	0
Salishan						
SAL1	SALISHAN ONE LLC (PH)	0	0	38	15	23
SAL2	SALISHAN TWO LLC (PH)	0	0	26	7	19
SAL3	SALISHAN THREE LLC (S8)	0	0	26	3	23
SAL4	SALISHAN FOUR LLC (PH)	0	0	36	9	27
SAL5	SALISHAN V LLC (PH)	1	0	32	6	26
SAL6	SALISHAN SIX LLC (S8)	0	0	19	5	14
SAL7	SALISHAN SEVEN	0	0	25	9	16
		1	0	202	54	148
Senior / Disabled Properties						
006	NORTH K ST	0	0	4	4	0
008	E.B. WILSON	1	0	11	11	0
009	FAWCETT APARTMENTS	0	0	1	1	0
010	WRIGHT AVE	2	0	5	5	0
012	LUDWIG APARTMENTS	2	0	4	4	0
013	NORTH G ST	0	0	6	6	0
014	6TH AVE	1	0	5	5	0
		6	0	36	36	0
Agency Totals:		8	0	253	104	149

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 96.1% for the month of June 2014. We are continuing to issue HOP subsidies to bring this average up by the end of year.

Below is a breakdown of the utilization of our special programs:

Program Name	Units Allocated	Units Leased	Number of shoppers*
Veterans Administration Supportive Housing (VASH)	145	128	5 shoppers 12 referrals needed
Non-Elderly Disabled Vouchers (NED)	100	91 (including 16 port outs)	9 shoppers 0 referrals needed
Family Unification Program (FUP)	50	43	4 shoppers and 3 referrals needed
McCarver Program	50	35	

* "Shoppers" are households that have been approved for the program and are searching for housing.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: July 23, 2014

TO: THA Board of Commissioners

FROM: Kathy McCormick
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, Community Core Development*

The Board approved the general Master Plan Concept at its June 2012 meeting. Staff is reviewing the Master Plan Concept and may suggest some revisions based on current community needs and opportunities and propose an alternative plan for the Salishan Core. Another consideration is the cost of construction. As you will recall from the May board meeting, Metro Parks is coordinating a community process for the Eastside Community Center. Coordination with the city will be important to ensure complementary community uses for the Eastside neighborhood and Salishan.

1.1.2 *Area 3 Lot Sales*

- DR Horton has four models open. DR Horton is pleased with the level of interest. To date, 11 low income households have been approved to purchase homes at Salishan. During the 2nd quarter, DR Horton closed on 25 houses, 4 of which were sold to low income buyers.

1.1.3 *Area 2B*

In keeping with Resolution 2014-6-25(1) authorizing the sale Staff is working with DR Horton to execute the documents needed to sell the remaining 76 lots to be developed as owner occupied housing. The Purchase and Sale Agreement was signed and a disposition amendment was sent to HUD for their review and approval.

1.1.4 Arlington Road

- THA received an unsolicited Letter of Interest for the parcel known as Arlington Road. This is an approximately 5-acres site located at the north end of Salishan along Portland Avenue. THA continues to negotiate with the prospective purchaser as outlined in the resolution approved by the board in April, 2014. Pursuant to that letter we signed a non-binding letter of interest for the sale.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Bay Terrace

2.1.1 *Summary of Project Activities.*

The Bay Terrace Phase I project is progressing according to budget and schedule. We are planning a community celebration of the ribbon cutting on August 25, 2014.

2.1.2 *Financing.*

Staff has begun studying options for the Phase II financing. Staff submitted a Housing Trust Fund Stage I application on January 17, 2014. The Department of Commerce has stated the Stage I applications are needed to identify the existing pipeline of affordable housing projects and quantify the unmet need for additional capital. The Department of Commerce issued a NOFA for Stage II applications for projects that are currently on the 2013-2015 LEAP list. Bayside Terrace is not on the current LEAP list and staff will not be submitting a Stage II application for HTF; however, we continue to seek other revenue sources to fill the financing gap.

Phase I Restructuring - All of the documents required to meet the obligations of the CFCF grant award are being reviewed by HUD. These documents reflected the mutually agreed upon changes between THA, Enterprise Community Investments, Inc. and Chase Bank.

2.1.3 *Construction.*

The Owner, Architect and Contractor (OAC) construction meetings are held weekly at the site. The overall project is currently 99% complete. Phase I is scheduled for 100% completion by July 31, 2014.

Site work;

Site work is currently 99% complete. The current work includes the central park and installation of landscapes.

ROW Construction

The ROW is 100% complete.

Phase-I Vertical Construction:

Building A (mid-rise): Housing is currently 99% complete. Certificate of Occupancy was received on July 16, 2014 and staff has leased nine(9) units. Crews are finishing the exterior. The interior courtyard is due to be completed by July 31, 2014. Play areas and final landscaping has been installed.

Buildings B – F: Housing is currently 100% complete and occupied.

Community Center: Tacoma Public schools is starting preparations for the fall Headstart program. They have begun to set up furnishings through the months of July and August in preparation for September 2014 operations. There are informal reports that the broader neighborhood is interested in using the community center for various events. Property Management is following up.

2.1.4 *Community Meetings.*

The Construction Oversight Committee has agreed to hold one additional meeting on August 13, 2014.

Below is a summary of the outreach goals for the project.

Absher Construction Company's total Resident Employment, WMBE Utilization, and Apprenticeship goal commitment and monthly utilization:

	GOAL	PREVIOUS ACTUAL	ACTUAL AS OF 6/10/2014
MBE	14%	9.31%	8.5%
WBE	8%	12.13%	10.98%
Section 3 Business	10%	12.05%	13.12%
Section 3 New Hires	30%	63%	63%
Apprenticeship	15%	12.23%	12.34%

Below is the EEO Status of the project:

Target Business

MBE/Section 3	2 African American/Black
MBE/Section 3	1 Hispanic/Latino
WBE	2 Caucasian
WBE/Section 3	2 Caucasian
Section 3	1 Caucasian

Section 3 Hiring

African American/Black	13 workers
------------------------	------------

Hispanic/Latino	3 workers
Asian American	1 worker
Caucasian	3 workers

3. OTHER PROJECTS

3.1 AG Program

THA closed on the purchase of 1910 E 59th Street on May 5.

6607 E K Street; Renovations have been completed and the property is listed for sale.

4836 S K Street; Construction is complete and project is scheduled for final punch the second week of July.

3918 S. Thompson; All work is 100% complete, punch lists completed and property is currently listed for sale. Realtor has indicated a lot of activity.

With the inclusion of the E 59th Street, all of the AG funds will have been obligated. Once homes are sold, proceeds will be used to purchase and rehabilitate additional homes.

3.2 LASA Supportive Housing Project

THA issued a Notice to Proceed effective June 9, 2014 to Pavilion Construction. The estimated construction time frame is nine (9) months. The houses and garages that were on site have been demolished and infrastructure work is underway. LASA and THA will hold an event to celebrate the project at the end of August or beginning of September.:

Estimated Project Schedule

Begin relocation activities	July 2013 Completed
Submit for Building Permit	September 2013 Completed
Issue ITB for Contractor	October 2013 Completed
Award Contractor Contract	November 2013-Completed
Financial closing	June 2014-Completed
Construction Start	June 2014
Complete Construction	February 16, 2015

3.3 Construction Management Services for the City of Tacoma

The contract with the City is signed and staff now has three new assignments.

3.4 Blight Abatement Program

The City of Tacoma's Tacoma Community Redevelopment Agency (TCRA) board has approved THA as one of four (4) developers for this program. THA staff has begun looking for homes that meet the qualification of this program.

4. DEVELOPMENT PIPELINE PROJECTS

4.1 Intergenerational Housing at Hillsdale Heights

The Many Lights Foundation (MLF) continues work on this project. Staff visited the Bridge Meadows Development in Portland with CEO of MLF. The project was very impressive. The construction quality is very high; it is located in a single family area. There are seven senior units to every adoptive foster family unit in the development. The project reflected an extended family living environment in which both seniors and families were thriving. The annual operating expenses were about \$750,000. MLF continues to raise funds; however, are in need of assistance to prepare a predevelopment budget. THA staff will assist with this budget preparation so that MLF can apply for other predevelopment funding.

4.2 City-Owned Brown Star Grill Properties on MLK

Staff has completed the first Feasibility Stage and forwarded a letter to the City of Tacoma on June 30, 2014. THA has confirmed that the site is suitable for our intended use and that we would now proceed to the next phase. The next phase is obtaining predevelopment financing for the project. On June 20, 2014 staff submitted a grant application to JP Morgan Chase Philanthropy for \$125,000 for Predevelopment financing. Notice of selection is anticipated mid August 2014. THA has budgeted \$129,000 from its unrestricted reserves for the project and THA staff is working with staff at the Pierce County Health Department to obtain a grant for Phase II Environmental Study. That grant application was submitted June 23, 2014. Staff will be advertising for Architectural and Engineering services for the project in early August. It is anticipated that a resolution for the selected Architectural and Engineering team will be before the Board in September pending fund raising efforts for the predevelopment work effort. Staff is anticipating acquiring the predevelopment financing by the end of August 2014.

4.3 New Look Apartments/Alberta Canada Building Acquisition

Staff is awaiting additional information about the assets owned by the MLKHDA.

4.4 The Dome Transit Oriented Development

Pierce County Transit, with assistance from the City of Tacoma, has issued a Request for Interest (RFI) from developers who would like to build a transit oriented project on land owned by Pierce County Transit near the Dome. THA, with support from Enterprise, completed a conceptual evaluation of this property. This included an evaluation of how many units could be placed on the site, the market for those units and financing options. The recommendation is to develop 78 to 88 units, with a mix of studio, one and two bedroom units. The most likely market will be younger singles and couples. The value of developing this project is that it will show significant investment in the Dome District that may, in turn, attract private investors. It will also be a model for a transit oriented development.

Staff is preparing to respond to the RFI. This response is due in late August. For the RFI, THA will provide examples of other developments it has done, provide a critical path development plan, financing approach and letters from lenders that indicate they would consider financing a project in which THA is the developer. If THA is selected as the developer, staff will provide the Board with information on the proposal, including financing considerations, critical risks, assumptions and opportunities for pursuing this development.

4.5 Acquisition

Staff is preparing an offer letter to purchase Lakeside Landing. The purpose of this letter is to ascertain whether or not the seller is interested in any special financing or other tax advantages that THA may be able to offer that would justify the substantial work that detailed analysis and discussion would require.

5. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

- 5.1* As of May 31, 2014, 20 of 32 new hires (63%) at the Bay Terrace Revitalization Project are Section 3 Hires. M/WBE, and Section 3 goals for said project are provided in Section 2.1.4 of this report.

6. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of July 1, 2014 for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

<u>Grant</u>	<u>Total Grant</u>	<u>Obligation Start Date</u>	<u>Obligated</u>	<u>% Obligated</u>	<u>Obligation Deadline</u>	<u>Expended</u>	<u>% Expended</u>	<u>Expended Deadline</u>
2010 CFP	\$2,345,627	7/15/10	\$2,345,627	100%	7/14/12	\$2,345,627	100%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$1,216,978	100%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$1,721,353	100%	8/2/13	\$318,952	18%	8/2/15
2011 CFP (1 st R)	\$736,455	8/3/11	\$736,455	100%	8/2/13	\$736,455	100%	8/2/15
2011 CFP (2 nd R)	\$549,895	8/3/11	\$549,895	100%	8/2/13	\$549,895	100%	8/2/15
CFCF	\$1,881,652	8/3/11	\$1,881,652	100%	8/2/13	\$1,122,623	59%	8/2/15
2012 CFP	\$1,593,197	3/12/12	\$1,593,197	100%	3/11/14	\$0	0%	3/11/16
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$1,026,290	100%	3/11/14	\$451,334	43%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$128,701	100%	3/11/14	\$56,999	44%	3/11/16
2013 CFP	\$1,319,864	9/9/13	\$0	0%	9/8/15	\$0	0%	9/8/17
2013 CFP (1 st R)	\$322,158	9/9/13	\$287,430	89%	9/18/15	\$0	0%	9/8/17
2013 CFP (2 nd R)	\$1,015,495	9/9/13	\$0	0%	9/18/15	\$0	0%	9/8/17
2014 CFP	\$1,590,067	5/13/14	\$0	0%	5/12/16	\$0	0%	5/12/18
2014 CFP (1 st R)	\$277,032	5/13/14	\$0	0%	5/12/16	\$0	0%	5/12/18
2014 CFP (2 nd R)	\$873,158	5/13/14	\$290,178	33%	5/12/16	\$0	0%	5/12/18

7. Consulting and Community Engagement

The discussion with representatives of Trinity Presbyterian Church, Changing Life Ministries and the Salvation Army continue. Michael Pyatok, along with THA representatives, met with representatives of these three groups. As a result of this meeting session, we will prepare some development options for the group to discuss and Mr. Pyatok will create some sketches that can be used to illustrate the potential for development in this area. The work with the YWCA continues as staff work together to prepare for a work session on June 27th. The purpose of this work session is to better define the program components, critical risks and vision for any development that could be undertaken at the site the YWCA owns.

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: July 23, 2014

TO: THA Board of Commissioners

FROM: Greg Claycamp
Community Services

RE: Monthly Board Report

STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

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

1. 2014 GOALS

We remain focused upon providing the Board with a revised format of this Report to study. We hope that the Draft will be ready to present by the July 23 session.

1.1 Employment

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Clients referred for employment services	15	84	130	65%
Clients who received employment services	31	143	120	119%
Clients enrolled in employment readiness soft skills workshops	7	61	80	76%
Clients completed employment readiness soft skills workshops	2	31	50	62%
Enrolled in job readiness training	3	16	20	80%
Job placement	3	28	45	62%
WorkSource Participants Assisted	13	63	100	63%
Entered Apprenticeship	0	0	3	0%
Work Study/Community Jobs/Internships	0	0	30	0%
Earned Income Increased	2	4	35	11%

1.2 Education

1.2.1 Adult Education Programs

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Participating in ESL classes	0	0	15	0%
Completes one or more ESL levels	0	0	5	0%
Adults enrolled in education program	22	22	25	88%
Adults complete education program	4	4	10	40%
Participants attending GED classes	13	20	200	10%
Completes one or more GED tests	0	0	25	0%
Attains GED	1	1	15	7%
FAFSA applications completed	0	0	10	0%

1.2.2 McCarver Special Housing Program

Program Description – Michael Power: THA's McCarver Elementary School Housing Program seeks to stabilize McCarver Elementary, a low-income school in Tacoma's Hilltop neighborhood. Participating families receive intensive case management services and assistance to help the parents improve their education and employment prospects

As of the end of June 2014, 40 McCarver families are enrolled in the Program. Rental subsidies for participating families will decrease to zero over the five years of the McCarver Program. Each year, all families will pay an additional 20% of their rent and THA will subsidize the balance. Currently all families are paying 40% of their rent. We are considering a change in policy which will allow a rent accommodation for families who continue to struggle with their rent burden while they are finishing their education or job training.

Activities	Baseline 2010-2011	2011-2012	2012-2013
Turnover rate at McCarver Elementary	107%	96.6%	75.20%
Turnover among Program students	n/a	4.5%	13.30%
Turnover among other McCarver students	n/a	114.2%	89.00%

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Families participating	40	43	50	86%
Able to pay 40% of rent at 50% of income	25	30	45	67%
Able to pay 40% of rent at 30% of income	15	17	45	38%
Average school attendance rate	94%	94%	93%	101%
Referrals for discipline (school avg. 27.2%)	23%	23%	25%	109%
% students increase scores on district reading test (K-5)	22%	22%	20%	110%
% students increase scores on district math test (K-5)**	n/a	n/a	20%	n/a
Average increase in state reading test (Gr. 3-5)	24%	24%	20%	120%

Manager's Comment – Michael Power:

** As of the end of the 2012-2013 school year there were few data on standardized tests of math to analyze and compare. We had math scores on only 29 McCarver Program students as of the most recent program evaluation. This number of students is too small to warrant comparisons or further statistical analysis.

Our external program evaluator is currently gathering the data he needs to produce the evaluation of year 3 of the program. This report will come out in the fall of this year. The results of this evaluation will help us to determine whether to expand the McCarver model to other schools in Tacoma with high student turnover.

Activities	Baseline Fall 2011	At End of April 2014
Average annual household income	\$5232	\$22140
Median annual household income	Not reported	\$11,892
Employed	7	21
Enrolled in Training Programs	2	3

Manager's Comment – Michael Power:

Success Story

McCarver Program students are attending summer school at McCarver hosted by our partner Peace Community Center. This program will run for five weeks, every day from 9-3:30. The students will be able to overcome

summer learning loss through focus on reading, writing, and math. They also have ample opportunities for exercise and the arts. Each week they take a field trip to places such as the Lemay Car Museum and the Museum of Flight.

McCarver Program Featured in Media

The Urban Institute of Washington, D.C. visited THA and McCarver in June and interviewed state legislators, McCarver school staff, and THA staff. They conducted an extensive video interview with one of our families. The final report will be a web-based video and text report. It is due to be published in September of this year.

1.3 Housing Opportunities Program (HOP)

Program Description – Mary Syslo: Community Services continues to work with HOP residents in job search and completing their five year goal plan.

Caseworkers continue to reach out to HOP households to let them know of the services available to them to assist with their education and employment goals.

Director's Comment: *Finding a better strategy to engage HOP households is a priority, and will require close collaboration between REMHS and CS. We need to increase awareness of the reality of time limited vouchers, of the necessity to increase household income, and the availability of CS to support Work-able adults in securing living wage employment.*

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
HOP orientations	2	2	n/a	n/a
Work-able attendees	9	9	120	8%
Attendees requesting CS	16	16	120	13%
Work-able attendees housed	0	8	120	7%
Participants receiving CS	2	13	60	22%

1.4 Families in Transition (FIT)

Program Description – Mary Syslo: 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. FIT participants are homeless at the time they are admitted into the program and placed in housing at Salishan or Hillside Terrace. In order to be admitted to the program, applicants must agree to participate in FIT case management.

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	8		3		15	
	June 2014	YTD 2014	June 2014	YTD 2014	June 2014	YTD 2014
Entrances	0	1	0	1	0	1
Graduations	0	3	0	0	0	1
Exits	0	0	0	0	0	1
Terminations	0	0	0	0	0	0

1.5 Case Staffing

Program Description – Mary Syslo: Case staffing is short-term, intensive intervention with households in danger of failing as tenants. Case staffing focuses on helping the family regain housing stability and avert eviction through compliance with their lease. Property management identifies families for case staffing. It is typically limited to 90 days.

Activities	June 2014	YTD 2014	Annual Goal 2014
Number of households referred for services	2	56	27
N. of successful completions (eviction averted)	4	5	12
Number terminated	3	7	n/a
Number withdrawn	2	16	n/a

Manager’s Comment – Mary Syslo: Eight households in Salishan were contacted by the caseworkers for “Meet & Greet” services. These are tenants who recently moved into their unit. Caseworkers review housekeeping expectations, verify they know how to use all appliances, check the unit for any damages, inform the tenant of services available in Community Services and through the Salishan Association and answer questions.

Director’s Comment: *The data above seems to indicate that Case Staffing is a largely unsuccessful program. Although the referral volume appears to be fairly high, very few successful completions are reported. The vast majority of referrals appear to either be withdrawn meaning the client declined to accept support services, or terminated (meaning the client initially accepted supported services, but was closed by Case Worker for non-participation). The number of*

successful completions for YTD does not make sense if the service period actually is typically 90 days. We will review the efficacy of the Case Staffing program.

1.6 MTW Hardship Exemption Casework

Activities	June 2014	YTD 2014	Annual Goal 2014
Number of households referred for services	2	23	n/a
Number of successful completions	0	9	n/a
Number terminated	0	0	n/a

1.7 Family Self-Sufficiency Program

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

Director’s Comment: *The data below require some unpacking. While the total number of participants is online with expectations, the number of new contracts signed is substantially under expectation. The number of graduations is only slightly below midyear expectation, so the relationship between graduation rate and enrollment rate is not direct. We will determine if FSS should be enrolling more clients within its staffing capacity.*

Status	June 2014	YTD 2014	Annual Goal	% of Goal
Current Participants	109	116	153	76%
Graduates	2	7	17	41%
Removed/Voluntarily Withdrawn	0	2	n/a	n/a
New Contracts Signed	7	15	55	27%
Escrow Balance	\$119,006.13			

1.8 Life Skills and Parenting Classes

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Life Skills Enrollment	0	13	20	65%
Life Skills Completion	0	7	10	70%
Parenting Enrollment	0	25	75	33%
Parenting Completion	0	0	65	0%

1.9 Senior and Disabled Services

Program Description – Mary Syslo: THA’s Senior and Disabled Services Program Specialist works closely with Property Management to identify residents who could benefit from her services.

Director’s Comment: Overall, the data seems to indicate a high referral rate, but much lower than anticipated number of unduplicated client contacts. The problem appears to be the annual goals, which are inherited from the 2013 report and make no sense. In fact the number of unduplicated contacts can’t logically exceed the number of referrals received.

Activities	May 2014	YTD 2014	Annual Goal	% of Goal
Unduplicated client contacts	5	43	260	17%
Referrals	11	45	50	90%
Unduplicated situation/wellness counseling	7	54	140	39%
Assistance with correspondence for Entitlement Programs	3	24	40	60%

1.10 Asset Building

In 2014, THA is not directly providing a VITA site, but is providing in-kind support to Associated Ministries as the VITA provider. This arrangement provides the same service at a significantly lower cost to THA, saving \$10-15,000 in MTW outlay annually. We await this season’s reporting data from Associated Ministries.

1.11 Computer Labs

Manager's Comment – Michael Power: THA has community computer labs at Bergerson Terrace and Hillside Terrace. Part-time temporary After School Program Coordinators provide afterschool tutoring, youth leadership, and adult access to the computers. We are monitoring this concept closely to see if it fits our needs. We will not meet our goal for this year due to not having coordinators at the labs at the beginning of the year.

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Computer Lab Participation (cumulative visits)	240	380	1200	32%

We will reevaluate the goal for computer lab participation based on the participation we see this year.

1.12 Youth Activities

Director's Comment: *The level of participation we are seeing at the Salishan Summer program was not anticipated. To some extent, it may be an artifact of better marketing/outreach, particularly by the Salishan Association's Community Builder. However, the increased participation also raises a concern that child hunger may be more extensive in Salishan than previously understood. We will create a Participant survey before the end of the program season, to gain a better understanding of this high participation.*

Manager's Comment – Michael Power:

Activities	June 2014	YTD 2014	Annual Goal	% of Goal
Youth tutoring	96	96	10	960%
Summer youth programming	682	682	40	1705%
Youth leadership mentoring	25	25	45	56%

Brown Bags and Books

THA is partnering with St. Leo's Food Connection, the Salishan Association, Write@253, KBTC TV, Tacoma Public Library, and WSU Extension for our summer free lunch and learning program Brown Bags and Books at Salishan. The turnout this year has far exceeded our expectations. In previous years we have served 20-30 children a day. This year we are serving up to 80 per day. The children get a healthy meal, then they have optional activities with the community partners in a classroom at the FIC. We also have a free lunch program at Bergerson

Terrace and the computer lab at Hillside Terrace is open in the afternoons. These programs will continue to run weekdays through the last day of summer vacation.



NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23 (1)

Date: July 23, 2014
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Architectural & Engineering (A&E) Services for THA Administrative Offices Space
Study and Design – Contract Amendment

Background

On March 23, 2011 the Board of Commissioners (BOC) authorized the Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces. The 902 South L Street office first floor was the first phase of this contract. That phase was completed in 2012.

The second phase of the project is the 902 South L Street office second floor. Staff has identified a total project budget of \$1,100,000 for the project. This includes the Construction budget which includes the entire second floor remodel work; Heating Ventilation and Air Conditioning for the entire building, A&E design services, furniture and moving services.

The current contract for the work through Design Development is \$49,100. The amount for the remaining work, Construction Documents through Contract closeout, is \$84,900. This resolution is requesting authorization to increase the not to exceed contract amount by \$84,900 to a revised total contract amount of \$134,000 to cover the remaining A&E work. The work will be performed on a Time and Material basis not to exceed the maximum contract amount.

Recommendation

Approve Resolution No. 2014-7-23 (1) authorizing the Executive Director to increase the contract, with Buffalo Design, for the Architectural and Engineering services for the 902 South L Street second floor remodel and HVAC upgrades project in an amount not-to-exceed of \$84,900 for a revised total of \$134,000.



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23 (1)

ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT

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

Whereas, On March 23, 2011 The Board of Commissioners (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

Whereas, The first focus of work was the 902 South L Street building, first floor which was completed in 2012;

Whereas, The second focus of the work is the 902 South L Street Building, second floor;

Whereas, The current contract for the work through Design Development is \$49,100.

Whereas, The total project budget is \$1,100,000

Whereas, The total amount for design and engineering is \$134,000.

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

Approve Resolution 2014-7-23 (1) authorizing the Executive Director to increase the not to exceed contract amount by \$84,900 to a total amount not to exceed of \$134,000 to cover the additional A&E work.

Approved: July 23, 2014

Greg Mowat, Chair

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23 (2)

Date: July 23, 2014
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Fiscal Year 2014 Agency Budget Revision

Background

Each year the Housing Authority of the City of Tacoma (THA) prepares a budget for the upcoming fiscal year. The Annual Budget reflects an estimate of the expected revenues and expenditures for each of its departments and major programs. The overall agency budget is based on individual department expense budgets for management purposes, with the expectation that each department director will manage and control their department budget in accordance with Federal, State and Local regulations.

The original FY 2014 Budget was submitted and approved by the Board of Commissioners during the December, 2013 Board of Commissioners meeting. THA normally does a mid-year review where staff updates the budget based on more current information. Accordingly, THA is revising its FY 2014 budget to reflect the changes identified.

Since this is a budget revision, we did not use a full budget development process; yet staff was consulted, and provided substantial input for the revisions we are proposing for the board's approval. A board study session was held on July 18, 2014 to discuss the revision.

Recommendation

Approve Resolution 2014-7-23(2) to formally adopt THA's Revised FY 2014 Budget.



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23(2) FISCAL YEAR 2014 ANNUAL BUDGET REVISION

Whereas, The Board of Commissioners of the Housing Authority of the City of Tacoma (“Authority”) approved the FY 2014 Budget on December 18, 2013.

Whereas, Authority staff determined that the FY 2014 Budget should be revised on updated information on funding and expenditure needs.

Whereas, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Revised Fiscal Year 2014 annual budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2014 Budget and authorizes the Executive Director to implement and execute said document. Revised operating expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 477,752
Human Resources	791,267
Finance	1,016,364
Administration	2,042,560
Development	2,006,277
Community Services	2,243,694
Real Estate Management Overhead	2,079,257
Rental Assistance	33,610,879
Property Management	6,289,004
Subtotal	\$ 50,557,057
<u>Additional Cash Outflows</u>	
Capital Expenditures	\$ 7,641,750
Debt Service	371,380
Subtotal	8,013,130
TOTAL APPROVED BUDGET	\$ <u>58,570,187</u>

Approved: July 24, 2013

Greg Mowat, Chairman



Attachment A

BOARD OF COMMISSIONER DECISION POINTS: THA FY-2014 MID YEAR BUDGET July 18, 2014

07/10/2014

The green boxes below denote the main decisions for the THA Board. The contents of the green boxes are staff proposals.

The yellow boxes below and other text contain information and staff proposals that will help the Board decide.

1. AVAILABLE RESERVES

Minimum necessary and Optimal Reserves

Type/Purpose of Reserves	Reserves 01/01/14	-	Minimum	Optimal	Amount to Reserve	=	Amount of reserves available to use in FY014
a. MTW Reserves	\$6,900,000		\$2,843,000	\$4,597,000	\$4,597,000		\$2,303,000
b. Business Activities (Non-MTW) reserves	\$3,200,000		\$1,500,000	\$2,500,000	\$1,500,000		\$1,700,000
c. Salishan 7 Reserves	\$710,000		\$700,000	\$700,000	\$700,000		\$10,000
d. Bond Financed Property Reserves	\$900,000		\$500,000	\$900,000	\$500,000		\$400,000
Totals	\$11,710,000		\$5,543,000	\$8,697,000	\$7,297,000		\$4,413,000

MTW Reserves

Section 8 HAP - Entry to MTW Program
Section 8 Administrative Expenses
PH AMP 1 - 6 Expenses

Annual Amount	Minimum		Optimal	
	Period	Amount	A	Amount
\$29,035,000	1/2 month	\$ 1,210,000	1 month	\$ 2,420,000
\$3,141,000	3 months	\$ 785,000	4 months	\$ 1,047,000
\$3,390,000	3 months	\$ 848,000	4 months	\$ 1,130,000
	Total	\$ 2,843,000	Total	\$ 4,597,000

2. RECURRING OPERATIONAL INCOME AND EXPENSES FY-2014

	Recurring Income	-	Cost of Recurring operations (with proposed savings)	=	Surplus or (Shortfall) in recurring operations ¹	Original Budget Surplus or (Shortfall) in recurring operations
MTW	\$43,019,000		\$41,997,000		\$1,022,000	\$910,000
Non-MTW	\$5,524,000		\$6,112,000		(\$588,000)	(\$416,000)
Total	\$48,543,000		\$48,109,000		\$434,000	\$494,000

3. BUDGET IMPACT - RESERVES - FY-2014

	MTW	Non - MTW				Total
	MTW	Business Activities	Bond Financed Properties	Salishan 7 Reserves		Total
Reserves - 01/01/14	\$6,900,000	\$3,200,000	\$900,000	\$710,000		\$11,710,000
Recurring Surplus/(Shortfall) ¹	\$1,022,000	(\$1,002,600)	\$7,200	\$407,400		\$434,000
Contribution to Replacement Reserve Accounts						
Non-Recurring Income/(Expense)						Amount
a. Non Recurring Income - Operational ²	\$1,018,500	\$1,541,700				\$2,560,200
b. Non Recurring Income - Capital ³	\$150,000	\$4,818,800				\$4,968,800
c. Operations & Support Department Expenses - Operational ⁴	(\$1,308,100)	(\$690,500)				(\$1,998,600)
d. Operations & Support Departments Expenses- Capital ⁵	(\$2,448,000)	\$0	\$0			(\$2,448,000)
e. Development Department - Operational ⁶	(\$406,000)	(\$404,500)				(\$810,500)
f. Development Department - Capital ⁷	(\$375,000)	(\$4,818,800)				(\$5,193,800)
g. Ownership interest in LASA		(\$200,000)				(\$200,000)
h. Special Transfer to Tax Credit Properties	\$0					\$0
i. ACC Reserve - Bay Terrace PH Units	(\$532,600)					(\$532,600)
<i>Projected Reserves - 12/31/14</i>	\$4,020,800	\$2,444,100	\$907,200	\$1,117,400		\$8,489,500

4. **FY-2014 END OF YEAR RESERVE LEVELS**

Type/Purpose of Reserves	Projected Reserves 12/31/14	Minimum	Optimal	Excess/(Deficit) Reserves Over Optimal
a. MTW Reserves	\$4,020,800	\$2,843,000	\$4,597,000	(\$576,200)
b. Business Activities (Non-MTW) reserves	\$2,444,100	\$1,500,000	\$2,500,000	(\$55,900)
c. Salishan 7 Reserves	\$ 1,117,400	\$700,000	\$700,000	\$417,400
d. Bond Financed Property Reserves	\$ 907,200	\$500,000	\$900,000	\$7,200
Totals	\$8,489,500	\$5,543,000	\$8,697,000	(\$207,500)

Amount to Reserve	Excess/(Deficit) Reserves Over Amount to Reserve
\$2,843,000	\$1,177,800
\$1,500,000	\$944,100
\$700,000	\$417,400
\$500,000	\$407,200
\$5,543,000	

e. MTW Commitments passed by Board - 2013	Amount	Included in 2014 Budget	Balance at end of 2014
1. 2nd Phase Hillside Terrace Redevelopment	\$2,420,000	\$0	\$2,420,000
2. Renovation/Remodel of 2nd Floor - Administrative Building	\$700,000	\$700,000	\$0
3. Renovation/Remodel of Family Investment Center Building	\$300,000	\$300,000	\$0
4. RAD Conversion Cost - Capital Contributions to Projects	\$1,000,000	\$0	\$1,000,000
5. Software Conversion of Yardi/Visual Homes Platform	\$600,000	\$332,000	\$268,000
6. Education Projects - McCarver and Others	\$310,000	\$0	\$310,000
7. Exigent Health & Safety Issue (Meth Remediation	\$500,000	\$225,000	\$275,000
	\$5,830,000	\$1,557,000	\$4,273,000

Back-up Detail

5. Non-Recurring Income: FY-2014

Sources of Non-Recurring Income	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
Operational²						
Hillside Terrace Operating Subsidy - Projected at approximately a. \$270K for 2013. Will reduce by 33% annually.	\$90,000		\$90,000		\$0	
b. Capital Funds						
1. Transfer to MTW over 10% admin amount	\$0		\$50,000		\$50,000	
2. PH Rental Assistance Demonstration (RAD) conversion costs	\$360,500		\$218,500		(\$142,000)	
3. Hillside Tenant relocation back to Bay Terrace	\$75,000		\$75,000		\$0	
4. Due Diligence costs for future Hillside redevelopment	\$306,000		\$306,000		\$0	
5. Additional Rehab for Wright Street Contaminated units	\$165,000		\$279,000		\$114,000	
6. CFP to pay for Meth Supervisor position in 2014.	\$47,300		\$0		(\$47,300)	
c. Developer Fee Income						
1. Hillside Terrace Redevelopment (2500 Yakima)		\$379,700		\$379,700		\$0
2. LASA		\$187,000		\$187,000		\$0
d. City of Tacoma Power - DR Horton Sales		\$75,000		\$75,000		\$0
e. Loan Interest received - Tax Credit Properties						
f. Return of LASA predevelopment costs incurred prior years				\$400,000		\$400,000
g. Funds for Meth remediation from Commerce				\$500,000		\$500,000
Operations Subtotal²	\$1,043,800	\$641,700	\$1,018,500	\$1,541,700	(\$25,300)	\$900,000
Capital³	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Hillside Terrace Community Facility Grant						
b. 2500 Yakima Redevelopment						
CFP funds for PH capital work (Move from RAD to Bergerson c. MY)	\$1,000,000		\$150,000		(\$850,000)	
d. LASA		\$4,558,800		\$4,558,800		\$0
e. Bay Terrace - City of Tacoma (COT) Bonds				\$260,000		\$260,000
Capital Subtotal³	\$1,000,000	\$4,558,800	\$150,000	\$4,818,800	(\$850,000)	\$260,000

6. Non-recurring Operational/Support Department Costs Reserve Requests/Budget Changes

Operations & Support Departments

6.1 Operations & Support Department Non-Recurring - Operational⁴

	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Salaries						
1. Sunset positions identified in 8.1 i-o below.	\$507,100	\$0	\$335,300	\$0	(\$171,800)	\$0
b. Legal						
1. RAD Conversion (Admin)	\$20,000		\$20,000		\$0	
2. Legal Fees for Meth Testing Strategy (Admin)	\$10,000		\$25,000		\$15,000	
c. Advertising - Marketing Reasonable Accommodations Software (Admin)		\$10,000		\$10,000		\$0
d. Staff Training						
1. Training Sigma Six						
1.1 Finance Dept	\$5,100		\$5,100		\$0	
1.2 Admin Dept.	\$1,700		\$1,700		\$0	
1.3 REM&HS Dept.	\$20,000		\$20,000		\$0	
2. Admin Dept. Non-recurring trainings	\$16,500		\$16,500		\$0	
e. Administrative Contracts						
1. Leadership Team Development (HR)	\$20,700	\$4,300	\$20,700	\$4,300	\$0	\$0
2. Compensation Analysis (HR)	\$16,600	\$3,400	\$16,600	\$3,400	\$0	\$0
3. RAD financial consultants (Admin)	\$30,000		\$13,000		(\$17,000)	
4. QA temps to review files, 3 months (Admin)	\$35,000		\$0		(\$35,000)	
5. Evaluation of MTW program (REM&HS)	\$45,000		\$45,000		\$0	
6. Agency training plan (HR)			\$33,200	\$6,800	\$33,200	\$6,800
7. PUPY analysis of PM Portfolio			\$52,000		\$52,000	
8. Assistance to perform Year 15 analysis - Tax credit properties			\$25,000		\$25,000	
f. Community Services						
1. Homeowners Downpayment Assistance (Renegotiated Annually)	\$75,000		\$75,000		\$0	
g. Relocation - Hillside Tenant relocation back to Bay Terrace	\$75,000		\$75,000		\$0	
h. Contract Maintenance						
1. Tree Maintenance (PM Overhead)	\$13,000		\$13,000		\$0	
2. 902 HVAC Repairs (REM&HS)	\$25,000		\$25,000		\$0	
3. Interior Painting - Senior Buildings (PM)	\$105,000		\$105,000		\$0	
4. Window Washing - Senior Buildings (PM)	\$7,000		\$7,000		\$0	
5. Scattered Site Window Replacement (PM)	\$21,000		\$21,000		\$0	
6. Exterior Lighting - Fawcett (PM)	\$10,000		\$10,000		\$0	
i. General Expenses						
1. Early Retirement Incentives (HR)		\$225,000		\$225,000		\$0
2. Commerce funds Meth remediation transferred to Tax Credit properties				\$350,000		\$350,000
j. Extraordinary Maintenance for Properties (Reviewed Annually)						
1. Additional Rehab for Wright Street Contaminated units	\$165,000		\$279,000		\$114,000	
2. Repair work - Alaska 9 homes				\$56,000		\$56,000
k. Contingency will be reevaluated each year	\$69,000	\$35,000	\$69,000	\$35,000	\$0	\$0
Operational Subtotal⁴	\$1,292,700	\$277,700	\$1,308,100	\$690,500	\$15,400	\$412,800

6.2 Operations & Support Departments - Capital⁵

	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
902 South L - Continue renovation (Mid Year includes \$250K for HVAC replacement, \$100K for furniture, and \$50K for 1st floor modifications. MY revision amount includes HVAC replacement, furniture, and modification						
a. FIC & Maintenance Building Renovations (\$100K Carryover from 2012)	\$700,000		\$1,100,000		\$400,000	
b. Maintenance Vehicle Replacement with outfitting	\$300,000		\$300,000		\$0	
c. Articulated Boom Lift for Maintenance	\$120,000		\$120,000		\$0	
d. Install Perimeter Fence - Dixon	\$35,000		\$35,000		\$0	
e. Security Gate - 6th Ave Apts.	\$15,000		\$15,000		\$0	
f. Wedgewood Capital Repairs (Bond Financed Property)	\$10,000		\$10,000		\$0	
g. SAN Machines (Dell Powervault MD32201)		\$350,000		\$0		(\$350,000)
i. Transition IT Platform to new system	\$57,000		\$57,000		\$0	
j. Water Intrusion - Bergerson Terrace	\$332,000		\$332,000		\$0	
k. Trash Compactor - Bergerson	\$0		\$292,000		\$292,000	
l. Repipe Water Supply - M St. Apts.	\$0		\$32,000		\$32,000	
m. Capitalized portion of Wright St. repairs	\$0		\$30,000		\$30,000	
n. Rehab Scattered Site home	\$0		\$100,000		\$100,000	
Capital Subtotal ⁵	\$0		\$25,000		\$25,000	
	\$1,569,000	\$350,000	\$2,448,000	\$0	\$879,000	(\$350,000)

Development Department Activity
6.3 Development Department Nonrecurring - Operational⁶

	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Legal						
1. New Look Apts.						
2. Hillside 2 & 3 Redevelopment	\$40,000		\$40,000		\$0	
3. Brown Star Grill		\$25,000		\$25,000		\$0
b. Administrative Contracts						
1. Conversion Assistance, PNA for converting PH units to RAD.	\$225,000		\$100,000		(\$125,000)	
c. Due Diligence - Development Opportunities						
1. Hillside Redevelopment - Phases 2 & 3 - CF	\$266,000		\$266,000		\$0	
2. Brown Star Grill		\$104,500		\$104,500		\$0
3. Other Opportunities		\$50,000		\$200,000		\$150,000
4. Salishan Core Planning		\$70,000		\$70,000		\$0
d. Other General Expense						
1. Salishan History SHPO requirement		\$5,000		\$5,000		\$0
Development Activity - Operational - Subtotal ⁶	\$531,000	\$254,500	\$406,000	\$404,500	(\$125,000)	\$150,000

6.4 Development Department - Capital ⁷	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. RAD Conversion Cost	\$1,000,000		\$0		(\$1,000,000)	
b. LASA						
1. HOME Funds		\$235,300		\$235,300		\$0
2. 2163 Funds		\$525,800		\$525,800		\$0
3.. HTF Funds		\$3,797,700		\$3,797,700		\$0
c. Purchase of New Look Apts. - (Carryover from 2013)	\$375,000		\$375,000		\$0	
d. Bay Terrace - COT				\$260,000		\$260,000
Development Activity - Capital - Subtotal ⁷	\$1,375,000	\$4,558,800	\$375,000	\$4,818,800	(\$1,000,000)	\$260,000

\$0

7. Reserve Appropriations Requested

7.1 Operations	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Community Services expenses received Prior Year grants		\$80,800		\$80,800		\$0
b. MTW Reserve Appropriations for Carryover PH Contract Repairs	\$143,000		\$0		(\$143,000)	
c. Loan Funds to cover potential Tax Credit deficits	\$350,000		\$0		(\$350,000)	
Operations Subtotal	\$493,000	\$80,800	\$0	\$80,800	(\$493,000)	\$0

7.2 Capital	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. 902 South L - Continue renovation (Mid Year includes \$250K for HVAC repl	\$700,000		\$1,100,000		\$400,000	
b. FIC & Maintenance Building Renovations (\$100K Carryover from 2012)	\$300,000		\$300,000		\$0	
c. Maintenance Vehicle Replacement with outfitting	\$120,000		\$120,000		\$0	
d. Articulated Boom Lift for Maintenance	\$35,000		\$35,000		\$0	
e. Install Perimeter Fence - Dixon	\$15,000		\$15,000		\$0	
f. Security Gate - 6th Ave Apts.	\$10,000		\$10,000		\$0	
g. Wedgewood Capital Repairs (Bond Financed Property)		\$350,000		\$0		(\$350,000)
h. Purchase of New Look Apts.	\$375,000		\$375,000		\$0	
i. SAN Machines (Dell Powervault MD32201)	\$57,000		\$57,000		\$0	
j. Transition Software platform to new system	\$332,000		\$332,000		\$0	
k. Water Intrusion - Bergerson Terrace	\$0		\$142,000		\$142,000	
l. Trash Compactor - Bergerson	\$0		\$32,000		\$32,000	
m. Repipe Water Supply - M St. Apts.	\$0		\$30,000		\$30,000	
n. Capitalized portion of Wright St. repairs	\$0		\$100,000		\$100,000	
o. Rehab Scattered Site home	\$0		\$25,000		\$25,000	
Capital Subtotal	\$0	\$350,000	\$2,673,000	\$0	\$729,000	(\$350,000)

8. Notable Recurring Operational/Support Department Costs

8.1 Position Changes - FY-2014

Position Changes		Staff Positions			Change	Comments
		Increase/ Decrease fm previous year budget	Original	Mid-Year Revision		
Currently Occupied						
a. IT Manager		0.5	\$64,700	\$64,700	\$0	Reinstituted Position Mid-Year (MY) 2013
b. IT Systems Administrator		0.5	\$46,500	\$46,500	\$0	Approved as FT Position MY 2013 budget.
c. Property Management /Assistant Lead (REM&HS) Project Manager (Admin) (Transition from sunset RAD Manager)		0.5	\$30,900	\$0	(\$30,900)	Hired MY 2013 as regular position. Identifies that it is an overall increase in budget.
d. Supply chain analyst (Transition from Sunset Inventory Specialist)		1.0	\$0	\$85,500	\$85,500	Assist agency in transitioning PH properties to RAD
e.		1.0	\$0	\$86,300	\$86,300	
Subtotal		3.50	\$142,100	\$283,000	\$140,900	
New Positions						
f. Marketing Specialist (REM&HS)		0.75	\$63,700	\$63,700	\$0	Start date of April 1st
g. Senior Office Assistant (REM&HS)		1.0	\$51,600	\$51,600	\$0	Admin Assistance for Portfolio Manager and Maintenance Supervisor
h. Meth Supervisor - PILOT (Due to changes in testing level, and reduced hot units, will not hire)		1.0	\$47,300	\$0	(\$47,300)	Test vacant units for contamination and oversee THA team responsible for cleaning. For 2014, will be paid out of CFP.
i. Process Coordinator - Half Year (New for Mid Year revision)		0.5	\$0	\$51,150	\$51,150	Position to oversee Business Process systems and improvements on an ongoing basis
j. Maintenance Technicians		3.0	\$82,500	\$82,500	\$0	Meth Clean Team - THA Properties Portion only. For MY, we did not hire, but keeping funds in budget for lead changes and OT needs
k. Project Manager (RED) (New for Mid Year revision)		1.0	\$0	\$0	\$0	Assist Development in Market analysis of area (No budget impact 2014 due to savings)
Subtotal		7.25	\$245,100	\$248,950	\$3,850	
Eliminated Positions						
l. Leasing & Occupancy Assistant (RA)		(1.0)	(\$63,000)	(\$63,000)	\$0	Eliminated due to efficiencies created by Rent Reform
m. Property Management Assistant (PM)		(1.0)	(\$51,600)	(\$51,600)	\$0	Position transitioned to Senior Office Assistant
n. Asset Builder (CS)		(1.0)	(\$79,200)	(\$79,200)	\$0	Part of reevaluation of Community Services department
Subtotal		(3.00)	(\$193,800)	(\$193,800)	\$0	
Sunset Positions (Non-recurring)						
o. Business Process Improvement Analyst (HR)		0.25	\$18,500	\$18,500	\$0	Assist in improving critical HR processes in expedited manner
p. HR Intern		0.10	\$2,000	\$2,000	\$0	Assist in customer service and making systems more accessible
q. Business Process Improvement Analyst (Admin)		1.0	\$109,000	\$109,000	\$0	Assist in business process improvement plan.
r. Rental Assistance Demonstration Project Manager (Admin) (Move to regular position)		0.0	\$85,500	\$0	(\$85,500)	Assist agency in transitioning PH properties to RAD
s. Applications Architect (Admin)		1.0	\$109,000	\$109,000	\$0	Assist with GIS, social media, and MTW analysis of data.
t. Business Process Improvement Analyst (REM&HS)		1.0	\$76,800	\$76,800	\$0	Assist in business process improvement plan, focusing on REM&HS.
u. REM&HS Interns		0.5	\$20,000	\$20,000	\$0	
v. Inventory Specialist (REM&HS) - Title changed to Supply Chain Analyst (Move to regular position)		0	\$86,300	\$0	(\$86,300)	Develops inventory management system to alleviate trips to store for common and repetitive maintenance product purchase. Once create oversees operation of it.
Subtotal		3.85	\$507,100	\$335,300	(\$171,800)	
Totals		11.60				

8.2 Operations & Support Department - Notable Recurring Information

	Original		Mid-Year Revision		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
2014 HAP savings - Increasing Minimum rents from \$75 to \$150, 30% TTP, and						
a. eliminating utility allowances (<i>Did not institute</i>)	(\$500,000)		\$0		\$500,000	
b. Special Program Assistance Payments						
1. Child Welfare Vouchers	\$192,000		\$192,000		\$0	
2. Rapid Rehousing for Homeless Families	\$400,000		\$400,000		\$0	
3. Unaccompanied Youth Vouchers	\$288,000		\$288,000		\$0	
4. TCC Homeless Students	\$150,000		\$150,000		\$0	
c. THA match for Scholars Incentive Program funded by Gates Foundation	\$30,000		\$30,000		\$0	
d. FSS paypoints - Replaces HAP FSS escrow amounts (Included with HAP)	\$50,000		\$50,000		\$0	
e. Contamination Testing & Remediation PH Units *	\$195,000	\$30,000	\$195,000	\$30,000	\$0	\$0
Totals	\$805,000	\$30,000	\$1,305,000	\$30,000	\$500,000	\$0

* Contamination Testing amount is based on an average of \$15,000 per unit remediation and put back, and a reduction to 5% of our unit turns based on a THA Meth clean team doing an initial cleaning to reduce the number of units needed to be fully remediated.

9. A LOOK AHEAD TO FY-2015 (ADDITIONAL INCOME, SAVINGS OR EXPENSES TO EXPECT)

9.1	Recurring FY015 Income	Recurring FY015 Expense	Amount
	Fully realized HAP savings from increasing minimum rents from \$75 to \$150, raising TTP to 30%, and eliminating utility allowances in 2014, along with HOP savings		\$1,875,000
	a. Congressional FY-2014 Budget Appropriations		??????
9.2	Non-Recurring FY015 Income	Non-Recurring FY015 Expense	Amount
	a. Developer Fee - 2500 Yakima Redevelopment - Remaining		\$392,000
	b. Developer Fee - LASA		\$60,800
	c. Developer Fee - Hillside Redevelopment - Phase 2		\$0

10. Emerging Needs and Opportunities

	MTW -CFP	Non-MTW
a. Brown Star Grill Development		????
b. THA Contribution to Purchase of Market Rate Acquisition		????
<i>Total - Emerging Development Projects</i>	\$0	\$0

**FY 2014 MY Tacoma Housing Authority Budget
Agency Wide**

	FY 2014 Initial Budget	FY 2014 Mid Year Request	Difference
INCOME			
1 Revenue - Dwelling rent	\$3,238,919	\$3,238,919	\$0
2 Tenant Revenue - Other	\$44,241	\$94,241	\$50,000
3 HUD grant - Section 8 HAP reimbursement	\$34,732,479	\$34,935,406	\$202,926
4 HUD grant - Section 8 Admin fee earned	\$2,839,011	\$2,713,662	(\$125,349)
5 HUD grant - Public Housing subsidy	\$2,318,509	\$2,232,970	(\$85,539)
6 HUD grant - Community Services	\$144,574	\$143,818	(\$756)
7 HUD grant - Capital Fund Operating Revenue	\$1,471,568	\$1,588,430	\$116,862
8 Management Fee Income	\$3,654,692	\$3,631,116	(\$23,576)
9 Other Government grants	\$403,632	\$402,962	(\$671)
10 Investment income	\$59,525	\$59,525	\$0
11 Fraud Recovery Income - Sec 8	\$30,000	\$40,000	\$10,000
12 Other Revenue- Developer Fee Income	\$566,743	\$566,743	\$0
13 Other Revenue	\$584,351	\$1,455,322	\$870,971
TOTAL OPERATING RECEIPTS	\$50,088,244	\$51,103,113	\$1,014,869

OPERATING EXPENDITURES

Administrative

14 Administrative Salaries	\$4,821,380	\$4,784,805	(\$36,575)
15 Administrative Personnel - Benefits	\$1,974,203	\$1,911,419	(\$62,784)
16 Audit Fees	\$87,711	\$87,711	(\$0)
17 Management Fees	\$2,898,072	\$2,906,903	\$8,832
18 Rent	\$298,446	\$298,446	\$0
19 Advertising	\$13,450	\$13,450	\$0
20 Information Technology Expenses	\$229,845	\$229,845	\$0
21 Office Supplies	\$76,183	\$76,183	\$0
22 Publications & Memberships	\$46,633	\$46,634	\$0
23 Telephone	\$111,975	\$111,975	\$0
24 Postage	\$41,092	\$41,092	\$0
25 Leased Equipment & Repairs	\$83,988	\$93,988	\$10,000
26 Office Equipment Expensed	\$66,215	\$98,713	\$32,498
27 Legal	\$225,920	\$225,920	\$0
28 Local Mileage	\$13,236	\$13,236	\$0
29 Staff Training/ Out of Town Travel	\$281,623	\$281,623	\$0
30 Administrative Contracts	\$663,700	\$635,200	(\$28,500)
31 Other Administrative Expenses	\$83,370	\$83,370	\$0
32 Due Diligence - Perspective Development	\$490,500	\$640,500	\$150,000
33 Contingency	\$103,450	\$103,450	\$0
Total Administrative Expenses	\$12,610,992	\$12,684,464	\$73,472

Tenant Services

34 Tenant Services - Salaries	\$933,505	\$933,505	\$0
35 Tenant Service Personnel - Benefits	\$381,233	\$374,232	(\$7,001)
36 Relocation Costs	\$92,670	\$92,670	\$0
37 Tenant Service - other	\$199,118	\$199,118	\$0
Total Tenant Services	\$1,606,526	\$1,599,525	(\$7,001)

**FY 2014 MY Tacoma Housing Authority Budget
Agency Wide**

		FY 2014 Initial Budget	FY 2014 Mid Year Request	
Utilites				
38	Water	\$118,425	\$118,425	\$0
39	Electric	\$199,240	\$199,240	\$0
40	Gas	\$59,860	\$59,860	\$0
41	Sewer	\$319,270	\$319,270	\$0
	Total Project Utilities	\$696,795	\$696,795	\$0
Ordinary Maintenance & Operations				
42	Maintenance Salaries	\$659,870	\$659,870	\$0
43	Maintenance Personnel - Benefits	\$207,869	\$203,319	(\$4,550)
44	Maintenance Materials	\$206,170	\$213,670	\$7,500
45	Contract Maintenance	\$1,084,565	\$1,084,565	\$0
	Total Routine Maintenance	\$2,158,474	\$2,161,424	\$2,950
General Expenses				
46	Protective Services	\$141,850	\$150,350	\$8,500
47	Insurance	\$215,877	\$215,877	\$0
48	Other General Expense	\$1,371,927	\$1,741,731	\$369,804
49	Payment in Lieu of Taxes	\$15,503	\$15,503	\$0
50	Collection Loss	\$75,483	\$112,982	\$37,500
51	Interest Expense	\$276,096	\$276,096	\$0
	Total General Expenses	\$2,096,736	\$2,512,539	\$415,804
	TOTAL OPERATING EXPENSES	\$19,169,523	\$19,654,748	\$485,225
Nonroutine Expenses and Capital Expenditures				
52	Ext Maint/Fac Imp/Gain/Loss prop sale	\$396,000	\$566,000	\$170,000
53	Casualty Loss	\$25,507	\$75,507	\$50,000
54	Section 8 HAP Payments	\$30,260,802	\$30,260,802	\$0
	Total Nonroutine Expenses	\$30,682,309	\$30,902,309	\$220,000
	TOTAL EXPENSES	\$49,851,832	\$50,557,057	\$705,225
	OPERATING SURPLUS/(DEFICIT)	\$236,413	\$546,056	\$309,644
55	Debt Service Principal Payments	(\$358,880)	(\$371,380)	(\$12,500)
56	Special Transfer to Tax Credit Propertes	\$0	\$0	\$0
	Surplus/Deficit Before Reserve Appropriations	(\$122,467)	\$174,676	\$297,144
57	Reserve Appropriations - Operations/Transfers	\$224,203	\$80,830	(\$143,373)
	Surplus/Deficit Before Capital Expenditures	\$101,736	\$255,506	\$153,770
58	Capitalized Items/Development Projects	(\$7,857,750)	(\$7,641,750)	\$216,000
59	Revenue - Capital Grants	\$5,558,750	\$4,968,750	(\$590,000)
60	Reserve Appropriations - Capital	\$2,299,000	\$2,673,000	\$374,000
	AGENCY WIDE BUDGET SURPLUS/(DEFICIT)	\$101,736	\$255,506	\$153,770

**FY 2014 MY Tacoma Housing Authority Budget
Agency Total by Departmental Areas**

	Executive	Human Resources	Finance	Administration	Community Services	Development	REM Overhead	Rental Assistance	Property Budgets	Agency Total
INCOME										
1 Revenue - Dwelling rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,238,919	\$3,238,919
2 Tenant Revenue - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,241	\$94,241
3 HUD grant - Section 8 HAP reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,935,406	\$0	\$34,935,406
4 HUD grant - Section 8 Admin fee earned	\$0	\$0	\$0	\$0	\$130,816	\$0	\$0	\$2,582,845	\$0	\$2,713,662
5 HUD grant - Public Housing subsidy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,232,970	\$2,232,970
6 HUD grant - Community Services	\$0	\$0	\$0	\$0	\$143,818	\$0	\$0	\$0	\$0	\$143,818
7 HUD grant - Capital Fund Operating Revenue	\$0	\$0	\$0	\$486,000	\$0	\$823,430	\$0	\$0	\$279,000	\$1,588,430
8 Management Fee Income	\$182,918	\$105,644	\$558,513	\$611,986	\$111,721	\$0	\$1,939,316	\$121,018	\$0	\$3,631,116
9 Other Government grants	\$0	\$0	\$0	\$0	\$144,762	\$258,200	\$0	\$0	\$0	\$402,962
10 Investment income	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$22,500	\$2,025	\$59,525
11 Fraud Recovery Income - Sec 8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
12 Other Revenue- Developer Fee Income	\$0	\$0	\$0	\$0	\$0	\$566,743	\$0	\$0	\$0	\$566,743
13 Other Revenue	\$0	\$0	\$42,980	\$500,000	\$444,392	\$408,000	\$2,500	\$35,000	\$22,450	\$1,455,322
TOTAL OPERATING RECEIPTS	\$182,918	\$105,644	\$636,493	\$1,597,986	\$975,509	\$2,056,373	\$1,941,816	\$37,736,769	\$5,869,605	\$51,103,113

OPERATING EXPENDITURES										
Administrative										
14 Administrative Salaries	\$255,498	\$219,231	\$652,768	\$860,944	\$0	\$548,898	\$792,717	\$1,066,346	\$388,403	\$4,784,805
15 Administrative Personnel - Benefits	\$78,299	\$80,765	\$266,138	\$320,739	\$0	\$191,473	\$325,125	\$464,911	\$183,969	\$1,911,419
16 Audit Fees	\$0	\$0	\$17,500	\$0	\$0	\$5,000	\$0	\$30,000	\$35,211	\$87,711
17 Management Fees	\$0	\$0	\$0	\$0	\$307,017	\$305,754	\$254,731	\$1,279,093	\$760,307	\$2,906,903
18 Rent	\$0	\$0	\$0	\$0	\$0	\$24,390	\$39,538	\$196,148	\$38,370	\$298,446
19 Advertising	\$0	\$0	\$0	\$10,000	\$0	\$500	\$1,000	\$0	\$1,950	\$13,450
20 Information Technology Expenses	\$1,000	\$0	\$0	\$168,163	\$45,942	\$0	\$0	\$1,000	\$13,740	\$229,845
21 Office Supplies	\$3,500	\$300	\$4,000	\$5,000	\$26,508	\$1,800	\$3,000	\$21,000	\$11,076	\$76,183
22 Publications & Memberships	\$33,065	\$2,178	\$1,020	\$3,200	\$3,250	\$1,100	\$1,500	\$1,000	\$321	\$46,634
23 Telephone	\$4,800	\$1,200	\$0	\$41,280	\$6,100	\$6,000	\$13,720	\$8,850	\$30,024	\$111,975
24 Postage	\$700	\$125	\$2,250	\$300	\$4,500	\$500	\$4,500	\$22,000	\$6,215	\$41,092
25 Leased Equipment & Repairs	\$250	\$0	\$650	\$59,520	\$6,100	\$0	\$3,000	\$16,000	\$8,468	\$93,988
26 Office Equipment Expensed	\$1,500	\$3,500	\$3,000	\$40,000	\$9,600	\$5,000	\$27,500	\$5,000	\$3,613	\$98,713
27 Legal	\$10,000	\$13,500	\$0	\$30,000	\$0	\$65,000	\$70,000	\$10,000	\$27,420	\$225,920
28 Local Mileage	\$600	\$100	\$100	\$1,500	\$3,600	\$500	\$4,500	\$500	\$1,835	\$13,236
29 Staff Training/ Out of Town Travel	\$30,000	\$37,500	\$27,555	\$39,506	\$20,000	\$16,750	\$71,300	\$29,400	\$9,612	\$281,623
30 Administrative Contracts	\$10,000	\$168,950	\$35,100	\$91,000	\$73,000	\$110,000	\$92,000	\$20,000	\$35,150	\$635,200
31 Other Administrative Expenses	\$18,500	\$7,550	\$2,000	\$1,900	\$0	\$5,000	\$33,130	\$7,000	\$8,290	\$83,370
32 Due Diligence - Perspective Development	\$0	\$0	\$0	\$0	\$0	\$640,500	\$0	\$0	\$0	\$640,500
33 Contingency	\$25,000	\$30,000	\$0	\$15,000	\$0	\$0	\$20,000	\$5,000	\$8,450	\$103,450
Total Administrative Expenses	\$472,712	\$564,899	\$1,012,082	\$1,688,052	\$505,617	\$1,928,165	\$1,757,261	\$3,183,249	\$1,572,424	\$12,684,464
Tenant Services										
34 Tenant Services - Salaries	\$0	\$0	\$0	\$0	\$933,505	\$0	\$0	\$0	\$0	\$933,505
35 Tenant Service Personnel - Benefits	\$0	\$0	\$0	\$0	\$374,232	\$0	\$0	\$0	\$0	\$374,232
36 Relocation Costs	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$17,670	\$92,670
37 Tenant Service - other	\$2,000	\$0	\$0	\$0	\$181,778	\$0	\$1,200	\$1,000	\$13,140	\$199,118
Total Tenant Services	\$2,000	\$0	\$0	\$0	\$1,489,514	\$75,000	\$1,200	\$1,000	\$30,810	\$1,599,525

FY 2014 MY Tacoma Housing Authority Budget
Agency Total by Departmental Areas

	Executive	Human Resources	Finance	Administration	Community Services	Development	REM Overhead	Rental Assistance	Property Budgets	Agency Total
Utilities										
38 Water	\$0	\$0	\$0	\$0	\$0	\$9,000	\$4,810	\$0	\$104,615	\$118,425
39 Electric	\$0	\$0	\$0	\$0	\$0	\$5,000	\$36,160	\$0	\$158,080	\$199,240
40 Gas	\$0	\$0	\$0	\$0	\$0	\$1,100	\$3,200	\$0	\$55,560	\$59,860
41 Sewer	\$0	\$0	\$0	\$0	\$0	\$29,200	\$9,620	\$0	\$280,450	\$319,270
Total Project Utilities	\$0	\$0	\$0	\$0	\$0	\$44,300	\$53,790	\$0	\$598,705	\$696,795
Ordinary Maintenance & Operations										
42 Maintenance Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$624,872	\$659,870
43 Maintenance Personnel - Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$11,727	\$0	\$191,592	\$203,319
44 Maintenance Materials	\$0	\$0	\$0	\$0	\$0	\$5,000	\$34,750	\$3,000	\$170,920	\$213,670
45 Contract Maintenance	\$0	\$0	\$0	\$0	\$0	\$46,000	\$134,000	\$2,000	\$902,565	\$1,084,565
Total Routine Maintenance	\$0	\$0	\$0	\$0	\$0	\$51,000	\$215,477	\$5,000	\$1,889,949	\$2,161,424
General Expenses										
46 Protective Services	\$0	\$0	\$0	\$0	\$0	\$1,000	\$30,000	\$0	\$119,350	\$150,350
47 Insurance	\$3,040	\$1,368	\$4,282	\$4,508	\$11,146	\$3,853	\$20,529	\$29,184	\$137,967	\$215,877
48 Other General Expense	\$0	\$225,000	\$0	\$350,000	\$0	\$25,000	\$1,000	\$106,644	\$1,034,087	\$1,741,731
49 Payment in Lieu of Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,503	\$15,503
50 Collection Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$87,982	\$112,982
51 Interest Expense	\$0	\$0	\$0	\$0	\$0	\$115,376	\$0	\$0	\$160,720	\$276,096
Total General Expenses	\$3,040	\$226,368	\$4,282	\$354,508	\$11,146	\$145,229	\$51,529	\$160,828	\$1,555,609	\$2,512,539
TOTAL OPERATING EXPENSES	\$477,752	\$791,267	\$1,016,364	\$2,042,560	\$2,006,277	\$2,243,694	\$2,079,257	\$3,350,077	\$5,647,497	\$19,654,747
Nonroutine Expenses and Capital Expenditures										
52 Ext Maint/Fac Imp/Gain/Loss prop sale	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$566,000	\$566,000
53 Casualty Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,507	\$75,507
54 Section 8 HAP Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,260,802	\$0	\$30,260,802
Total Nonroutine Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,260,802	\$641,507	\$30,902,309
TOTAL EXPENSES	\$477,752	\$791,267	\$1,016,364	\$2,042,560	\$2,006,277	\$2,243,694	\$2,079,257	\$33,610,879	\$6,289,004	\$50,557,057
OPERATING SURPLUS/(DEFICIT)	(\$294,834)	(\$685,623)	(\$379,871)	(\$444,574)	(\$1,030,768)	(\$187,321)	(\$137,442)	\$4,125,890	(\$419,399)	\$546,056
55 Debt Service Principal Payments	\$0	\$0	\$0	\$0	\$0	(\$182,740)	\$0	\$0	(\$188,640)	(\$371,380)
56 Special Transfer to Tax Credit Properties									\$0	\$0
Surplus/Deficit Before Reserve Appropriations	(\$294,834)	(\$685,623)	(\$379,871)	(\$444,574)	(\$1,030,768)	(\$370,061)	(\$137,442)	\$4,125,890	(\$608,039)	\$174,676
57 Reserve Appropriations - Operations/Transfers	\$0	\$0	\$0	\$0	\$80,830	\$0	\$0	\$0	\$0	\$80,830
Surplus/Deficit Before Capital Expenditures	(\$294,834)	(\$685,623)	(\$379,871)	(\$444,574)	(\$949,938)	(\$370,061)	(\$137,442)	\$4,125,890	(\$608,039)	\$255,506
58 Capitalized Items/Development Projects	\$0	\$0	\$0	(\$389,000)	\$0	(\$6,293,750)	(\$455,000)	\$0	(\$504,000)	(\$7,641,750)
59 Revenue - Capital Grants	\$0	\$0	\$0	\$0	\$0	\$4,818,750	\$0	\$0	\$150,000	\$4,968,750
60 Reserve Appropriations - Capital	\$0	\$0	\$0	\$389,000	\$0	\$1,475,000	\$455,000	\$0	\$354,000	\$2,673,000
AGENCY WIDE BUDGET SURPLUS/(DEFICIT)	(\$294,834)	(\$685,623)	(\$379,871)	(\$444,574)	(\$949,938)	(\$370,061)	(\$137,442)	\$4,125,890	(\$608,039)	\$255,506

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23(3)

Date: July 23, 2014

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Interlocal/Intergovernmental Agreement for Research Services

Background

The King County Housing Authority, the Seattle Housing Authority, Home Forward (formerly the Portland Housing Authority), and the Tacoma Housing Authority wish to enter into an interlocal/intergovernmental agreement that will allow them to jointly procure and manage a contract for the following services to be available to them as they may need them:

- (1) review of social science research literature and compilation of background data (e.g, census data) on a wide array of topics pertinent to their work and report to them in understandable language and decision ready formats what that research and data recommend for their program and policy choices;
- (2) help with the design of programs and policies;
- (3) evaluation of program and policy outcomes;
- (4) help finding funding to cover the on-going cost of these services, and for the cost of program implementation.

The contract resulting from this joint procurement will enable THA and the other PHAs to have at their disposal a firm or firms to perform these services. Collaborating in this way will allow the four PHAs to share costs since they all face similar needs for these services. THA anticipates engaging the selected firm in research and evaluation activities related to its various Moving to Work activities, including rent reform and the McCarver project, as well as the expansion of its education programs.

The resulting contract will likely not need further board approval as THA does not anticipate using more than \$100,000 throughout the term of the contract.

Recommendation

Approve Resolution 2014-7-23(3) authorizing the Executive Director to sign an Interlocal/Intergovernmental Agreement for Research Services in substantially the form shown in the draft agreement attached to the resolution.



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-7-23(3)

Interlocal/Intergovernmental Agreement for Research Services

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

WHEREAS, RCW 35.82.070 authorizes housing authorities to “make and execute contracts and other instruments” including, without limitation, to “arrange or contract for the furnishing by an person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof”; and

WHEREAS, RCW 39.34.030 provides that “[a]ny power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state having the power or powers, privilege or authority, and jointly with any public agency of any other state ... to the extent that laws of such other state ... permit such joint exercise or enjoyment”; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Tacoma has determined that it is in the best interest of the Authority to enter into an interlocal /intergovernmental agreement with the Housing Authority of the County of King, the Housing Authority of the City of Seattle and Home Forward to collaborate in obtaining the following services: (1) review of social science literature and data; (2) advice regarding program or policy design; (3) program evaluation; (4) identification of funding sources and fundraising; and (v) such other services as the parties may agree; NOW, THEREFORE,

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

1. The executive director is authorized to negotiate, and if those negotiations are successful, to execute an Interlocal/Intergovernmental Agreement in substantially the form shown in the attached draft.
2. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Approved: July 23, 2014

Greg Mowat, Chair

INTERLOCAL/INTERGOVERNMENTAL AGREEMENT

by and among

**HOUSING AUTHORITY OF THE CITY OF TACOMA,
HOUSING AUTHORITY OF THE COUNTY OF KING,
HOUSING AUTHORITY OF THE CITY OF SEATTLE,
and
HOME FORWARD**
concerning

their collaboration to procure and use services for (i) review of social science literature and data; (ii) advice regarding program or policy design; (iii) program evaluation; (iv) identification of funding sources and fundraising; and (v) such other services as the Parties may agree.

The following parties enter this Interlocal/Intergovernmental Agreement (“Agreement”):

Housing Authority of the City of Tacoma (“THA”)
Housing Authority of the County of King (“KCHA”)
Housing Authority of the City of Seattle (“SHA”)

each of which is a public body corporate and politic of the State of Washington, and

Home Forward, which is a public body corporate and politic of the State of Oregon

(collectively, the “Parties”). In consideration of the mutual covenants contained in the Agreement, the Parties agree as follows:

Section 1 RECITALS

1.1 THA, KCHA and SHA are housing authorities created pursuant to chapter 35.82 of the Revised Code of Washington (the “Washington Housing Authorities Act”) and “public agencies” within the meaning of RCW 39.34.020. HOME FORWARD is a housing authority created pursuant to Oregon Revised Statutes 456.055 through 456.235 (the “Oregon Housing Authorities Act”) and a “public agency” within the meaning of ORS 190.410.

1.2 The Parties wish to collaborate to obtain the following services (i) review of social science literature and data; (ii) advice regarding program or policy design; (iii) program evaluation; (iv) identification of funding sources and fundraising; and (v) such other services as the Parties may agree (collectively, the “Services”).

1.3 RCW 35.82.070 authorizes housing authorities created pursuant to the Washington Housing Authorities Act to “make and execute contracts and other instruments” including, without limitation, to “arrange or contract for the furnishing by an person or agency,

public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof”.

1.4 ORS 456.120 authorizes housing authorities created pursuant to the Oregon Housing Authorities Act to “make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the authority” including, without limitation, to “arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works or facilities for, or in connection with, a housing project or the occupants thereof”.

1.5 RCW 39.34.030 provides that “[a]ny power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state having the power or powers, privilege or authority, and jointly with any public agency of any other state ... to the extent that laws of such other state ... permit such joint exercise or enjoyment”.

1.6 ORS 190.420 provides that “[a]ny power or powers, privileges or authority exercised or capable of exercise by a public agency in this state may be exercised and enjoyed jointly with any public agency in another state to the extent that the laws of the other state permit such joint exercise or enjoyment”.

1.7 The Board of Commissioners of each of the Parties has adopted a resolution authorizing the execution of this Agreement.

Section 2 **PURPOSE**

The purpose of this Agreement is to describe the terms and conditions under which the Parties will cooperate in order to seek, select, and obtain the Services.

Section 3 **SELECTION AND USE OF SERVICE PROVIDERS**

3.1 Request for Proposals.

The Parties shall cooperate in the distribution of one or more Requests for Proposals (collectively, the “RFP”) seeking one or more organizations to provide the Services. THA will have primary responsibility for managing the RFP and selecting the respondent(s). It will use its procurement policy for this purpose.

3.2 Selection of Service Providers

Each Party will designate an individual (“Authorized Representative”) to participate in the committee to review and assess responses to the RFP and select a service provider or providers from among the respondents to the RFP. A party may decline to participate. The parties shall make good faith efforts to agree on the selection. Unless the parties agree on an

alternative method, the Committee shall make its selection by averaging and compiling the point scores of its members.

3.3 Contract with Service Provider

THA shall be primarily responsible for negotiating the contract with the selected service provider(s), in consultation with the other parties. Each party shall sign the final contract.

3.4 Use and Payment of Service Providers

Any Party or Parties may request that a selected provider (a “Service Provider”) perform Services of the type described in the RFP. In connection with each request for Services, the requesting Party or Parties will enter into a letter of engagement (“LOE”) with the Service Provider, setting forth the: (a) scope of work and work product, (b) schedule for performance, and (c) fee schedule and estimated or fixed cost based upon the fees and costs set forth in the contract. Each Party separately entering into an LOE with a Service Provider will be solely responsible for the payment of fees and costs under that LOE. When multiple Parties enter into a single LOE with a Service Provider, such Parties shall split the costs evenly unless the LOE directs a different split.

3.5 Ownership of Work Product

Each Party separately entering into an LOE with a Service Provider will be the sole owner of work product prepared pursuant to that LOE. When multiple Parties enter into a single LOE with a Service Provider, such Parties shall have a joint ownership of the work product unless the LOE directs a different ownership.

Section 4 Miscellaneous.

4.1 Term of Agreement.

This Agreement shall take effect as of the date first written above and shall be terminated in accordance with [Section 4.2] below.

4.2 Termination

This Agreement may be terminated upon mutual agreement of each of the Parties, in which event the termination shall be effective at any time established by mutual agreement. In addition, any Party may provide written notice to each of the other Parties that it intends to withdraw, in which event such Party shall no longer be subject to this Agreement as of the time specified in such notice of withdrawal. A withdrawing party, however, will still be required to meet any financial obligations to which it had committed under this agreement prior to the termination. So long as at least two Parties remain subject to this Agreement, this Agreement shall remain in full force and effect with respect to the remaining Parties, notwithstanding the withdrawal of any other Party.

4.3 Notices

All notices required to be in writing shall be given using the notice addresses in this section. A Party may designate a different notice address by providing written notice to the other Party. Email notification is adequate for these purposes if to an email address of the then current executive director. The email addresses below are for the present executive directors.

If to THA:

Housing Authority of the City of Tacoma
902 South L Street
Tacoma, Washington 98405-4037
Attention: Executive Director
mmirra@tacomahousing.org

If to KCHA:

Housing Authority of the County of King
600 Andover Park W.
Tukwila, Washington 98188
Attention: Executive Director
stephenn@kcha.org

If to SHA:

Housing Authority of the City of Seattle
190 Queen Anne Avenue North
Seattle, Washington 98109
Attention: Executive Director
alofton@seattlehousing.org

If to HOME FORWARD:

Home Forward
135 SW Ash Street
Portland, Oregon 97204
Attention: Executive Director
Steve.Rudman@homeforward.org

4.4 Severability

In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

4.5 Applicable Law and Venue

This Agreement shall be governed by the laws of the State of Washington. The venue for any legal action arising from a dispute under this Agreement is the Superior Court for Pierce County, Washington.

4.6 Entire Agreement/Modification

This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior negotiations or discussions with respect thereto. This Agreement may be amended or modified by written instrument signed by the Parties hereto.

4.7 Assignment

No Party to this Agreement may assign its rights or obligations hereunder.

4.8 Interlocal Cooperation Act Provisions

The parties do not intend to establish a separate legal entity to conduct this cooperative undertaking. The Executive Director of THA is appointed as the administrator responsible for administering the joint undertaking set forth in this Agreement. No special or joint budget or funds are anticipated, nor shall any be created. Each Party is responsible for its own finances in connection with this Agreement, and nothing in this Agreement shall be deemed or construed otherwise. Except as otherwise described in [Section 3.4], the Parties do not intend to acquire, hold, or dispose of any real or personal property pursuant to this Agreement.

4.9 Execution in Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be an original but all of which taken together shall constitute but one and the same instrument.

4.10 Filing Requirements

Upon execution of this Agreement, SHA, KCHA and THA, shall file a copy of this agreement as RCW 39.34.040 directs.

HOUSING AUTHORITY OF THE CITY
OF TACOMA

By: _____
Michael Mirra, Executive Director

HOUSING AUTHORITY OF THE
COUNTY OF KING

By: _____
Stephen J. Norman, Executive Director

HOUSING AUTHORITY OF THE CITY
OF SEATTLE

By: _____
Andrew J. Lofton, Executive Director

HOME FORWARD

By: _____
Steven D. Rudman, Executive Director