



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

June 24, 2015



Michael Mirra
Executive Director

TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Stanley Rumbaugh, Chair
Dr. Arthur C. Banks, Vice Chair
Janis Flauding
Minh-Anh Hodge

REGULAR MEETING BOARD OF COMMISSIONERS

WEDNESDAY, June 24, 2015

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular Meeting on **Wednesday, June 24, 2015 at 4:45 PM**

The meeting will be held at:

**Wright Street
602 South Wright Avenue
Tacoma, WA 98418**

The site is accessible to persons with disabilities. Persons requiring special accommodations should contact Sha Peterson at (253) 207-4450, before 4:00 p.m. the day before the scheduled meeting.

I, Sha Peterson, certify that on or before June 19, 2015, 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.

Sha Petesron
Executive Assistant



TACOMA HOUSING AUTHORITY

AGENDA

REGULAR MEETING

BOARD OF COMMISSIONERS

June 24, 2015 4:45 PM
Wright Street Apartments
602 South Wright Street

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1 Revised Minutes of April 22, 2015 - Regular Session

3.2 Minutes of May 27, 2015 - Regular Session

4. GUEST COMMENTS

5. COMMITTEE REPORTS

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

7. ADMINISTRATION REPORTS

7.1 Finance

7.2 Administration Department

7.3 Client Services

7.4 Property Management

7.5 Real Estate Development

8. NEW BUSINESS

8.1 2015-6-24 (1) RAD - Architectural and Engineering Services

8.2 2015-6-24 (2) RAD - General Contractor/Construction Manager

8.3 2015-6-24 (3) Approval of Tenant Account Receivable Write Offs

8.4 2015-6-24 (4) Scattered Site Public Housing Disposition

8.5 2015-6-24 (5) HVAC Maintenance and Repair

This will be a walk-on resolution. It will choose the contractor for HVAC Maintenance and Repair for all properties owned and operated by THA. The contract will replace the existing contract, which expires on June 30, 2015. So we need a new contract in place by July 1st. THA is using an outside consultant to help us select the contract. The procurement process and that delayed THA a few days.

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, MAY 27, 2015

(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 Dixon Village, 5420 South Stevens, Tacoma WA at 4:45 PM on Wednesday, May 27, 2015.

1. CALL TO ORDER

Vice Chair Arthur Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:45 PM.

2. ROLL CALL

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

PRESENT		ABSENT
Commissioners		
Stanley Rumbaugh, Chair		
Arthur C. Banks, Vice Chair		
Janis Flauding, Commissioner		
Rose Lincoln Hamilton, Commissioner		
Minh-Anh Hodge, Commissioner		
Staff		
Michael Mirra, Executive Director		
Sha Peterson, Executive Assistant		
Ken Shalik, Finance and Director		
April Black, Deputy Executive Director		
		Barbara Tanbara, Human Resources Director
		Greg Claycamp, Client Services Director
Kathy McCormick, RED Director		
		Todd Craven, Administration Director
Pat Patterson, Property Management Director		

Vice Chair Banks declared there was a quorum present @ 4:46 p.m. Chair Rumbaugh arrived at 5:01 pm.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to the discussion of minutes of the Regular Session of the Board of Commissioners for Wednesday, April 22, 2015. Chair Rumbaugh asked for a correction on the minutes — remove Commissioner Hamilton under Present for April 22nd Roll Call.

4. GUEST COMMENTS

President of Seniors Advocating for Equity (SAFE) Hope Rehn informed the Board that she will be attending an all-day Fair Housing seminar. She is also starting to work on the planning for the annual meeting/BBQ. The BBQ is scheduled to take place at People's Park but Yvonne Ginoulis suggested holding it at Bay Terrace. Rehn does not feel that there is enough room at Bay Terrace. Director Patterson suggested that the property manager at Bay Terrace be contacted. Deputy Executive Director April Black reminded the group how busy People's Park is and suggested securing the location right away. Rehn stated that the Planning Committee did not require electricity at its meeting last year. Steve from Maintenance provided the event with an AMP to use.

5. COMMITTEE REPORTS

Real Estate Development Committee	None
Finance Committee	None
Citizen Oversight Committee	None

6. ADMINISTRATIVE REPORTS

Executive Director

Executive Director Michael Mirra directed the Board to his report. He informed the Board that negotiations between the 39 MTW agencies and HUD (Housing and Urban Development) over the terms of the new MTW contract are not going very well. He noted the interest that Senator Patty Murray has taken in the matter. He reviewed the areas of contention with HUD. He answered questions from the Board about those areas.

Finance

Director Ken Shalik directed the Board to his report. He informed the Board that THA's actuals will most likely be negative but will not reflect true numbers until the close of the budget period. He does not see any concern from any of the categories. THA will be closing on RAD (Rental Assistance Demonstration) at the end of the year and he expects that there will be a number of expenses adjusted mid-year. Funds will be coming from capital funds. The Finance Department has already started on the mid-year budget adjustment. He stated that HUD's cash management processes make it hard to account for funds that are actually available. The financial audit is scheduled for July and the Finance Department will be done within nine months.

Executive Director Mirra noted that HUD is proposing to hold the reserves of all MTW agencies. If HUD does that, he asked, would THA's balance sheet show those funds as a THA asset even though HUD was holding them. Director Shalik did not think so.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,266,810 for the month of April. Commissioner Flauding moved to ratify the payment of cash disbursement. Commission Hamilton seconded.

Chair Rumbaugh inquired about tenant revenue. Director Shalik stated that about 5 tenants charged for damages from methamphetamine accounts for \$200k. Director Shalik has this amount on the expense side; he stated that it is a wash. Chair Rumbaugh also mentioned relocation. Director Shalik will look into it more closely. Bergerson Terrace and relocating tenants were not budgeted.

Motion approved.

Client Services

Director Greg Claycamp was not present to report on Client Services. Chair Rumbaugh asked for a status report on the McCarver initiative. Executive Director Mirra stated that TPS (Tacoma Public Schools) and THS have tentatively made two decisions: (1) In September, the McCarver initiative will change from a pilot program to a regular offering of the school; (2) starting a year from September, we will start expanding it to the other elementary schools in Tacoma with ruinous student transient rates because of family homelessness. TPS has not identified what those schools will be. He noted our hope that TPS will at some point assume the cost of the caseworkers. He noted as well that this next year the McCarver school building will be rebuilt. Its students and faculty of the upper grades will be moving to McKinley. He described the transportation plan to get them there and back every day.

Property Management

Director Pat Patterson directed the Board to his report and pointed to the highlighted portions describing what his staff members are doing out in the field. He reminded the Board that last month Chair Rumbaugh inquired about the reasons tenants were moving out of units. Director Patterson added information in his report comparing tenants who moved out last year vs. this year. Director Patterson and his team will find out the reasons for the moves and will invest time with Client Services to see if those are savable tenancies.

There are currently six THA senior units with bed bugs. Commissioner Flauding asked if the tenants are repeat offenders. Director Patterson said they were not. Property Management is trying to make tenants understand that free furniture poses risks of bed bugs. As a result, Director Patterson informed the Board that there might be a spike in the budget for bed bugs treatment. Chair Rumbaugh inquired about asking tenants to have THA hold the furniture for a couple of days to cure it. Director Patterson stated that a hot box was recommended in the past but added that it would not be a permanent fix. He stated that he spoke to his colleagues in the industry and it seems bed bugs come out this time of year. Chair Rumbaugh suggested a hot box as mentioned but at 145 degrees to kill the bugs. Director Patterson also suggested a mobile system. He will continue searching for ideas. Commissioner Minh-Anh Hodge stated that clothing could also be a source of bed bugs. Director Patterson stated that the pest company thinks that the bugs may have been at the most invested unit because of the extent of infestation.

Commissioner Hamilton stated that communication with the other tenants is important. Director Patterson said THA is using a new pest company so he will see how effective they are. Chair Rumbaugh requested additional information regarding vacancy—more breakdown is required. The Board would like to see a quarterly report from Director Patterson.

Real Estate Development

Director Kathy McCormick directed the Board to her report. She stated that RED presented its proposed to the City of Tacoma for the redevelopment of Valhalla Hall. Director McCormick heard informally that THA's presentation was well received.

RED's construction costs on Bay Terrace Phase 2 are coming in higher than anticipated. She stated that THA is preparing to invite bids from tax credit investors. Executive Director Mirra asked if there is an advantage in applying for tax credit for Bay Terrace the same time as THA applies for tax credits for the RAD work. Director Burgess stated that she and Director McCormick spoke with THA's consultant on that questions. The consultant recommends keeping them separate.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2015-5-27 (1), Reconstruction of Market Rate Scattered Sites Units to Be Disposed

WHEREAS, On March 27, 2015, Tacoma Housing Authority (THA) staff advertised an Invitation to Bid (ITB) for proposals from interested general contractors to provide THA with competitive bids to perform the renovation needed for the Market Rate Scattered Sites; and

WHEREAS, The ITB was posted on the Washington Electronic Business Solutions and THA's websites and forwarded to twelve (12) plan centers; and

WHEREAS, Two firms submitted proposals by the deadline of April 15, 2015; and

WHEREAS, The lowest and responsive and responsible bidder was M.A.D. Construction in the amount of \$362,200; and

WHEREAS, This resolution will authorize the Executive Director to sign a contract procuring M.A.D. Construction, LLC as the contractor to provide renovation services; now, therefore, be it

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 negotiations are successful, to execute a contract with M.A.D. Construction, in the amount of \$338,600, plus a contingency amount of \$67,720. The total amount of the contract is not to exceed \$406,320 including contingency, to rehabilitate five (5) Market Rate Scattered Site Units.
2. If the negotiation with M.A.D Construction is not successful, he is authorized to negotiate and execute a contract with Rainbow International.

Chair Rumbaugh motioned to approve the resolution. Vice Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2015-5-27 (2), Redwood/Juniper, Pine Tree Harbor and Conifer South Defeasance of Revenue Bonds

WHEREAS, The Authority previously issued its \$12,175,000 original principal amount Multifamily Housing Revenue Bonds, 2005 (GNMA Collateralized Mortgage Loans – Redwood/Juniper, Pine Tree Harbor and Conifer South Projects) (the "Bonds"); and

WHEREAS, The Authority is a member of each of Redwood Juniper Tacoma Apartments, LLC, Pine Tree Harbor Tacoma Apartments, LLC, and Conifer South Tacoma Apartments, LLC (collectively, the “LLCs”), the limited liability companies that own the Redwood/Juniper, Pine Tree Harbor and Conifer South projects (collectively, the “Projects”); and

WHEREAS, The LLCs have determined that it is in their best interest to modify the loan underlying the Bonds to reduce the interest rate thereon;

WHEREAS, In connection with the loan modification, the Bonds will be defeased, and paid in full as soon as possible thereafter, which will be approximately thirty (30) days after notice of the redemption is provided to the owners of the Bonds; and

WHEREAS, A defeasance escrow agreement will be required to effect the defeasance; and

WHEREAS, It is in the best interest of the Authority, both in its capacity as a member of the LLCs and as issuer of the Bonds, to take such actions as are necessary to effect the loan modification, defeasance and redemption described herein; now, therefore, be it

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

Authorization of Documents and Execution Thereof. The Chair of the Board, the Authority’s Executive Director and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized and directed to execute and deliver a defeasance trust agreement substantially in the form on file with the Executive Director of the Authority, with such changes as the Authorized Officers deem necessary or desirable to further the purposes of this resolution. The Authority authorizes and approves the performance by the Authority of its obligations contained in, the defeasance trust agreement and this resolution and the consummation by the Authority of all other transactions contemplated by this resolution in connection with the defeasance trust agreement. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority (on its own behalf or in its capacity as member of the LLCs) any other documents that may be useful or necessary in connection with the defeasance trust agreement or the loan modification, defeasance and redemption described herein including, without limitation, notices of defeasance and redemption of the Bonds, resolutions of the members of the LLCs and amendments of the operating agreements governing the affairs of the LLCs.

1. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board or Executive Director of the Authority may, in the absence of such person, be taken by the duly authorized acting Chair of the Board or acting Executive Director of the Authority, respectively.
2. Ratification and Confirmation. 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.
3. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Commissioner Flauding motioned to approve the resolution. Vice Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2015-5-27 (3), Project-Based Voucher Extension: Pacific Courtyard

WHEREAS, Tacoma Housing Authority (THA) has twenty-three (23) project-based vouchers (PBV) at the Pacific Courtyard Apartments; and

WHEREAS, THA and MDC wish to maintain the long-term affordability of this property; and

WHEREAS, A contract extension will be negotiated with the property for up to ten (10) years; now, therefore, be it

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

Authorizes the Executive Director to execute a new Project-Based Housing Assistance Payment (HAP) contract with MDC for Pacific Courtyard Apartments effective May 1, 2015, for a term not to exceed ten (10) years.

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.4 RESOLUTION 2015-5-27 (4), Project-Based Voucher Extension: Hillside Terrace, 1500 Block

WHEREAS, Tacoma Housing Authority (THA) has four (4) project-based vouchers (PBV) at Hillside Terrace 1500 Block; and

WHEREAS, THA is the managing partner for the Hillside Terrace 1500 Block LLC and wishes to maintain the long-term affordability of this property; and

WHEREAS, A contract extension will be negotiated with the investor for up to fifteen (15) years; now, therefore, be it

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

Authorizes the Executive Director to execute a new Project-Based Housing Assistance Payment (HAP) contract with Hillside Terrace 1500 Block effective June 1, 2015, for a term up to fifteen (15) years.

Commissioner Flauding motioned to approve the resolution. Vice Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.5 RESOLUTION 2015-5-27 (5), Project-Based Voucher Extension: Tyler Square

WHEREAS, Tacoma Housing Authority (THA) has twelve (12) project-based vouchers (PBV) at the Tyler Square Apartments; and

WHEREAS, THA and Tacoma Rescue Mission wish to maintain the long-term affordability of this property; and

WHEREAS, A contract extension will be negotiated with the property for up to ten (10) years; now, therefore, be it

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

Authorizes the Executive Director to execute a new Project-Based Housing Assistance Payment (HAP) contract with Tacoma Rescue Mission for Tyler Square Apartments effective February 1, 2015, for a term not to exceed ten (10) years.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.6 RESOLUTION 2015-5-27 (6), PSA Salishan Area 2B Metro Parks

WHEREAS, THA collaborated with Metro Parks Tacoma during the design process for Salishan to provide future access to Swan Creek Park from 51st Street; and

WHEREAS, THA's Legal Counsel and THA staff worked in collaboration with Metro Parks to draft a Purchase and Sale Agreement; and

WHEREAS, The transfer of about sixteen (16) acres of undeveloped land on the west slope of First Creek in Area 2B, would free THA of its maintenance while preserving adequate THA control over its future development; and

WHEREAS, The Executive Director and the Board of Commissioners find the terms of the Purchase and Sale Agreement acceptable to THA; now, therefore, be it

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

The Executive Director has the authority to negotiate, and if those negotiations are successful to execute a Purchase and Sales Agreement with Metro Parks Tacoma for their purchase of the indicated land in Salishan.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

8.7 RESOLUTION 2015-5-27 (7), THA Resolution Brawner & Company, Financial Advisor Services

WHEREAS, THA owns, manages, and develops affordable rental housing in Tacoma; and

WHEREAS, THA is committed to developing additional residential housing in Tacoma to meet THA and community goals and needs; and

WHEREAS, THA's financial feasibility and pre-development are important tasks to be completed for all new development, acquisition, and redevelopment projects; and

WHEREAS, Brawner & Company was selected through a competitive process to provide financial feasibility and real estate development and redevelopment services; and

WHEREAS, Predevelopment costs are repaid when projects are completed; now, therefore, be it

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

That the Executive Director or his designee is authorized, in the role of contracting officer, to amend the contract with Brawner & Company by \$250,000, not to exceed \$650,000, allowing for the completion of additional new development, redevelopment, and acquisition transactions related to meeting THA's goal to expand the supply of affordable housing in Tacoma.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: May 27, 2015

Stanley Rumbaugh, Chair

9. Commissioner Comments:

Chair Rumbaugh thanked Commissioner Hamilton for her commitment to affordable housing and to the community. He stated that it has been great having her on the Board. Chair Rumbaugh then read a plaque of appreciation for Commissioner Hamilton. Commissioner Hamilton responded that she really enjoyed her time at THA and stated how rewarding her experience has been.

10. Executive Session

The Board went to Executive Session for 20 minutes with no action to follow. After 20 minutes, the Board came out of executive session.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended 6:40 PM.

APPROVED AS CORRECT

Adopted: June 24, 2015

Stanley Rumbaugh, Chair

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: June 17, 2015
Re: Executive Director's Report

This is my monthly report for June 2015. The departments' reports supplement it.

1. MTW NEGOTIATIONS WITH HUD

The negotiations with HUD continue over the terms HUD proposes to impose on the extension of the MTW contracts. On Monday, June 15th, HUD convened a phone conference for the 39 MTW agency representatives to speak with HUD Secretary Castro. The Secretary spoke for about ten minutes. In that time, he stated that he "is in favor of MTW". He acknowledged the importance of its flexibility to allow the innovation that he said he admired. He specifically mentioned the educational initiatives of the Tacoma Housing Authority, the Seattle Housing Authority and the King County Housing Authority. He said, "I reiterate my and HUD's commitment to MTW and a contract extension until 2028." "The importance of this program cannot be overstated."

He listed three issues that the new contracts needed to address from HUD's point of view:

- The ability to measure results. He said the primary metrics were the number of households housed and their employment and educational progress.
- Legal and administrative issues, which he did not identify.
- The extra funding that eleven (11) of the MTW presently receive and that HUD seeks to end.

He expressed his confidence that we can reach an agreement "that works for all 39 agencies."

Andrew Lofton of the Seattle Housing Authority was allowed to then speak on behalf of all 39 agencies. He did so in very general terms noting that there were remaining issues to be resolved. He did not describe them.

HUD's senior staff were also on the call. They stated HUD's intention to send us a contract for our review by the end of June. We spoke up and told the Secretary that unless that contract is notably different from versions HUD has been describing, THA would not be able to sign it.

The 39 MTW agencies will convene in Atlanta on July 7th and 8th to review the draft.

2. FEDERAL BUDGET 2016

Congress is trying to pass a budget for 2016. The House of Representatives has passed its version of that portion of the budget that contains HUD. I append summary descriptions from the Council of Large Public Housing Authorities (CLPHA). I would like us to have a brief discussion about them at the board meeting.

3. THA and FUND RAISING

THA is about to embark on a fund raising effort that would be new for us. We seek the money for the Children's Savings Account Program for the Children of Salishan. I attach a description of this project that the board has seen before. We will launch the first cohort in September.

Each cohort starting in kindergarten will require \$500,000 over the 13 years until its high school graduation, or about \$38,000 each year. Once we have 13 cohorts underway covering all grades, we will need \$500,000 per year. We have resolved not to launch a cohort unless we have the money committed for its full journey. We have the money for the first cohort launching in September. We need to start the search for an adequate stable source or sources of money for succeeding cohorts.

We have taken advice from fund raising consultants. The Board may recall the study we commissioned two years ago from the Alford Group. This month we also engaged the services of another consultant to advise us.

We will begin by soliciting funds from foundations. I attach the project outline for this effort. It lists the foundations we will approach. We have had some encouraging initial success:

- Bamford Family Foundation: \$ 120,000
- Cargill Foundation: \$ 100,000
- Sequoia Foundation \$ 500,000 (This is a challenge grant we will receive if other donations match it.)

Seeking money from foundations which are in the business of giving it away is somewhat familiar to us. Our advisors think we should do well with foundations and perhaps their donations will be adequate.

Less familiar would be an effort seeking donations from high-income private persons and the general public. Our advisors tell us that such a generalized effort would require THA to invest \$250,000 in the senior fund raising staff and infrastructure. We should also not expect it to pay off for several years. Our advisors suggest that we not make this investment until we find out if it is necessary. We may do well enough with the foundations.

Our measure of success at all this will also show THA's prospects for a more generalized fund raising for its general activities.

I would like a discussion of how the Board might contribute to this effort, not as a source of funds as nonprofit boards typically provide, but in two other ways: (i) to identify potential donors; (2) to help with the requests to potential donors..

Other parts of this effort will include revitalizing THA's nonprofit affiliate, the Tacoma Housing Development Group. We will also rename it. (I like the name, Housing Tacoma Forward Foundation.) As part of the new nonprofit, our advisors also recommend that we recruit its board as a fund raising board. I expect to bring a detail proposal to the board for such steps after we find out how we do with the foundations.



TACOMA HOUSING AUTHORITY

CHILDREN's SAVINGS ACCOUNT

for the CHILDREN of NEW SALISHAN, Tacoma, WA

last revised January 15, 2015

1. SUMMARY

The Tacoma Housing Authority (THA) plans to offer individual development accounts (IDAs) for the children of New Salishan from kindergarten through high school. New Salishan is THA's largest community. It is a HOPE VI redevelopment that created a mixed-income community of 1,350 renter and homeowner households on an award-winning design.



THA will offer two programs, both linked to schools serving Salishan. The **first** will serve Salishan children in Lister Elementary School, and two other schools nearby. This program will be called the *Salishan Elementary School Children's Savings Account Program*. It will match family deposits in IDAs the program will host for each enrolled child. This program will take children from kindergarten through fifth grade. The **second** program will cover children of Salishan renters who enroll at the adjacent middle school, First Creek Middle School. It is called the *First Creek*

Middle School Scholar Incentive Program. Each Salishan middle school student and a counselor will devise an individualized plan taking the student from 6th grade through high school graduation and enrollment in a post-secondary program. The plan will set academic milestones along the way (e.g., attendance, grade point average, taking advanced classes, taking the PSAT, SAT and ACT, applying for post-secondary programs, completing the FAFSA, graduating from high school, and enrolling in a post-secondary program). As the student meets each milestone, the program will deposit money into the student's IDA. When the student completes the journey, the IDA balance will be available for education or training purposes. In combination with Washington State's College Bound Scholarship that pays for tuition, these IDA balances make college attendance affordable.

When fully in place, these two programs will serve 760 children in cohorts covering 13 grades.

Experience and research strongly suggest that even modest balances in such accounts greatly increase the prospects that a student will attend college. For this reason, THA undertakes these efforts as part of its Education Project.



THA plans this effort in collaboration with Tacoma Public Schools (TPS), the Corporation for Enterprise Development (CFED), initial funding from the Bill & Melinda Gates Foundation, CFED, and the Bamford Foundation, and the collaboration of banking and social service partners in Tacoma. Further funding will determine the scope and schedule for this initiative.

2. THA's EDUCATION PROJECT

These two IDA programs for children are part of THA's Education Project. The Education Project has two main purposes:

- to help the children THA houses succeed in school;
- to promote the success of the schools serving low-income children in Tacoma..

THA seeks these outcomes for three reasons. **First**, THA's strategic mission is to help people succeed not just as tenants but also as "parents, students, wage earners and builders of assets who can live without assistance." THA wants families to come to its housing and prosper. In this way, it wants their time with THA to be transforming, and temporary. It wants this especially for the children. School success is part of this transformation.

Second, THA is a real estate and community developer. The financial and social success of its developments requires successful neighborhood schools. New Salishan is an example.

Third, public schools face challenges that low-income and homeless children bring to the classroom. The schools cannot solve this without help. THA seeks to do its part.

THA begins this effort surmising that it does have an influence to exercise over educational outcomes. This surmise arises from facts that are true for most public housing authorities:

- Except for the school district and the public assistance agency, THA serves more low-income children in Tacoma than any other organization. It houses about 1 out of every 7 Tacoma public school students and about 1 out of every 4.5 low-income public school students;
- In serving them, THA is already deep into the lives of their families, as landlord, as provider of highly regulated rental assistance, and as provider of supportive services. This gives THA an influence over behavior and choices.
- THA owns communities that can be staging grounds for educational initiatives.
- THA resources can leverage reforms and investments from schools districts and others.

THA's Education Project comprises several elements and initiatives. *E.g.:*

- College Bound Scholarship Enrollment Project
- McCarver Elementary School Housing Program
- Tacoma Community College Housing Program
- Rapid rehousing for homeless youth
- Head Start classrooms in THA communities

To learn more about THA's Education Project go to: www.tacomahousing.org.

THA now seeks to add children's savings account programs to its educational initiatives.

3. CHILDREN'S SAVINGS ACCOUNTS GENERALLY

Children's savings accounts (CSAs) can greatly increase the prospects that children will attend college. CSA programs generally have the following features:

- The program establishes a bank or credit union account in the name of the participating child. A custodian organization controls the account.
- The program deposits money into the account. The program commits to matching the family's deposits at a stated ratio and within limits. (THA's program for elementary school children will do this. Its program for middle and high school students will link program deposits to academic achievement.)
- The program limits withdrawals.
- The balance in the account becomes available only for specific purposes, generally related to the child's education or training.
- CSA programs often offer participating families related services, such as financial literacy courses.

CSAs can serve four main purposes. **First**, they help a child and a family save for an education. **Second**, they help a child and a family get accustomed to saving. **Third**, they can ease an unbanked family into the mainstream of financial services. **Fourth**, they allow a child and a family to think more positively about their future. The great enemy is hopelessness. CSAs can help overcome it. Experience and research suggest that children with CSAs are much more likely to attend college.

THA relies on the expertise of the Corporation for Enterprise Development (CFED). CFED is the nation's premier source of expertise on CSAs. For more information about CSAs and CFED, go to www.CFED.org.

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[continued on next page]

4. THA's CHILDREN SAVING ACCOUNTS FOR THE CHILDREN OF NEW SALISHAN: MAIN ELEMENTS

These are the main elements of the children's CSAs that THA and its partners seek to create for the children of New Salishan:

4.1 Salishan Elementary School Children Savings Account Program: Kindergarten through 5th Grade

- The program will open a CSA for every Salishan child that enrolls in Lister Elementary School and two nearby schools, beginning at kindergarten. It will serve children of both Salishan renters and Salishan homeowners. In this way, the program will help Salishan knit further together as a community.
- The program will start with a kindergarten cohort. It will expand as funding allows. The goal is to cover all 6 grades within 6 years. Each grade will constitute a cohort of about 80 students. At full measure, this program will serve about 480 elementary children at any one time.
- The program will provide match deposits for each child up to \$400 per year. This contemplates a maximum annual program commitment per cohort of \$32,000. The maximum annual commitment for 6 elementary school consorts would be \$192,000.
- CFED reports from experience that all families will not take advantage of the full match. A 55% aggregate match is more likely. At that rate, the likely annual program commitment will be 55% of the maximum, or \$105,600.
- A student who starts at kindergarten and whose family participants fully, by the end of 5th grade, would have \$2,400 in family deposits and \$2,400 in program match deposits, for a total of \$4,800.
- The schools will incorporate financial literacy into the curricula. This sort of instruction is most effective when the children have real money to contemplate. The CSAs provide this chance because each child will have and know he or she has money in the bank.
- The partner financial institution will host "deposit" celebrations at the school.



4.2 First Creek Middle School Scholars Incentive Program: 6th Grade through High School

- First Creek Middle School is adjacent to New Salishan.
- The Scholars Incentive Program (SIP) will enroll all New Salishan children at First Creek Middle School.
- A student will remain eligible for SIP even if he or she leaves First Creek for another middle school in Tacoma Public Schools.
- A student's participation in SIP will remain active through high school graduation, as long as he or she continues in Tacoma Public Schools.
- The elementary school CSA program, which serves younger children, provides a deposit to match the family's deposit. In contrast, the SIP serves older students. It shifts the focus to the student's behavior and achievement, incentivizing academic performance and participation in college prep activities.
- The program will match each Salishan student entering 6th grade at First Creek with an advisor. This advisor will be a staff person from Making a Difference in the Community (MDC). MDC is a well-established, high-capacity nonprofit organization in Tacoma. MDC already has staff stationed at First Creek Middle School and in all Tacoma high schools. The MDC advisor and the student will devise an individualized plan that takes the student from 6th grade through high school graduation and enrollment into a post-secondary program. The plan will set academic milestones along the way for each year. These milestones may include: attaining a certain attendance rate, attaining a certain grade point average, enrolling in the College Board Scholarship program, taking college preparatory courses, taking the PSAT, SAT or ACT, applying to post-secondary programs, getting accepted, filling out the FAFSA, graduating from high school and then enrolling in a post-secondary program.
- Upon achieving each milestone, the program will deposit money into the student's CSA. The amount of the deposit will vary with the type of milestone. THA projects a maximum annual deposit for each student of \$700. The program will allow the student to withdraw a limited amount of each deposit for his or her own purposes.



- After 7 years of such deposits, assuming no withdrawals, a student who achieved fully would have a balance of \$4,900, **plus** any balance brought over from the elementary school CSA. That additional balance would be \$4,800 for a student whose family participated fully in the elementary school CSA, for a total of \$9,700.
- Once a student graduates from high school, the balance in the CSA will be available for post-secondary education or training purposes.
- At a maximum of \$700 per year, a cohort of 60 students will cost a maximum of \$42,000. All 7 cohorts from 6th to 12th grades will cost a maximum of \$294,000 per year. Assuming an 80% achievement rate, the annual cost for all cohorts will be \$235,200. [Although CFED projects a 55% participation rate in the matched savings model, THA will project this higher 80% rate for the model that will be based not on a matched savings but student achievement.]

4.3 On-Site Financial Institution

THA seeks to recruit a financial institution to establish a branch in New Salishan's commercial core. That institution might later hold the account. If so, Salishan children, as they walk to and from school, can think of their money on deposit in that bank or credit union. In this way, the program and those accounts would become part of their visible, walking landscape.

4.4 College Bound Scholarship Enrollment Project

Washington State's College Bound Scholarship Program (CBS) offers full in-state tuition at public colleges for low-income students who (i) graduate from high school; (ii) with at least a 2.0 grade point average; (iii) stay out of serious trouble; and (iv) get admitted to an approved post-secondary program. However, students must sign up for the program by the end of their 8th grade year. Starting in school year 2008-2009, THA began an effort to enroll 100% of its 8th graders every year. THA has accomplished that in 2010-2011 and in each year since then. For information on this successful enrollment effort, see www.tacomahousing.org. Also since that time, TPS has enrolled 100% of eligible 8th graders throughout the city.

All students enrolled in the SIP will also enroll in the CBA. This is important. It means that the CSA balances upon high school graduation will not be necessary for tuition if the student attends a post-secondary school in state. In that case, those balances will be available for the many non-tuition expenses that often make college attendance unaffordable to low-income students, *e.g.*, room and board, transportation, books.

4.5 Educational and Family Support

Other elements of THA's Education Project will fortify the CSA programs' ability to influence school achievement:

- The CFED experience reports that even low-income families are able and willing to save for their children given a favorable structure to do so. THA's families have the added advantage of living in housing that is affordable to their income. This will free up family income to better allow a family to save.
- New Salishan hosts a range of enrichment activities, including after school and summer programs.
- THA provides tailored support services to its families to minimize the Adverse Childhood Experiences (ACES) affecting children. These services help families achieve the stability, self-sufficiency, and increases in household income that will make the best use of CSA programs. THA's service model emphasizes trauma-informed care and strength-based intervention.
- THA knits educational and employment attainment into all of its service plans with families who receive its community services.

4.6 Outcomes and Evaluation

THA and its partners will choose the performance measures and targets for these CSA programs. THA will contract with a third party evaluator to track results. We begin with the following performance measures, all of which we will compare with the same measures of other TPS students and other TPS low-income students:

- performance by CSA participants on standardized reading and math tests in 5th grade level as compared with other TPS students and other low-income students.
- performance by CSA students on standardized reading and math tests in 10th grade level as compared with other TPS students and other low-income students.
- high school graduation rates for cohort students. In addition to the other comparisons, we will also compare these rates with College Bound Scholarship students who do not participate in the CSA programs.
- rates of enrollment in post-secondary programs. In addition to the other comparisons, we will also compare these rates with College Bound Scholarship students who do not participate in the CSA programs.

Other possible performance measures to track:

- increase in mainline banking activity of participating families.
- increase in financial literacy for students and adult members of the household.
- more positive attitude toward saving for students and adults.
- more positive orientation toward future goals.
- other indicators of student behavior and engagement (*e.g.*, school discipline, participation in school clubs).

5. BUDGET

The two main program costs will be the expense of administration and the expense of the program deposits. Most administrative costs should not vary greatly with the number of cohorts served. This means we can increase the number of cohorts served while only marginally increasing operational costs. (The exception will be contract payments to MDC for the counseling services for SIP. These will vary considerably depending upon the number of cohorts.)

THA has not yet secured funding to fully implement either the elementary school program or the middle school program. Currently, THA has funding enough to support one SIP cohort (60 students) through the 7-year SIP program. THA seeks to add one new kindergarten and one new 6th grade cohort each year until we have thirteen active cohorts spanning grades K - 12.

Importantly, THA will only add a cohort when it has adequate assurance that it can fully fund that cohort's traverse through the entire elementary CSA or middle school SIP.

Operational Budget – Annual Costs for Full Cohorts Covering K – 12 (60 students each grade)

Costs	\$ Minimum [assume 55% family deposits in elementary school CSA] [assume 80% student achievement in SIP]	\$ Maximum [assume 100% family deposits in the elementary school CSA and 100% student achievement in the SIP]
Administrative Costs		
Program Specialist (1.0 FTE)*		\$78,650
Program Manager (0.3 FTE)*		32,175
Program Director (0.1 FTE)*		14,300
THA Indirect		26,276
MDC Direct (\$5,500 per cohort)		71,500
Training/Travel		17,500
Equipment/Materials		3,500
Third Party Evaluation		15,000
Subtotal		\$262,301
CSA Deposits Costs		
Lister Elementary CSA [up to \$400 per student per year]	\$105,600	\$192,000
First Creek Middle School SIP [up to \$700 per student per year]	235,200	294,000
Subtotal	\$334,200	\$474,000
ANNUAL TOTAL**	\$465,350	\$605,150

* Staff positions include salary and benefits.

** Assumes administrative costs are split evenly between the elementary and middle school programs.

Total Cost of Deposits for One Cohort's (60 Students) Journey through Program(s)

Elementary School K – 5 th	\$105,600	\$192,000
SIP 6 th – 12 th	\$235,200	\$294,000
Both Programs K – 12 th	\$340,800	\$486,000

6. PARTNERSHIPS

Partnerships are essential to a successful CSA program. THA is fortunate in its partners:

6.1 Operations Partners

- *Tacoma Public Schools*
TPS's collaboration and enthusiasm has been essential throughout THA's Education Project. For this CSA project, Lister Elementary and First Creek Middle School will be the main operational hubs. The program will also engage Salishan children entering kindergarten at the other two nearby elementary schools. The SIP will follow students to high school. Most of them will attend Lincoln High School. We seek to add financial literacy instruction to the curricula of all these schools.
- *Corporation for Enterprise Development (CFED)*
CFED is the nation's premier source of expert data and program design information for CSAs generally. CFED has consulted closely with THA and other public housing authorities. THA looks forward to a continued reliance on its expertise.
- *Making a Difference in Community (MDC)*
MDC is a community-building nonprofit with its own impressive educational programs. MDC has staff at First Creek Middle School and TPS high schools. THA will contract with MDC to work directly with students participating in SIP, engaging the students and tracking completion of pay-point incentives.
- *Heritage Bank*
Heritage Bank has tentatively agreed to manage the SIP escrow accounts. We hope to extend that relationship to the elementary school CSA. Heritage Bank has partnered with THA on a number of initiatives. Heritage has been THA's very capable and community-minded business bank for many years in a relationship that has served THA very well.
- *United Way of Pierce County*
United Way will provide technical support and external evaluation in assessing and setting goals for school preparedness and grade level performance.
- *Tacoma Urban League, YMCA, Resources for Education and Career Help (REACH) and Ladies First*
Each of these agencies will provide access to college mentoring, personal development and community engagement programs.

6.2 Funding Partners

- *The Bill and Melinda Gates Foundation*
The Gates Foundation is providing \$350,000 to THA over a three-year period to develop and implement the Scholar Incentive Program and other initiatives. (Implementation is anticipated to begin in Fall 2014.) These dollars are for operational use only, and do not include funding for incentive payments.
- *Tacoma Housing Authority*
THA is committing \$150,000 to directly fund incentive payments.
- *United Way of Pierce County*
Beginning in 2014, United Way is providing about \$20,000 annually in a three year grant (\$60,000 total) to support early childhood development and adult navigation to vocational training.
- *The Bamford Family Foundation*
The Bamford Foundation is providing \$136,050 to support THA's Education Project, including \$105,600 to 'adopt' the first Lister CSA cohort and \$15,000 to support development of a sustainable funding model for the New Salishan CSA.

THA seeks the additional funding these programs will require.

For additional information contact:

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Tacoma, WA 98405
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acobb@tacomahousing.org





Tacoma Housing Authority
Project Database
PROJECT OUTLINE

Project Number: EX-2015-6

Project: SALISHAN CHILDRENS SAVINGS ACCOUNTS PROJECT: FUND RAISING

Date: June 18, 2015

Deadline: September 1, 2018

Project Manager: Michael Mirra

Task or Objective	Who	Deadline	Status
1. GENERAL PLANNING	M. Mirra		Open
2. RESEARCH AND GATHER INFORMATION	M. Mirra		Open
3. CONSULTATION	M. Mirra		Open
3.1 Fund Raising Consulting Services on Contract	M. Mirra	6/30/2015	Open
4. PREPARE EXPLANATORY MATERIALS	M. Mirra	7/31/2015	Open
4.1 General	M. Mirra	7/31/2015	Open
4.2 One Page Project Description	A. Cobb	6/19/2015	Open
4.3 One Page Chart Graphically Depicting the Funds Needed and Funds Raised	A. Cobb	6/19/2015	Open
5. CONFIRMED FUNDERS	M. Mirra	9/1/2018	Open
5.1 Sequoia Foundation	M. Mirra	9/1/2018	Open
5.2 Bamford Family Foundation	M. Mirra	9/1/2018	Open
5.3 Cargill Foundation (via CFED)	M. Mirra	6/19/2015	Open
6. POTENTIAL FUNDERS	M. Mirra	9/1/2018	Open
6.1 General	M. Mirra	9/1/2018	Open
6.2 Russell Family Foundation	M. Mirra	9/1/2018	Open
6.3 Paul G. Allen Family Foundation	M. Mirra	9/1/2018	Open
6.5 Murdoch Foundation	M. Mirra	9/1/2018	Open
6.6 Marguerite Casey Foundation	M. Mirra	9/1/2018	Open

Project: SALISHAN CHILDRENS SAVINGS ACCOUNTS PROJECT: FUND RAISING
Date: June 18, 2015
Deadline: September 1, 2018
Project Manager: Michael Mirra

Task or Objective	Who	Deadline	Status
6.7 Tacoma-Pierce County Executive Council	M. Mirra	9/1/2018	Open
6.8 Milgard Business School Advisory Board	M. Mirra	9/1/2018	Open
6.9 Mike Tucci, Sr.	M. Mirra	9/1/2018	Open
6.10 Sunrise Rotary	M. Mirra	9/1/2018	Open
6.11 Rotary 8	M. Mirra	9/1/2018	Open
6.12 Catholic Community Foundation	M. Mirra	9/1/2018	Open
6.13 Children's Hospital Foundation	M. Mirra	9/1/2018	Open
6.14 Ford Foundation	M. Mirra	9/1/2018	Open
6.15 Cheny Foundation	M. Mirra	9/1/2018	Open
6.16 Dimmer Foundation	M. Mirra	9/1/2018	Open
6.17 Franciscan Foundation	M. Mirra	9/1/2018	Open
6.18 Bezos Family Foundation	M. Mirra	9/1/2018	Open
6.19 Toby Murray	M. Mirra	9/1/2018	Open
6.20 United Way of Pierce County	M. Mirra	9/1/2018	Open
6.21 Kellogg Foundation	M. Mirra	9/1/2018	Open
6.22 Boeing Foundation	M. Mirra	9/1/2018	Open
6.23 Milgard Foundation	M. Mirra	9/1/2018	Open
6.24 Kresge Foundation	M. Mirra	9/1/2018	Open
6.25 Medina Foundation	M. Mirra	9/1/2018	Open
6.26 Northwest Area Foundation	M. Mirra	9/1/2018	Open
6.27 Annie E. Casey Foundation	M. Mirra	9/1/2018	Open
6.28 1:1 Fund Partner	A. Cobb	9/1/2018	Open

Project: SALISHAN CHILDRENS SAVINGS ACCOUNTS PROJECT: FUND RAISING
Date: June 18, 2015
Deadline: September 1, 2018
Project Manager: Michael Mirra

Task or Objective	Who	Deadline	Status
7. FUNDERS NOT INTERESTED	M. Mirra	9/1/2018	Open
8. PREPARE REPORTS TO FUNDERS	A. Cobb		Open
8.1 Bamford Foundation	A. Cobb		Open
8.2 Cargill (CFED) Interim Progress Report	A. Cobb		Open
8.3 Cargill (CFED) final report	A. Cobb		Open

June 9, 2015

	FY 2013 Final*	FY 2014 Final	FY 2015 Final	FY 2016 CLPHA Request	FY 2016 HUD Request	FY 2016 H.R. 2577 House Passage (6-9-15)
Operating Fund	\$4.054 billion	\$4.4 billion	\$4.44 billion	\$5.226 billion	\$4.6 billion	\$4.44 billion
Capital Fund [Emergency Capital Needs] [Resident Opportunity and Supportive Services] [Jobs Plus]	\$1.777 billion [\$19 million] [\$47 million] [n/a]	\$1.875 billion [\$20 million] [\$45 million] [\$15 million] ³	\$1.875 billion [\$23 million] [\$45 million] [\$15 million]	\$5.083 billion [as needed] [\$55 million] [n/a]	\$1.97 billion [\$20 million] [\$0] [\$100 million]	\$1.681 billion [\$20 million] [\$30 million] [\$15 million]
Housing Choice Voucher (HCV) Renewals	\$16.348 billion	\$17.366 billion	\$17.486 billion	\$19.046 billion	\$18.334 billion	\$18.151 billion
HCV Administrative Fees	\$1.305 billion	\$1.5 billion	\$1.530 billion	\$2.179 billion	\$2.020 billion	\$1.530 billion
VASH Vouchers	\$75 million	\$75 million	\$75 million	\$75 million	\$0	\$0
HCV Family Self Sufficiency Program	\$57 million	\$0	\$0	\$0	\$0	\$0
Consolidated Family Self Sufficiency (FSS) Program for Public Housing and HCV	n/a	\$75 million ⁴	\$75 million	\$75 million	\$85 million⁵	\$75 million
Tenant Protection Vouchers	\$71 million	\$130 million	\$130 million	Fully Fund	\$150 million	\$130 million
Choice Neighborhoods Initiative	\$114 million [\$80 million] ¹	\$90 million [\$55 million] ¹	\$80 million [\$50 million] ¹	\$350 million	\$250 million	\$20 million
Rental Assistance Demonstration	\$0 ²	\$0	\$0	\$40 million	\$50 million	\$0

1 Not less than this amount shall be awarded to public housing authorities.

2 A Rental Assistance Demonstration Program was authorized with no funds appropriated.

3 A new Jobs Plus initiative in FY14.

4 A new consolidated FSS program for public housing and the HCV program in FY14.

5 HUD proposes to include the Project-Based Rental Assistance program in the competition for funding for the consolidated FSS program in FY16.

*FY13 final budget is post-sequestration



Strengthening Neighborhoods.
Improving Lives.

U.S. House Passes FY16 THUD Appropriations Bill

Like Share 0

6/10/2015

On Monday, June 1 in a 9-3 lopsided partisan vote with all Republicans voting in favor and Democrats voting against, the U.S. House of Representatives Committee on Rules, passed the rule governing floor action for **HR 2577**, the "Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2016," clearing the bill for consideration by the full House.

That same day, the President's Office of Management and Budget (OMB) issued a **Statement of Administration Policy (SAP)** declaring, "The Administration strongly opposes House passage of H.R. 2577." The SAP criticized the bill for freezing or cutting critical investments "in ending homelessness, strengthening communities, and providing rental housing assistance for poor and vulnerable families.

"At a time when only one in four families who are eligible for housing assistance actually receives it, the bill would set back efforts to end homelessness and shortchange housing support for very low-income households, including families with children, the elderly, and the disabled. The bill also reduces funding for other vulnerable populations, such as low-income children at risk of lead poisoning, and for programs that invest in public housing to revitalize distressed communities."

According to the SAP, "If the President were presented with H.R. 2577, his senior advisors would recommend that he veto the bill." The SAP argues that enactment of HR 2577 and adherence to the Republican budget's FY16 overall sequestration spending levels would hurt the economy and shortchange investments in middle-class priorities. "The Republican framework would bring base discretionary funding for both non-defense and defense for FY 2016 to the lowest real levels in a decade...The President's senior advisors would recommend that he veto H.R. 2577 and any other legislation that implements the current Republican budget framework, which blocks the investments needed for our economy to compete in the future." (See CLPHA's **'Comparative Funding Chart for FY16.'**)

Against this backdrop, shortly before midnight on June 9, the full House passed HR 2577 by a slim majority of 216 yeas to 210 nays. The final vote followed several days of, at times, heated debate and an exhausting number of amendments offered to the bill.

Housing-Related Amendments

Beginning the evening of June 3, continuing during the day on June 4 and finishing on June 9, amendments to HR 2577 were considered on the floor of the full House. A series of amendments offered by Democratic representatives Al Green (D-TX), Jerry Nadler (D-NY) and Eleanor Holmes Norton (D-DC) to increase funding in the Section 8 tenant-based account were either withdrawn due to a point of order, or had a point of order sustained against them. The points of order were sustained because the amendments increased funding without corresponding spending offsets elsewhere in the bill. A messaging amendment from Rep. Maxine Waters (D-CA) that would have increased the Public Housing Capital Fund account by \$7.319 billion and the Public Housing Operating Fund account by \$936 million was subsequently not offered.

An amendment offered by Rep. Green on behalf of Rep. Waters would have increased the Community Planning and Development HOME account by \$293 million and eliminated the proviso that prohibits any funding for the National Housing Trust Fund. This amendment was rejected due to a spending offset point of order sustained against it. An amendment by Rep. Nadler to increase the Housing Opportunities for Persons with AIDS (HOPWA) account by \$3 million with a corresponding offset from the Information Technology account, and an amendment from Rep. Alan Grayson (D-FL) to increase funding for the Section 202 elderly housing program by \$2.5 million with an offset from the Policy Development and Research account, were agreed to by voice vote.

Rep. Grayson also offered an amendment to increase translation services within the Fair Housing Initiatives Program by \$150 thousand that was adopted on a voice vote. However, Rep. Steve Stivers (R-OH) offered an amendment that cuts, then adds back, \$28.4 million within the Fair Housing activities account to target funds for the private investment initiative. The amendment was adopted by a voice vote. Rep. Stivers offered a second amendment that prohibits funding for the private enforcement initiative under the Fair Housing Initiatives program that was adopted on a vote of 224-198.

Rep. Glenn Grothman (R-WI) offered an amendment to reduce funding for Public and Indian Housing Programs by \$614 million and apply the savings to the spending reduction account that failed by voice vote. Funds transferred into the spending reduction account are designated as savings and lower the 302(b) allocation for a given subcommittee, in this case the THUD subcommittee. The spending reduction account is a way to reduce discretionary spending in appropriations bills since funds transferred into the spending reduction account cannot be allocated elsewhere in the bill.

An amendment by Rep. Waters prohibiting funds to carry out a proviso in the bill with respect to the Housing Authority of the County of Los Angeles, California was passed by voice vote. The proviso referred to in the amendment exempts Los Angeles County from the requirement to include a public housing resident or Section 8 recipient from serving on the local housing authorities' board of directors if an advisory board that includes public housing or Section 8 residents is established.

Two amendments, offered by Rep. Glenn Grothman (R-WI), would prohibit project-based rental assistance and tenant-based rental assistance for any non-elderly family or non-disabled family who was not receiving assistance as of Oct. 1, 2015, while reducing the rental assistance accounts by \$300 million respectively. Both amendments failed by voice vote. An amendment offered by Rep. Marsha Blackburn (R-TN) to reduce all program funding accounts in the bill by one percent failed on a 163-259 vote.

However, an amendment offered by Rep. Paul Gosar (R-TN) to prohibit the use of funds to carry out the HUD rule entitled "Affirmatively Furthering Fair Housing" passed on a 229-193 vote; and an amendment, offered by Rep. Scott Garrett (R-NJ), to prohibit the use of funds to implement, administer, or enforce HUD's "Disparate Impact" final rule entitled "Implementation of the Fair Housing Act's Discriminatory Effects Standard" passed on a 231-195 vote.

Also, an amendment offered by Rep. Mo Brooks (R-AL) to prohibit the use of funds to provide housing subsidies for illegal aliens passed 246-180; and an amendment, offered by Rep. Ted Yoho (R-FL), to prohibit the use of funds to circumvent current law which prevents illegal immigrants from obtaining housing assistance passed 244-181.

HR 2577 now heads to the Senate where its future is very uncertain.

Return to: **CLPHA June 10, 2015 Newsletter**

Council of Large Public Housing Authorities

455 Massachusetts Ave, NW, Suite 425, Washington, DC 20001 - 202-638-1300

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,983,711 for the month of May, 2015.

Approved: June 24, 2015

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of May 2015

		Check Numbers				
		From	To	Amount		Totals
A/P Checking Account						
Low Rent Module Checks	Check #'s	2,807	-	2,808	132	
Accounts Payable Checks	Check #'s	84,899	-	85,106		
Business Support Center				298,294		Program Support
Moving To Work Support Center				314,472		
Tax Credit Program Support Center				9,611		
Section 8 Programs				51,834		Section 8 Operations
SF Non-Assist Housing - 9SF Homes				19,268		Local Funds
Salishan 7				10,046		
Tacoma Housing Development Group				1,100		
Prairie Oaks Operations				13,546		Development
Hillsdale Heights				900		
AG Hsg Recovery Grant				32,799		
Development Activity				2,544		
Salishan Area 4				200		
Hillside Terrace 2500 Court G Development				105,078		
Hillside Terrace 1800 Court G Development				101		Community Service
Prairie Oaks (LASA)				588,470		
CS General Business Activities				80		
Community Services MTW Fund				2,961		
Gates Ed Proj Grant				5,290		
ROSS Svc Coord				3,041		
WA Families Fund				83		
COT-CDBG-FSS Grant				30		
Pierce Co. 2163 Funds				43		Public Housing
WA Families Fund - Systems Innovation				75		
COT-McCarver Grant				94		
AMP 1 - No K, So M, No G				47,994		
AMP 2 - Fawcett, Wright, 6th Ave				33,218		
AMP 3 - Lawrence, Orchard, Stevens				189,319		
AMP 6 - Scattered Sites				12,823		
AMP 7 - HT 1 - Subsidy				9,649		
AMP 8 - HT 2 - Subsidy				12,596		
AMP 9 - HT 1500 - Subsidy				1,112		
AMP 10 - SAL 1 - Subsidy				12,914		
AMP 11 - SAL 2 - Subsidy				13,728		
AMP 12 - SAL 3 - Subsidy				10,338		
AMP 13 - SAL 4 - Subsidy				13,203		
AMP 14 - SAL 5 - Subsidy				14,877		
AMP 15 - SAL 6 - Subsidy				14,275		
AMP 16 - Bay Terrace - Subsidy				59		
Allocation Fund				54,930		Allocations-All Programs
THA SUBTOTAL				1,901,127		
Hillside Terrace 1 through 1500				47,058		Tax Credit Projects - billable
Bay Terrace				945		
Salishan I - through Salishan 6				1,317		
Salishan Association - Operations				-		
TAX CREDIT SUBTOTAL (Operations - billable)				49,320		1,950,448
Section 8 Checking Account (HAP Payments)						
SRO/HCV/TBRA/VASH/FUP/NED	Check #'s	481,562	-	481,581	17,953	
	ACH	77,310	-	78,679	2,449,710	\$ 2,467,663
Payroll & Payroll Fees - ADP						\$ 565,600
Other Wire Transfers						
						\$ -
TOTAL DISBURSEMENTS					\$	4,983,711

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2015

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 1,443,946	0.40%
Section 8 Checking	5,969,971	0.40%
THA Affordable Housing Proceeds	3,107,965	0.40%
Note Fund Account	100	0.40%
Credit Card Receipts	100	0.40%
THA Investment Pool	289	0.40%
THA LIPH Security Deposits	91,376	0.40%
THDG - Tacoma Housing Development Group	72,704	0.40%
LF - SF 9Homes Alaska	28,550	0.40%
LF - SF 9Homes Alaska Sec Dep Acct	2,755	0.40%
LF - SFH No. Shirley	28,060	0.40%
LF - SFH N Shirley Security Deposit Acct	1,002	0.40%
Salishan 7	1,183,544	0.40%
Salishan 7 Security Deposit	26,920	0.40%
Salishan 7 Replacement Reserve	133,750	0.40%
Salishan 7 Operating Reserve	198,717	0.40%
Payroll Account	7,839	0.40%
General Fund Money Market	537,527	0.40%
WASHINGTON STATE		
Investment Pool	\$ 1,628,457	0.12%
1. TOTAL THA CASH BALANCE	\$ 14,463,570	
Less:		
2. Total MTW Cash Balance	\$ 5,273,711	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)	1,140,000	
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.10 Total Minimum Operating Reserves	\$ 1,866,000	
3. MTW Cash Available (Lines 2-2.10)	\$ 3,407,711	
<i>MTW Reserve Commitments</i>		
3.01 2nd Phase Hillside Terrace Redevelopment	\$ 2,420,000	
3.02 Renovation/Remodel of 2nd Floor of Admin Building	1,434,333	
3.03 Renovation/Remodel of Salishan FIC Building	579,500	
3.04 Renovation of Salishan Maintenance Shop	286,500	
3.05 RAD Conversion Costs - Capital Contributions to Projects	1,500,000	
3.06 Software Conversion for Operational Platform (VH)	542,054	
3.07 Education Projects - McCarver & Others	310,000	
3.08 Exigent Health & Safety Issues (Meth Remediation)	108,656	
3.10 Total Reserve Commitments (Lines 3.01 through 3.08)	\$ 7,481,043	
<i>MTW Cash Held By HUD</i>		
3.11 Undisbursed HAP Reserves Held by HUD	\$ 3,643,140	
3.20 Total MTW Cash Held By HUD	\$ 3,643,140	

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2015

4. Non MTW Cash Restrictions

Other Restrictions:

4.01 FSS Escrows	\$	120,386	
4.02 VASH, FUP & NED HAP Reserves		125,922	
4.03 Mod Rehab Operating Reserves		51,943	
4.04 Security Deposit Accounts		121,361	
4.05 Salishan Sound Families - 608		62,005	
4.06 Gates Foundation - 612, 614 & 615		120,954	
4.07 WA Families Fund - 675, 713		23,426	
4.08 Bond Financed Single Family Homes Reserve		90,000	
4.09 Salishan 7 Reserves		757,467	
4.10 THDG - 048		72,704	
4.11 Area 2B Sales Proceeds (Afford Hsg)		3,107,965	
4.20 Total - Other Restrictions			\$ 4,865,533

Agency Liabilities:

4.30 Windstar Loan - 042		275,546	
4.40 Total - Agency Liabilities			\$ 275,546
4.45 Development Draw Receipts for Pending Vendor Payments			\$ -
4.50 Development Advances/Due Diligence Commitments ¹			\$ 70,000

5. Total Non MTW Cash Restrictions (Lines 4.20+4.40+4.45+4.50) \$ 5,211,079

6. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-5) \$ 3,978,780

7. Agency Current Commitments:

Board Approval

Expended

Obligation
Balance

Salishan Campus (PY exp plus 2014 budget)	\$ 196,174	\$ 126,174	\$ 70,000
---	------------	------------	-----------

¹ Total Current Commitments outstanding \$ 70,000

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

Hillside Terrace Redevelpmnt - Chase Loan, LP Equity Funds	\$	-	
Prairie Oaks - Pierce Co CDBG, Lakewood CDBG, HTF	\$	324,546	
Total Agency Advances	\$	324,546	



TACOMA HOUSING AUTHORITY

Date: June 24, 2015
To: THA Board of Commissioners
From: Ken Shalik
Director of Finance
Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the May, 2015 disbursement report for your approval.

The next financial report presentation will be in August, 2015 when we review the financials for the period ending June 30th. We are financially in good shape at this time and there are no real areas of concern that need to be addressed. The mid-year budget study session is scheduled for July 10th. We will make any mid-course corrections that are needed at that time.

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 Washington State Auditors have completed the Single Audit portion of the audit. In July, they will commence the financial portion, and finally the accountability audit. The financial portion of the audit will be completed in time for the September 30th submission deadline to HUD.

4. BUDGETS

The mid-year budget study session is scheduled for July 10th. The Finance Department continues to monitor expenses and will make adjustments as necessary. The areas requiring adjustments are in the RAD conversion and development. There are other minor adjustments, but none that will significantly change the cash position of the agency.

5. YEAR-END CLOSING UPDATE

No update at this time.

ADMINISTRATION



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Todd Craven, Director of Administration
Date: June 24, 2015
Re: June 2015 Administration Department Board Report

Salesforce Implementation

The Administration Department is officially through Phase I of the Salesforce Implementation project. What this means is that the eightCloud staff have met with each functional area of the agency multiple times, both as groups and individuals, and have acquired an in-depth understanding of THA and its business. The materials they have provided back thus far are quite impressive. They are very detailed and comprehensive and have provided THA confidence in the process and get it to where it needs to be. For example, two of the documents eightCloud provided were THA Current State, describing in detail the steps of every process they reviewed; and Function Specifications, describing how the processes described in the current state document will be performed and automated in the future. Each of the documents were between one hundred-fifty (150) and two hundred-fifty (250) pages each. The deliverables of Phase I include the following items:

- Overall Project Management Plan
- Data Architecture Plan
- Data Migration Plan
- Current System/Process Analysis (as-is)
- Functional Specifications
- Technical Specifications
- Data Migration Analysis
- Data Integration Analysis
- Testing Plan
- Training Plan
- Go-Live Plan
- Detailed Cost Estimate

A select few are reviewing these deliverables in detail to determine how to move forward. On the surface, the total cost that eightCloud projects is about 50% higher than originally projected. THA has requested them to scope all possible workflow automation possible—a “shoot for the moon” approach. THA has to review the details and decide what to move forward with and what to put back on the burner.

Phase II, the Design phase, is projected to start in early July. Following this report is the project outline to provide the Board a better idea of where THA is in the process.

Sale of Public Housing Scattered Sites

In November, 2014, the Board of Commissioners authorized the Executive Director to submit a Section 32 application to HUD to dispose of the thirty-four (34) public housing scattered sites. THA submitted the application earlier this year. HUD is expected to approve the application at the end of July. The Section 32 program allows the agency to develop a Homeownership Plan and sell the thirty-four (34) single-family homes to low-income residents. THA will first offer the homes to the current occupants, followed by all residents of the Public Housing and Section 8 programs. After THA offers the homes to residents within its programs, the homes will be available to the public earning less than 80% of Area Median Income (AMI). THA is currently preparing a Request for Proposals (RFP) to procure a Homeownership Agency, which will assist in the sale of the homes. The Homeownership Agency will be a local non-profit that will provide applicants with homeownership training, counseling, assistance securing financing, and eventual purchase of the homes.

RAD Update

THA's Financial Consultant Jim Brawner has analyzed the traditional public housing portfolio and its capital needs. He recommends combining all nine (9) properties into a single LLC, utilizing 4% tax credit equity and tax-exempt financing to generate funds for the rehabilitation necessary in these buildings. This financing structure will actually generate net proceeds to THA. The Administration Department will bring a recommendation to the July Board meeting for an investor and lender for this transaction.

The traditional public housing sites consist of the agency's senior/disabled and family properties that do not already leverage Low Income Housing Tax Credit (LIHTC) equity. There are a total of four hundred and fifty-six (456) units at the following properties:

Property Name	Total Units	Population
K Street	43	Senior/Disabled
G Street	40	Senior/Disabled
E. B. Wilson	77	Senior/Disabled
Fawcett	30	Senior/Disabled
Wright	58	Senior/Disabled
6th Ave	64	Senior/Disabled
Ludwig	41	Senior/Disabled
Bergerson Terrace	72	Family
Dixon Village	31	Family
TOTAL	456	

THA will realize financial advantages by combining all traditional public housing into a single tax credit partnership. The single entity provides savings in the form of reduced soft costs and closing fees and streamlined ongoing partnership oversight. Additionally, a single partnership is believed to attract better tax credit pricing and construction pricing.

THA had professional third party Physical Condition Assessments (PCAs) completed, and staff also inspected all four hundred and fifty-six (456) units within the traditional public housing portfolio. These inspections defined the scope of work for the proposed RAD rehabilitation. The RAD rehabilitation will address all critical needs observed, in addition to needs identified to meet a 20-year life expectancy. The RAD financial model includes both financing for the upfront rehabilitation, along with reserve funding set aside each year from the operating budget for future repairs over the next twenty (20) years.

Each unit within every project will have an individual scope of work based on the condition of the units observed during the inspections that took place in April. Some improvements common among all units relate to HUD-required energy upgrades. THA intends to upgrade most interior units to low-flow plumbing fixtures, energy-efficient lighting, and improved-ventilation fans. Interior common areas will also see significant upgrades with new lighting, floor replacement, accent painting, and maintenance and replacement of ventilation systems where necessary. The exterior scope of work includes significant landscaping, security enhancements, roofing at numerous sites, and entryway and signage enhancements. Playground improvements are also planned at Bergerson Terrace and Dixon Village.

Dixon Village

The Asset Management Committee reviewed Dixon Village to determine whether or not it should consider redeveloping the site to add more units. Five (5) redevelopment scenarios were analyzed, and include keeping some or all of the existing units, and performing significant rehab and improvement of the units and the site. Some of the options include adding 3, 4 and 5 bedroom units in townhouse style units. The scenarios are outlined below, along with the funds THA would need to provide to fill the gap in financing. The majority of the financing would come from either 4% or 9% tax credit equity. Less THA dollars are needed if the project is financed with 9% credits and more THA dollars are needed if the equity comes from the 4% tax credit.

Redevelopment Scenario	Number of Units	THA Funds Necessary
Option A	Keep existing 31 units and add 20 new units for a total of 51 units	\$2,800,000 to \$3,500,000
Option B	Keep 28 of the existing units and add 26 new units for a total of 54 units	\$2,944,000 to \$3,854,000
Option C	Keep 8 of the existing units and add 48 new units for a total of 56 units	\$2,464,000 to \$4,144,000
Option D	Keep 4 of the existing units and add 72 new units for a total of 76 units; this scenario would likely reduce the total number of larger bedroom units at the site	\$3,152,000 to \$5,672,000
Option E	Keep the existing 31 units, and do not add any additional units; “carve off” portion of the site to the west and hold for future development	\$1,600,000

The Asset Management Committee recommends that THA improve the site, keeping the existing thirty-one (31) units and not add any additional units at this time. THA will “carve off” a piece of the site that is to the west and undeveloped, and hold this parcel for future development. The Dixon Village site is already quite dense, with the steep slopes coming down to the site directly behind the homes. Adding units on the site takes away the playground, and adds buildings and surface parking, leaving no space for the many children living at Dixon Village.

Significant rehab work is proposed for Dixon Village. Interior work includes energy savings, such as low-flow plumbing fixtures and energy efficient lighting. Second floor bathrooms of all units will be completely renovated, and the majority of units will have carpet replaced with vinyl plank flooring.

The significant exterior work includes new windows throughout, new siding on all buildings, and roof replacement for those that have not already been replaced. Site work will include newly installed lighting poles, dumpster enclosures, sport court replacement, playground replacement, and storage shed replacement. The scope also includes rockery repair, sign replacement, asphalt repair, pruning and landscaping and community center revitalization.

The rehabilitation work at Dixon Village will be included in the 4% tax credit financing described above for the traditional public housing portfolio. The cost to THA will be approximately \$1,600,000. This will not be “out of pocket”, but rather a reduction in the proceeds THA anticipates receiving from the transaction.

This concludes the June 2015 Administration Department report to the Board.



Tacoma Housing Authority
Project Database
PROJECT OUTLINE

Project Number: AD-2014-26

Project: IT - SALESFORCE ENTERPRISE CRM IMPLEMENTATION

Date: June 11, 2015

Deadline: June 30, 2016

Project Manager: Todd Craven

Task or Objective	Who	Deadline	Status
1. SCHEDULING	T. Craven	6/1/2016	Open
1.1 Notify staff of Phase I commitments	T. Craven	3/20/2015	Closed
1.2 Schedule Phase I Process Owner Sessions	T. Craven	4/10/2015	Closed
1.3 Schedule Phase I Stakeholder Sessions	T. Craven	6/1/2015	Closed
2. PHASE I: PLANNING AND ANALYSIS	T. Craven	6/30/2015	Open
2.1 Process Owner Sessions	T. Craven	5/29/2015	Closed
2.1.1 Leasing	T. Craven	3/17/2015	Closed
2.1.2 Inspections	T. Craven	3/17/2015	Closed
2.1.3 Recertifications	T. Craven	3/18/2015	Closed
2.1.4 Leasing Units under RAD	T. Craven	3/23/2015	Closed
2.1.5 Verifications	T. Craven	3/24/2015	Closed
2.1.6 Meth Testing and Cleanup	T. Craven	3/24/2015	Closed
2.1.7 GIS Requirements	T. Craven	3/30/2015	Closed
2.1.8 Civil Rights and Reasonable Accommodation	T. Craven	3/27/2015	Closed
2.1.9 Transfers	T. Craven	3/31/2015	Closed
2.1.10 Portability	T. Craven	3/31/2015	Closed
2.1.11 Lease Enforcement	T. Craven	4/1/2015	Closed
2.1.12 Asset Tracking and Inventory	T. Craven	4/7/2015	Closed

Project: IT - SALESFORCE ENTERPRISE CRM IMPLEMENTATION
Date: June 11, 2015
Deadline: June 30, 2016
Project Manager: Todd Craven

	Task or Objective	Who	Deadline	Status
2.1.13	Purchasing	T. Craven	4/7/2015	Closed
2.1.14	Preventtaive Maintenance	T. Craven	4/8/2015	Closed
2.1.15	Unit Turns	T. Craven	4/8/2015	Closed
2.1.16	Reporting and Analysis	T. Craven	4/13/2015	Closed
2.1.17	Work Orders	T. Craven	4/14/2015	Closed
2.1.18	Section 8 Accounting	T. Craven	4/14/2015	Closed
2.1.19	Tenant Accounting	T. Craven	4/15/2015	Closed
2.1.20	Case Management	T. Craven	4/20/2015	Closed
2.1.21	Housing Opportunity Program	T. Craven	4/21/2015	Closed
2.1.22	Community Services Incentive Programs	T. Craven	4/22/2015	Closed
2.1.23	Community Services McCarver Program	T. Craven	4/22/2015	Closed
2.1.24	Finance (GL, AP, AR, Bank Rec)	T. Craven	4/27/2015	Closed
2.1.25	Construction Management	T. Craven	4/29/2015	Closed
2.1.26	Procurement	T. Craven	4/28/2015	Closed
2.1.27	Relocation	T. Craven	4/28/2015	Closed
2.1.28	Investor/Funder Reporting	T. Craven	4/29/2015	Closed
2.1.29	Travel	T. Craven	5/4/2015	Closed
2.1.30	Asset Management	T. Craven	5/5/2015	Closed
2.1.31	Compliance File Reviews	T. Craven	5/6/2015	Closed
2.1.32	HUD Systems	T. Craven	5/6/2015	Closed
2.1.33	IT Help Desk	T. Craven	5/11/2015	Closed
2.1.34	Insurance Claim Processing	T. Craven	5/12/2015	Closed

Project: IT - SALESFORCE ENTERPRISE CRM IMPLEMENTATION
Date: June 11, 2015
Deadline: June 30, 2016
Project Manager: Todd Craven

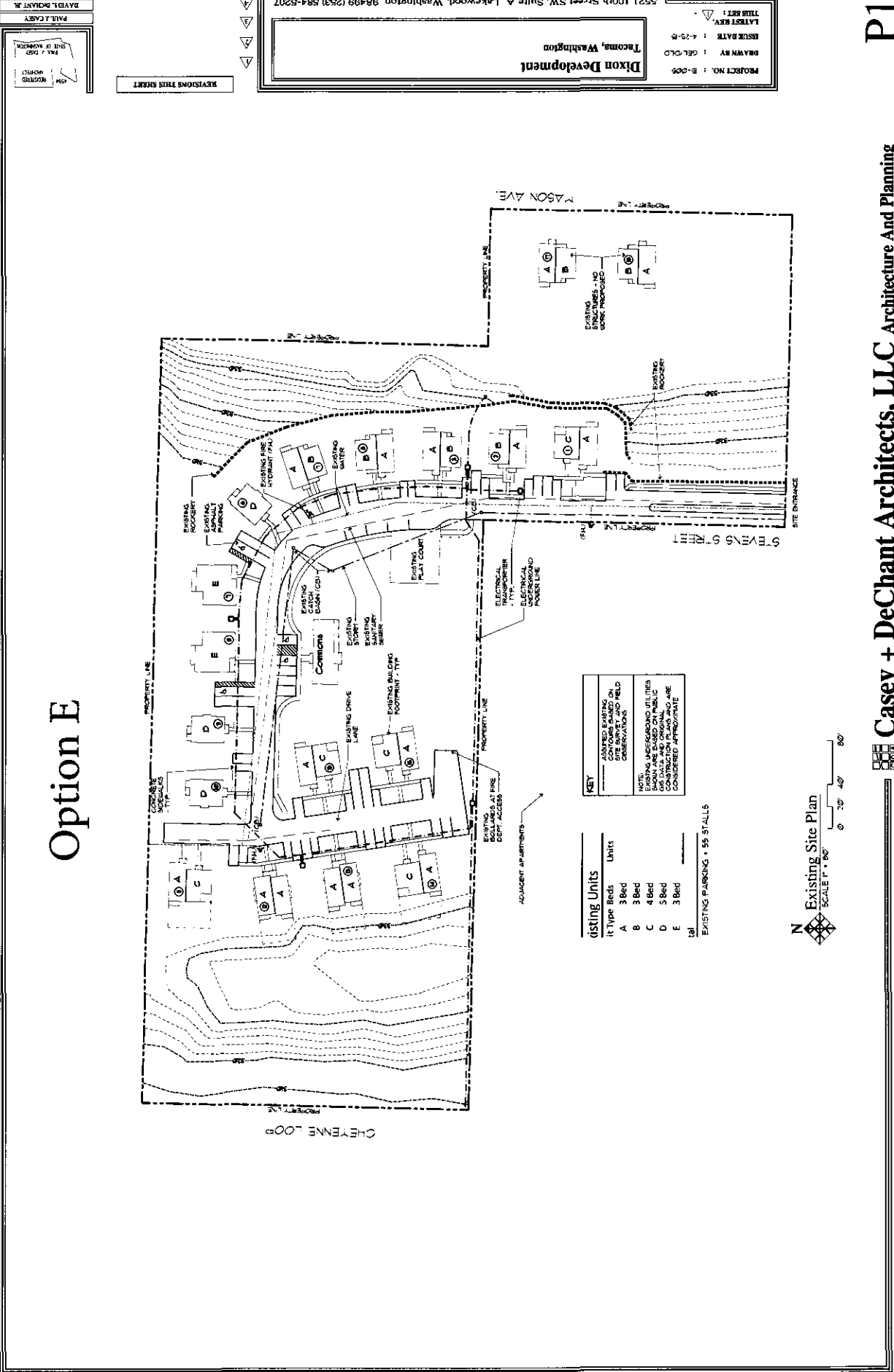
Task or Objective		Who	Deadline	Status
2.2	Stakeholder Follow-Up	T. Craven	6/30/2015	Open
2.2.1	Inspections Follow-Up	T. Craven	4/21/2015	Closed
2.2.2	Leasing Follow-Up	T. Craven	4/21/2015	Closed
2.2.3	Recertification Follow-Up	T. Craven	4/30/2015	Closed
2.2.4	Verifications Follow-Up	T. Craven	4/30/2015	Closed
2.3	Phase I Deliverables Met	T. Craven	6/30/2015	Open
2.3.1	Overall Project Management Plan	T. Craven	6/30/2015	Closed
2.3.2	Data Architecture Plan	T. Craven	6/30/2015	Closed
2.3.3	Data Migration Plan	T. Craven	6/30/2015	Closed
2.3.4	Current System/Process Analysis (as-is)	T. Craven	6/30/2015	Closed
2.3.5	Functional Specifications	T. Craven	6/30/2015	Open
2.3.6	Technical Specifications	T. Craven	6/30/2015	Closed
2.3.7	Data Migration Analysis	T. Craven	6/30/2015	Open
2.3.8	Data Integration Analysis	T. Craven	6/30/2015	Closed
2.3.9	Testing Plan	T. Craven	6/30/2015	Closed
2.3.10	Training Plan	T. Craven	6/30/2015	Closed
2.3.11	Go-Live Plan	T. Craven	6/30/2015	Closed
2.3.12	Detailed Cost Estimate	T. Craven	6/30/2015	Open
2.4	Decide whether to move forward with Implementation	T. Craven	6/30/2015	Open !
2.4.1	Form Committee to review deliverables	T. Craven	5/15/2015	Closed
2.4.2	Review deliverables with committee	T. Craven	6/26/2015	Open
2.4.3	Review deliveables with Michael Mirra	T. Craven	6/15/2015	Open

Project: IT - SALESFORCE ENTERPRISE CRM IMPLEMENTATION
Date: June 11, 2015
Deadline: June 30, 2016
Project Manager: Todd Craven

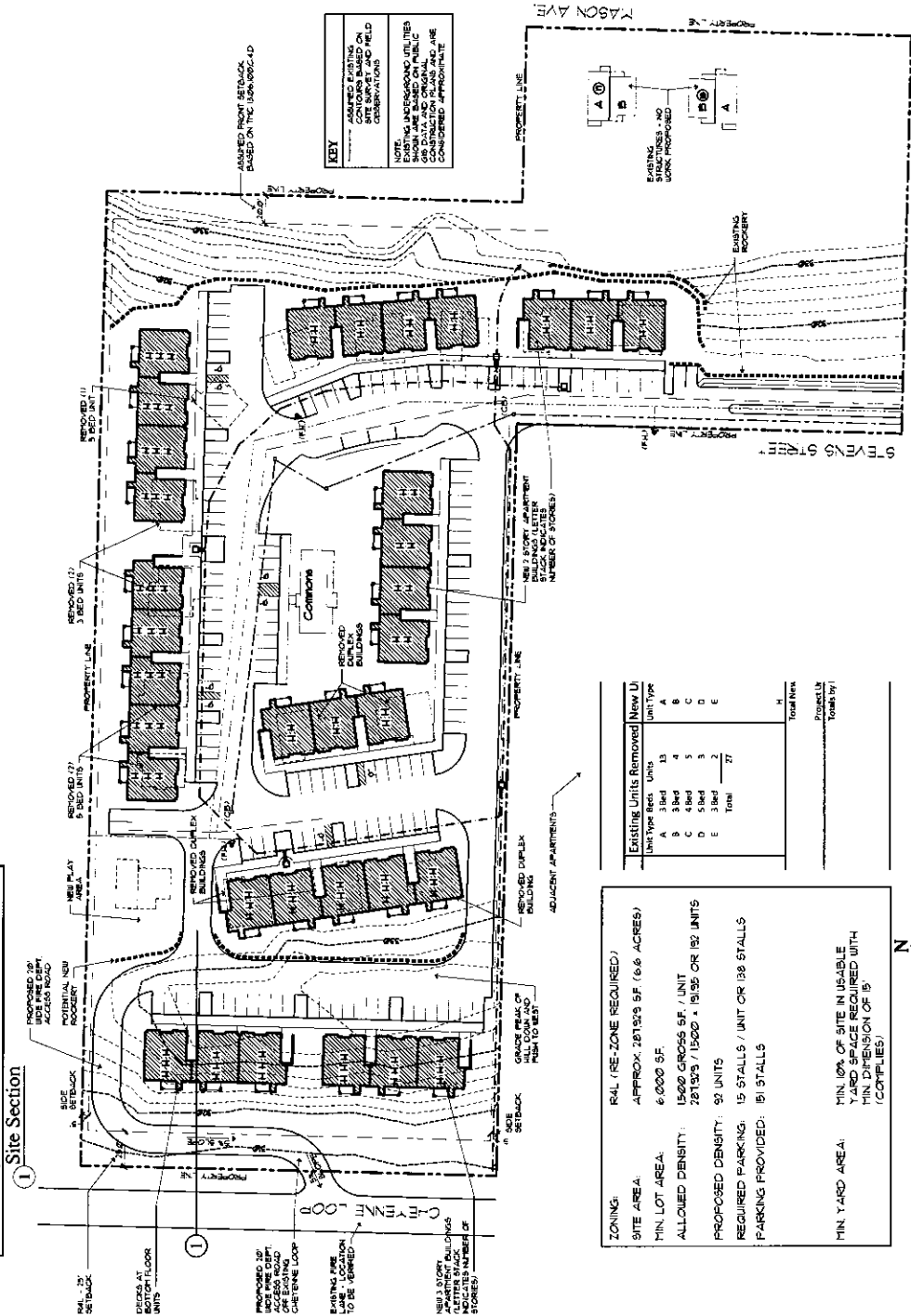
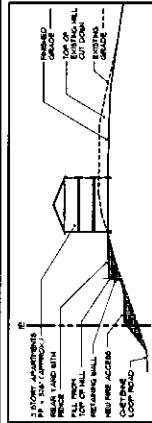
Task or Objective	Who	Deadline	Status
2.4.4 Recommend plan going forward post-deliverable review	T. Craven	6/26/2015	Open
3. INTERNAL MARKETING OF SALESFORCE SYSTEM	T. Craven	9/30/2015	Open
3.1 Name THA's Salesforce System with Input from Staff	T. Craven	6/30/2015	Open
3.1.1 Run campaign to gather names from staff	M. Elenko	5/20/2015	Closed
3.1.2 Decide on top three names submitted	T. Craven	6/5/2015	Closed
3.1.3 Use survey for staff to vote on their favorite name	M. Elenko	6/12/2015	Open
3.1.4 Select official name for THA's Salesforce system	T. Craven	6/30/2015	Open
3.2 Create Logo for new system	T. Craven	7/10/2015	Open
3.3 Create Color Scheme for new system	T. Craven	7/31/2015	Open
4. PHASE II: DESIGN	T. Craven	9/30/2015	Open
4.1 Decide on Project Management App and begin implementation	T. Craven	7/6/2015	Open
4.1.1 Confirm requirements	M. Elenko	7/6/2015	Open
4.1.2 Configure Milestone PM tool	M. Elenko	5/15/2015	Closed
4.1.3 Test the tool	T. Craven	5/22/2015	Closed
4.1.4 Investigate Other Tools	M. Elenko	6/12/2015	Open
4.1.5 Install, Configure and Test SmartSheet Capabilities	M. Elenko	6/19/2015	Open
4.1.6 Approval to move forward with tool	T. Craven	6/29/2015	Open !
4.2 Decide on Document Management App/Tool and implement	T. Craven	7/28/2015	Open

Project: IT - SALESFORCE ENTERPRISE CRM IMPLEMENTATION
Date: June 11, 2015
Deadline: June 30, 2016
Project Manager: Todd Craven

Task or Objective		Who	Deadline	Status
4.2.1	Confirm Requirements	M. Elenko	7/17/2015	Open
4.2.2	Demo various Apps	T. Craven	7/24/2015	Open
4.2.3	Decide on app to demo to others	T. Craven	7/28/2015	Open
4.2.4	Demo to Cabinet and Executive Director for approval to move forward	T. Craven	7/28/2015	Open !
5.	PHASE III: BUILD AND TEST	T. Craven	1/29/2016	Open
6.	PHASE IV: DEPLOYMENT	T. Craven	4/29/2016	Open
7.	FINANCIAL SYSTEM	T. Craven	6/30/2016	Open
7.1	Planning and Analysis	T. Craven	6/30/2015	Open
7.2	Design	T. Craven		Future
7.3	Build and Test	T. Craven		Future
7.4	Deployment	T. Craven		Future



New Apartments
Existing & New = 76 Units



Existing Units Removed		Unit Type	Unit Type
Unit Type	Units	Units	Units
A	3 bed	13	
B	3 bed	4	
C	4 bed	5	
D	3 bed	3	
E	3 bed	2	
	Total	27	

Total New Units: 10
 Total Units: 37

Projected
 Totals by:

MIN. 10% OF SITE IN USABLE
 YARD SPACE REQUIRED WITH
 MIN. DIMENSION OF 5'
 (COPIES)

MIN. YARD AREA:
 MIN. LOT AREA:
 ALLOWED DENSITY:
 PROPOSED DENSITY:
 REQUIRED PARKING:
 PARKING PROVIDED:

RAL (RE-ZONE REQUIRED):
 APPROX. 281'x53' 5" (6.6 ACRES):
 6,000 SF.
 1500 CROSS SF. / UNIT
 281'x53' / 1500 = 19.35 OR 19 UNITS
 99 UNITS
 19 STALLS / UNIT OR 138 STALLS
 151 STALLS

N

Preliminary Site Plan

SCALE 1" = 80'

PROPERTY MANAGEMENT



TACOMA HOUSING AUTHORITY

Date: June 24, 2015

To: THA Board of Commissioners

From: Pat Patterson
Director of Property Management

Re: Property Management Department Monthly Board Report

1. OCCUPANCY OVERVIEW

1.1 Occupancy

Unit occupancy is reported for the first day of the month. This data is for the month of May. The high vacancy rate in the family properties is attributable to THA's meth strategy, units being offline for rehabilitation and the sale of our Market Rate homes.

PROPERTY	UNITS AVAILABLE	UNITS VACANT	UNITS OFFLINE	UNITS OCCUPIED	% Month OCCUPIED	% YTD OCCUPIED
All Hillside/Bay Terrace	132	4	0	128	97.0%	97.9%
Family Properties	147	30	16	117	79.6%	79.9%
Salishan	631	12	0	619	98.1%	98.4%
Senior/Disabled	353	12	0	341	96.6%	96.3%
All Total	1,263	58	16	1,205	95.4%	95.6%

1.2 Vacant Unit Turn:

On page six (6), there is a table with all of the units turned in fiscal year 2015. Fifteen (15) units were turned and rented in the month of May. Seven (7) of these units were turned by contractors due to the extensive work needed or part of a rehabilitation project. These units will affect the overall turn rate so it was decided to only report the units that THA staff turned in the chart on page seven (7). The average unit turn time for the month of May was **24 days for eight (8) clean units turned by THA staff**. Counting the seven (7) units that contractors worked it took THA an average of 113 days to turn these 15 units.

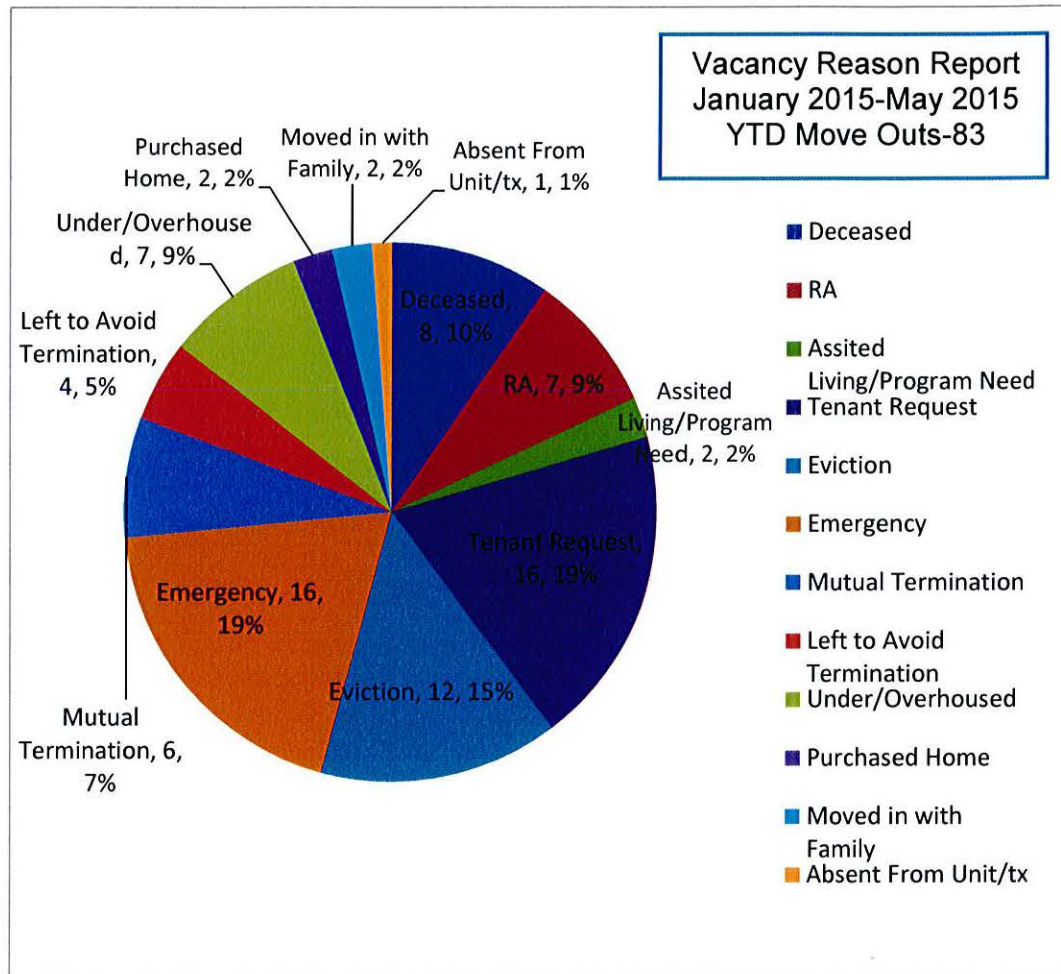
Zero (0) units turned in May 2015 tested positive for meth.

As of May 1, 2015, one hundred-fifty (150) of the five hundred and eleven (511) units that have been tested since April 2012 for contamination have tested positive for methamphetamine. As of May 1, 2015, the current hot rate is 8% and the overall hot rate since January 2015 is 29%. This is down from 39% for the same time period last year.

1.3 Vacant Clean Unit Turn Status

The average turn days for nine (9) clean units that THA maintenance staff turned in May, were twenty-four (24) days. THA had six (6) of those units exceeding twenty (20) days that will be explained on page 3 and 4. The Property Management Department will also explain seven (7) extraordinary unit turns not included in the normal clean unit turn calculations. By normal we mean units that did not require extraordinary work done by contractors. THA is averaging 15-20 vacant units per month. Property Management will be looking for trends to reduce these numbers and find reasons for the move outs. Weekend and holiday days (e.g., two weekends (non-working days) in a 20-day period would account for four (4) days in the average).

Below is a chart that breaks down the move out reasons in 2015. THA had 83 move outs through May 2015.



Below is a list of units that exceeded the twenty (20) day expectation both by THA staff and contractors. All of these units are a result of the issues mentioned on page 1 and 2.

- **AMP 1 401 North G St #303 (28 days)**
This unit was in downtime for six (6) days. Twenty-two (22) days were charged to maintenance. Leasing was able to have a family ready to rent the day maintenance was done in the unit.
- **AMP 2 2302 6th Avenue # 108 (27 days)**
Twenty-six (26) days were charged to maintenance. One (1) day was attributed to leasing efforts.
- **AMP 2 2302 6th Avenue #119 (36 days)**
This unit was in downtime for six (6) days. Twenty-Five (25) days were charged to maintenance and five (5) days were attributed to leasing efforts.
- **AMP 3 5305 South Orchard St #22 (244 days)**
Contractor turn due to underground water intrusion.
- **AMP 3 South Orchard St #23 (200 days)**
Contractor turn due to underground water intrusion.

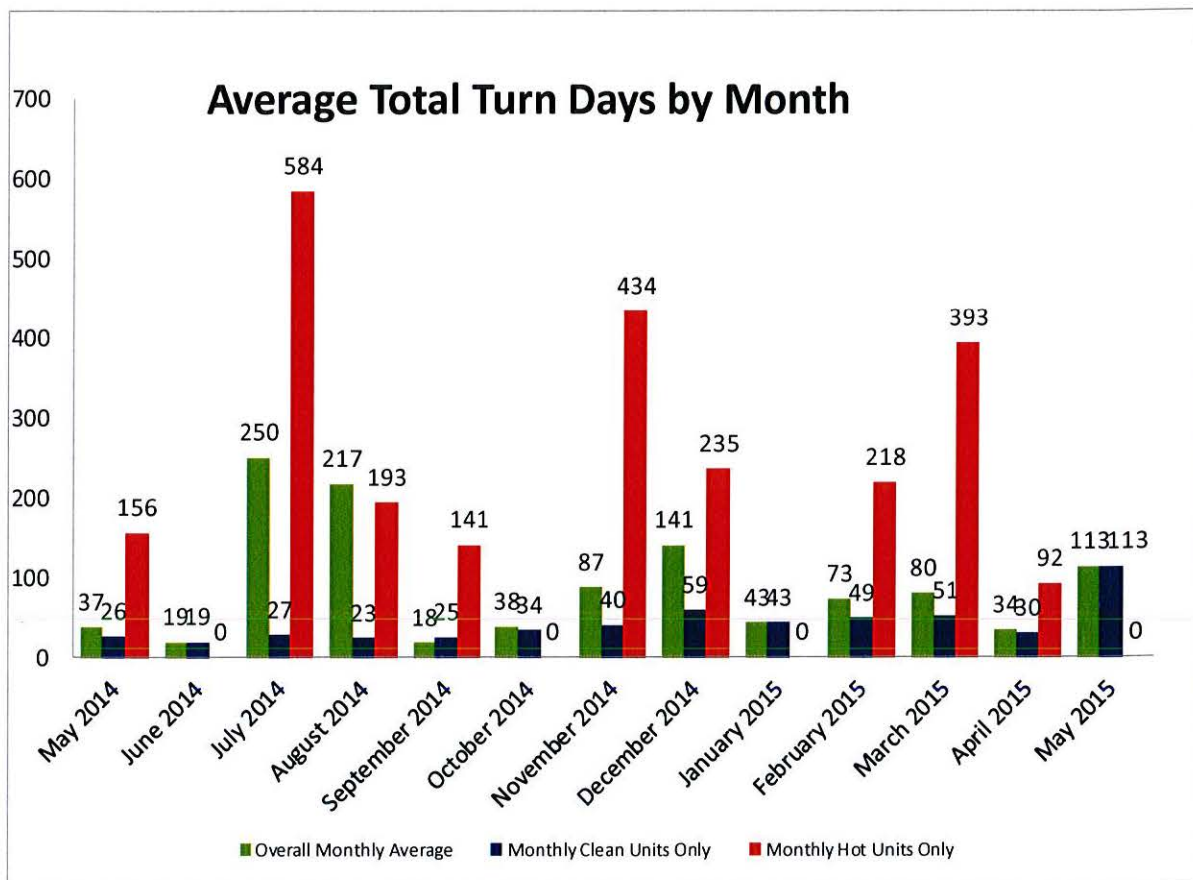
- **AMP 3 5305 South Orchard St #24 (121 days)**
Contractor turn due to underground water intrusion.
- **AMP 3 5307 South Orchard St #32 (191 days)**
Contractor turn due to underground water intrusion.
- **AMP 3 5315 South Orchard #67 (429 days)**
Contractor turn due to underground water intrusion.
- **AMP 3 5425 South Stevens (91 days).**
Contractor turn due to extensive damage to the unit and water damage from an unreported leak.
- **AMP 8 2342 South G Street #206 (123 days)**
Contractor turn due to water damage caused by kitchen fire.
- **AMP 13 4478 East Q Street (36 days)**
The unit was in downtime for ten (10) days due to the availability of staff to turn the unit. Twenty-three (23) days were charged to maintenance. Three (3) days were attributed to leasing efforts.
- **AMP 14 3939 Roosevelt Avenue (35 days)**
The unit was in downtime for one (1) day. Thirty-four (34) days were charged to maintenance. Leasing was able to have a family ready to rent the day maintenance was done in the unit.
- **AMP 15 4202 East T Street (29 days)**
The unit was in downtime for four (4) days. Maintenance days were twenty-five (25). Leasing was able to have a family ready to rent the day maintenance was done in the unit.

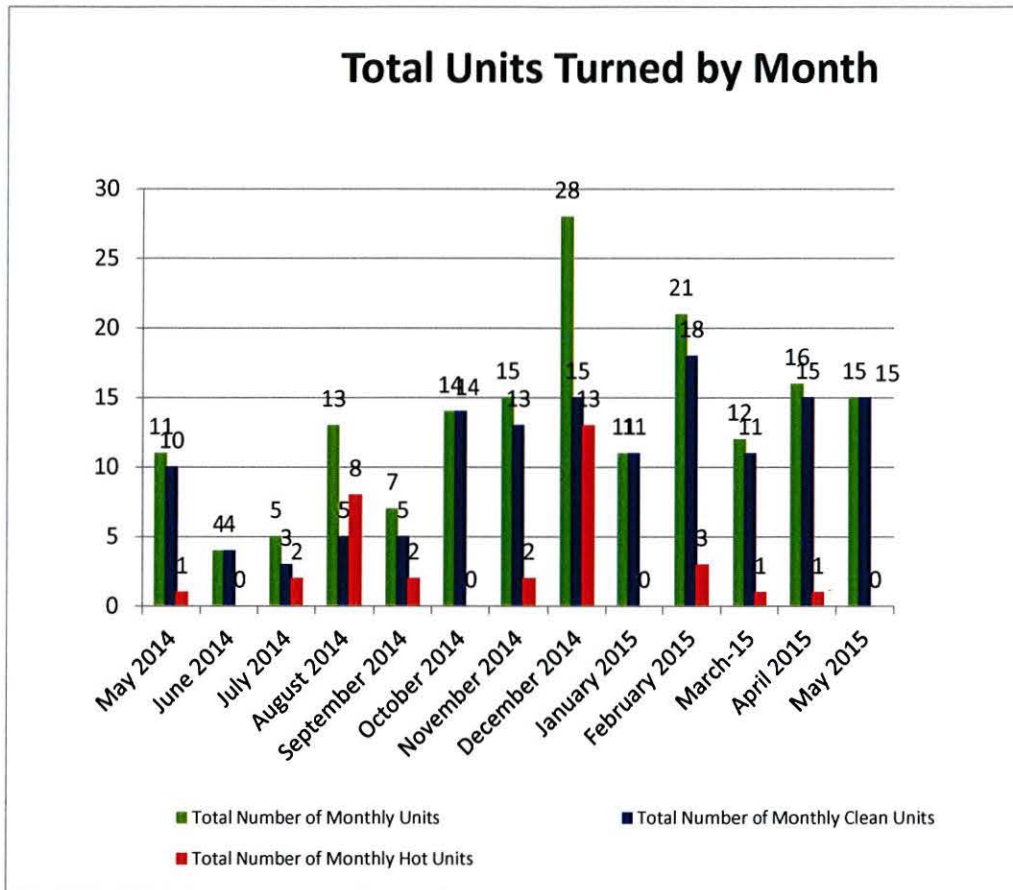
1.4 Contaminated unit turns

As of June 1, 2015, there were fifty-eight (58) vacant units in THA's portfolio. Of these units:

- 48 are not contaminated
- 1 is awaiting testing
- 15 are in modernization/reconstruction
- 9 units were completed by contractor and returned to sites

The charts on the next two pages (5 and 6), show the calendar year trend in *Average Unit Turn Days* and *Total Units Turned By Month*. The chart on page 7, *Turn Cycle All Clean Units*, shows a year-to-date detail description which includes Actual and Target turn days comparisons.



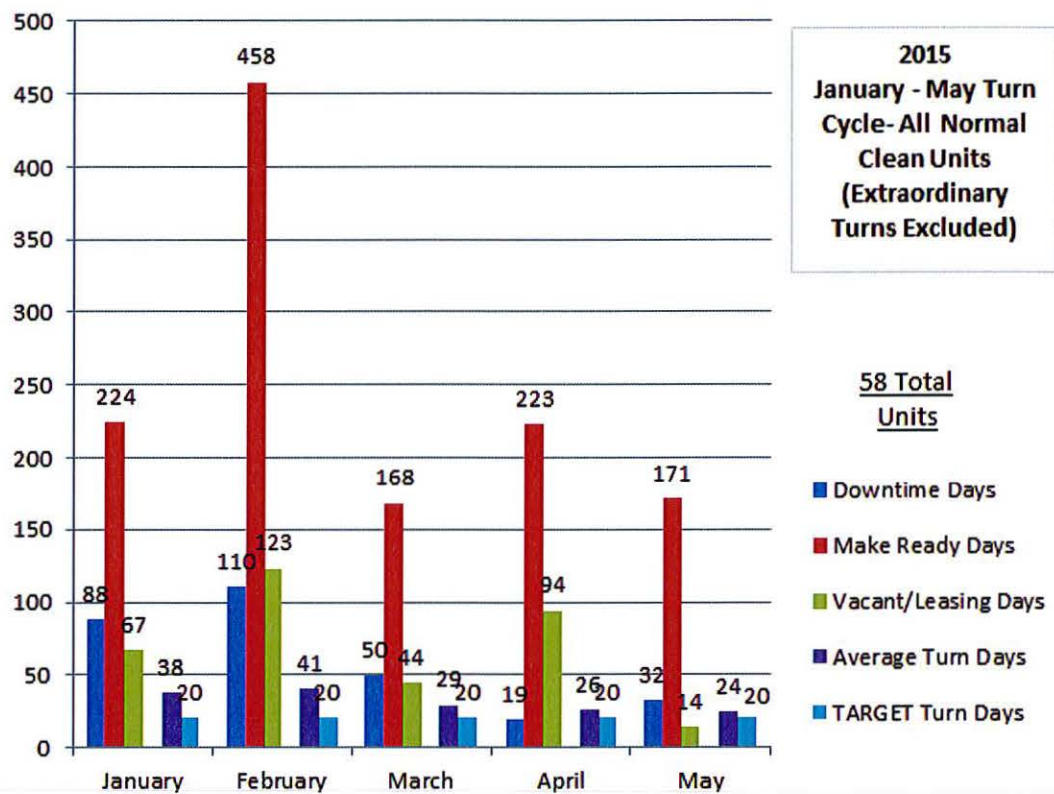


THA's twenty (20) day target turn cycle allows for a certain amount of days to be allocated to each stage in the process. The target goals for these allocations are as follows:

- Two (2) Downtime Days (10% of time)-Meth Testing
- Fifteen (15) Make Ready Days (75% of time)-Maintenance Turn
- Three (3) Vacant/Leasing Days (15% of time)-Site Property Management Team
- 20 Turn Days (100%) to Occupied Unit

In order to accomplish this goal, processes that THA is trying to improve are as follows:

- Define areas in need of improvement through tracking
- Establish written processes to increase work flow production in each area
- Develop unit turn team that will only be dedicated to the turn process and avoid pulling staff from the units to service work orders
- Identify qualified applicants and have them ready to lease once units are ready to occupy
- Contract out unit turns when appropriate in our tax credit portfolio



1.5 Work Orders

In the month of May, all emergency work orders were completed within 24 hours. In May, maintenance staff completed 171 non-emergency work orders and a total of 1,266 for the calendar year. The year-to-date average number of days to complete a non-emergency work order is 18.62.

The table on page 9 will show a spike in aged work orders. This spike is attributed to a new process for work order entry. Staff have been entering each individual work item, rather than a single work order for each unit. The Asset Management Committee has made the decision to stop creating single item work orders. Although this process was suggested by 3rd party consultants, THA found that the increased efforts to close these work orders became unmanageable. THA has been creating single work orders that have multiple tasks attached to them. This process allows THA to close out work orders in a timely manner.

THA continues to bring down the number of outstanding work orders, and continues to try to improve customer service. Processes being improved include:

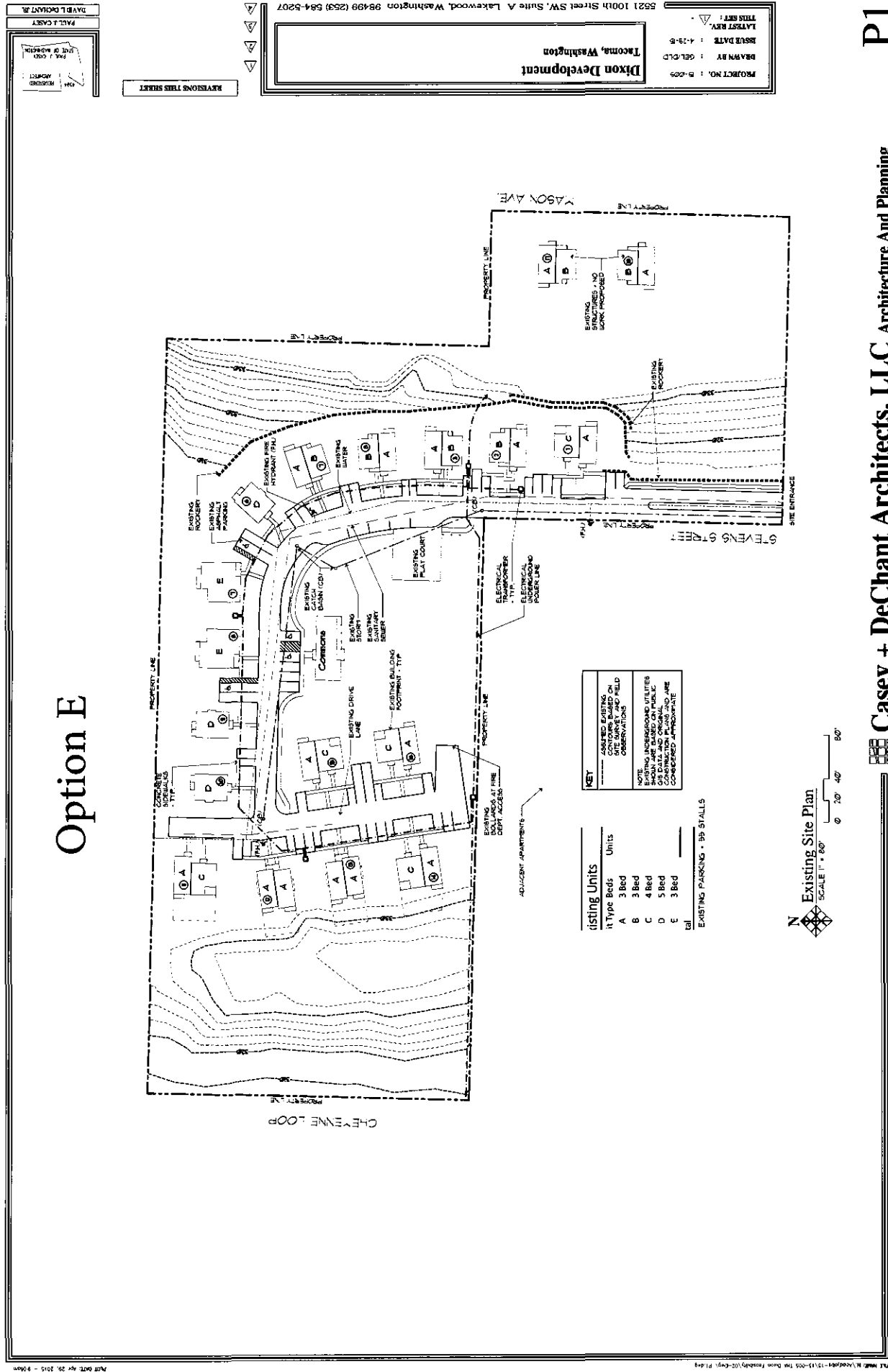
- Make every attempt to address routine work orders within five (5) days. When this is not possible, contact the tenants and provide them an alternate date that they can expect service.
- Improve communication with tenants when service will be delayed and/or when procurement is needed to service the request.
- Lastly, close out the work orders within forty-eight (48) hours of completion.

Work Order Summary by Portfolio For the Month of May, 2015

Completed Work Orders								
Portfolio	Emergency				Non-Emergency			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	# Completed	% Completed In 24 Hrs	# Completed	% Completed In 24 hrs (98% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
All Hillside								
BAY TERRACE	0	0.0%	0	0.0%	9	0.89	78	4.42
HILLSIDE TERRACE 1500 Block	0	0.0%	0	0.0%	11	5.64	21	5.14
HILLSIDE TERRACE PH I	0	0.0%	0	0.0%	0		8	6.13
HILLSIDE TERRACE PH II	0	0.0%	0	0.0%	0		20	7.15
	0	0.0%	0	100.0%	20	3.50	127	5.08
Family Properties								
BERGERSON TERRACE	2	100.0%	9	100.0%	23	8.22	67	10.84
DIXON VILLAGE	0	0.0%	3	100.0%	4	2.00	35	15.94
MARKET RATE SFR	0	0.0%	0	0.0%	2	1.00	15	24.20
SCATTERED SITES	1	100.0%	2	100.0%	10	48.10	32	21.31
	3	100.0%	14	100.0%	39	17.44	149	15.63
Salishan								
SALISHAN I	1	100.0%	2	100.0%	10	30.70	90	42.97
SALISHAN II	4	100.0%	11	100.0%	6	22.00	81	26.91
SALISHAN III	1	100.0%	1	100.0%	3	20.33	65	43.42
SALISHAN IV	2	100.0%	7	85.7%	23	9.00	88	31.88
SALISHAN V	1	100.0%	3	100.0%	4	11.25	80	41.39
SALISHAN VI	2	100.0%	5	100.0%	5	9.40	93	18.51
SALISHAN VII	0	0.0%	3	100.0%	4	23.00	57	13.68
	11	100.0%	32	96.9%	55	16.20	554	31.56
Senior / Disabled Properties								
6TH AVE	0	0.0%	18	94.4%	15	6.47	68	8.31
E.B. WILSON	3	100.0%	16	100.0%	0		99	6.15
FAWCETT APARTMENTS	1	100.0%	6	100.0%	9	1.78	40	1.90
LUDWIG APARTMENTS	1	100.0%	10	100.0%	3	3.33	34	16.06
NORTH G ST	0	0.0%	4	100.0%	5	10.20	41	3.32
NORTH K ST	3	100.0%	10	100.0%	1	0.00	51	4.49
WRIGHT AVE	4	100.0%	18	100.0%	24	25.08	103	9.26
	12	100.0%	82	98.8%	57	13.61	436	7.14
Agency Totals:	26	100.0%	128	98.4%	171	14.13	1,266	18.62

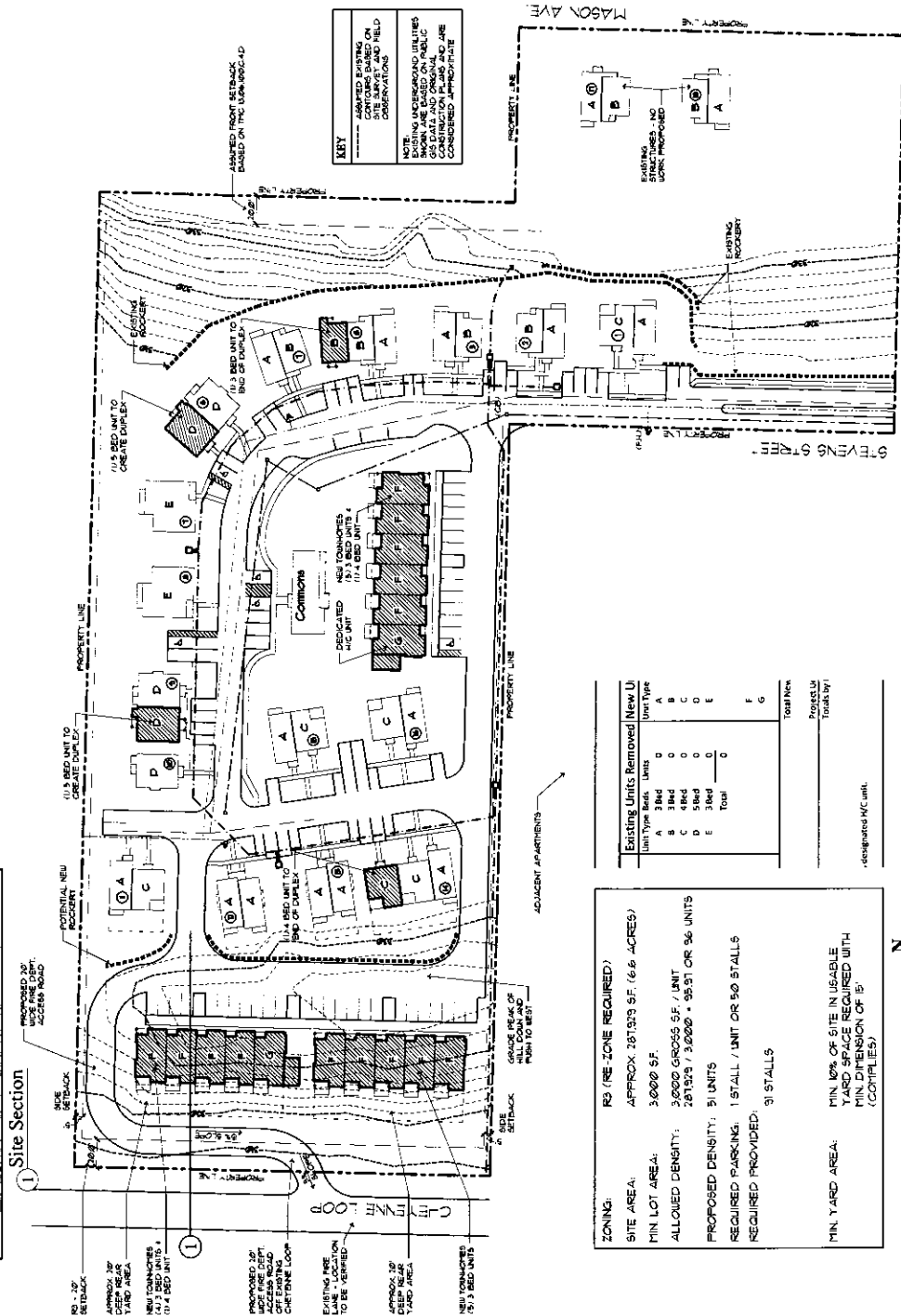
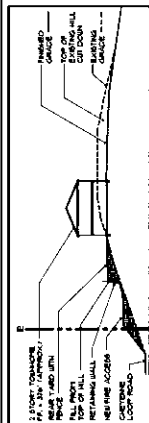
Open Work Order Summary by Portfolio For the Month of May, 2015

		Emergency		Non Emergency		
Portfolio		Opened Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside						
BT	BAY TERRACE (S8)	0	0	8	0	8
HT1500	HILLSIDE TERRACE 1500 Block	0	0	3	1	2
HT2	HILLSIDE TERRACE PH II	0	0	3	1	2
		0	0	14	2	12
Family Properties						
020	BERGERSON TERRACE	2	0	13	5	8
022	LOW RENT SCATTERED SITES (19)	1	0	17	5	12
023	DIXON VILLAGE	0	0	8	0	8
044	ALASKA 9 HOMES	1	0	1	0	1
		4	0	39	10	29
Salishan						
SAL1	SALISHAN ONE LLC (PH)	1	0	58	5	53
SAL2	SALISHAN TWO LLC (PH)	4	0	78	11	67
SAL3	SALISHAN THREE LLC (PH)	1	0	69	6	63
SAL4	SALISHAN FOUR LLC (S8)	2	0	43	11	32
SAL5	SALISHAN V LLC (PH)	1	0	34	8	26
SAL6	SALISHAN SIX LLC (S8)	2	0	40	4	36
SAL7	SALISHAN SEVEN	0	0	39	8	31
		11	0	361	53	308
Senior / Disabled Properties						
006	NORTH K ST	3	0	54	5	49
008	E.B. WILSON	3	0	75	12	63
009	FAWCETT APARTMENTS	1	0	8	6	2
010	WRIGHT AVE	4	0	26	3	23
012	LUDWIG APARTMENTS	1	0	32	7	25
013	NORTH G ST	0	0	15	6	9
014	6TH AVE	0	0	49	10	39
		12	0	259	49	210
Agency Totals:		27	0	673	114	559



Option A

**New Townhomes
Existing & New = 51 Units**




ZONING:	R2 (RE-ZONE REQUIRED)
SITE AREA:	APPROX. 281,939 SF. (6.6 ACRES)
MIN LOT AREA:	3,000 SF.
ALLOWED DENSITY:	3,000 GROSS SF. / UNIT 281,939 / 3,000 = 93.97 OR 94 UNITS
PROPOSED DENSITY:	91 UNITS
REQUIRED PARKING:	1 STALL / UNIT OR 50 STALLS
REQUIRED PROVIDED:	91 STALLS
MIN. YARD AREA:	MIN. 10% OF SITE IN USABLE YARD SPACE REQUIRED WITH MIN. DIMENSION OF 5' (COMPLIES)

Existing Units Removed		New Units
Unit Type	Units	One-Time
A	23nd	A
B	33nd	B
C	43nd	C
D	53nd	D
E	33nd	E
Total	0	F
		G
		Total New
		Project is
		Totals by

designated W/C units.

...for the M/C ratio

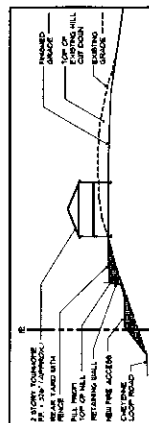
Dixon Development
Tacoma, Washington

PROJECT NO. : 5-005
DRAWN BY : GELD
ISSUE DATE : 4-29-85
LATEST REV. :
ITRIS BRT. : 

REVISIONS THIS SHEET

5521 100th Street SW, Suite A Lakewood, Washington 98499 (253) 584-5207

434
RECORDED
INDEXED
PAUL J. CASEY
STATE OF WASHINGTON
DAVID L. DOLAN JR.
PAUL J. CASEY



Existing Units Removed	New Units
Units Type	Units Type
A	A
B	B
C	C
D	D
E	E
Total	F
	G
	Total New
	Project Life
	Units by I
	Totals by I

ZONING: R3 (RE-ZONE REQUIRED)

SITE AREA: APPROX. 287,939 SF. (6.6 ACRES)

MIN. LOT AREA: 3,000 SF.


ALLOWED DENSITY: 3,000 SLOTHS SF. / UNIT
287,939 / 3,000 = 95.97 OR 96 UNITS

PROPOSED DENSITY: 84 UNITS

REQUIRED PARKING: 1 STALL / UNIT OR 84 STALLS

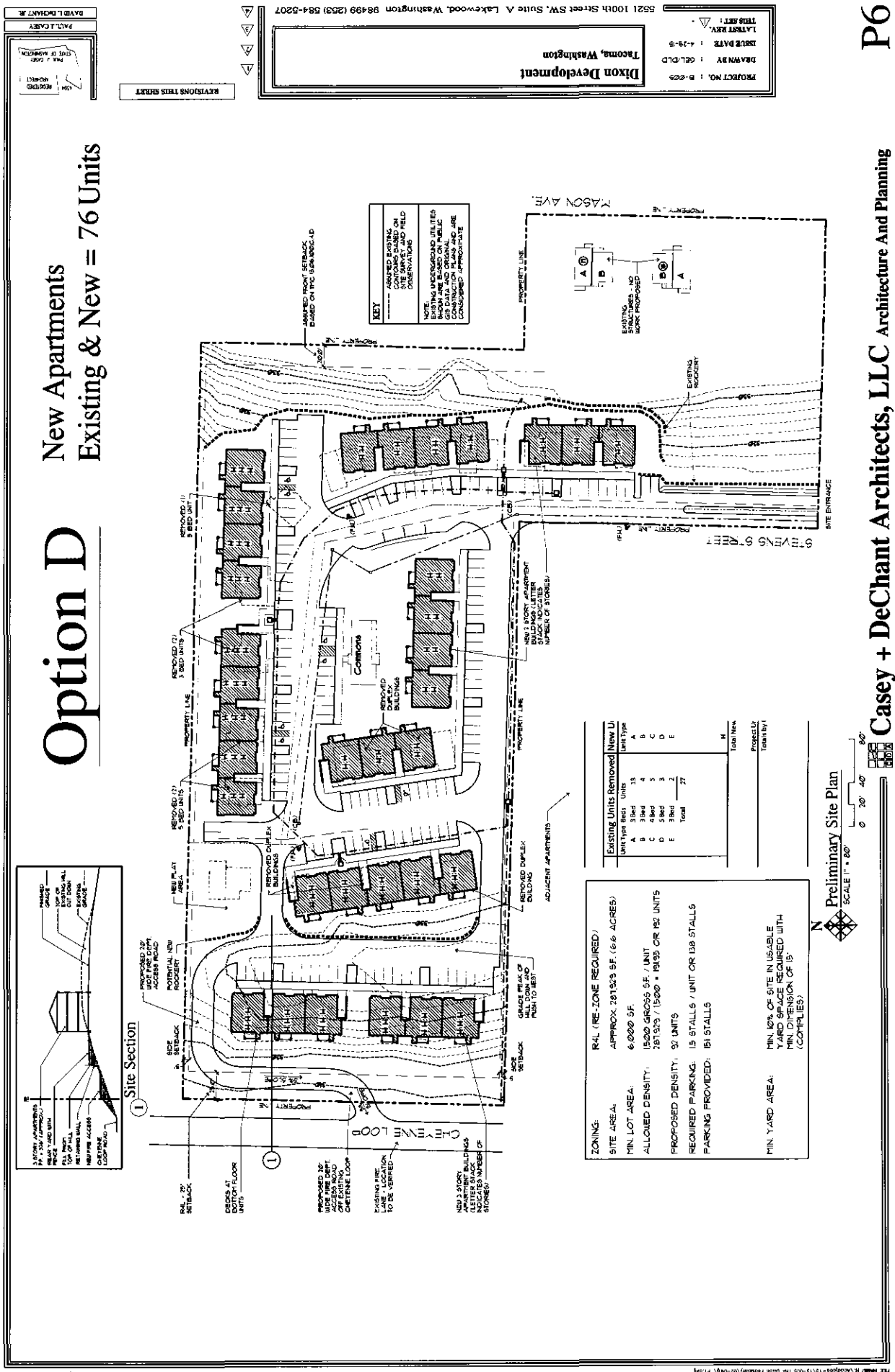
MIN. YARD AREA: MIN 10% OF SITE IN USABLE YARD SPACE REQUIRED WITH MIN. DIMENSION OF 15' (COMPLIES)

107 STALLS



Preliminary Site Plan
SCALE 1" = 80'

<p>KEY</p> <p>ASSUMED EXISTING CONTAINS BASED ON SITE SURVEY AND FIELD OBSERVATIONS</p>	<p>NOTE: EXISTING UNDERGROUND UTILITIES SHOWN ARE BASED ON PUBLIC GIS DATA AND ORIGINAL CONSTRUCTION PLANS AND ARE CONSIDERED APPROXIMATE</p>
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REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: June 24, 2015

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. Potential uses of the site will be coordinated with Metro Parks and the city to ensure complementary community uses for the Eastside Community Center and Salishan. Final recommendations will be delayed until planning for the Community Center is complete.

1.1.2 *Area 3 Lot Sales*

DR Horton has four models open. DR Horton is pleased with the level of interest. To date, twenty (20) low-income households have been approved to purchase homes at Salishan. In 2014, DR Horton closed on eighty-six (86) homes; fourteen (14) were to income-eligible homebuyers. During the first quarter 2015, DR Horton closed on eighteen (18) homes, four (4) of which were sold to low-income buyers.

1.1.3 *Area 2B*

D.R. Horton has commenced with construction activities.

Area 2B Property Sale to Metro Parks

THA has executed an agreement with Metro Parks of Tacoma on the sale of two home-ownership parcels and one parcel of open space located at Salishan's Area 2B. The next step is to prepare a disposition application for HUD 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-acre 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, THA signed a non-binding letter of interest for the sale. Summit Housing is moving slowly on closing this agreement as they want to be reasonably sure of receiving tax credits for this and other projects they are pursuing in Pierce County.

2. NEW DEVELOPMENT

2.1 Bay Terrace – Phase II

2.1.1 *Phase II Proposal*

Staff is working with GGLO, Absher Construction and an internal staff team on the design for this phase. The current development budget for this project is projected to be \$21 Million, which will provide seventy-four (74) units in a mix of one, two and three bedrooms. This will also include community spaces that are complementary to Phase I. Construction cost estimates are higher than planned. Staff is working with GGLO and Absher to reduce the development cost and provide a high quality multifamily development.

2.1.2 *Financing.*

HOME Funds: On January 21, 2015, staff received official notification of the award of \$1 million in HOME funds from the Tacoma Community Redevelopment Authority.

On February 4, 2015, the Finance Commission issued the list of accepted projects of which Bay Terrace Phase II was one. This award will generate approximately \$15 million in private equity for Bay Terrace Phase II.

A Request for Proposals for lenders and investors was issued on June 8, 2015. Jim Brawner is the Financial Advisor for this transaction. Staff will present an investor selection recommendation and a resolution for Board consideration at its July 2015 meeting.

2.1.3 *Design*

GGLO Architects completed schematic design on May 15, 2015. Absher Construction has prepared a schematic design cost estimate. The estimate is \$2 Million more than anticipated. GGLO will commence design development for the project.

2.1.4 Community Meetings

Staff will organize an additional community meeting over the next couple of months to display the design concept and programming for Phase II. In addition, the City of Tacoma Arts is issuing a call to Artists RFP. Local artists will be asked to work with youth living in the first phase of Bay Terrace as a way to incorporate their input into the final design for this project.

3. Bergerson Terrace

The Substantial Completion letter for the first five (5) units of Phase I was issued for April 24, 2015. Demolition and asbestos abatement work are complete in all remaining units of Phase I. MEP (Mechanical, Electrical and Plumbing) rough-ins are finished in all remaining units and drywall and painting are complete in seven of the remaining units. The concrete floor overlay for the remaining units was completed the first of June. The remaining wallboard and painting and floor covering are scheduled for completion the third week of June. Additional work has extended the completion date to mid-July.

Fifteen (15) units are to be completed in the first phase and the remaining twenty-one (21) units in the second phase. The second phase of work will be completed when THA does its RAD conversion for the property. The second phase will incorporate items identified in this assessment, as well as the remaining twenty-one (21) first-floor units.

4. OTHER PROJECTS

4.1 AG Program

6615 Puget Sound has been listed and an offer was accepted. The sale is expected to close in July.

4.2 LASA Supportive Housing Project

THA issued a Notice to Proceed effective June 9, 2014, to Pavilion Construction. The estimated construction timeframe was nine (9) months. The Project completion date was extended through Change Orders and is on schedule:

Construction Start	June 2014
Temporary Certificate of Occupancy	May 5, 2015
Certificate of Occupancy	June 8, 2015

4.2.1 Construction

Final HVAC testing is being conducted. Pavilion Construction has scheduled Final Completion and Turn-over for June 8, 2015.

4.2.2 *Property Management & Lease-up*

THA is contracting with REIS property management company to provide services for Prairie Oaks. LASA is working with Access Point 4 Housing on referrals and lease-up.

4.3 Construction Management Services for the City of Tacoma

The contract with the City is in effect. Staff continue to make site visits and complete reports for the projects.

4.4 THA 902 Administration Building Tenant Improvement Project

Phase 1A is complete and staff have moved into their new office space on June 15th. Stetz Construction has started demolition activities for Phase 1B.

4.5 Market Rate Scattered Sites

Construction at 1211 Trafton has been completed. An offer was made and accepted for the asking price of \$199,000. THA invested \$25,244 in renovations. The net gain, after paying \$18,500 in closing costs, is estimated to be \$180,520.60.

Four scattered site units will be renovated by MAD. Construction began the week of June 8th.

Inspections have been completed for 1225 Trafton, a 5 BR property. Quotes for repairs are being solicited. Repairs are estimated to be below \$10,000 and \$220,000 is the projected sales price.

4.6 Consulting and Community Engagement

The Design Studio conducted by UWT for Trinity Presbyterian Church, Life Changing Ministries and the Salvation Army is complete. All three agencies were positive about this experience and found designs they would like to investigate more carefully.

The combination of the business plan and design was submitted as a student project to the Bank of America Affordable Housing Competition for a May competition and was the winner of the competition based on design community outreach and financial feasibility. Following the competition, several students expressed how educational working on this project with THA had been and were more interested in working on affordable housing projects because of the experience.

The Salvation Army hosted a celebration for the students at Bay Terrace and viewed the work students completed to progress the project.

4.7 RED Put-Backs

Rainbow International is the successful bidder for the Meth Put-Back project at 4032 East Q Street. Repairs are in process, on schedule, and projected for completion on June 22, 2015.

5. DEVELOPMENT PIPELINE PROJECTS

5.1 Intergenerational Housing at Hillsdale Heights

The Many Lights Foundation (MLF) continues work on this project and was approved for a predevelopment loan with IMPACT capital. THA staff assisted with the predevelopment budget for this project and will continue the discussions with MLF about a joint development where THA would own the units and master lease to the MLF. They are open to this concept.

5.2 Hilltop Lofts

The Schematic Design phase of the project was completed in early December. Staff and the A&E team are working on scope changes to keep the project within a financeable budget. We have learned that the design will require that commercial wage rates be paid, which increases the project cost significantly. Staff is evaluating options for proceeding with this development. Once these options are more clearly defined, a follow-up public meeting will be scheduled. Staff submitted a Stage 1 funding application to the Department of Commerce on December 15, 2014, requesting \$3 Million from the Housing Trust Fund.

5.3 Valhalla Hall

On February 17, 2015, the City of Tacoma Community and Economic Development Department issued an RFP for a developer for its Valhalla Hall adaptive reuse project. THA formed a team with Walsh Construction (WCC) and CSG Financial Advisors and submitted a proposal to the TCRA on March 31, 2015. The proposal scored well and the team was selected to interview for the project which was held on May 26, 2015. TCRA expects to have a decision by July 2015. THA's role will be that of the developer with WCC as the GCCM and CSG as the financial advisor.

5.4 Acquisition

5.4.1 THA executed a Purchase and Sale agreement for the Outrigger Apartments at 6102 6th Avenue, Tacoma on April 30, 2015. Staff is initiating the due diligence process.

5.4.2 Staff submitted a proposal to purchase Key Bank at Hilltop. THA continues to talk with Key Bank about this proposal.

- 5.4.3 THA entered into a Managing Member Interest Purchase and Sale Agreement on May 8, 2015, to acquire the managing member interest in MLK New Look LLC. At this time, staff is working with representatives from NEF on a revised operating agreement and also TCRA and WCRA about revisions to the long term debt on this property.

Due diligence, including re-evaluating the condition of the property, has begun.

6. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of June 1, 2015, for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
2010 CFP	\$2,345,627	7/15/10	\$2,345,627	100%	7/14/12	\$2,345,627	100%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$1,721,353	100%	8/2/13	\$792,729.96	46%	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
CFCF	\$1,881,652	8/3/11	\$1,881,652	100%	8/2/13	\$1,849,510.76	98%	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	\$1,026,920	100%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$128,701	100%	3/11/14	\$128,701	100%	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	\$322,158	100%	9/18/15	\$322,158	100%	9/8/17
2013 CFP (2 nd R)	\$1,015,495	9/9/13	\$1,015,495	100%	9/18/15	\$1,015,495	100%	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	\$454,098	52%	5/12/16	\$163,920	18%	5/12/18
2015 CFP	\$1,846,052	4/13/15	\$0	0%	4/12/17	\$0	0%	4/12/19
2015 CFP (2 nd R)	\$813,451	4-13-15	\$0	0%	4-12-17	\$0	0%	4-12-19

CLIENT SERVICES



TACOMA HOUSING AUTHORITY

DATE: June 24, 2015

TO: THA Board of Commissioners

FROM: Greg Claycamp
Client Services Department

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.

SECTION ONE: COMMUNITY SERVICES

FROM: Mia Navarro
Community Services Division

1. NUMBER OF PEOPLE AND HOUSEHOLDS SERVED

1.1 Program Entries, Exits, and Unduplicated Number of Households Served

May 2015	Program/ Caseload Entries this Month	Program/ Caseload Exits this Month	Unduplicated Number Served (Month)	Unduplicated Number Served (YTD)
General Programs				
Case Staffing	9	7	26	58
Families in Transition (FIT)	1	3	25	33
Family Self Sufficiency (FSS)	3	2	121	126
General Services	7	4	16	48
Hardship	1	1	9	16

May 2015	Program/ Caseload Entries this Month	Program/ Caseload Exits this Month	Unduplicated Number Served (Month)	Unduplicated Number Served (YTD)
Housing Opportunity Program (HOP) Case Management	2	1	10	15
Education Project				
Children's Savings Account (CSA)	N/A	N/A	N/A	N/A
McCarver	0	0	35	39
Scholar Incentive Program (SIP)	N/A	N/A	N/A	N/A
College Housing Assistance Program (Quarterly Data)*	2	0	10	10
Elderly & Disabled				
Elderly & Disabled	42	0	42	66
DEPARTMMENT TOTAL	67	18	294	411

1.1.1 College Housing Assistance Program (CHAP)

The CHAP collaboration with Tacoma Community College (TCC) launched in fall 2014. The program intends to provide stable, subsidized housing to homeless students who are in good standing at TCC, with the voucher available for up to three years. Twenty-five (25) vouchers are allocated for the program. TCC identifies candidate students for the program, and provides all supportive services for the program.

Utilization has increased slightly since the May numbers reported above. There are currently thirteen (13) students housed, and twelve (12) students shopping. While all twenty-five (25) vouchers are allocated, students appear to be encountering a number of challenges to utilizing them.

These challenges include:

- Landlords do not accept the vouchers because student income is still too low relative to rent burden
- Students find the rent burden too expensive. (CHAP uses the HOP rent calculation)
- Move-in costs remain prohibitive

THA and TCC staff are meeting quarterly to review data and address concerns. It is likely that THA will propose changes to the model for the 2015-2016 academic year.

2. CLIENT STORIES

2.1 Education Project

The names are fictitious.

The Davis family joined the McCarver Special Housing Program in 2011. They had been living in a state of crisis for an extended period of time prior to their acceptance in the program. Mom, Esther, was moving with her three children from shelter to shelter in California after being involved in a relationship with domestic violence. She met Frank and his two children, who were also without a steady home. The combined family moved to Washington State where they could stay with family in a small one-bedroom apartment. However, given the overcrowding, they didn't stay long in one place and were seeking some stable housing when they learned about the program.

Since joining the program, both parents have made impressive progress, despite ups and downs. Initially, Frank found work as a full-time mail carrier at Postal Express until he was hurt on the job. While working at Postal Express, Frank received his Commercial Driver's License (CDL). He was busy with appointments to meet his medical needs. Though he was receiving short-term disability payments after his injury, they were insufficient to meet his family's needs. He became frustrated and began working with THA's employment specialist. His determination to improve his situation led to his being hired at Pepsi in April of 2015. He works full time with a living wage and receives full medical benefits.

In the meantime, Esther is a stay-at-home mother, caring for the couple's baby full time and the other five children except when they are in school. During her time in the McCarver Program, she pursued her own education with online classes. She just completed her Associates Degree from The University of Phoenix in May of 2015. She plans to start her bachelor's degree program in the winter and has already signed up for courses. Though the family struggled during Frank's period of unemployment and was unable to pay their expected rent, they were able to stay stable and focused on school and the children because they received a hardship that covered their rental payments.

The six children, who range from 7th grade to a baby, are consistently doing well in school. The caseworker is working closely with Esther to try to get her into a part-time job so that she may have some job skills when she graduates with her Bachelor's degree.

2.2 General Services

The following is a reflection statement from a Family in Transition Program family who graduated this month.

The summer of 2012 marked the beginning of an immensely stressful period for my family. Having already undergone 2 MAJOR surgeries that year, the second just a week prior, my now ex-husband and I separated. I still had one more surgery to go before the end of the year. Suddenly I was left with 3 young children, ages 1, 2 and 7 years old. We had to move out of our family home and had no permanent home into which we could move. We moved 4 times in the 11 months that followed and my daughter went to 2 new schools. Our 3rd move was from a Domestic Violence shelter home to the currently abandoned house in which we had lived prior to my divorce. Despite the state-obtained court order for child support, my ex-husband moved to another state and continues to pay no support. We lived in the house he had left behind, for 6 weeks. The furnace caught on fire from a short in the ignition control circuit board. Fortunately that only meant we didn't have heat. We still had food and we had shelter... which was extremely unstable and temporary at best.

When we moved into our current home a year and a half ago, signing the lease was a very big moment for us. For me, it meant I didn't have to worry about moving again any time soon. It meant I could enroll my daughter into one school and she could stay there. It meant I no longer had to worry about where we would live after we moved out of the next place we were going to move into. It meant that a huge portion of the gut-wrenching stress was now eliminated. Establishing that stability has had tremendous benefit for my family's mental and emotional wellbeing. My oldest son was finally able to potty train. I was able to keep my old job and pay bills again. My kids could sleep on real beds instead of air mattresses.

I know there are hundreds of families (if not more) in the Tacoma area that are in need of housing and on a waiting list. I know we were extremely lucky to have been given the opportunity to participate in the FIT Program, to have stable housing and access to a wealth of resources from compassionate and caring community members and programs.

Educational opportunities including the Positive Parenting classes are a valued blessing. I learned a great deal of useful, family dynamic changing skills during that class and I have since been able to build upon them to improve the health and function of my household. We are not a perfect family, but we are a loving one, and we are better at it because of the opportunity provided.

There are many twists and turns in life and unexpected events, like our car accident this last summer. Regardless, knowing that we have a home to return to every night is such a major blessing. With so many things to worry about including spinal injuries, eye glasses and braces for the kids, doctor appointments, dentist appointments, physical therapy, MRI's and X-Rays, nerve studies, housing appointments, the loss of a car that gave its life protecting my children, replacing and repairing the car, and constant pain, the FIT Program has been an answer to our prayers. I'm extraordinarily grateful for that. I have seen the hand of God at every step of our journey thus far as He provides for our needs when we can see no other means of provision. I don't always know where we will find the means to do what we need to do, but God does and I will not give up striving for progress towards attaining self-sufficiency for my precious family.

After a year and a half of participation in the FIT program, I don't have a lot to show for it as far as financial success. What I do have is access to resources to help me care for my family until I am able to on my own. I have a tremendous amount of hope and faith that the future CAN and WILL be brighter. I have immeasurable peace that is only possible once our most basic human needs are met. My children have that as well, and THAT is invaluable. Therefore, I have a profoundly grateful and humbled heart.

SECTION TWO: RENTAL ASSISTANCE AND LEASING

FROM: Julie LaRocque
Rental Assistance Division

Housing Choice Voucher utilization is reported at 100% for the month of May 2015.

The Rental Assistance Division is currently working on opening the HOP waiting list. The date of the opening is scheduled for July 13, 2015. As with the last opening, all applications will be accepted through THA's online system. The Rental Assistance and Leasing department is working with marketing and planning on staffing a phone bank and support for clients needing help with the application process.

Below is a breakdown of the utilization of THA's special programs and project based vouchers:

Program Name	Units Allocated	Units Leased and Shoppers
VASH (Veterans Administration Supportive Housing)	168	153
NED (Non Elderly Disabled) Vouchers	100	95
FUP (Family Unification Program)	50	43
McCarver Program	50	33
CHAP (College Housing Assistance Program)	25	25
CHOP (Child Welfare Housing Opportunity Program)	20	18
TOTAL	413	367

Project-Based Properties	Units Allocated	Units Leased and Shoppers
Bay Terrace	20	20
Eliza McCabe Townhomes	10	9
Flett Meadows	14	11
Guadalupe Vista	40	38
Harborview Manor	125	122
Hillside Gardens	8	7
Hillside Terrace	9	9
Nativity House	50	49
New Look Apts.	42	41
Pacific Courtyards	23	16
Salishan 1-7	340	327
Tyler Square	15	13
TOTAL	696	662

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-25 (1)

Date: June 24, 2015
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Architectural & Engineering (A&E) Services for RAD

Background

This resolution would authorize the executive director to negotiate a contract, and if those negotiations are successful, to execute a contract with a firm for architectural and engineering services (A&E) for THA's RAD conversion. The Board will recall that the RAD conversion will have THA trade in its public housing subsidies for section 8 subsidies. As part of this conversion THA will fix up its entire portfolio.

On May 19, 2015, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing these A&E services. The A&E team will provide limited professional Architectural and Engineering in conjunction with a General Contractor/Construction Manager (GCCM).

THA posted the RFQ on the Washington Electronic Business Solutions, the Bluebook, and THA's website on May 19, 2015. Notices were also sent to previous RFP holders of record.

THA hosted a pre-submittal conference on May 27, 2015. The RAD Project Team reviewed the scope of work and the RFQ process at the pre-submittal conference. Eleven (11) firms attended the conference. THA answered questions via an addendum to the RFQ.

THA received seven (7) responsive proposals by the deadline of June 9, 2015.

An evaluation team, comprised of three (3) THA staff, reviewed and scored the proposals according to the evaluation criteria listed in the RFQ. The committee completed the first stage of the review process and determined that three (3) firms would advance to the second stage of the review - the oral interviews. A maximum of one hundred (100) points were available. Points were organized into four (4) primary sections, with proposals scored on several factors, including:

1. Organizational and Staff Capacity (30 Points);
2. Approach and Response to Scope of Services (25 Points);
3. Demonstrated Success for Similar Projects (25 Points); and,
4. Interview and References (20 Points). This section was only for the three (3) firms selected for interviews.

After the oral interviews, the evaluation team voted unanimously in favor of proceeding with contract negotiations with the firm of Casey+DeChant Architects. The evaluation scores are as noted below:

Firm	Panelist 1					Panelist 2					Panelist 3					Average				
	1	2	3	4	T	1	2	3	4	T	1	2	3	4	T	1	2	3	4	Total
Casey+DeChant Arch	29	25	25	18	97	29	24	25	18	96	28	24	21	17	90	28.67	24.33	23.67	17.67	94.33
Innova Architects	27	24	24	19	94	25	23	24	19	91	21	16	18	17	72	24.33	21.00	22.00	18.33	85.67
GGLO Design	24	21	21	17	83	23	21	22	17	83	28	22	22	18	90	25.00	21.33	21.67	17.33	85.33
Environmental Works	27	15	23		65	24	23	20		67	21	15	10		46	24.00	17.67	17.67	0.00	59.33
Helix Design Group	26	20	22		68	24	20	20		64	21	10	12		43	23.67	16.67	18.00	0.00	58.33
Tonkin Architecture	26	15	19		60	24	18	18		60	20	8	18		46	23.33	13.67	18.33	0.00	55.33
Studio 19 Architects	22	15	15		52	22	19	19		60	20	15	8		43	21.33	16.33	14.00	0.00	51.67

Recommendation

Approve Resolution 2015-6-24 (1) authorizing THA's Executive Director to negotiate and, if those negotiations are successful, award a contract for the Architectural and Engineering Services for the RAD Conversion Project in an amount not to exceed \$500,000 for the predevelopment phase of work to Casey+DeChant Architects. If staff is unable to negotiate a contract with the highest ranking firm, provide authorization for THA's Executive director to negotiate and award a contract with the second highest ranking firm of Innova Architects.



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (1)

AWARD OF CONTRACT FOR A & E SERVICES FOR RAD PROJECT

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

WHEREAS, May 19, 2015, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for 1120/1124 Martin Luther King Jr. Way, Tacoma, WA; and

WHEREAS, The RFQ was posted on the Washington Electronic Business Solutions, Bluebook, and THA's website on August 1, 2014; and

WHEREAS, Seven (7) firms submitted proposals by the deadline of June 9, 2015, seven (7) were deemed responsive; and

WHEREAS, An evaluation team, composed of three (3) THA staff reviewed and scored the proposal according to evaluation criteria listed in the RFQ; and

WHEREAS, The evaluation team voted unanimously in favor of proceeding with contract negotiations with Casey+DeChant Architects; now, therefore, be it

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

Authorizes THA's Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the RAD Conversion Project in an amount not to exceed of \$500,000 to Casey+DeChant Architects. Executive Director may negotiate and award a contract with the second highest ranking firm of Innova Architects if contract negotiations with the highest ranking firm fail.

Approved: June 24, 2015

Stan Rumbaugh, Chair

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-25 (2)

Date: June 24, 2015

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Authorization to award RAD Conversion Project General Contractor/Construction Manager Services

Background

This resolution would authorize the executive director to negotiate, and if those negotiations are successful, executive a contract for predevelopment General Contractor/Construction Management Services (GCCM) for the RAD conversion project. The Board will recall that the RAD conversion project will have THA trade in its public housing subsidies for section 8 subsidies. As part of this conversion, THA will fix up its entire portfolio.

On May 19, 2015, Tacoma Housing Authority (THA) staff issued a Request for Proposals (RFP) from firms interested in providing these predevelopment GCCM services. The scope of the work includes pre-construction, construction management and general contractor services.

THA posted the RFP on the Washington Electronic Business Solutions, the Bluebook, and THA's website on May 19, 2015.

THA hosted a pre-submittal conference on May 27, 2015. The Project team reviewed the scope of work and the RFP process at the conference. Five (5) firms attended the conference. Questions were answered via an addendum.

THA received one (1) responsive proposal by the deadline of June 9, 2015.

An evaluation team, comprised of three (3) THA staff, reviewed and scored the proposals according to the evaluation criteria listed in the RFQ. The committee completed the first stage of the review process and determined that the one proposal would advance to the second stage of the review - the oral interviews. A maximum of one hundred (100) points were available. Points were organized into six primary sections, with proposals scored on several factors, including:

1. Firm Experience (15 Points);

2. Record of Safety (15 Points);
3. GCCM Project Team (15 Points);
4. Project Approach (20 Points);
5. Fee Proposal (15 Points); and
6. Utilization plans for Targeted Business, Section 3 and Incorporation of Apprenticeship/Training Programs (20 Points).

After the oral interviews the evaluation team voted unanimously in favor of proceeding with contract negotiations with the firm of Walsh Construction. The evaluation scores are as noted below:

Firm	Panelist 1							Panelist 2							Panelist 3							Average						
	1	2	3	4	5	6	T	1	2	3	4	5	6	T	1	2	3	4	5	6	T	1	2	3	4	5	6	Total
Walsh Const	15	15	15	20	14	20	99	15	15	15	20	15	20	100	15	15	15	20	15	18	98	15	15	15	19	15	19	98

Recommendation

Approve Resolution 2015-6-24 (2) authorizing THA's Executive Director to negotiate and if those negotiations are successful, award a contract for the General Contractor/Construction Manager services for the RAD Conversion Project in an amount not to exceed of \$100,000 for the predevelopment phase of work to Walsh Construction.



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (2)

AWARD A CONTRACT FOR PREDEVELOPMENT GCCM SERVICES FOR RAD PROJECT

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

WHEREAS, On May 27, 2015, Tacoma Housing Authority (THA) staff issued a Request for Proposals (RFP) from firms interested in providing construction management and general contractor services for the RAD Conversion Project; and

WHEREAS, The RFP was posted on the Washington Electronic Business Solutions, the Bluebook, and THA's website on May 19, 2015; and

WHEREAS, One firm submitted proposal by the deadline of June 9, 2015, and was deemed responsive; and

WHEREAS, An evaluation team, composed of three (3) THA staff reviewed and scored the proposal according to evaluation criteria listed in the RFQ; and

WHEREAS, The evaluation team voted unanimously in favor of proceeding with contract negotiations with Walsh Construction; now, therefore, be it

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

Authorize THA's Executive Director to negotiate, and if those negotiations are successful, award a contract for the Construction Manager/General Contractor Services for the RAD Conversion Project in an amount not to exceed \$100,000 with Walsh Construction.

Approved: June 24, 2015

Stan Rumbaugh, Chair

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (3)

DATE: June 24, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of tenant account receivable write offs

Background

THA has established a process of writing off tenant accounts receivable bad debt. THA incurs this bad debt when a program participant leaves the public housing or Housing Choice Voucher program owing a balance. The debt may arise from excessive damage to a unit, unpaid rent, or tenant fraud/unreported income. There are also instances where a property owner is overpaid rental assistance payments and the owner has not repaid THA for this amount.

Until THA writes off tenant accounts receivable balances as a bad debt, these balances stay on the active tenant ledger in THA's accounting system and General Ledger (GL). The receivable balance also remains as part of THA's tenant receivables that is reported to HUD the year-end financials. The debt will stay in THA's receivable balance until it is written off and assigned to the collection agency for collection purposes. THA receives 50% of any proceeds that the collection agency recovers.

THA has notified each individual of his or her debt included in this write off. THA mailed two notices to the last known address of the individual. These notices provide the opportunity for the individual to pay the debt or enter into a repayment agreement with THA. Sending a tenant to collections is the last resort for THA to collect the tenant debt.

Some accounts included in this resolution will not be sent to collections because the tenants have passed away. Those accounts are indicated with asterisks (*) below.

Recommendation

Approve Resolution 2015-6-24 (3) authorizing THA to write off tenant accounts totaling:
\$70,659.37

RESOLUTION 2015-6-24 (3)

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

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount to THA; and

WHEREAS, Each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution; therefore, be it

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

1. Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Collection Status	M-O Project #	Client #	Balance
W-O Collect		00000225	\$85.67
	N G Street	00130850	\$609.11
		00146364	\$1,111.58
		<i>Subtotal</i>	<i>\$1,806.36</i>
		00004775	\$1,519.96
	6th Ave	00006640	\$529.40
		00143069	\$214.41
		<i>Subtotal</i>	<i>\$2,263.77</i>
	Dixon Village	00144619	\$2,943.05
		xx001002	\$1,042.50
		xx001017	\$509.80
		XX001058	\$2,222.22
	Salishan VII	xx001071	\$2,741.78
		xx001075	\$2,286.50
		xx001088	\$725.00
		<i>Subtotal</i>	<i>\$9,527.80</i>
	S M Street (EB Wilson)	00005805	\$404.12

	00000895	\$89.42	
S Fawcett	00128184	\$2,289.49	
	Subtotal	\$2,378.91	
S Wright Street	00000313	\$44,033.27	
S Lawrence Street (Ludwig)	00120522	\$369.00	
	134446	\$1,021.00	
Section 8	717614	\$1,124.00	
	716333	\$3,566.00	
	Subtotal	\$5,711.00	
W-O No Collect *	N G Street	00117748	\$44.21
	S M Street (EB Wilson)	00125714	\$199.66
		00103289	\$101.26
	S Wright Street	00119882	\$134.08
		Subtotal	\$235.34
	S Lawrence Street (Ludwig)	00005117	\$742.88
	Grand Total		\$70,659.37

Approved: June 24, 2015

Stanley Rumbaugh, Chair

* Uncollectable accounts where tenant is deceased, bankruptcy or old balance under \$30.00

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (4)

DATE: June 24, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Scattered Site Public Housing Disposition

Background

This resolution authorizes the Executive Director to dispose of the agency's thirty-four (34) single-family public housing units. THA seeks to sell them to their low-income occupants or to other low-income households in Tacoma. With the Board's approval, THA submitted an application to HUD in April for permission to do this.. HUD is expected to approve the application by the end of July. Currently, THA is preparing a Request for Proposals (RFP) to procure a homeownership agency to assist with the counseling and sale of the homes.

There are several reasons to sell. Most of them relate to money. There are other factors to consider as well, including the effect on present residents. This memo discusses those reasons and factors below. In summary, THA seeks to sell the homes for three (3) main reasons:

1. The sale of the single-family homes is a chance to provide homeownership opportunities to low-income families. About ninety-three (93) families in the portfolio (7%) and two hundred and four (204) families in the Section 8 program (5%) have incomes within the low-income bracket of 50% to 80% of A.M.I. That is low enough to qualify but high enough to afford the purchase. Another one hundred and sixteen (116) families on the THA's current waitlists fall within this range. THA would partner with a homeownership agency such as Home Sight, Habitat for Humanity or the Homeownership Center. Such partners would counsel families, prepare those who are interested for homeownership and help them finance the purchase. The City also has a strong down payment assistance program for low-income first time purchasers.
2. The single-family homes are expensive to manage and maintain, for two reasons: **First**, they are scattered widely. **Second**, THA's property management structure and skills are suited for apartment buildings and closely situated properties. Single-family homes and their different systems and needs make them harder for THA to manage.
3. THA would benefit from the projected \$3 million the sale would provide. Investment in the rest of the portfolio is an example of how THA could use of these proceeds.

Here are some further factors pertinent to the decision to sell these homes:

Effect on Residents of the Homes:

The sale may be a valuable chance for a current resident to buy the home they have been renting. They would have the right of first purchase. If the household is not interested in buying or if it cannot afford the purchase, the sale of the home will displace the household. THA will rehouse them in one of two ways. **First**, THA will transfer the household to another part of its public housing portfolio. **Second**, THA will give them a tenant-based housing voucher that will help pay the rent on a home or apartment the family finds in the private rental market. Many residents may favor the voucher for the ability it allows the family to choose its home and to move with the subsidy. THA will provide relocation assistance including financial assistance and counseling.

Effect on Portfolio:

Selling these homes will remove some of THA's larger units, as discussed with the Board in November, 2014. They are primarily three bedroom homes, which constitute 30% of THA's portfolio. They also include a few homes with 2, 4 and 5 bedrooms. Here is a breakdown of THA's portfolio by bedroom size and the size units needed for THA's waiting list and the units the city needs. These data show that, even after the sale, THA's stock of three-bedroom units is significantly higher proportionately than the overall demand for such units in the City or on its waiting list. THA's stock of larger units seems about right.

Bedrooms	Percent of Waitlist	PH Single family homes	Added to Portfolio via Bay Terrace	Total Units	% of Portfolio	After Disposition	% of Portfolio
1 Bedroom	45%	0	26	416	33%	416	34%
2 Bedroom	35%	1	30	389	31%	388	32%
3 Bedroom	14%	25	14	383	30%	358	29%
4 Bedroom	4%	6	0	52	4%	46	4%
5 Bedroom	1%	2	0	22	2%	20	2%
6 Bedroom	0%	0	0	1	0%	1	0%

Three, four, and five bedroom units primarily house families with five or more members. According to the 2010 Census data for the City of Tacoma, there are roughly 7,900 families, or 10% of Tacoma's population, with five or more members. The majority of these families (6,293) are five or six member households, most likely qualifying for three-bedroom units. In summary, the sale will leave THA with an adequate number of larger size units. Additionally, the market study for Bay Terrace Phase 2 on June 13, 2014, recommended a unit mix of 12% three-bedroom units. The current unit mixes we are considering for this next phase all have a higher percentage of three-bedroom units than called for in the market study.

Sale Price

The home prices for the thirty-four (34) homes will range from \$100,000 – \$140,000. THA estimates a conservative net of \$100,000 per home after rehabilitation costs and sharing up to 10% of the proceeds with the respective homeownership organization. THA estimates roughly \$3,000,000 in net proceeds.

Recommendation

Approve Resolution 2015-6-24 (4), authorizing the Executive Director to dispose of the thirty-four (34) public housing scattered sites as affordable homeownership opportunities.



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (4)

SCATTERED SITE PUBLIC HOUSING DISPOSITION

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

WHEREAS, THA does not receive enough money from the Public Housing Capital Funds program or rents to adequately maintain the public housing portfolio, especially the single family scattered sites; and

WHEREAS, Managing those scattered single-family homes imposes a disproportionate burden on THA's property management capacity, which is better suited for managing apartment building or townhomes communities; and

WHEREAS, THA is committed to investing in the remaining existing housing portfolio and could use the proceeds of sale to do so; and

WHEREAS, The Board of Commissioners approved a Section 32 disposition application to HUD in November, 2014; and

WHEREAS, Selling these homes to low-income families provides them with a valuable and affordable chance at homeownership; and

WHEREAS, THA is also prepared to offer residents who do not purchase their homes housing in other parts of THA's portfolio or a tenant-based housing voucher; therefore, be it

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 dispose of the thirty-four (34) single family scattered site public housing homes.

Approved: June 24, 2015

Stanley Rumbaugh, Chair