



# **TACOMA HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS**

**BOARD PACKET**

**October 12, 2011**



# TACOMA HOUSING AUTHORITY

Michael Mirra  
Executive Director

## BOARD OF COMMISSIONERS

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

## Regular Meeting BOARD OF COMMISSIONERS

**WEDNESDAY, October 12, 2011**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, October 12, 2011 at 4:00 PM**

The meeting will be held at:

**Bergerson Terrace, Community Room**  
5317 S. Orchard St.  
Tacoma, WA Tacoma, 98467

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

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I, Christine Wilson, certify that on or before Friday, October 7, 2011, 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	602 Oaksdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

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

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Christine Wilson  
Executive Administrator



# TACOMA HOUSING AUTHORITY

**AGENDA  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
OCTOBER 12, 2011, 4:00 PM  
BERGERSON TERRACE, COMMUNITY ROOM  
5317 S. Orchard St**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
  - 3.1 Minutes of August 24, 2011 Annual meeting
  - 3.2 Minutes of August 24, 2011 Regular meeting
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
- 6. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 7. ADMINISTRATION REPORTS**
  - 7.1 Finance
  - 7.2 Real Estate Management and Housing Services
  - 7.3 Real Estate Development
  - 7.4 Community Services
  - 7.5 Human Resources
- 8. NEW BUSINESS**
  - 8.1 THA Resolution 2011-10-12 (1), Moving to Work 2012 Resolution
  - 8.2 THA Resolution 2011-10-12 (2), Management of the Voucher Waitlist
  - 8.3 THA Resolution 2011-10-12 (3), Management of the Public Housing Waitlist
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

# MEETING MINUTES



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES ANNUAL SESSION WEDNESDAY, August 24, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 24, 2011.

### 1. CALL TO ORDER

Vice Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:04 PM.

### 2. ROLL CALL

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

#### PRESENT

#### ABSENT

#### Commissioners

Arthur Banks, Chairman  
Janis Flauding, Vice Chair

Ken Miller, Commissioner

Greg Mowat, Commissioner  
Stanley Rumbaugh, Commissioner

#### Staff

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Ken Shalik, Finance and Administration Director  
April Davis, REMHS Director

Barbara Tanbara, Human Resources Director  
Nancy Vignec, Community Services Director

Walter Zisette, RED Director

Chairman Banks declared there was a quorum present @ 4:05 and proceeded.

**3. DESIGNATED EXECUTIVE DIRECTOR TO BE TEMPORARY CHAIRPERSON**

Chair Banks called for a motion to designate Executive Director Mirra to be temporary Chairperson for the nomination of chair. Motion made by Commissioner Mowat and seconded by Commissioner Flauding.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. NOMINATIONS FOR CHAIRPERSON**

Temporary Chair Mirra called for nominations for the office of Chair of the board of Commissioners. Commissioner Banks nominated Commissioner Flauding to serve as Chair. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**5. EXECUTIVE DIRECTOR MIRRA RETURNS CHAIR TO CHAIRPERSON**

Executive Director Mirra turned the chair over to Commissioner Flauding.

**6. NOMINATIONS AND VOTE FOR VICE CHAIR**

Chair Flauding called for nominations for the office of Vice Chair for the coming year. Commissioner Rumbaugh nominated Commissioner Mowat to serve as Vice Chair. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None

Absent: 1

**Motion carried**

**7. REMARKS FROM THE NEWLY ELECTED OFFICERS AND EXECUTIVE DIRECTOR**

Vice Chair Flauding thanked the Board for their confidence.  
Executive Director Mirra extended thanks to the Commissioners for their service.

**8. APPOINTMENT TO STANDING COMMITTEES**

Finance Committee – Commissioner Mowat

Real Estate Development Committee – Commissioners Rumbaugh and Miller

**9. BY-LAW REVIEW AND RECOMMENDATION**

There were no recommendations for amendments to the by-laws.

**10. COMMISSIONER ANNUAL CERTIFICATION**

In accordance with section 5.4 of the By-laws, the Board Secretary, Executive Director Mirra, acknowledged receipt from all Commissioners of certification of whether any conflict of interest occurred during the prior calendar year. No conflicts exist in the reported year 2010-2011.

**11. ADJOURNMENT**

There being no further business to conduct at the Board of Commissioners Annual Meeting, Chair Flauding moved to adjourn, Commissioner Rumbaugh seconded the motion. All votes were in favor of adjournment.

The Board of Commissioners Annual Reorganization meeting adjourned at 4:19 PM.

**APPROVED AS CORRECT**

**Adopted:** October 12, 2011

\_\_\_\_\_  
Janis Flauding, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, AUGUST 24, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 E. 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 24, 2011.

### 1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:04 PM.

### 2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair Greg Mowat, Vice Chair Arthur C. Banks	Ken Miller, Commissioner
Stanley Rumbaugh, Commissioner	
<b>Staff</b> Michael Mirra, Executive Director Christine Wilson, Executive Administrator Ken Shalik, Finance Director April Black, REMHS Director	Barbara Tanbara, Human Resources Director Nancy Vignec, Community Services Director
Walter Zisette, RED Director Todd Craven, Administration Director	

Chair Flauding declared there was a quorum present @ 4:19 PM.

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

Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, July 27<sup>th</sup>. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Mowat seconded.



Upon roll call, the vote was as follows:

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

**Motion approved.**

#### **4. GUEST COMMENTS**

Ms. Emily Pierce-North, EB Wilson tenant, commented on her written request for a meeting with the BOC and to exclude Commissioner Flauding from the meeting. ED Mirra reiterated his August 1, 2011 letter responding to Ms. Pierce-North stating that state law would not permit a public board to meet in private as requested or to exclude one of its members.

Next, Marion Bass, Salishan tenant, shared that she needs assistance and direction to pay for work orders generated from her unit. Chair Flauding directed Director Black to assign staff to assist Ms. Bass.

Next, Lisa Miller, Salishan tenant, shared her appreciation for Salishan staff assistance over the past few years; however, Lisa has concerns about the recent lack of a clear explanation of the new processes implemented and would appreciate staff willingness to assist and better communicate with tenants. Some of these communications with staff have left the residents feeling their tenancy is in jeopardy. ED Mirra agreed with Lisa that there needs to be better communication from THA staff about those expectations.

#### **5. COMMITTEE REPORTS**

Real Estate Development Committee – Commissioner Rumbaugh talked about THA’s work on strategic planning related to environmental quality. He would like to see a cost benefit analysis for THA properties related to our surface water management fee and any potential reduction from Tacoma Public Utilities.

Finance Committee – Commissioner Mowat stated he met with Michael and Ken and that the financial reports show that THA continue to be on track for a modest surplus.

## 6. ADMINISTRATIVE REPORTS

### Executive Director

ED Michael Mirra directed the board to his report. He mentioned the strategic planning that is underway. The proposals from those meetings will come to the board by the end of the year. THA will continue the discussions with SHA and KCHA as it relates to the congressional budget and MTW agencies.

### Finance

Director Ken Shalik directed the board to his report. His work on the 2012 budget continues and further adjustments will need to be reviewed.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,487,885 for the month of July, 2011. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

### **Motion Approved**

### Administration

Director Todd Craven noted that this is his first report to the Board as director of the new department. He said that he will report to the board as needed or when they request information.

### Real Estate Management and Housing Services

Director April Black directed the board to her report. Unit turns are stabilizing. She reported that REAC scores have improved from the 2010 REAC inspections. Discussion ensued about the former practice to begin preparing for REAC inspections in July, Director Black added that staff will prepare for REAC throughout the year so it does not have to catch up at the end. Property Manager Tehani Bowman added that teams have been formulated to conduct pro-active inspections. Director Black added that during tonight's discussion of the ACOP and Admin Plan resolutions, the waitlist chapter has been removed temporarily to provide an additional comment period. This chapter is scheduled to come before the board at their October board meeting.

**Real Estate Development**

Director Walter Zisette directed the board to his report. Discussion ensued regarding tonight’s resolution, Architectural & Engineering (A&E) Services for THA Administrative Offices Space Study and Design – Contract Amendment. The discussion determined that this resolution needs further discussion with the board’s development committee to help it address Commissioner Miller’s remaining questions. Staff will convene those discussions and bring the matter back to the board in October. Director Zisette added that THA will learn the 1<sup>st</sup> week of December funding awarded for Hillside Terrace.

**Community Services**

Education Manager Michael Power reported for Director Vignec and directed the board to her report. He announced the new McCarver Elementary caseworkers hired for the program. He stated that families are currently applying to participate in this program and utilizing THA vouchers to locate housing for their families within the McCarver Elementary service area. EM Powers also reported the mural at Bergerson Terrace has been completed adding that the Bergerson children contributed to the design of the mural.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

**8.1 RESOLUTION 2011-08-24 (1), CERTIFICATIONS OF COMPLIANCE WITH REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE ANNUAL MOVING TO WORK PLAN AMENDMENT**

**Annual Moving to Work Plan  
Certifications of Compliance**

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban

Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out it review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost



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

1. Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan as amended with the exception of Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24<sup>th</sup> day of August, 2011.

Commissioner Rumbaugh motioned to amend table 1 in the resolution, Criminal background screening for households members language from “THA will screen all household members over the age of 16” to read “THA will screen all household members age 16 and older”. Commissioner Banks seconded the motion.

Commissioner Banks motioned to approve the resolution as amended. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

**Approved:** August 24, 2011

\_\_\_\_\_  
Janis Flauding, Chair

### **8.3 RESOLUTION 2011-08-24 (3), ADOPTION OF THA ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**Whereas,** The Admissions and Continued Occupancy Plan (ACOP) relates to the administration of the Public Housing program and is required by HUD

**Whereas,** The ACOP is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA’s Moving to Work Plan

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

1. Approve Resolution 2011-8-24 (3) authorizing THA to adopt the amended ACOP excluding Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24<sup>th</sup> day of August, 2011.

Commissioner Rumbaugh motioned to amend table 1 in the resolution, Criminal background screening for households members language from “THA will screen all household members over the age of 16” to read “THA will screen all household members age 16 and older”. Commissioner Banks seconded the motion.

Commissioner Banks motioned to approve the resolution as amended. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

**Approved:** August 24, 2011

\_\_\_\_\_  
Janis Flauding, Chair

#### **8.4 RESOLUTION 2011-8-24 (4), AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS**

**Whereas**, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institution;

**Whereas**, This resolution does that and replaces Resolution 2010-8-25(2), which had authorized previous offices as signers; and

**Whereas**, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts:

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA  
HERITAGE BANK

KEY BANK  
J.P. MORGAN CHASE BANK  
U.S. BANK  
THE BANK OF NEW YORK MELLON TRUST CO.  
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

***Be it further resolved*** that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Janis Flauding	Chair _____
Greg Mowat	Vice Chair _____
Michael Mirra	Executive Director _____
Kenneth Shalik	Director of Finance _____
Duane Strom	Finance Manager _____

***Be it further resolved*** that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

***Be it further resolved*** that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24<sup>th</sup> day of August, 2011.

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

Upon roll call, the vote was as follows:

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

**Approved:** August 24, 2011

\_\_\_\_\_  
Janis Flauding, Chair



**8.5 RESOLUTION 2011-08-24 (5), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT**

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

**Whereas,** The first focus of work is the 902 S L Street building;

**Whereas,** The BOC authorized a Not to Exceed amount of \$95,000 for work that included a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area;

**Whereas,** Based on the final conceptual plans the total amount for the design and engineering is \$144,903;

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

Approve Resolution 2011-8-24 (5) authorizing the Executive Director to increase the contract amount by \$53,260 for a total amount not to exceed of \$144,903 to cover the additional A&E work

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24<sup>th</sup> day of August, 2011.

**Commissioner Rumbaugh moved to remove this resolution for consideration. Commissioner Banks seconded the motion. Resolution will be brought back to the board in October.**

Upon roll call, the vote was as follows:

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

**Approved:**

\_\_\_\_\_  
Janis Flauding, Chair

**9. COMMENTS FROM COMMISSIONERS**

None

**10. EXECUTIVE SESSION**

None

**11. ADJOURNMENT**

There being no further business to conduct, Commissioner Mowat moved to adjourn, and Commissioner Rumbaugh seconded the motion. All voted in favor. The meeting adjourned at 5:45 PM.

**APPROVED AS CORRECT**

**Adopted:** October 12, 2011

\_\_\_\_\_  
Janis Flauding, Chair

Finance Committee  
*Commissioner Mowat*

Real Estate and Development Committee  
*Commissioner's Miller and Rumbaugh*

# EXECUTIVE DIRECTOR REPORT



# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

Date: October 12, 2011  
To: THA Board of Commissioners  
From: Michael Mirra, Executive Director  
Re: Executive Director's Report: October 2011

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This is my monthly report for October 2011. The Departments' reports supplement it.

## 1. BUDGET PROCESS

As you know we are heading for the Board's adoption of THA's FY 012 budget in December. We will not know our federal funding levels until Congress passes its own budget. We do know the various proposals from the House and Senate. We have been watching them carefully. They help us narrow the possibilities and will help us make some judgments. On September 12, 2011 I sent you the proposals from the House Appropriations Committee.

On September 12, 2011 the Senate Appropriation Committee published its proposal. We have been trying to understand it because it has some complicated language that may affect what each PHA gets.

I attach Ken Shalik's current interpretation of what each of those proposals would do to THA. As you can see, the House proposal would cut about \$ 3 million out of THA's 2011 budget; the Senate would cut about \$1.6 million. The two proposals, once they each pass out of their chamber, then go to a conference committee to work out the differences. The conference committee is scheduled to convene sometime in the next few weeks. Congress's schedule may be delayed by the ongoing dispute over a continuing resolution to keep the government funded pending a final budget.

We are proceeding with our own budget process despite what will likely be prolonged uncertainty about our federal funding. We look forward to continuing discussions with the Board at its regular meetings and its study sessions between now and December. The next study session is on October 14<sup>th</sup> at 2 PM at Salishan. We will ask the Board to devote it to the budget. We anticipate that discussion to cover the following:

- Ken S. will review THA's current budget and its cash reserves.

- He will project what each of the House and Senate proposals will do to our budget and reserves. Perhaps by then we will know more about each.
- We will propose to the Board that we draft our budget using the numbers we derive from the House proposal. That proposal is likely to be the low mark of the possible budgets that will come out of the Congress. Drafting our budget to the House numbers then is a conservative approach even if Congress does not pass a final budget before we have to adopt our own in December.
- Using those House numbers, we will report on what a budget would look like that conforms to those cuts. In doing so, we will also report on savings we have identified.
- We will also ask the Board to decide what amount of our reserves it is willing to spend. We will identify the notable possible uses of reserves in specific amounts so the Board can start thinking about choices.

Here are some possible principles that might usefully govern those choices:

- Our willingness to spend reserves should depend on whether or not we judge our budget to be on a downward slope over the next few years. We may judge, for example, that our budget will stabilize in 2013 either because Congress will decide that it cannot cut more from PHA reserves or because our cost saving measures will fully kick in or because we anticipate other sources of income. If so, it is easier to justify a dip into reserves to get us through. However, if we believe that we will remain on a downward slope for a few years, it makes less sense to spend reserves since that would only delay a reckoning and even then leave us without reserves.
- It is harder to justify a use of reserves on recurring operational expenses. It is easier to justify a use of reserves on either nonrecurring expenses or on expenses that make us more efficient or more effective or that offer a plausible chance of earning us or saving us money, *e.g.*, our MTW planning, building our asset management function, desk manual project, digital dashboard project, development projects, IT improvements.

We already know that our MTW flexibility will be an enormous advantage. Other PHAs without that advantage are now making or planning severe cuts. Yet we need to be cautious. For that purpose, in the meantime, we have begun a soft freeze on filling all vacancies. This means we will consider each vacancy and I will determine whether to fill it. We also have eliminated one position in the development department resulting in a layoff

## **2. STRATEGIC PLANNING**

The eight committees are continuing their work on the performance measures of their assigned strategic objective. I hope the Commissioners who have been able to participate are enjoying the discussions. Our need to devote the Board's study sessions this Fall to budget business instead of strategic planning as we had hoped may delay our schedule a bit. Even so, the strategic discussions should help to inform our budget choices.

**3. POLICY and PROGRAM CHANGES**

This Board meeting will have the Board consider three important resolutions from April that continue important policy changes that started when THA became a Moving to Work agency over a year ago. Not all of the changes required our MTW authority. But all of them help give meaning to the general themes we have chosen:

- **Saving Money and Becoming More Efficient**

Many of the changes will save us money. E.g, changing our occupancy standards, reducing the frequency of recertifications, reducing the number of inspections, eliminating the local preferences, minimum rents, elimination of utility payments. In better budgetary times, we would not have made some of these changes, especially for families who are already struggling. As it is, we are fortunate to have started on them so they can help us with the FY012 budget and continue our programs without large scale terminations of families or serious curtailment of services to them.

Other changes will allow us to make better use of our scarce dollars, e.g, limit portability to keep housing dollars in Tacoma, limit the issuance of tenant based vouchers to households already enjoying a project based voucher, allowing us to blend voucher dollars with public housing dollars and thus making it feasible for us to use otherwise unused public housing funds,

- **Encouraging work-able households to work and helping families prosper**

Many of our changes and program initiatives seek to encourage work-able people to work and to help them and their families prosper, e.g, changes in rent formulas, minimum rents, more intensive supportive services, individual development accounts, THA's Education Project.

More generally, we are expecting more from the work-able persons we serve. We will expect them to participate in efforts to promote their own educational and employment prospects, to help their children succeed in school and to increase their household savings. We invest a considerable effort for these purposes. This may also interest us in trying term limits for work-able persons, for three reasons: (i) to better encourage people to try hard to prosper so they can pay a market rate rent that they know they will have to pay eventually; (ii) to allow us to redirect our resources away from households who did not take advantage of their chances and invest instead in other households that would; (iii) to recognize that our housing resources are very scarce, that thousands of families need them and that at some point it is another family's turn. Our McCarver Elementary School Initiative will test out many of these types of policies.

- **Increasing housing choices we can offer**

Some of THA's changes may limit housing options for some households. Our limit on portability, for example, will have this effect. Our removal of our local preferences for seniors, disabled persons, victims of domestic violence and working persons will mean

that some of these households will no longer be able to jump over others on our waiting list.

However, other changes will benefit these households and others with special needs, *e.g.*, policy allowing special purpose uses of vouchers and public housing purposes; special purpose vouchers for non-elderly disabled persons, homeless veterans, and families who need housing to prevent or shorten a child's foster care placement.

April has led us most ably through these policy changes.

#### 4. MISCELLANEOUS

##### 4.1. THA's Winning Streak

You may have noticed from email announcements that THA is enjoying a winning streak of grant awards. In the last 6 months or so, we received the following awards:

Bill & Melinda Gates Foundation Award for the McCarver Elementary School Project	\$ 450,000
Pierce County (agent for Building Changes Funds) for the McCarver Project	\$ 280,000
HUD Capital Fund Education & Training Community Facilities Award for Hillside Terrace	\$ 1.9 million
HUD ROSS Grants	\$ 240,000
HUD FSS Grant	\$ 138,000

These grants show the results of some very good work, careful thought and strong community partnerships. They also end a bit of a losing streak we were on with grant awards. These awards prove the baseball adage: the longer a losing streak lasts, the sooner it has to end.

##### 4.2. Affordable Housing Awards Night: October 20<sup>th</sup>

You may also remember my email invitation to attend a celebration of affordable housing hosted by the Tacoma-Pierce County Affordable Housing Consortium:

October 20, 2011 – 5 – 7 pm  
Annie Wright School, 827 North Tacoma Avenue, Tacoma  
Beverages and hors d'oeuvres

The Consortium will make awards in four categories:

ADVOCACY  
COMMUNITY IMPACT  
INNOVATION  
SUSTAINABILITY

THA may receive an award. If so, you can help accept it!



### THA FY 2012 Projected Funding Levels

<i>Funding compared to 100% HUD funding</i> <i>HUD Funding Source</i>	100% HUD Funding	2012 projected funding at 100%	House Appropriations			Senate Appropriations		
			2012 Anticipated Pro-Ration	2012 anticipated Pro- rated funding	Potential Funding Loss	2012 Anticipated Pro-Ration	2012 anticipated Pro- rated funding	Potential Funding Loss
Section 8 HAP	100%	\$31,265,622	95.0%	\$29,702,341	(\$1,563,281)	96.0%	\$30,014,997	(\$1,250,625)
Section 8 Admin Fees	100%	\$3,200,000	63.0%	\$2,016,000	(\$1,184,000)	80.3%	\$2,569,600	(\$630,400)
Operating Subsidy (AMP's 1 - 6)	100%	\$1,390,000	64.5%	\$896,550	(\$493,450)	73.3%	\$1,018,870	(\$371,130)
Operating Subsidy (Mixed Finance AMP's 7 - 15)	100%	\$960,000	64.5%	\$619,200	(\$340,800)	73.3%	\$703,680	(\$256,320)
Capital Fund	100%	\$2,345,627	55.0%	\$1,290,095	(\$1,055,532)	67.6%	\$1,586,113	(\$759,514)
<i>Potential HUD Funding Loss</i>			<u>(\$4,637,063)</u>			<u>(\$3,267,989)</u>		
<i>Funding compared to 2011 pro-rations</i>								
<i>HUD Funding Source</i>	2011 Pro-ration	2011 Pro-ration funding	2012 Anticipated Pro-Ration	2012 anticipated Pro- rated funding	Potentail Surplus/(Loss) from 2011	2012 Anticipated Pro-Ration	2012 anticipated Pro- rated funding	Potential Funding Loss
Section 8 HAP	98.8%	\$30,890,435	95.0%	\$29,702,341	(\$1,188,094)	96.0%	\$30,014,997	(\$875,437)
Section 8 Admin Fees	83.0%	\$2,656,000	63.0%	\$2,016,000	(\$640,000)	80.3%	\$2,569,600	(\$86,400)
Operating Subsidy (AMP's 1 - 6)	97.0%	\$1,348,300	64.5%	\$896,550	(\$451,750)	73.3%	\$1,018,870	(\$329,430)
Operating Subsidy (Mixed Finance AMP's 7 - 15)	97.0%	\$931,200	64.5%	\$619,200	(\$312,000)	73.3%	\$703,680	(\$227,520)
Capital Fund	73.5%	\$1,724,036	55.0%	\$1,290,095	(\$433,941)	67.6%	\$1,586,113	(\$137,923)
<i>Potential HUD Funding Loss</i>			<u>(\$3,025,785)</u>			<u>(\$1,656,710)</u>		

# ADMINISTRATION REPORTS

# FINANCE



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,201,247 for the month of August, 2011.

Approved: October 12, 2011

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Janis Flauding, Chair

**TACOMA HOUSING AUTHORITY**  
**Cash Disbursements for the month of August, 2011**

Bank	Check Numbers		Amount	Totals
	From	To		
<b>HERITAGE BANK</b>				
<b>A/P Checking Account</b>				
Low Rent Module Checks	Check #'s	2,262 - 2,298	2,860	
Accounts Payable Checks	Check #'s	73,974 - 74,231		
Central Office Cost Center			216,361	Program Support
Moving To Work Support Center			46,858	
Tax Credit Program Support Center			826	
Section 8 Programs			44,160	Section 8 Operations
SF Non-Assisted Housing - N. Shirley			141	
SF Non-Assist Housing - 9SF Homes			425	
Stewart Court			5,612	
Wedgewood			490	
Salishan 7			24,557	
Hillsdale Heights			2,332	Development
Salishan Program Income			16	
Salishan Area 3			16,176	
NSP Grant			319	
Development Activity			11,214	
Salishan Area 2B-Dev			411,752	
Hillside Terrace Predevelopment			535	
CS Special Fund			260	
Community Services General Fund			610	
Gates Ed Grant			8,068	
2007 ROSS Fam H.O.			1,487	
2008 ROSS Svc Coord			377	
2011 WA Families Fund			5,168	
AMP 1 - No K, So M, No G			32,471	Public Housing
AMP 2 - Fawcett, Wright, 6th Ave			125,794	
AMP 3 - Lawrence, Orchard, Stevens			66,802	
AMP 4 - Hillside Terr - 1800/2500			28,318	
AMP 6 - Scattered Sites			6,017	
AMP 7 - HT 1 - Subsidy			7,873	
AMP 8 - HT 2 - Subsidy			2,373	
AMP 9 - HT 1500 - Subsidy			2,004	
AMP 10 - SAL 1 - Subsidy			13,328	
AMP 11 - SAL 2 - Subsidy			6,085	
AMP 12 - SAL 3 - Subsidy			4,326	
AMP 13 - SAL 4 - Subsidy			8,940	
AMP 14 - SAL 5 - Subsidy			9,707	
AMP 15 - SAL 6 - Subsidy			12,813	
Allocation Fund			29,395	Allocations-All Programs
THA SUBTOTAL			1,156,848	
Hillside Terrace 1 through 1500			3,890	
Salishan I - through Salishan 6			1,679	
Salishan Association - Operations			6,535	Tax Credit Projects - billable
TAX CREDIT SUBTOTAL (Operations - billable)			12,105	<b>1,168,952.61</b>
<b>Section 8 Checking Account (HAP Payments)</b>				
SRO/HCV/TBRA/VASH/FUP	Check #'s	459,408 - 460,546	1,064,896	
	ACH	25,774 - 26,672	1,531,112	<b>\$ 2,596,008</b>
<b>US BANK</b>				
Payroll & Payroll Fees - ADP				<b>\$ 436,467</b>
<b>TOTAL DISBURSEMENTS</b>				<b>\$ 4,201,427</b>



# TACOMA HOUSING AUTHORITY

**Date:** October 12, 2011  
**To:** THA Board of Commissioners  
**From:** Ken Shalik  
Director of Finance  
**Re:** Finance Department Monthly Board Report

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## 1. FINANCIAL STATEMENT COMMENTS

I present the August, 2011 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of August, 2011. The agency wide financials remain in very good shape for the Fiscal Year. In reviewing the YTD actual amounts, I have made adjustments in the “Projected Actual” column for areas that I believe adjustments will be made due to timing issues. Explanations for areas I would like to address follows:

- Line 10 – Investment Income – Upon preparing the cash analysis for Tax Credit properties, we received approximately \$215,000 for interest earned on Salishan 5 THA loan that was not budgeted. This is a non- recurring item. Even though interest is accrued on the loan interest for Tax Credit properties every year, we do not book as income unless the Tax Credit entity actually pays THA.
- Line 12 – Developer Fee Income – Due to cost savings in the Salishan 7 development we received approximately \$500,000 less in Developer Fee than budgeted.
- Lines 16 thru 36 – Administrative Expenses – There are many areas with variances. Certain areas will increase as we provide additional information to tenants concerning our Moving to Work activities. Specific areas I will address follows:
  - Line 20 – Advertising - This is a small amount, but we have not needed to spend much in this area.
  - Line 23 – Publications and Membership – This both a timing issue, plus we have been cognizant of expenditures in this area.
  - Line 28 – Legal – There was \$120,000 budgeted in Development for Salishan lot sales legal assistance and Hillside Terrace Redevelopment. Only \$25,000 has been expended to date. Legal expenses are also lower than budgeted for Property Management, and the expenses for Union Negotiations for Human Resources have not been spent.
  - Line 30 – Staff Training – This is primarily a timing issue.

- Lines 46 - 50 – Maintenance Expenses – Maintenance materials have spiked due to preparation for REAC inspections. We may still see a slight increase in these expenses in September.
- Line 61 – Section 8 HAP payments. The % is low, but there is an anticipated \$550,000 savings below budget. This is primarily to lower utilization than projected, and a lower average HAP cost.

Overall, the financial position is very healthy at the moment with a projected \$2,605,458 surplus (line 67), as compared to a budgeted \$1,767,475.

## **2. INVESTMENTS**

Surplus funds had been invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently were reduced from .51% to .40% effective September 1. The Washington State Local Government Investment Pool currently provides a return rate of .15%.

## **3. YEAR-END UPDATE**

There is nothing to report at this time.

## **6. BUDGET**

We are in the throes of preparing the FY2012 budget. We have received all initial information from the departments, and are in the process of both compiling the information and budget negotiations. Due to information that we have received from the House and Senate appropriations we are budgeting at a conservative level.

**TACOMA HOUSING AUTHORITY  
AGENCY WIDE**

		August, 2011				Thru 12/31/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
<b>OPERATING RECEIPTS</b>								
1	Revenue - Dwelling rent	320,183	3,868,226	3,870,758	-0.07%	4,973,433	4,976,689	-0.07%
2	Tenant Revenue - Other	6,244	81,798	68,589	19.26%	105,169	88,186	19.26%
3	HUD grant - Section 8 HAP reimbursemen	2,827,215	37,308,291	37,601,335	-0.78%	48,287,803	48,344,573	-0.12%
4	HUD grant - Section 8 Admin fee earned	323,426	3,265,079	2,951,709	10.62%	3,997,959	3,795,054	5.35%
5	HUD grant - Public Housing subsidy	181,643	2,599,692	2,656,484	-2.14%	3,342,461	3,415,479	-2.14%
6	HUD grant - Community Services/HOPE	27,685	499,654	529,485	-5.63%	642,412	680,766	-5.63%
7	HUD grant - Capital Fund Operating Reve	0	751,864	642,546	17.01%	821,864	826,130	-0.52%
8	Management Fee Income	256,956	3,229,875	3,414,035	-5.39%	4,152,696	4,389,473	-5.39%
9	Other Government grants	1,051	347,468	305,727	13.65%	357,468	393,077	-9.06%
10	Investment income	5,989	293,657	141,101	108.12%	317,657	181,415	75.10%
11	Fraud Recovery Income - Sec 8	3,400	48,829	45,656	6.95%	55,280	58,700	-5.83%
12	Other Revenue- Developer Fee Income	(183,633)	2,026,024	1,951,955	3.79%	2,026,024	2,509,657	-19.27%
13	Other Revenue	11,081	760,103	745,988	1.89%	937,275	959,127	-2.28%
14	<b>TOTAL OPERATING RECEIPTS</b>	<b>3,781,240</b>	<b>55,080,560</b>	<b>54,925,365</b>	<b>0.28%</b>	<b>70,017,502</b>	<b>70,618,326</b>	<b>-0.85%</b>
<b>OPERATING EXPENDITURES</b>								
<i>Administrative Expenses</i>								
15	Administrative Salaries	284,946	3,996,989	4,258,615	-6.14%	5,298,986	5,475,362	-3.22%
16	Administrative Personnel - Benefits	123,110	1,562,355	1,682,578	-7.15%	2,048,742	2,163,314	-5.30%
17	Accounting & Audit Fees	0	75,698	59,414	27.41%	76,390	76,390	0.00%
18	Management Fees	189,288	2,475,565	2,583,142	-4.16%	3,182,869	3,321,182	-4.16%
19	Rent	20,776	246,590	233,163	5.76%	317,044	299,781	5.76%
20	Advertising	0	1,479	12,997	-88.62%	9,902	16,711	-40.75%
21	Data Processing Expenses	8,648	185,313	236,955	-21.79%	278,260	304,657	-8.66%
22	Office Supplies	6,278	70,172	96,386	-27.20%	105,221	123,925	-15.09%
23	Publications & Memberships	1,677	40,682	57,664	-29.45%	52,305	74,139	-29.45%
24	Telephone	7,368	101,480	111,243	-8.78%	130,474	143,027	-8.78%
25	Postage	8,843	53,972	62,127	-13.13%	69,393	79,878	-13.13%
26	Leased Equipment & Repairs	2,301	73,920	70,755	4.47%	95,040	90,971	4.47%
27	Office Equipment Expensed	6,597	57,273	69,198	-17.23%	73,637	88,969	-17.23%
28	Legal	3,315	48,925	157,893	-69.01%	142,904	203,005	-29.61%
29	Local Milage	380	7,385	15,073	-51.01%	13,495	19,380	-30.37%
30	Staff Training/Out of Town travel	5,416	92,697	172,909	-46.39%	169,182	222,312	-23.90%
31	Contract Services	18,325	353,901	532,041	-33.48%	605,016	684,053	-11.55%
32	Other administrative expenses	14,028	158,365	169,049	-6.32%	203,612	217,349	-6.32%
33	Due diligence - Development projects	787	32,711	58,333	-43.92%	50,000	75,000	-33.33%
34	Contingency	0	0	0		0	0	
35	<b>Total Administrative Expenses</b>	<b>702,083</b>	<b>9,635,472</b>	<b>10,639,537</b>	<b>-9.44%</b>	<b>12,922,471</b>	<b>13,679,405</b>	<b>-5.53%</b>



	August, 2011				Thru 12/31/2011			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
<b>Tenant Service</b>								
36	Tenant Service - Salaries	54,918	774,016	861,949	-10.20%	1,035,163	1,108,220	-6.59%
37	Tenant Service Personnel - Benefits	24,233	309,920	340,674	-9.03%	410,469	438,010	-6.29%
38	Relocation Costs	1,555	10,529	14,988	-29.75%	13,537	19,270	-29.75%
39	Tenant Service - Other	1,503	171,143	166,557	2.75%	210,041	214,145	-1.92%
40	<b>Total Tenant Services</b>	<b>82,209</b>	<b>1,265,608</b>	<b>1,384,168</b>	<b>-8.57%</b>	<b>1,669,210</b>	<b>1,779,645</b>	<b>-6.21%</b>
<b>Project Utilities</b>								
41	Water	14,053	126,339	137,230	-7.94%	162,436	176,438	-7.94%
42	Electricity	13,464	216,067	218,941	-1.31%	277,800	281,496	-1.31%
43	Gas	3,351	69,866	71,151	-1.81%	89,828	91,480	-1.81%
44	Sewer	37,100	394,244	400,639	-1.60%	506,885	515,107	-1.60%
45	<b>Total Project Utilities</b>	<b>67,968</b>	<b>806,516</b>	<b>827,961</b>	<b>-2.59%</b>	<b>1,036,949</b>	<b>1,064,521</b>	<b>-2.59%</b>
<b>Ordinary Maintenance &amp; Operations</b>								
46	Maintenance Salaries	47,307	709,236	705,179	0.58%	911,875	906,659	0.58%
47	Maintenance Personnel - Benefits	14,022	195,222	203,534	-4.08%	251,000	261,686	-4.08%
48	Maintenance Materials	14,398	210,124	184,331	13.99%	255,159	236,997	7.66%
49	Contract Maintenance	62,172	751,609	766,406	-1.93%	966,354	985,379	-1.93%
50	<b>Total Routine Maintenance</b>	<b>137,899</b>	<b>1,866,191</b>	<b>1,859,450</b>	<b>0.36%</b>	<b>2,384,388</b>	<b>2,390,721</b>	<b>-0.26%</b>
<b>General Expenses</b>								
51	Protective Services	7,759	182,073	166,077	9.63%	234,094	213,528	9.63%
52	Insurance	14,405	206,484	204,846	0.80%	265,479	263,373	0.80%
53	Other General Expense	70,004	1,015,818	1,082,723	-6.18%	1,306,052	1,392,073	-6.18%
54	Payment in Lieu of Taxes	1,199	16,782	16,912	-0.77%	21,577	21,744	-0.77%
55	Bad Debt - Tenant Rents	0	10,538	23,648	-55.44%	26,549	30,404	-12.68%
56	Interest Expense	59,114	788,320	918,966	-14.22%	1,063,554	1,181,528	-9.98%
57	<b>Total General Expenses</b>	<b>152,481</b>	<b>2,220,015</b>	<b>2,413,172</b>	<b>-8.00%</b>	<b>2,917,305</b>	<b>3,102,650</b>	<b>-5.97%</b>
58	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,142,640</b>	<b>\$ 15,793,802</b>	<b>\$ 17,124,288</b>		<b>\$ 20,930,324</b>	<b>\$ 22,016,942</b>	
<b>Nonroutine Expenditures</b>								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	26,268	67,875	-61.30%	83,773	87,268	-4.00%
60	Casualty Losses	(17,503)	20,277	20,083	0.97%	20,277	25,821	-21.47%
61	Sec 8 HAP Payments	2,568,043	35,704,386	36,703,137	-2.72%	46,505,639	47,189,747	-1.45%
62	<b>Total Nonroutine Expenditures</b>	<b>2,550,540</b>	<b>35,704,386</b>	<b>36,791,095</b>	<b>-2.95%</b>	<b>46,609,689</b>	<b>47,302,836</b>	<b>-1.47%</b>
63	<b>TOTAL EXPENDITURES</b>	<b>3,693,180</b>	<b>51,498,188</b>	<b>53,915,383</b>	<b>-4.48%</b>	<b>67,540,013</b>	<b>69,319,778</b>	<b>-2.57%</b>
64	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>88,060</b>	<b>3,582,372</b>	<b>1,009,982</b>	<b>254.70%</b>	<b>2,477,489</b>	<b>1,298,548</b>	<b>90.79%</b>
<b>Reserve/Capital Affecting Operations</b>								
65	THA transfer to development projects	(424,129)	(1,001,065)	(1,645,163)	-39.15%	(1,719,529)	(1,410,140)	21.94%
66	Reserve Appropriations	305,988	1,005,529	2,192,245	-54.13%	1,847,498	1,879,067	-1.68%
67	<b>THA SURPLUS/(DEFICIT)</b>	<b>(30,081)</b>	<b>3,586,836</b>	<b>1,557,063</b>		<b>2,605,458</b>	<b>1,767,475</b>	

**TACOMA HOUSING AUTHORITY**

**CASH POSITION - August, 2011**

<b>Account Name</b>	<b>Current Balance</b>	<b>Interest</b>
<b>HERITAGE BANK</b>		
Accounts Payable	\$ 4,366,996	0.510%
Section 8 Checking	4,843,287	0.510%
THA Investment Pool	285	0.510%
THA LIPH Security Deposits	105,534	0.510%
THDG - Tacoma Housing Development Group	28,497	0.510%
LF - Stewart Court	67,485	0.510%
LF - Stewart Ct Security Deposit Account	13,945	0.510%
LF - SF 9Homes Alaska	189,589	0.510%
LF - SF 9Homes Alaska Sec Dep Acct	6,698	0.510%
LF - SFH No. Shirley	1,571	0.510%
LF - SFH N Shirley Security Deposit Acct	1,006	0.510%
LF - Wedgewood Homes	53,383	0.510%
LF - Wedgewood Homes Security Deposit Acct	15,916	0.510%
Salishan 7	193,523	0.510%
Salishan 7 Security Deposit	26,735	0.510%
General Fund Money Market	3,507,427	0.510%
<b>KEY BANK</b>		
LF - Salishan 7	326,522	0.000%
LF - Salishan 7 Security Deposit Acct	25,573	0.000%
<b>WASHINGTON STATE</b>		
Investment Pool	\$ 1,419,919	0.150%
<b>US BANK</b>		
Payroll Account	\$ 5,372	
<b>CHASE</b>		
IDA Account	74,409	0.01%
<b>TOTAL THA CASH BALANCE</b>	<b>\$ 15,273,671</b>	
<b>Less:</b>		
<i>MTW:</i>		
MTW Reserves	\$ 5,804,584	
<i>Other Restrictions:</i>		
FSS Escrows	200,463	
VASH, FUP & NED HAP Reserves	1,074,247	
Mod Rehab Operating Reserves	154,818	
Security Deposit Accounts	152,720	
Salishan Sound Families - 608	198,112	
IDA Accounts - 604,605	74,409	
THDG - 048	28,497	
<i>Total - Other Restrictions</i>	\$ 1,883,267	
<i>Agency Liabilities:</i>		
Windstar Loan - 042	332,458	
Citibank Loan for Area 3 - Guarantee (Current)	1,852,297	
Additional Reserve Set Aside for Area 3 Loss on sales	2,400,000	
<i>Total - Agency Liabilities</i>	\$ 4,584,754	
<i>THA Designated Reserve for Development:</i>	\$ 519,642	
<b>Total Restrictions</b>	<b>\$ 12,792,247</b>	
<b>THA UNENCUMBERED CASH</b>	<b>\$ 2,481,424</b>	
<b>Agency Current Commitments:</b>	Balance	
Salishan Campus - On hold		
Development Projects		
902 1st Floor Reconfiguration - MTW funds	700,000	
<b>Total Current Commitments outstanding</b>	<b>\$ 700,000.00</b>	<b>\$ -</b>

REAL ESTATE MANAGEMENT  
AND  
HOUSING SERVICES



# TACOMA HOUSING AUTHORITY

Date: October 12, 2011  
To: THA Board of Commissioners  
From: April Black  
Director of Real Estate Management and Housing Services  
Re: Department of Real Estate Management and Housing Services Monthly Board Report

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## 1. PROPERTY MANAGEMENT DIVISION

### 1.1. Performance Report Summaries:

#### 1.1.1. *Occupancy:*

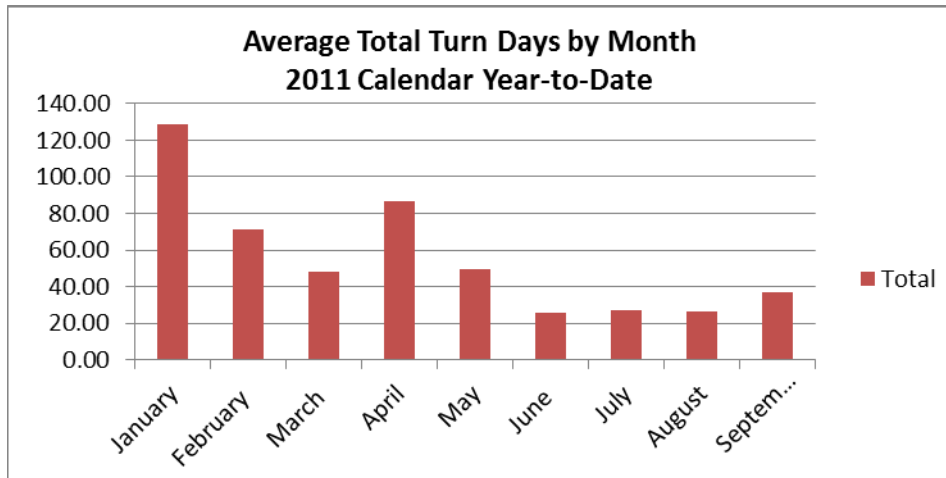
Unit occupancy is reported for the first day of the month. This data is for the month of September 2011.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	6	588	98.7%	98.7%
Tax Credit Units	690	12	678	98.3%	98.6%
Local fund units	69	3	66	95.7%	95.2%
<b>All Total</b>	<b>1,353</b>	<b>21</b>	<b>1,332</b>	<b>98.4%</b>	<b>98.5%</b>

#### 1.1.2. *Vacant Unit Turn:*

The following page includes a table with all of the units turned calendar year to date (January-September 2011). Six (6) units were turned and rented in the month of September. The average unit turn for the month of September was 37.3 days; average units turns calendar year-to-date are 74 days.

Below is a trend report of the average days to turn a unit. Due to the agency's change in reporting, the chart below has been updated to reflect the calendar year to date instead of fiscal year.



The table below includes additional unit turn information by AMP:

*Calendar Year to Date through the end of September, 2011*

AMP	Units Turned	Avg Turn Days	Units Currently Vacant	Avg # Days Vacant
Amp 1 (G ST, K St, M ST)	21	14.4	0	0.0
Amp 2 (6th Ave, Fawcett, Wright)	16	25.1	1	37.0
Amp 3 (Bergerson, Dixon, Ludwig)	18	36.8	1	24.0
Amp 4 (Old Hillside Terrace)	21	96.8	0	0.0
Amp 6 (PH Scattered Sites)	9	62.4	0	0.0
Hillside Terrace Tax Credit	9	93.4	3	56.3
Salishan Tax Credit	58	114.0	9	44.9
Local Fund (Stewart, Market Rate Homes)	6	45.8	3	212.0
<b>Agency Summary</b>	<b>158</b>	<b>74</b>	<b>17</b>	<b>75</b>

The following page includes a table with the list of the current portfolio-wide vacancies as of September 30, 2011. We have two market rate homes that were held vacant for potential use by DSHS for special needs populations. DSHS now lacks the capacity to use these units. Both homes are currently being marketed for lease up; they are units 6 & 7 on the report below.

Salishan unit turn times continue to climb again. Some of the vacant unit turns were postponed due to staffing reassignments to prepare for REAC. Staff have been re-engaged and we have extended the vendor contracts to help in getting the units turned more quickly. We have also had

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some recent issues with applicants turning down units due to the cost of moving, lack of security deposit funds, etc.

Nbr	AMP	Project	Unit Nbr	Address	Apt Nbr	Beds	Unit Status	Vacate Date	Days Vacant	Maint Turn Date	Applicant Ready Date
1	03	020	01408	5305 S ORCHARD ST	21	3	Vacant	9/6/2011	27	09/23/2011	09/01/2011
2	02	027	01525	2302 6TH AVENUE	123	1	Vacant	8/24/2011	40	09/01/2011	08/30/2011
3	07	028	01540	2341 COURT G STREET	228	2	Vacant	6/30/2011	95	07/22/2011	09/29/2011
4	07	028	01546	2351 COURT G STREET	234	2	Repair-Make Ready	9/6/2011	27	09/29/2011	
5	08	029	01569	2350 SOUTH G STREET	211	1	Vacant	8/8/2011	56	09/16/2011	
6	MR	044	01118	1118 SOUTH SHERIDAN		5	Repair-Make Ready	12/13/2010	294	10/10/2011	
7	MR	044	01211	1211 S TRAFTON		5	Vacant	11/17/2010	320	04/01/2011	
8	SC	045	32183	3218 S MONROE	46	2	Repair-Make Ready	9/2/2011	31	09/20/2011	
9	10	30P	01615	4102 SALISHAN BLVD		2	Vacant	8/1/2011	63	08/26/2011	
10	11	31P	01655	1715 EAST HARPER		3	Repair-Make Ready	9/22/2011	11		
11	11	31P	01687	4376 EAST Q STREET		3	Downtime	9/29/2011	4		
12	12	33P	01729	1822 EAST HARPER		3	Vacant	7/25/2011	70	09/01/2011	08/31/2011
13	12	33S	08103	4330 EAST SALISHAN BLVD		3	Vacant	7/12/2011	83	09/16/2011	
14	13	34S	08136	4468 EAST Q STREET		2	Downtime	9/29/2011	4		
15	13	34S	08139	4450 EAST Q STREET		2	Repair-Make Ready	9/8/2011	25		
16	14	35P	01797	3940 ROOSEVELT AVE		3	Repair-Make Ready	7/21/2011	74	09/29/2011	08/31/2011
17	14	35P	01812	3917 EVERETT AVE		3	Vacant	6/28/2011	97	07/29/2011	09/29/2011
Average Days Vacant									77.7		

1.1.3. Work Orders:

In the month of September all 14 emergency work orders were completed within 24 hours. This month, maintenance staff completed 176 non-emergency work orders. The average number of days to complete a non-emergency work order was 11.3 for the month and 11.82 FYTD. We still continue to receive maintenance requests for appliances. We have procured a vendor to keep assisting with the completion of these requests.

**Work Order Completion Table:**

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
AMP # *	Emergency				Non Emergency			
	September 2011		Jan through September 2011		September 2011		Jan through September 2011	
	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	3	100%	30	100%	19	6.79	292	3.85
AMP 2	3	100%	17	100%	43	7.44	324	3.540
AMP 3	4	100%	48	100%	53	5.83	505	6.80

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WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	September 2011		Jan through September 2011		September 2011		Jan through September 2011	
AMP 4	2	100%	58	98.3%	14	7.073	277	11.73
AMP 6	1	100%	23	100%	2	40.50	109	12.43
AMP 7	0	0%	1	100%	0	0.00	20	3.85
AMP 8	0	0%	0	0%	2	0.00	38	17.03
AMP 9	0	0%	0	0%	0	0.00	15	7.67
AMP 10	0	0	3	100%	97	17.29	118	16.03
AMP 11	1	100	4	100%	8	34.38	158	26.31
AMP 12	0	100%	1	100%	15	25.47	128	20.95
AMP 13	0	100%	0	0	5	21.00	84	37.55
AMP 14	0	0%	0	0	5	30.00	110	31.59
AMP 15	0	0%	1	100%	0	0	121	29.47
AMP 16	0	0	1	100%	0	0	93	19.01
Non-AMP	0	0%	3	66.79%	3	6.0	100	4.24
TOTALS	14	92.9%	188	98.9%	176	11.30	2,278	11.82

**Outstanding Work Orders Table:**

The high number of outstanding work orders relate to REAC preparation. Due to the volume of work orders created staff prioritized the work orders for the most critical fixes. Salishan work orders are being done in the order of severity. Work orders were created as part of the REAC preparation and not all completed work orders have been closed in our tracking system. All outstanding work orders will be closed by end of month of October.

AMP 6 also has REAC work orders that have not been closed out. These are scheduled to be completed in the month of October. AMP 4/6 is down one FTE in maintenance. Work orders have been assigned in the order of urgency.

AMP 8 has one unit that has been in eviction status. The tenant has recently moved out and the work orders will be closed out as part of the turn.

<b>Outstanding Work Orders as of September 2011</b>			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	11	8	3
AMP 2	5	5	0
AMP 3	5	5	0
AMP 4	26	6	20
AMP 6	6	4	2
AMP 7	9	2	7
AMP 8	18	2	16
AMP 9	8	1	7
AMP 10	55	6	49
AMP 11	72	9	63
AMP 12	50	6	44
AMP 13	62	3	59
AMP 14	26	12	14
AMP 15	0	0	0
AMP 16	0	02	0
Non-AMP	6	0	6
<b>TOTALS</b>	<b>359</b>	<b>69</b>	<b>290</b>

## 2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 96% for the month of September 2011 and 97 % for calendar year to date. Lease up continues for the McCarver Project and the final units should be filled during the month of October. Below is a breakdown of the progress leasing our special programs:

Program Name	Units Allocated	Units Leased	Number of shoppers*
Veterans Administration Supportive Housing (VASH)	105	56	4
Non-Elderly Disabled Vouchers (NED)	100	20	27
Family Unification Program (FUP)	50	44	5
McCarver Program	50	11	10
Life Manor	150	112	14**

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



\*\* This number represents families still left to process due to verification problems, unavailability of client, etc. It is possible that these may go into the general allocation along with the 24 who have declined assistance. We will eventually fill these from our wait list.

VASH has been challenging to receive referrals for and are processed as soon as they arrive.

NED has been challenging from the aspect of finding suitable housing stock in the area to meet their considerable needs for accessible units.

REAL ESTATE

DEVELOPMENT



# TACOMA HOUSING AUTHORITY

DATE: October 12, 2011

TO: THA Board of Commissioners

FROM: Walter Zisette  
Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

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## 1. SALISHAN/HOPE VI

### 1.1 Phase II Construction

#### 1.1.1 Area 2A

- *Campus Center Development..*

Staff has compiled the results of the surveys. In total, 341 surveys were completed and returned to THA. Approximately one-half of the responders live in Salishan; the balance live in the surrounding community. Results of the survey indicate that people are very interested in having the following in the Salishan Core: library; structure activities for youth; job training; continuing education; early childhood education/daycare; a mix of activities for both youth and adults. Staff will be crafting a recommended plan of action and timeline which will be taken to a stakeholder meeting in late October. Also in October staff anticipates issuing a Request for Qualifications for Master Planning and Architecture & Engineering Services to assist with master planning efforts in the Core.

#### 1.1.2 Area 3

- *Lot Sales:* THA closed on the sale of 28 lots to Quadrant in June. Quadrant Home's sales model on Roosevelt Avenue is complete and the sales staff will move into during the first week of October. Three additional homes are under construction; two in the drywall stage and one with the foundation complete and framing scheduled to start the first week of October. Quadrant has no sales to date but is hopeful of sales after the model opens. Staff continues discussions with interested homebuilders on the remaining lots.

1.1.3 *Arlington Rd (Area 4):* Staff issued an RFP in August for development proposals from Assisted Living Developers for this site. No responses to this RFP were received. Staff will conduct an analysis of other feasible real estate development scenarios for this site, and prepare a proposal for moving forward on this site.

1.1.4 *18 Market Rate Rentals (Area 2B):* Staff is preparing a draft budget and schedule to determine how quickly we will be able to develop these units.

## **2. PUBLIC HOUSING PROJECTS**

### **2.1 1800/2500 Hillside Terrace**

2.1.1 *Financing:* Staff has developed a financial strategy to redevelop the 104 public housing units currently located at the 1800 and 2500 blocks of Hillside Terrace using 9% competitive low income housing tax credits. This community will be replaced with 140 units of a mix of subsidized and non-subsidized affordable housing. All 140 units will be developed on the 2500 block, leaving the 1800 block in THA ownership, reserved for future development. The project will be developed in two project phases, of 70 units each. All units will be reserved for individuals and families with incomes at or below 50% of Area Medium Income.

In response to a funding application submitted to the Tacoma Community Redevelopment Authority (TCRA), THA was notified on June 9, 2011 that TCRA will contribute an award to the Hillside Terrace project. The award is a combination of \$498,000 in HOME funds and \$127,000 from CDBG.

On July 27, 2011 staff submitted a stage 2 application to the Housing Trust Fund.

On April 28, 2011 staff submitted a funding application to Pierce County for SHB 2060 funds. Staff provided a project presentation to Pierce County on June 8, 2011. Staff received notification that the project will not receive an award from this funding round. Pierce County encouraged THA to submit another application for the next funding cycle.

2.1.2 *Project Planning:* Staff is working with the legal firm of Gordon Derr to prepare an application for a partial street vacation and boundary line adjustments for the 2500 block Court G alley.

*2.1.3 Architecture:* Staff is planning to hold scope of work and design discussions with GGLO in August and September..

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

*2.1.5 Demolition/Disposition:* On August 2, 2011, staff submitted a demolition/disposition application to HUD. The applications seeks HUD approval to demolish the 104 existing and dispose them to the newly formed tax credit partnerships at a future date.

*2.1.6 Community Meetings:* Staff will continue to hold resident and community meetings as updates and new information become available. A special presentation on the project was made to the Hilltop Action Coalition on August 9. The board expressed strong support for the project.

*2.1.7 Relocation:* Staff has submitted a draft Relocation Plan for the executive director to review. Once a final draft is ready it will be submitted to HUD for review. The Plan follows the requirements of the Uniform Relocation Act and 104(d) to ensure that the residents are fairly treated during this time of transition. All residents in good standing as of June 1, 2011 will receive a transfer to another public housing unit or a Section 8 voucher with assistance in locating a new unit to rent with the voucher. This assistance may include such things as transportation to view units, interpretation services and credit repair. In addition, staff will meet with each resident to determine correct unit size and special needs of each household as well as calculate a Replacement Housing Payment for each household. Residence in good standing will have first preference to return to the redevelopment site.

*2.1.8 Community Center.* On July 21, 2011 staff submitted a CFCF Education Grant Application to HUD. THA was recently informed by HUD that this application has been approved. THA was one of five agencies in the country to receive funding under this grant. The award amount is nearly \$1.9 million. With this award, THA could proceed with the development of the stand-alone community center at Hillside Terrace, since it is not a part of the either Phase of the Hillside Terrace Redevelopment project. Staff is now considering options for moving forward with the development of the community center building in the near future.

### **3. CAPITAL FUNDS**

#### **3.1 Capital Fund Construction.**

- 3.1.1 *Ludwig & Fawcett Apts.* CDK Construction Services was awarded the contract for the Exterior Renovations at Two Facilities. The scope of work includes Ludwig and Fawcett re-siding and window replacement, and attic insulation upgrades at North K and North G. The improvements at Fawcett are nearing completion. The window installation is at 100% ,Siding installation is at 90% and exterior painting is 80% complete. At Ludwig demo is 90% complete. Structural defects were discovered during installation of the new sliding glass doors. Structural Engineers were consulted to design corrective measures. Asbestos tests were performed indicating the asbestos exceeded permissible levels and proper abatement measures were taken. The abatement work is finishing up and the structural corrections are underway. Siding installation is anticipated to begin around the first of October. The overall impact on the project has resulted in a 45 day extension to the General Contractor for substantial completion of the project.
- 3.1.2. *Public Housing Scattered Site Renovations.* Bid documents for renovations at THA's 35 Scattered Site homes will be created in October and are expected to be available for advertisement in November.
- 3.1.3. *Admin Building Parking Lot.* The 902 L Street Parking lot Improvement work was completed August 30<sup>th</sup> – September 2<sup>nd</sup>.
- 3.1.4. *Landscaping Improvements.* The Landscape Improvements at 6 Facilities bids were opened September 19<sup>th</sup> and the Intent to Award has been issued. Work is anticipated to begin the first half of October. Plans include trees, ceramic planters and low maintenance landscape improvements at AMPs 1 and 2. THA Staff have budgeted approximately \$100,000.00 in capital funds for these projects.

### **3.2 ARRA Construction**

*Final Closeout:* The grant has been fully expended and final close out for audit is in progress

#### 4. OTHER PROJECTS

**4.1** *Neighborhood Stabilization Program (NSP 1).* The only NSP 1 house THA needs to sell at this point is 6636 S Lawrence. THA just purchased 1669 S. 45<sup>th</sup> Street in late September and should close on a house located at 2107 E 65<sup>th</sup> Street in mid-October. Both of these will be fixed up over the next couple of months and should be ready for re-sale near the end of 2011. We continue to search for new properties.

**4.2** *THA Administrative Office Space.* New phasing plans for first floor renovations are being reviewed by Staff. The new space will meet the primary goal of the project which is: improve security for the 1<sup>st</sup> floor customer service staff and clients.

The design is on hold pending review of options for location of THA main administrative office.

**4.3** *Stewart Court Exterior Repairs.* RED staff is assisting Facilities staff in the design, procurement and construction management of stairway corrections, exterior siding replacement & painting, and parking lot repairs.

**4.4** *Quad Trail – City Improvements.* RED Staff are the Project Managers on the Quad Trail renovations at Salishan for the City of Tacoma. The scope of work for improvements includes: base prep, 10' wide paved asphalt trail and chain fencing. Contract and bid documents are pending from The City of Tacoma. THA staff will advertise for bids and award the contract. THA Staff will supervise the General Contractor and manage construction of the trail.

#### 5 PROJECTS IN THE PIPELINE

**5.1** *The 2316 Building:* Staff continues to meet with the Tacoma City Association of Colored Women's Club's Inc. (CWC) with regard to a development opportunity. CWC is currently developing internal capacity and is reevaluating their long term goals for their property. They continue to be interested in THA having a role in the project, but at this time have determined to put any formal plans on hold.

**5.2** *ORB Architects/Hillsdale Heights Partnership.* Staff has been approached by ORB Architects to enter into a joint venture partnership turnkey project where ORB would design, develop housing, to THA's specifications and needs, at Hillsdale Heights.

**5.3** *Stewart Court:* On July 25, 2011 staff submitted a Housing Trust Fund (HTF) Stage 2 application. . The current budget for the project is \$1,751,543. THA is requesting \$482,000 from HTF. This proposal will require THA to loan the project \$1,269,543. HTF plans to announce awards in Nov. 2011.

- 5.4 *City-Owned Walton Properties on MLK.* Staff is communicating with City of Tacoma staff, and other members of the City's Hilltop Advisory Committee, about allowing THA to conduct a development feasibility study for the four lots owned by the City at 1110-1124 MLK Way, in exchange for funding support from the City that would serve to compensate THA for the costs of such a study.
- 5.5 *Multifamily Investment opportunities:* Staff is tracking current multifamily listings and acquisition opportunities in the Tacoma area that meet the following investment goals: (1) minimal renovations and capital needs; (2) rapid resale potential; (3) reliable cash flows; (4) reliable short term return on investment.

Properties that meet these goals included HUD-assisted housing, housing located near other THA properties (offering management efficiencies), market rate housing in strong market areas of the City (such as downtown and the Tacoma Mall area), and housing offered at prices ranging from \$33,000/unit to \$94,000/unit.

This exercise will assist THA in determining an optimum real estate investment strategy.

In order to assist THA find properties to purchase, staff issued an RFP to procure a roster of real estate brokers. Of the seven proposals submitted, THA selected two brokers with an expertise in multifamily rental property.

THA's ability to purchase new properties will depend on the outcome of our negotiations with Citibank. We presently have set aside \$2.5 million of our reserves to cover our Citibank losses. If our negotiations are successful, we hope to free up some of those reserves for a purchase.

## **6 M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING**

- 6.1 No new updates.



**7 PHAS INDICATOR FOR MODERNIZATION ACTIVITIES**

The following are the obligated and expenditures as of September 6, 2011.

<b>Grant</b>	<b>Total Grant</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Expended</b>	<b>% Expended</b>	<b>Obligation Start Date</b>	<b>Obligation End Date</b>	<b>Disbursement End Date</b>
2008 CFP (P)	\$1,849,412	\$1,849,412	100%	\$1,788,541	97%	6/13/08	06/12/10	06/12/12
Sal. HOPE VI (Revitalization)	\$35,000,000	\$35,000,000	100%	\$35,000,000	100%	04/26/01	12/31/10	12/31/10
2009 CFP	\$2,410,953	\$2,410,953	100%	\$623,532	26%	9/15/09	9/14/11	9/14/13
2009 CFP (1 <sup>st</sup> R)	\$703,863	\$703,863	100%	\$703,863	100%	9/15/09	9/14/11	9/14/13
2009 CFP (2 <sup>nd</sup> R)	\$54,932	\$54,932	100%	\$54,932	100%	9/15/09	9/14/11	9/14/13
2009 CFP (3 <sup>rd</sup> R)	\$2,724	\$2,724	100%	\$2,724	100%	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	\$391,395	17%	\$247,161	10%	7/15/10	7/15/12	7/15/14
2010 CFP (1 <sup>st</sup> R)	\$1,216,978	\$196,759	16%	\$127,100	10%	7/15/10	7/15/12	7/15/14
2010 CFP (2 <sup>nd</sup> R)	\$219,721	\$0	0%	0	0%	7/15/10	7/15/12	7/15/14
2011 CFP	\$1,721,353	\$472,135	27%	0	0%	9/15/11	9/15/13	9/15/15
2011 CFP (1 <sup>st</sup> R)	\$736,455	\$443,660	60%	0	0%	9/15/11	9/15/13	9/15/15
2011 CFP (2 <sup>nd</sup> R)	\$549,895	0	0%	0	0%	9/15/11	9/15/13	9/15/15
CFRG*	\$4,096,616	\$4,096,616	100%	\$4,096,616	100%	3/18/09	3/17/10	3/17/12

\*ARRA Capital Fund Recovery Grant

# COMMUNITY SERVICES



# TACOMA HOUSING AUTHORITY

DATE: September 28, 2011  
TO: THA Board of Commissioners  
FROM: Nancy Vignec  
Community Services  
RE: Monthly Board Report

## STRATEGIC OBJECTIVE: ASSISTANCE

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

### 1. 2011 GOALS

Thirteen major funding sources support the Community Services department's staff and activities. Most of these sources identify performance measures and goals. This report groups the various funding sources' annual goals by service area. It summarizes progress toward annual goals during the month of August and for the calendar year 2011.

#### 1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	15	123	120	103%
Clients participated in employment services	18	98	90	109%
Clients enrolled in employment readiness soft skills workshops	20	57	60	95%
Clients completed employment readiness soft skills workshops	12	37	50	74%
Enrolled in job readiness training	2	8	6	133%
Job placement	4	26	30	87%
Entered Apprenticeship	0	0	2	0%
Earned income increased	4	26	30	30%

Employment placements remain steady for the month of August. Employers are in the process of gearing up for seasonal employment. Contacts have been made with several big box retailers and participants have been notified of the opportunities. The employment team has formed a strong partnership with the Preparing for Success program. The interview workshops held this month were attended mainly by participants of Preparing for Success.

Requests for assistance from non-THA residents coming to the Worksource affiliate site increased this month. Resume critique, information regarding job search websites, and attendance of the job skills a workshop has increased. Employment served nine non-residents this month.

## 1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of August, 16 participants attended GED classes, three participants completed a GED test, and two participants attained a GED.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	16	40	75	53%
Completes one or more GED tests	3	3	10	30%
Attains GED	2	3	6	50%

## 1.3 Family Self-Sufficiency Program

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

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	106	122	153	80%
Graduates	1	5	8	63%
Removed/Voluntarily Withdrawn	2	11	n/a	n/a
New Contracts Signed	0	18	58	31%
Escrow Balance	<b>\$255,762.12</b>			

## 1.4 Life Skills and Parenting Classes

The six week domestic violence support class with Exodus Housing ended with 7 out of 8 participants successfully completing the program. THA entered into a contract with Bates Technical College for parenting classes for our FIT families. The first class was held on July 13, 2011.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	3	12	20	60%
Life Skills Completion	2	9	15	60%
Parenting Enrollment	3	10	25	40%
Parenting Completion	2	2	20	10%

### 1.5 Asset Building

The department provides pre-purchase counseling, 1<sup>st</sup> time homebuyer seminars, post-purchase counseling, financial literacy workshops, credit counseling, and individual development accounts to help THA clients build assets and prepare to become successful homeowners, business owners or change careers and further their education.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	21	121	120	101%
Financial Literacy Completion	0	47	95	49%
Credit Counseling Enrollment	4	20	15	133%
Credit Counseling Completion	2	9	8	113%
Homeownership Counseling	2	50	20	250%
Individual Development Account Participants	6	57	50	114%
Qualified Withdrawals	0	3	10	30%
Home Purchase	0	3	10	30%
Other Asset Purchases	0	2	5	40%

### 1.6 Neighborhood Networks and VITA

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

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	323	1078	200	539%
VITA Tax Returns for THA clients	0	42	75	56%
EITC Received (PH only)	0	9	85	11%

THA AmeriCorps used the community rooms and computer labs at Bergerson, Dixon and Hillside as a focal point for planning activities at these communities. We began the school year with one returning and one new AmeriCorps volunteer. They will provide tutoring and mentoring at the community computer rooms and will work with residents throughout the year to promote community involvement and to develop projects of interest such as the mural which was completed this summer at Bergerson Terrace.

### 1.7 Youth Activities

THA's contract with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan ended in June. There were 122 troop members, 61 of which were THA residents. This marked the end of a long successful contractual relationship with the Girl Scouts of Western Washington. At the conclusion of the contract, Girl Scouts committed to continue their programming at no cost to THA for another three years with possibility of extension beyond the three years.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	30	30	35	86%
80% or better on computer skills post-test	21	21	25	84%
GPA improved .5 or more	7	7	15	47%
Life skills/financial literacy completed	20	20	65	31%
80% or better on life skills/financial literacy post-test	21	21	55	38%
Youth mentoring	61	61	45	136%
Youth mentoring ongoing more than six months	35	35	40	88%

### 1.8 Senior and Disabled Services

The Senior and Disabled Services Program Specialist had 72 client contacts (103 unduplicated) in the month of August.

In August, he referred tenants to the following services:

- Assurance Wireless – Federal Gov't free cell phone program – 1 Tenant
- Goodwill Financial Education Course - 1 Tenant
- THA Employment Case Manager - 1 Tenant
- Evercare Medical Insurance - 1 Tenant
- Community HealthFirst Medical Insurance - 1 Tenant

The Specialist arranged for nutritional food programs for senior apartment residents. BASH, a home delivery food bank, delivered food baskets to 225 senior apartment residents.

Every Monday, Elderly/Disabled Services visits each building for 45 minutes to an hour. This regularly scheduled time gives residents an opportunity to get services without making an appointment. Every Monday the bulletin boards are updated and information literature is distributed.

In August the Specialist had 175 client contacts (103 unduplicated). There were 26 unduplicated home visits. 27 residents received 1:1 situational and wellness counseling. 5 residents received assistance with entitlement correspondence.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	103	253	260	97%
Referrals	5	35	50	70%
Unduplicated situation/wellness counseling	27	88	140	63%
Assistance with correspondence for Entitlement Programs	5	35	40	88%

### 1.9 Families in Transition (FIT)

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

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	20		3		6	
	Month	YTD	Month	YTD	Month	YTD
Entrances	0	14	0	1	0	0
Graduations	1	5	0	0	0	0
Exits	0	0	0	0	0	0
Terminations	0	0	0	0	0	0

### 1.10 McCarver Special Housing Program

The McCarver Special Housing Program began accepting applications in May. We are currently in the final stages of approving rental assistance for the families that pass program requirements and suitability assessments.

Sharon Fletcher Jackson joined the Community Services staff as our second McCarver program case worker. Sharon and Carlena Allen are based in a classroom at McCarver Elementary the school set aside for us. They will work with the families to secure housing and then to achieve the goals set in their Family Success Plans.

The school year started with 47 program participants at various stages of the process and we are still accepting applications. We anticipate that we will be up to 50 participants by October. The following chart adds up to over 47 because it shows how many families have moved through each stage up to and including moving in.

Activities	YTD	Annual Goal	% of Goal
Applications submitted	60	50	120%
Applicants program eligible	47	50	94%
Applicants approved for voucher	32	50	64%
Applicants issued vouchers and searching for housing	19	50	38%
Applicants housed	5	50	10%

## 2. SALISHAN SUMMER ACTIVITIES

Brown Bags and Books, a summer food program with learning activities led by community volunteers and the Salishan Association, continued in July at Courtyard Park in Salishan. 40-50 children participated each day. Tacoma Public Library offered their summer reading program on Thursdays. Boys and Girls Club offered arts and crafts activities on Tuesdays.

## 3. 2011 ROSS SERVICE COORDINATOR GRANT AWARD

On September 14, HUD announced THA's 2011 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant application was selected for funding. The award was \$240,000 for a three year term. This was the only ROSS Service Coordinator grant awarded to a Washington housing authority. The grant will fund salary and benefits for a THA service coordinator for three years. The grant does not offer funds for THA to contract for services. THA and its service provider partners made significant in-kind commitments to offer programming through the service coordinator program. The grant requires a minimum 25% in-kind match. In-kind match from THA and its partners totaled \$969,305 or 403.8% of the grant request.

Three Year Service Commitment	Service Provider	In-Kind Value
GED/High School Equivalency	Bates Technical College	\$13,500
Job Retention Services	THA	\$2,307



Computer Labs	THA	\$60,000
Nutrition Classes, Health Advocates	Comprehensive Health Education Foundation	\$443,448
Youth programming	Girl Scouts	\$350,000
AmeriCorps member training and support	Northwest Leadership Foundation	\$45,900
Assistance and support for THA's Volunteer Income Tax Assistance site	Pierce County Asset Building Coalition	\$54,150
	<b>TOTAL</b>	<b>\$969,305</b>

**4. 2011 PUBLIC HOUSING AND HCV FAMILY SELF-SUFFICIENCY GRANTS**

In September, HUD also announced its 2011 Public Housing and Housing Choice Voucher Family Self-Sufficiency grant awards. The 2011 PH FSS grant will cover salary and benefits for one FSS staff person for one year. Total grant award is \$59,662. The 2011 HCV FSS grant will cover salary and benefits for 2 FTE staff persons for one year. Total grant award is \$138,000.

# HUMAN RESOURCES



# TACOMA HOUSING AUTHORITY

DATE: October 12, 2011

TO: THA Board of Commissioners

FROM: Barbara Tanbara  
Human Resources Director

RE: Human Resources Board Report

## 1. LABOR RELATIONS

### 1.1 Trades Council Negotiations

We are continuing our bargaining for our Pierce County, Washington Building & Construction Trades Council collective bargaining agreement this month. We have made some good progress but there are some differences that we are still working through.

### 1.2 OPEIU Contract Negotiations

The OPEIU collective bargaining agreement, representing 53 of our 111 employees, expires at the end of Dec 2011. We will begin negotiations for the new collective bargaining agreement sometime in the next 30 days.

## 2. EMPLOYEE RELATIONS

### 2.1. 2011 Employee Opinion Survey

We just completed our online Employee Opinion Survey and are excited to report that we had 95% participation. We should have a good idea of what our employees are thinking when the results come to us by the end of the month. It is the same vendor and same survey as last year so that we will be able to compare our progress and hopefully find some improvements. A recap of the results will be shared with all THA employees. We will have results to share with you in my December HR Board report.

### 2.2. Grievances and Complaints

For CYTD 2011, we have no City of Tacoma Human Rights/EEOC complaints and no lawsuits. We settled our one OPEIU grievance regarding our Site Assistants in April 2011.

### 2.3. THA Employee Newsletter

Our next Quarterly Employee Newsletter will be published in November.

### **3. BENEFITS**

The cost of employee benefits continues to be an ever-growing challenge for both public and private employers. THA has a very attractive overall benefit program and we consistently hear how much employees value that benefit. In a 2010 United Benefit Advisors Health Plan Survey, it was demonstrated to us THA's benefits are high compared to other similarly situated organizations. In the same vein, the cost to the employee is quite a bit lower compared to other organizations. This combination of factors is making our overall benefit package too expensive for THA to maintain. We will be looking at our alternatives for containing these costs as we move forward in partnership with our agency Benefit Committee and the unions.

### **4. COMPENSATION**

During the next few months, we will conduct a compensation study that will review all of our OPEIU positions and 9 of our 30 non-represented positions. The positions we are reviewing have not had a formal review for some time. We do not anticipate the need for salary increases coming from this study. It is a way to ensure we remain competitive with our salary ranges.

### **5. STAFFING**

#### **5.1. THA Recruitment/Turnover Report**

Attached is our 2011 six-month Recruitment and Turnover Report. While we continue to trend lower this year, we had two retirements, two employees who are relocating and one employee leave for health reasons. Thus far we are trending at 11.26% turnover for the year.

#### **5.2. Recruitment**

- Carlana Allen was hired to fill one of our two new Case Worker positions for our McCarver project. Carlana was one of 95 applicants and comes to us with a Bachelor's in Social Work and 13 years' experience.
- Jennifer Watts was hired to fill our Technical Business Analyst position. She was one of 52 applicants and brings over 20 years' experience in the software industry.
- Sharon Fletcher-Jackson, who has been with us since August 2003, was promoted to fill the second of our two new Case Worker positions for our McCarver project.
- Jennifer DiVitto, who has been with us since May 2009, was promoted to a Lease & Occupancy position. We eliminated one Site Assistant position and replaced it with a Lease & Occupancy Specialist.

- Regina Rios, who has been with us since May 2009, was promoted to a Lease & Occupancy Specialist position in our Leasing division. She replaced another employee who had been promoted.
- We hired Dasha Batayola as an Accounting Specialist. Dasha was one of 112 applicants and comes to us with 21 years of experience, much of which was at the Seattle Housing Authority.
- We have posted for another Accounting Specialist to replace an employee who relocated to Oregon.

We have 6 open positions but hiring is on a temporary hold until we progress further with the budget process.

### THA Recruitment-Turnover Report 2011

\*data reflects regular employees only

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	YTD	Annualized
<b>Total # Employees</b>	110	109	109	110	111	111	113	111	111				111	111
Voluntary Separation	1	0	0	1	0	2	0	1	2				7	
Involuntary Separation	0	0	0	0	0	0	1	0	0				1	
Retirement	0	0	0	0	0	0	0	1	1				2	
Lay-Off's	0	0	0	0	0	0	0	0	0				0	
<b>Total Separations</b>	1	0	0	1	0	2	1	2	3	0	0	0	10	12.5
<b>Turnover Rate w/out Lay-off's</b>	<b>0.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.9%</b>	<b>0.0%</b>	<b>1.8%</b>	<b>0.9%</b>	<b>1.8%</b>	<b>2.7%</b>				<b>9.05%</b>	<b>11.26%</b>
2010 Turnover Rate	0.9%	0.9%	0.9%	0.9%	0.0%	0.0%	0.9%	1.8%	1.8%	2.7%	0.9%	0.9%	12.7%	
2009 Turnover Rate	0.9%	1.8%	4.4%	0.0%	0.9%	0.9%	2.6%	1.8%	0.0%	1.8%	0.0%	0.0%	15.0%	
<b>Hires/Promotions</b>													<b>YTD</b>	
New or Different Positions	1	0	1	0	1	0	1	1	0				5	
Replacement due to Separation	0	1	0	0	1	0	0	1	0				3	
Replacement due to Promotion/ Transfer	0	1	0	0	0	2	1	1	0				5	
Sunset Positions	0	0	0	0	0	0	0	0	0				0	
<b>Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	

# NEW BUSINESS

# RESOLUTION #1





# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (1)

DATE: October 12, 2011  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Approval of THA's 2012 Moving to Work Plan

### **Background**

THA has completed its Fiscal Year 2012 Moving to Work Plan for submittal to HUD. THA posted its plan for public review beginning July 29, 2011. Two public hearings were held September 12, 2011. THA met independently with Northwest Justice on August 10, 2011. Additional review included:

- Mailings to all Section 8 households
- Mailings to all Public Housing and Community Service households
- A THA Board of Commissioners information session on September 9, 2011.
- Review by the THA Executive Team on August 23, 2010.
- Meeting with the SAFE committee on September 7, 2011

All meetings reviewed plan components, received comments and feedback and answered questions. A compilation of the public comments received are included in Appendix I of THA's Moving to Work Plan. Overall, the plan was completed in consultation with staff, community members, legal advocates and its residents.

This Plan serves as a replacement of the Annual Plan. All activities outlined in the Plan will require THA policy revisions that will come to the Board in November of this year.

As we've discussed previously, this plan is meant to accomplish three main objectives:

- Reduce costs and achieve greater cost effectiveness in federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

### **THA is proposing 4 activities this year.**

#### **Activity 1: Local Policy for Port Outs**

THA will limit the ability of voucher households to move with they voucher out of Tacoma. THA will allow these "port outs" to the following circumstances:

- moving because of employment when there are no reasonable transportation options that would get the household to the new job from a home in Tacoma;
- moving because of education when they are no reasonable transportation options that would get the household to the educational service from a home in Tacoma;
- moving to escape domestic violence;
- moving when necessary to accommodate a disability;
- moving to another jurisdiction whose PHA will absorb the voucher.

This limitation obviously restricts a households' choice of housing but makes exceptions for the primary reasons that make portability important to the program and to THA, e.g, jobs, education, safety and accommodation of a disability. THA proposes this limit on portability for the following reasons:

- it helps keep very scarce housing dollars in Tacoma;
- it will save THA from paying a rent in another jurisdiction like King County or Seattle at higher rates than Tacoma's market;
- it will save THA paying other PHAs who refuse to absorb ported vouchers for the cost of administering THA vouchers;
- it will allow THA to accurately assess the impacts of the MTW policies in our local community;
- it will allow THA to try out policies such as its new occupancy standards, minimum rents and perhaps term limits. Otherwise, a voucher household could avoid those restrictions by moving out of town.

### **Activity 2: Special Purpose Housing**

THA seeks to utilize public housing units to provide special purpose housing for targeted populations. Under this model, THA would execute a lease with partnering service providers who would be responsible for choosing individuals/families for the units. The service provider would develop programs and policies that would best serve special needs populations in need of housing and services. This activity could serve populations such as homeless youth and young adults, families where children have been removed from the home, disabled individuals in need of intensive case management, persons discharged from prison etc. The main goal of this activity would be to allow THA to leverage its housing units/dollars with available service dollars to best serve individuals and families in the area. This would bring this flexibility to our public housing units that the board has already approved with our use of vouchers.

### **Activity 3: Develop a Regional Approach for Special Purpose Dollars**

Under this activity THA would be allowed to use the competitive funding process established by the local government jurisdiction (Pierce County or the City of Tacoma) to award THA funds/resources. This

would allow THA to “pool” resources with the local jurisdiction to meet the local needs as prioritized through City and/or County planning process. THA would still have the authority to establish mandatory reporting and audit guidelines to monitor the success of the programs. This approach offers the following advantages to THA:

- it would align our use of our resources with local priorities;
- it would save THA from the burden of choosing and monitoring the service partner, while leaving THA as much or as little control in a specific instance as it might wish to have;
- it would allow Pierce County and the City to meet a match of funding required for its receipt of funding from the Gates Foundation;

#### **Activity 4: Local Blended Subsidy (LBS)**

THA will use MTW authority to create a local blended subsidy that will combine Public Housing and Section 8 operating subsidies to fund units. Public housing subsidy alone does not provide enough income to financially sustain a property and using project based vouchers redirects money that could be used in the local housing market. When THA demolished and then re-built Salishan it did not replace the same number of public housing units. The public housing units that were not replaced remain “on the shelf” with HUD. This activity will allow us to put these unused public housing units into future projects. By combining the two sources of funds, we can maximize available public housing resources and offset the gap in operational funds with voucher funding.

#### **Recommendation**

Approve Resolution 2011-10-12 (1) authorizing the Executive Director to submit the Housing Authority of the City of Tacoma’s Fiscal Year 2012 Moving to Work (MTW) Plan.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (1)

**2012 Annual Moving to Work Plan  
Certifications of Compliance**

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 1/1/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).

12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.

13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the City of Tacoma

PHA Name

WA005

PHA Number/HA Code

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

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

\_\_\_\_\_  
Title

Public Comments for 2012 MTW plan

Date	From	Comment/Question regarding limits on portability	THA Response
9/9/11	Resident	Can I move to Michigan if they take my voucher?	If the housing authority agrees to absorb your voucher you would be able to port. If not, you would have to look at the other exceptions to see if you qualify.
9/12/11	Resident	I have a medical condition and may need to move, will I be able to?	You can request a reasonable accommodation, and if granted would be able to port your voucher.
9/12/11	Resident –via email	I am planning to transfer to a job in Spokane. Can I take my voucher?	As long as THA verify the employment you will be able to port your voucher.
9/8/11	Email from resident	I schedule my calendar two weeks in advance, your letter should have went out much earlier	Thank you for the comment. We will take this under consideration.
9/12/11	Public hearing	Is it easier to track ports in state than it is out of state?	Once a voucher ports out, it is much more difficult to track it regardless of the location of the port.
9/23/11	Phone call	THA is turning into a police state. Is this Russia? You are telling us where we can live because we are poor.	THA is proposing to limit portability so it can accurately assess the MTW program and keep housing dollars in the jurisdiction. There are exceptions to the policy and if a housing authority agrees to absorb the voucher, the port will be allowed.

Public Comments for 2012 MTW plan

9/8/11	Phone call	I disagree with this policy. I may want to move closer to my family one day.	THA would not stop a household from moving. However, if one of the exceptions are not met, you would not be able to move with continued assistance.
<b>Date</b>	<b>From</b>	<b>Comments/Questions on local blended subsidy</b>	<b>THA Response</b>
9/12/11	Public Comment	Will more money be spent on vouchers?	This activity would return money to the voucher pool making it a possibility that more vouchers could be issued.
9/12/11	Public Comment	Is Salishan more projects based or public housing?	Salishan has roughly an equal mix of project based units and public housing
9/13/11	Phone Call	Will THA spend more money on fixing properties?	This activity would bring in more funds and could allow for THA to spend more on maintenance and repairs.
<b>Date</b>	<b>From</b>	<b>Comments/Questions on Special Purpose Housing</b>	<b>THA Response</b>
9/12/11	Public hearing	If someone has a criminal background and evictions can they live in this housing?	THA will use special purpose housing to serve populations that may not be able to typically live in public housing. THA has not decided what populations will be targeted at this time.
9/14/11	Phone Call	Will these people go ahead of me in getting housing?	If THA signs a lease with a provider, it would be up to the provider to decide who is eligible for the waitlist and waitlist selection.

Public Comments for 2012 MTW plan

9/12/11	From	Comments/Questions on Regional Approach to Special Purpose dollars	THA Response
9/12/11	Public Hearing	I have to move from a 3 bedroom to a 2 bedroom because of occupancy standards	THA changed the occupancy standards last year and has given notice multiple times. You have the right to request a reasonable accommodation by contacting your caseworker.



## RESOLUTION #2



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (2)

DATE: October 12, 2011  
 TO: Board of Commissioners  
 FROM: Michael Mirra, Executive Director  
 RE: Management of the Voucher Waitlists

### Background

THA proposes to change the Section 8 waitlist is managed. The table below highlights the major changes in policy. If adopted, THA would include the changes in the Section 8 policy document the Administrative Plan.

Current Policy	Proposed Policy
<ul style="list-style-type: none"> <li>Households are selected based on date and time of application with preferences for criteria below:               <ul style="list-style-type: none"> <li>Income</li> <li>Elderly/Disabled</li> <li>Displaced victims of domestic violence</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Select all households based on a lottery. Must be at or below 80% AMI to be eligible for the lottery</li> </ul>
<ul style="list-style-type: none"> <li>One list for the tenant based voucher program.</li> <li>When project based voucher unit is available, staff calls the top applicants on the voucher waiting list to see if they are interested. Applicants can decline the unit and continue waiting for a tenant-based voucher</li> </ul>	<ul style="list-style-type: none"> <li>A waiting list for tenant-based vouchers</li> <li>Separate waiting lists for each Project Based Voucher site</li> </ul>
<ul style="list-style-type: none"> <li>Anyone who receives a project based voucher can automatically apply for a tenant based voucher after one year.</li> </ul>	<ul style="list-style-type: none"> <li>THA will no longer offer a tenant based voucher to those who receive a project based voucher. A tenant who receives a project based voucher will be able to stay in that residence as long as they have a need and continue to qualify.</li> </ul>
<ul style="list-style-type: none"> <li>Transitional housing agencies receive a voucher for each participant after she or he graduates.</li> </ul>	<ul style="list-style-type: none"> <li>Graduates would receive a special preference on the public housing site of their choice upon graduation.</li> </ul>

The most significant change in policy that we are requesting is the removal of preferences from THA's waiting list. Preferences make administration of the waiting lists difficult because:

- a) The preferences need to be verified before an applicant can be housed;
- b) Some households claim all preferences, even though they may not qualify for them, and this can lead to erroneous placement on the waiting list;
- c) Verifying preferences can be very time consuming for staff;
- d) Households who do not qualify for THA's preferences may never be served.

Eliminating the preferences on all THA waiting lists will allow us to spend less time verifying how people should be placed on the waiting list and more time qualifying people to move into affordable housing. THA still has mechanisms in place to continue serving a greater number of special needs populations through special-purpose housing. These housing options include:

- THA's seven public housing units designated for elderly and disabled households
- McCarver Rental Assistance for homeless households in the McCarver school area
- Project-based vouchers in transitional housing units
- Future special programs funded with MTW funds

In addition, THA will continue to serve only households that have incomes below 80% AMI and at least 75% of households served will be below 50% AMI.

### **Recommendation**

Approve Resolution 2011-10-12 (2) authorizing THA to adopt proposed changes to the voucher waitlists and incorporate these changes into the appropriate sections of the THA Administrative Plan.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (2)

### MANAGEMENT OF THE THA VOUCHER WAITLISTS

WHEREAS, The Administrative Plan relates to the administration of the tenant-based and project-based voucher programs and is required by HUD.

WHEREAS, THA is required to adopt local selection policies relating to management of its voucher waiting list(s).

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

Approve Resolution 2011-10-12 (2) authorizing THA to adopt proposed changes to the voucher waitlists and incorporate these changes into the appropriate sections of the THA Administrative Plan.

**Approved:** October 12, 2011

\_\_\_\_\_  
Janis Flauding, Chair

Public Comments for Waitlist changes

Date	From	Comment/Question	THA Response
8/28/11	Public Hearing	How will the Section 8 lottery work?	A computer randomizer will assign each applicant a number of the waiting list.
8/28/11	Public Hearing	Can I use a voucher at your senior/disabled buildings?	No, they are public housing and cannot have multiple subsidy types used for the units.
8/28/11	Public Hearing	Is the lottery a luck of the draw?	THA will use a computer to randomize who is picked from the waitlist
8/28/11	Public Hearing	How often are names drawn?	THA will draw names when there are openings in housing units or vouchers. We cannot give a specific time when we will be pulling from waitlists.
8/28/11	Public Hearings	If I am senior or disabled do I have to pick senior disabled buildings?	No, you can put your name on whatever waitlists you are interested in.
8/28/11	Public Hearings	When would the changes take effect?	If approved at the next board meeting, the changes would go into effect October 13 <sup>th</sup> .
8/28/11	Public Hearings	What if I deny my first choice for public housing, will I get another?	No, THA is allowing applicants to choose which waitlists they wish to be on. If an applicant chooses not to accept a unit for bad cause, the name will be removed from the waitlist.

Public Comments for Waitlist changes

Date	From	Comment/Question	THA Response
8/28/11	Public Hearings	How long will I be on the waitlist?	THA cannot give a specific date or time but we estimate that the wait time will be 3-6 years.
8/28/11	Public Hearings	Are the buildings on the sheet the only housing options we have?	The names on the waitlist sheet mailed are the options that THA has. Associated Ministries would be a good source of information for all other affordable housing options in the Tacoma/Pierce County region.
8/28/11	Public Hearing	How do I know if I am still on the waitlist?	Anyone who needs to find out if they are on the waitlist should call the THA main number at 253-207-4400.
8/28/11	Public Hearings	There have been drug users and alcoholics chosen off the waitlists before me, should I start doing drugs so I can be chosen?	THA picks names off the waitlist according to time/date and preferences currently. THA conducts criminal background screenings during the eligibility process.
8/28/11	Public Hearings	I am disabled; the lack of preferences will hurt my chances of getting housed.	THA will still operate 7 buildings that only serve senior/disabled population. THA also has vouchers that serve non-elderly disabled populations only and will continue to seek funding at every opportunity for all populations.
8/29/11	Email	We are opposed to the Tacoma Housing Authority's (THA) proposed changes to the existing Admission and Continued Occupancy (ACOP) and the THA Administrative Plan.	Thank you for your public comment. They will be noted in the board materials. THA still has 7 properties that serve on elderly/disabled and special purpose

Public Comments for Waitlist changes

Date	From	Comment/Question	THA Response
		<p>We believe that the first people/families that should receive federal HUD Housing Choice Vouchers (HCV) are the elderly and the disabled (regardless of age), who are SSI recipients and are income eligible. We believe that the intent of the HUD funding is to house the most vulnerable among us first. We believe that the elderly and disabled communities as a whole would be better served. At times this communities need for Reasonable Accommodations can stop a housing authority from providing affordable Program/Site Based housing to the people who need it most now, and will continue to need this type of program assistance for years to come. We believe it is better to give them a glimmer of hope. If they currently meet all eligibility standards, they should be placed on a separate non-lottery waitlist. This elderly/disabled waitlist should be the go-to-first waitlist for HCV. This should be the only preference allowed at this time, in our opinion. As people/families in this group move from the waitlist to HCV, we believe that the health and welfare of these people will improve, and our communities will be strengthened.</p> <p>House elderly/disabled SSI recipient population first is our plea.</p>	<p>vouchers that serve only disabled households. THA will continue to seek opportunities to increase housing for both populations while serving all other groups in our jurisdiction.</p>
8/26/11	Email	<p>My son received a mailing from THA. Is he on the public housing or section 8 waitlist?</p>	<p>After further emailing, it is determined he is on the public housing waitlist. Thank you for your email.</p>
8/23/11	Phone Call	<p>I do not understand what this letter means.</p>	<p>Phone call was returned on 8/23/11 at 3:50 pm. Client was giving full explanation of what the letter meant and was satisfied with the explanation.</p>

Public Comments for Waitlist changes

Date	From	Comment/Question	THA Response
8/24/11	Phone Call	How does the waitlist currently work?	The names are pulled by time and date with preferences for several categories.
8/25/11	Phone call	I have a zero income, can I still come onto the program	Yes. However effective November 1 any new admissions would have a minimum rent that will escalate in future years.

\*\*Please note there will be two additional public meetings with project based voucher participants to discuss how changes to the waiting list will impact them. These hearings are being held October 5<sup>th</sup> and 7<sup>th</sup>. Comments from those meetings will be provided at the Board meeting.



## RESOLUTION #3



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (3)

DATE: October 12, 2011  
 TO: Board of Commissioners  
 FROM: Michael Mirra, Executive Director  
 RE: Management of the THA Public Housing Waitlist

### Background

THA proposes to change how the Public Housing waitlist is managed. The table below highlights the major changes in policy. If adopted, THA would include the changes in the public housing policy document the Admissions and Continued Occupancy Plan (ACOP).

<b>Current Policy</b>	<b>Proposed Policy</b>
<ul style="list-style-type: none"> <li>• Date and time of application with preferences for criteria below:</li> <li>• Income</li> <li>• Elderly/Disabled</li> <li>• Displaced victims of domestic violence</li> <li>• Working household</li> </ul>	<ul style="list-style-type: none"> <li>• Select all households based on date and time of application.</li> <li>• Provide a preference to project based voucher participants in transitional housing units that meet the graduation requirements of their program.</li> </ul>
<ul style="list-style-type: none"> <li>• Currently when an applicant reaches the top of the public housing waiting list they are housed in the next available vacancy</li> <li>• Waiting list is not site specific.</li> </ul>	<ul style="list-style-type: none"> <li>• Waiting lists for each Public Housing site</li> <li>• Project based and public housing lists would be merged for Salishan and New Hillside Terrace</li> <li>• This will give families the opportunity to apply for the property they wish to live at</li> </ul>

The most significant change in policy that we are requesting is the removal of preferences from THA's waiting list. Preferences make administration of the waiting lists difficult because:

- a) The preferences need to be verified before an applicant can be housed;
- b) Some households claim all preferences, even though they may not qualify for them, and this can lead to erroneous placement on the waiting list;
- c) Verifying preferences can be very time consuming for staff;
- d) Households who do not qualify for THA's preferences may never be served.

Eliminating the preferences on all THA waiting lists will allow us to spend less time verifying how people should be placed on the waiting list and more time qualifying people to move into affordable housing. THA still has mechanisms in place to continue serving a greater number of special needs populations through special-purpose housing. These housing options include:

- THA's seven public housing units designated for elderly and disabled households
- McCarver Rental Assistance for homeless households in the McCarver school area
- Project-based vouchers in transitional housing units
- Future special programs funded with MTW funds

In addition, THA will continue to serve only households that have incomes below 80% AMI and at least 75% of households served will be below 50% AMI.

### **Recommendation**

Approve Resolution 2011-10-12 (3) authorizing THA to adopt proposed changes to the Public Housing waitlist and incorporate these changes into the appropriate sections of the THA Admissions and Continued Occupancy Policy.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-10-12 (3)

### MANAGEMENT OF THE THA PUBLIC HOUSING WAITLIST

WHEREAS, The Admissions and Continued Occupancy Policy relates to the administration of the Public Housing program and is required by HUD.

WHEREAS, THA is required to adopt local selection policies relating to management of its public housing waiting list(s).

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

Approve Resolution 2011-10-12 (3) authorizing THA to adopt proposed changes to the Public Housing waitlist and incorporate these changes into the appropriate sections of the THA Admissions and Continued Occupancy Policy.

**Approved:** October 12, 2011

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Janis Flauding, Chairman