



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET


January 25, 2012



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, January 25, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, January 25, 2012 at 4:00 PM**

The meeting will be held at:

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

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

I, Christine Wilson, certify that on or before Friday, January 20, 2012, 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

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

**AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
JANUARY 25, 2012, 4:00 PM
902 SOUTH L STREET**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of December 14, 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
- 8. NEW BUSINESS**
 - 8.1 THA Resolution 2012-1-25 (1), Update Administration Plan
 - 8.2 THA Resolution 2012-1-25 (2), Update Admissions and Continued Occupancy Plan
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, DECEMBER 14, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 3201 South Fawcett Street, Tacoma, WA at 4:00 PM on Wednesday December 14, 2011.

1. CALL TO ORDER

Commissioner Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:05 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair (phone participant)	
Greg Mowat, Vice Chair (phone participant)	
Ken Miller, Commissioner	Arthur C. Banks
	Stanley Rumbaugh, Commissioner
Staff	
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	

Commissioner Miller declared there was a quorum present @ 4:05 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Miller asked for any corrections to or discussion of minutes for the Study Session of the Board of Commissioners of Friday, December 2, 2011 Chair Flauding moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Commissioner Miller asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, November 16, 2011. Chair Flauding moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Jesus Delgado was present and accompanied by an interpreter. Mr. Delgado, through the interpreter, addressed the Board. He is a Salishan resident. He expressed concerns related to patio and site violations and being charged extra rent as a foster parent. Commissioner Miller asked “are you saying foster care income is not to be considering in the calculation?” Mr. Delgado stated that he is being charged on the extra income. Director Black shared that Mr. Price is scheduled to contact Mr. Delgado with the rent calculation this week and if Mr. Delgado still disagrees, he can go through a formal grievance process. Mr. Price will inform Mr. Delgado of the formal grievance process when he contacts him to discuss the rent calculation.

Commissioner Miller stated that our practice is to ask staff to give reports raised by our residents. Director Black was asked to give a report at the January meeting of how we have attempted to respond to Mr. Delgado’s concerns.

Linda Kaufman voiced concerns about security problems at Fawcett during construction. Pat Patterson shared that there were issues during construction. He said that he has met with the contractors and outlined expectations. The contractors are about finished with the punch list and appointments are being made to hang blinds and screens.

Sharon Lee, a five year resident commented that she assumed that THA staff were to accompany contractors entering resident units. Commissioner Miller asked if sensitive tenants can ask for shadow staff. Pat responded, “Yes and said that accommodations for that have been made”.

Ross Fleming Jr., reported that during construction an expensive watch went missing. Commissioner Miller inquired about the process to pursue a loss. Pat Patterson asked Mr. Fleming to provide a clear description of the missing item and the date of loss.

Linda Kaufmann, stated a need for a night manager at Fawcett due to criminal activity and slashed tires. Pat will follow up with Linda and update the Commissioners.

Jane Leary, indicated that a beeping noise was coming from the light ballast in the community room and reported that the TV in the community room has yet to be set up. Pat informed that the beeping noise is signaling that a light is about to burn out. The delay in the television setup is due to a cable that was sliced during construction making the original path to the community room non-existent. We currently have a technician working on the problem. By next week we should have a plan for repair or at least a cost estimate.

Hope Rehn, President of SAFE, would like to see security onsite between the hours of 3:00 p.m. and 3:00 a.m. at Fawcett Street Apartments. Ms. Rehn inquired about a letter provided to April last meeting and requested a response. April will respond to the letter during the January meeting.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller reported that he is pleased with the content and processes used by Walter and team and shared his appreciation for the work they are doing.

Finance Committee – No report given

6. ADMINISTRATIVE REPORTS

Executive Director

Michael stated that the 2012 budget the Board will consider was a big achievement. It was hard to write. However, it leaves THA with adequate capacity for operations, money to invest, financing for development operations, adequate reserves at optimal levels and in general lets THA remain a lively housing authority doing creative work. He noted that the budget was the product of a broadly consultative effort. He thanked the many staff who participated. He also thanked the Board. On behalf of the entire staff he noted that we have a very good Board. We do not take that for granted.

Finance

Director Ken Shalik directed the board to his report. Ken Shalik reported that THA closed its books in December 2011 and that we had a successful closing.

Chair Flauding moved to ratify the payment of cash disbursements totaling \$3,975,078 for the month of November, 2011. Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her report. Overall unit turn times continue to climb. REM&HS is in the process of filling 8 vacancies and highlighted two new promotions for REM&HS.

Real Estate Development

Director Zisette directed the board to his report. He reported on 2012 highlights which will include developing a vibrant center for the Salishan community in the Salishan core. He notes acquisition and development opportunities such as Hillside Terrace, the MLK corridor and Stewart Court. We plan to perform necessary work right now on Stewart Court and look at this property as an asset management opportunity.

Community Services

Director Vignec directed the board to her report. Director Vignect reports that the reason the GED numbers are low is because THA has not received the full reporting. The board report for next month will provide updated numbers. She referred as well to the encouraging numbers for the McCarver Project. The annual goal is 50 and we are close, showing 39 applicants have been housed and 9 are searching or awaiting inspections.

Human Resources

Director Tanbara was not present.

Administration

Director Todd Craven directed the board to his report and noted the major initiatives for the Department of Administration include: asset management design, digital dashboard and sharepoint.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2011-12-14 (1), 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, The total project budget is \$400,000;

WHEREAS, The total amount for the design and engineering is \$146,071;

WHEREAS,

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

Approve Resolution 2011-12-14 (1) authorizing the Executive Director to increase the not to exceed contract amount by \$51,071 for a total amount not to exceed of \$146,071 to cover the additional A&E work.

Upon roll call, the vote was as follows:

AYES: 2
NAYS: 1
Abstain: None
Absent: 2

Approved: December 14, 2011

Janis Flauding, Chair

8.2 RESOLUTION 2012-12-14 (2), FISCAL YEAR 2012 ANNUAL BUDGET

Whereas, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2012; and

Whereas, The U.S. Department of Housing and Urban Development (HUD) requires the Authority’s Board to approve its annual Site-based budgets;

Whereas, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Fiscal Year 2012 annual budget,

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2012 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget. The Board of Commissioners hereby authorizes the Executive Director to implement and execute said budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	530,509
Human Resources	305,713
Finance	842,639
Administration	993,005
Community Services	1,525,339
Development	2,228,600
Rental Assistance	34,261,882
Property Management	<u>6,858,377</u>
Subtotal	47,546,064
 <u>Additional Cash Outflows</u>	
Capital Expenditures	10,628,521
Debt Service	<u>506,465</u>
Subtotal	11,134,986
 TOTAL APPROVED BUDGET	 <u>58,681,050</u>

Upon roll call, the vote was as follows:

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

Approved: December 14, 2011

Janis Flauding, Chair

8.3 RESOLUTION 2011-12-14(3), Master Planning & Architecture & Engineering Services Selection For Salishan Core

WHEREAS, On October 10, 2011, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing master planning, architectural and engineering services for Salishan Core;

WHEREAS, The RFQ was posted in the Blue Book, Washington Electronic Business Solutions and on THA's website;

WHEREAS, Nine firms (9) submitted proposals by the deadline of November 17, 2011;

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

WHEREAS, the evaluation team voted unanimously in favor of proceeding with contract negotiations with Mithun.

WHEREAS,

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

The Executive Director is authorized to negotiate and execute a contract with Mithun for the Master Planning and Architectural and Engineering Services for the Salishan Core project in a not-to-exceed amount of \$110,000, including contingency. If those negotiations are not successful, the Board authorizes him to negotiate and execute a contract with Torti-Gallas and if those negotiations are not successful, with Environmental Works or, if he determines it to be in THA's interest, to rebid

Upon roll call, the vote was as follows:

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

Approved: December 14, 2011

Janis Flauding, Chair

8.4 RESOLUTION 2011-12-14(4), Commitment of THA Replacement Housing Factor (RHF) funds for 2500 Hillside Terrace Phase I Redevelopment

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

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

Whereas, The Authority is submitting an application to the Washington State Housing Finance Commission for Tax Credits as approved by Resolution 2010-9-22(2) for the 2500 Hillside Terrace Redevelopment project;

Whereas, The Authority receives Replacement Housing Factor (RHF) funds from HUD on a formula basis that is tied to past disposal of public housing;

Whereas, The Authority is a Moving to Work (MTW) agency;

Whereas, RHF funds are to be used for the development of new public housing however, if the Authority receiving the funds is a MTW agency, the funds may be used for affordable housing provided the funds are transferred to the MTW Block Grant;

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

The Executive Director or his designee is authorized to commit the Tacoma Housing Authority RHF funds in an amount up to \$723,000 for the 2500 Hillside Terrace Phase I project.

Upon roll call, the vote was as follows:

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

Adopted: December 14, 2011

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

The commissioner's shared their congratulations to ED Mirra and staff for their achievements in 2011.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:17 PM.

APPROVED AS CORRECT

Adopted: January 25, 2012

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: January 19, 2012
To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Re: Executive Director's Report:

This is my monthly report for January 2012. The Departments' reports supplement it.

1. STRATEGIC PLANNING SCHEDULE

As I wrote last month, strategic planning and the related digital dashboard will be one of the year's notable activities. I thank those commissioners who have been able to participate in the planning committees. We are somewhat behind our initial schedule. All the committees should be able to give me their recommendations by the end of January. I will then edit and align them for further cabinet review. I hope to have proposals for the Board's review in February or March.

2. 2012 BUDGET REVIEW

When the Board adopted the 2012 budget, we anticipated the need to review it sometime this year to account for the various contingencies as they reveal themselves. One of them is already unfolding. As a result a budget review in the next month or two may be useful. At the meeting, the Board will hear Walter's update on the Hillside Terrace project. He will report that we will not likely get the 9% tax credits we applied to receive from the Washington State Housing Finance Commission. While this is disappointing, he will also report that he has figured out an alternative way to finance the project. This alternative uses 4% tax credits. We do not have to compete for them but they are only half as valuable. They leave about a \$5 million funding gap. Walter proposes that we fill that gap by borrowing more money for the project, deferring more of our developer fee and using more of THA's reserves. We also hope for assistance from the City. All this would change some our budget assumptions. I will plan with Ken S. and Greg a time when a budget review makes sense.

3. SNOW

THA did fairly well through the big snow storm. We closed for Wednesday and Thursday, except for essential staff. April's department staff was on site or in touch with every property.

Enough maintenance staff made it in to clear walkways at all the senior buildings. We know of no property damage except for a tree that fell down in front of the K Street building, which our staff also cleared. The only one of our properties to lose power was the L Street building. As a result we lost remote access to our servers until Thursday evening. At that time, Yvonne with her 4 wheel drive truck picked up Dave and drove him to the office so he could reboot our system when the power returned.

Lisa Miller, a Salishan resident, wrote me an email Wednesday night:

Salishan is BEAUTIFUL in the snow-- i love watching the kids play -right now there is a MAMMOTH snowball being created-- they started on 40th and are working their way down to the big tree park-- it is AWESOME hope you get to enjoy it a little. . . I wish you could see the kids playing out in the snow by the streetlights-- at the risk of sounding COMPLETELY-- it's better than a Norman Rockwell painting- because paintings don't laugh

She sent this picture of the big snowball:



ADMINISTRATION REPORTS

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,365,726 for the month of December, 2011.

Approved: January 25, 2011

Janis Flauding, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of December, 2011

Bank	Check Numbers		Amount	Totals
	From	To		
HERITAGE BANK				
A/P Checking Account				
Low Rent Module Checks	Check #'s	2,410 - 2,440	2,317	
Accounts Payable Checks	Check #'s	74,897 - 75,197		
Central Office Cost Center			205,451	Program Support
Moving To Work Support Center			111,045	
Section 8 Programs			8,766	Section 8 Operations
Windstar			10,609	
SF Non-Assist Housing - 9SF Homes			8,523	
Stewart Court			35,735	Local Funds
Wedgewood			643	
Salishan 7			30,233	
Tacoma Housing Development Group			1,472	
Hillsdale Heights			985	
Salishan Program Income			19	
Salishan Area 3			6,777	
NSP Grant			14,737	Development
Development Activity			6,711	
Salishan Area 2B-Dev			5,850	
Salishan Area 4			4,145	
Hillside Terrace Predevelopment			23,267	
CS Special Fund			344	
CS Special Fund			518	
Community Services General Fund			2,741	Community Service
2006 WA Families Fund			202	
Gates Ed Grant			3,239	
2008 ROSS Svc Coord			2,662	
2011 WA Families Fund			122	
AMP 1 - No K, So M, No G			59,659	
AMP 2 - Fawcett, Wright, 6th Ave			133,141	
AMP 3 - Lawrence, Orchard, Stevens			303,717	
AMP 4 - Hillside Terr - 1800/2500			28,054	
AMP 6 - Scattered Sites			5,520	
AMP 7 - HT 1 - Subsidy			7,634	
AMP 8 - HT 2 - Subsidy			1,961	Public Housing
AMP 9 - HT 1500 - Subsidy			62	
AMP 10 - SAL 1 - Subsidy			1,450	
AMP 11 - SAL 2 - Subsidy			11,619	
AMP 12 - SAL 3 - Subsidy			3,874	
AMP 13 - SAL 4 - Subsidy			14,199	
AMP 14 - SAL 5 - Subsidy			12,273	
AMP 15 - SAL 6 - Subsidy			9,623	
Allocation Fund			53,570	Allocations-All Programs
THA SUBTOTAL			1,133,473	
Hillside Terrace 1 through 1500			2,784	
Salishan I - through Salishan 6			128	
Salishan Association - Operations			8,804	Tax Credit Projects - billable
TAX CREDIT SUBTOTAL (Operations - billable)			11,716	1,145,188
Section 8 Checking Account (HAP Payments)				
SRO/HCV/TBRA/VASH/FUP	Check #'s	465,090 - 466,126	1,053,504	
	ACH	29,431 - 30,349	1,555,910	\$ 2,609,414
Payroll & Payroll Fees - ADP				\$ 611,124
TOTAL DISBURSEMENTS				\$ 4,365,726



TACOMA HOUSING AUTHORITY

Date: January 25, 2012

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance

Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the December, 2011 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the month of November, 2011. The agency wide financials remain in very good shape for the Fiscal Year. The following are the major areas that have affected our financials and accounts for the differences in budgeted line items:

- Income:
 - Line 9 – Section 8 Admin Fees – Due to a late 2011 adjustment, and other new Vouchers brought on line, we should receive approximately \$350,000 more than budgeted.
 - 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 will be receiving approximately \$400,000 less in Developer Fee than budgeted.
- Administrative Expenses: In total we are projecting approximately \$950,000 less in expenses than budgeted. The majority of the line items came in under budget, some significantly. I will address the larger dollar variances only.
 - Legal Expenses – It was anticipated we would have significant legal costs for development during the year. Legal services were not needed as anticipated. Additionally, HR had budgeted for legal services during contract negotiations. This is another area services were minimally used.
 - Line 30 – Staff Training – Travel and training was less than anticipated this year. The agency was also conservative due to the threat of pending severe HUD cuts in 2012.

FINANCE DEPARTMENT MONTHLY REPORT

January 2012

Page 2

- Line 31 – Contract Services – There are a number of areas we either spent less money on than anticipated or are deferring. We budgeted for an Asset Management consultant in 2011. We will not be finalizing that contract until the end of the year. Funds were budgeted in Development for Salishan land sales, and other possible development deals. The majority of these funds were not utilized. Community Services had budgeted services in certain programs that were also not utilized in 2011.
- Line 55 – We are accruing collection loss based on a calculation. It is higher than budgeted, and we will be completing our final calculation in December.
- Line 61 – Section 8 HAP Payments – There is an approximate \$1,100,000 savings compared to budget. This is due to a lower Voucher utilization than projected, along with a lower average HAP cost than budgeted.

Overall, the financial position is very healthy at the moment with a projected \$3,874,308 surplus (line 67), as compared to a budgeted \$1,767,475 for FY 2011. I am not anticipating any drastic changes from this projection in the month of December.

2. INVESTMENTS

Surplus funds had been invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .40%. The Washington State Local Government Investment Pool currently provides a return rate of .15%.

3. YEAR-END UPDATE

The finance area is in the midst of closing the books for FY 2011. This is the first year that the agency will be closing the financial books for both THA along with the Tax Credit properties we manage at the same time. The Tax Credit closings are on a much tighter timeframe than THA, with most of the information needing to be completed fairly quickly after the middle of January. THA's Financial Data Schedule (FDS) submission to HUD is not due until the end of February. Staff is currently doing an outstanding job of proceeding through the year end closing process under Duane Strom's direction. I do not anticipate any delays or significant challenges in closing the books. It is important to note in this closing, we are closing out a Fiscal Year consisting of 18 months, and we also are incorporating the financial changes dictated by THA becoming a MTW agency.

6. BUDGET

The budget was approved in December. The information has been loaded into our Yardi database, and staff will be able to run actual against budgeted numbers for 2012.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	November, 2011				Thru 12/31/2011			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	Revenue - Dwelling rent	364,662	4,811,757	4,700,206	2.37%	5,094,802	4,976,689	2.37%
2	Tenant Revenue - Other	5,320	95,882	83,287	15.12%	101,522	88,186	15.12%
3	HUD grant - Section 8 HAP reimbursemen	2,794,590	45,684,515	45,658,763	0.06%	48,479,105	48,344,573	0.28%
4	HUD grant - Section 8 Admin fee earned	226,601	3,912,673	3,584,218	9.16%	4,142,830	3,795,054	9.16%
5	HUD grant - Public Housing subsidy	245,925	3,365,182	3,225,730	4.32%	3,563,134	3,415,479	4.32%
6	HUD grant - Community Services/HOPE	19,862	471,254	642,946	-26.70%	498,975	680,766	-26.70%
7	HUD grant - Capital Fund Operating Reve	48,999	878,434	780,234	12.59%	930,107	826,130	12.59%
8	Management Fee Income	237,777	3,940,919	4,145,613	-4.94%	4,172,738	4,389,473	-4.94%
9	Other Government grants	0	317,751	371,239	-14.41%	317,751	393,077	-19.16%
10	Investment income	5,262	308,738	171,336	80.19%	318,738	181,415	75.70%
11	Fraud Recovery Income - Sec 8	9,111	60,688	55,439	9.47%	64,258	58,700	9.47%
12	Other Revenue- Developer Fee Income	0	2,026,024	2,370,232	-14.52%	2,026,024	2,509,657	-19.27%
13	Other Revenue	18,004	892,784	905,842	-1.44%	910,788	959,127	-5.04%
14	TOTAL OPERATING RECEIPTS	3,976,113	66,766,601	66,695,086	0.11%	70,620,771	70,618,326	0.00%
OPERATING EXPENDITURES								
Administrative Expenses								
15	Administrative Salaries	289,753	4,978,637	5,171,175	-3.72%	5,371,498	5,475,362	-1.90%
16	Administrative Personnel - Benefits	112,949	1,930,044	2,043,130	-5.53%	2,043,576	2,163,314	-5.53%
17	Accounting & Audit Fees	0	75,698	72,146	4.92%	76,390	76,390	0.00%
18	Management Fees	189,586	3,044,025	3,136,672	-2.95%	3,223,085	3,321,182	-2.95%
19	Rent	20,775	308,915	283,127	9.11%	327,086	299,781	9.11%
20	Advertising	0	1,490	15,783	-90.56%	1,578	16,711	-90.56%
21	Data Processing Expenses	6,959	230,031	287,732	-20.05%	258,562	304,657	-15.13%
22	Office Supplies	6,978	85,178	117,040	-27.22%	90,188	123,925	-27.22%
23	Publications & Memberships	1,441	42,980	70,020	-38.62%	45,508	74,139	-38.62%
24	Telephone	7,182	123,817	135,081	-8.34%	131,100	143,027	-8.34%
25	Postage	2,322	61,882	75,440	-17.97%	65,522	79,878	-17.97%
26	Leased Equipment & Repairs	4,513	91,070	85,917	6.00%	96,427	90,971	6.00%
27	Office Equipment Expensed	2,456	71,317	84,026	-15.13%	80,512	88,969	-9.51%
28	Legal	2,896	55,108	191,727	-71.26%	58,350	203,005	-71.26%
29	Local Milage	620	9,754	18,303	-46.71%	10,328	19,380	-46.71%
30	Staff Training/Out of Town travel	435	112,094	209,961	-46.61%	118,688	222,312	-46.61%
31	Contract Services	36,206	432,092	646,050	-33.12%	467,509	684,053	-31.66%
32	Other administrative expenses	11,709	189,253	205,274	-7.80%	200,386	217,349	-7.80%
33	Due diligence - Development projects	0	62,037	70,833	-12.42%	65,686	75,000	-12.42%
34	Contingency	0	0	0		0	0	
35	Total Administrative Expenses	696,780	11,905,422	12,919,438	-7.85%	12,731,980	13,679,405	-6.93%

	November, 2011				Thru 12/31/2011			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
36	Tenant Service - Salaries	64,328	991,816	1,046,652	-5.24%	1,080,158	1,108,220	-2.53%
37	Tenant Service Personnel - Benefits	27,259	396,162	413,676	-4.23%	431,466	438,010	-1.49%
38	Relocation Costs	35	14,530	18,199	-20.16%	15,385	19,270	-20.16%
39	Tenant Service - Other	13,426	195,399	202,248	-3.39%	199,893	214,145	-6.66%
40	Total Tenant Services	105,048	1,597,907	1,680,776	-4.93%	1,726,902	1,779,645	-2.96%
Project Utilities								
41	Water	7,937	157,115	166,636	-5.71%	166,357	176,438	-5.71%
42	Electricity	17,471	263,648	265,857	-0.83%	279,157	281,496	-0.83%
43	Gas	668	77,956	86,398	-9.77%	82,542	91,480	-9.77%
44	Sewer	25,647	489,193	486,490	0.56%	517,969	515,107	0.56%
45	Total Project Utilities	51,723	987,912	1,005,381	-1.74%	1,046,024	1,064,521	-1.74%
Ordinary Maintenance & Operations								
46	Maintenance Salaries	51,440	861,347	856,289	0.59%	927,014	906,659	2.25%
47	Maintenance Personnel - Benefits	13,040	237,019	247,148	-4.10%	250,961	261,686	-4.10%
48	Maintenance Materials	11,091	241,284	223,831	7.80%	255,477	236,997	7.80%
49	Contract Maintenance	96,102	960,301	930,636	3.19%	1,016,789	985,379	3.19%
50	Total Routine Maintenance	171,673	2,299,951	2,257,903	1.86%	2,450,242	2,390,721	2.49%
General Expenses								
51	Protective Services	18,064	224,039	201,665	11.09%	237,218	213,528	11.09%
52	Insurance	13,948	252,066	248,741	1.34%	266,893	263,373	1.34%
53	Other General Expense	73,476	1,320,884	1,314,736	0.47%	1,443,583	1,392,073	3.70%
54	Payment in Lieu of Taxes	1,198	20,378	20,536	-0.77%	21,577	21,744	-0.77%
55	Bad Debt - Tenant Rents	45,808	56,346	28,715	96.23%	72,660	30,404	138.98%
56	Interest Expense	68,742	998,690	1,115,888	-10.50%	1,057,436	1,181,528	-10.50%
57	Total General Expenses	221,236	2,872,403	2,930,281	-1.98%	3,099,368	3,102,650	-0.11%
58	TOTAL OPERATING EXPENSES	\$ 1,246,460	\$ 19,663,595	\$ 20,793,779		\$ 21,054,516	\$ 22,016,942	
Nonroutine Expenditures								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	2,107	43,204	82,420	-47.58%	65,745	87,268	-24.66%
60	Casualty Losses	3,373	23,650	24,387	-3.02%	23,650	25,821	-8.41%
61	Sec 8 HAP Payments	2,582,861	43,428,040	44,568,094	-2.56%	46,010,901	47,189,747	-2.50%
62	Total Nonroutine Expenditures	2,588,341	43,494,894	44,674,901	-2.64%	46,100,296	47,302,836	-2.54%
63	TOTAL EXPENDITURES	3,834,801	63,158,489	65,468,679	-3.53%	67,154,813	69,319,778	-3.12%
64	OPERATING SURPLUS/(DEFICIT)	141,312	3,608,112	1,226,406	194.20%	3,465,959	1,298,548	166.91%
Reserve/Capital Affecting Operations								
65	THA transfer to development projects	(36,511)	(1,053,282)	(1,997,698)	-47.28%	(1,041,064)	(1,410,140)	-26.17%
66	Reserve Appropriations	141,838	1,321,981	2,662,012	-50.34%	1,449,413	1,879,067	-22.87%
67	THA SURPLUS/(DEFICIT)	246,639	3,876,811	1,890,720		3,874,308	1,767,475	

TACOMA HOUSING AUTHORITY

CASH POSITION - December 2011

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 5,551,773	0.400%
Section 8 Checking	4,768,339	0.400%
THA Investment Pool	285	0.400%
THA LIPH Security Deposits	111,431	0.400%
THDG - Tacoma Housing Development Group	27,534	0.400%
LF - Stewart Court	52,118	0.400%
LF - Stewart Ct Security Deposit Account	7,296	0.400%
LF - SF 9Homes Alaska	168,252	0.400%
LF - SF 9Homes Alaska Sec Dep Acct	6,668	0.400%
LF - SFH No. Shirley	2,676	0.400%
LF - SFH N Shirley Security Deposit Acct	1,001	0.400%
LF - Wedgewood Homes	49,450	0.400%
Salishan 7	429,437	0.400%
Salishan 7 Security Deposit	26,763	0.400%
Payroll Account	6,386	0.400%
General Fund Money Market	3,512,119	0.400%
WASHINGTON STATE		
Investment Pool	\$ 1,420,541	0.130%
CHASE		
IDA Account	74,406	0.01%
TOTAL THA CASH BALANCE	\$ 16,216,473	
Less:		
<i>MTW:</i>		
MTW Reserves	\$ 6,300,356	
<i>Other Restrictions:</i>		
FSS Escrows	192,372	
VASH, FUP & NED HAP Reserves	1,421,748	
Mod Rehab Operating Reserves	80,540	
Security Deposit Accounts	154,188	
Salishan Sound Families - 608	191,162	
IDA Accounts - 604,605	74,406	
Paul Allen Foundation - 609	10,450	
Gates Foundation - 621	70,123	
WA Families Fund - 671,672	36,761	
THDG - 048	27,534	
<i>Total - Other Restrictions</i>	\$ 2,259,282	
<i>Agency Liabilities:</i>		
Windstar Loan - 042	322,355	
Citibank Loan for Area 3 - Guarantee (Current)	1,751,749	
Additional Reserve Set Aside for Area 3 Loss on sales	2,400,000	
<i>Total - Agency Liabilities</i>	\$ 4,474,103	
<i>THA Designated Reserve for Development:</i>	\$ 461,975	
Total Restrictions	\$ 13,495,716	
THA UNENCUMBERED CASH	\$ 2,720,757	
Agency Current Commitments:	Balance	
Salishan Campus - On hold		
Development Projects		
902 1st Floor Reconfiguration - MTW funds	400,000	
Total Current Commitments outstanding	\$ 400,000.00	\$ -

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: January 25, 2012
To: THA Board of Commissioners
From: April Black
Director of Real Estate Management and Housing Services
Re: Department of Real Estate Management and Housing Services Monthly Board Report

1. PROPERTY MANAGEMENT DIVISION

1.1. Performance Report Summaries:

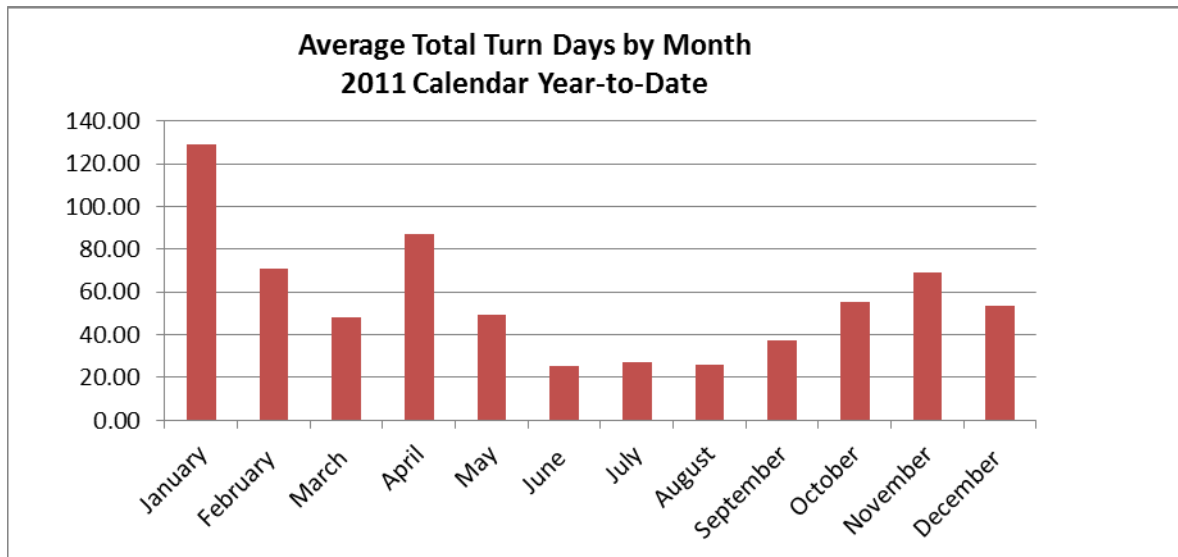
1.1.1. *Occupancy:*

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

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED
AMPs 1-6	594	3	591	99.5%
Tax Credit Units	690	22	668	96.8%
Local fund units	69	2	67	91.1%
All Total	1,353	27	1,332	98.1%

1.1.2. *Vacant Unit Turn:*

The following page includes a table with all of the units turned in fiscal year 2011. Sixteen (16) units were turned and rented in the month of December. The average unit turn for the month of December was 53 days; average unit turns for the entire calendar year was 74 days.



The table below includes additional unit turn information by AMP:

Calendar Year to Date through the end of December, 2011

AMP	Units Turned	Avg Turn Days	Units Currenty Vacant	Avg # Days Vacant
Amp 1 (G ST, K St, M ST)	22	13.7	4	12.0
Amp 2 (6th Ave, Fawcett, Wright)	18	27.3	1	16.0
Amp 3 (Bergerson, Dixon, Ludwig)	20	35.6	1	26.0
Amp 4 (Old Hillside Terrace)	22	93.3	0	0.0
Amp 6 (PH Scattered Sites)	10	61.5	0	0.0
Hillside Terrace Tax Credit	13	90.5	2	16.5
Salishan Tax Credit	79	104.1	5	20.2
Local Fund (Stewart, Market Rate Homes)	8	82.5	3	146.0
Agency Summary	192	74	16	41

In November we had set a department goal of having all vacant units with a vacate date prior to December 1, 2011 would be leased by December 31, 2011. 19 of the 23 units that met that criteria were leased by December 31, 2011. The remaining units were missed due to lack of move in funds and a lack of applicants for the market rate home. Those units are scheduled to be housed in January 2012.

January 2012 Board of Commissioners Meeting
 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
 REPORT
 Page 3

Below is a listing of all units vacant as of January 10, 2012:

Nbr	AMP	Project	Unit Nbr	Address	Apt Nbr	Beds	Unit Status	Vacate Date	Days Vacant	Maint Turn Date	Applicant Ready Date	Leasing Note
1	01	006	00888	911 NORTH K ST	G10	1	Repair-Make Ready	12/22/2011	19		01/05/2012	Y
2	01	006	00899	911 NORTH K ST	110	1	Repair-Make Ready	1/4/2012	6		01/05/2012	Y
3	01	008	00963	1202 SOUTH M ST	310	1	Repair-Make Ready	12/31/2011	10		01/05/2012	Y
4	01	008	00965	1202 SOUTH M ST1	312	1	Vacant	12/23/2011	18		01/04/2012	Y
5	01	013	01092	401 NORTH G ST	304	1	Vacant	11/30/2011	41	12/22/2011	01/05/2012	Y
6	08	029	01564	2342 SOUTH G STREET	206	3	Repair-Make Ready	12/13/2011	28	01/13/2012	12/27/2011	Y
7	09	032	T6578	1512 COURT F STREET	187	3	Repair-Make Ready	12/16/2011	25	01/03/2012	12/23/2011	Y
8	MR	044	01211	1211 S TRAFTON		5	Vacant	11/17/2010	419	04/01/2011		N
9	SC	045	32013	3201 S TYLER	3	1	Vacant	12/5/2011	36	12/16/2011		N
10	SC	045	32181	3218 S MONROE	44	2	Repair-Make Ready	12/28/2011	13	01/13/2012		N
11	10	305	08021	4208 SALISHAN BLVD		2	Vacant	12/19/2011	22	01/13/2012		Y
12	11	315	08049	4203 SALISHAN BLVD		4	Vacant	11/30/2011	41	01/03/2012	01/05/2012	Y
13	13	345	08131	4480 EAST Q STREET		2	Repair-Make Ready	12/23/2011	18	01/12/2012	01/04/2012	Y
14	15	36P	01844	2031 EAST 44TH STREET		2	Vacant	12/13/2011	28	01/06/2012		Y
Average Days Vacant											51.7	

January 2012 Board of Commissioners Meeting
 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
 REPORT
 Page 4

1.1.3. *Work Orders:*

In the month of December all 11 emergency work orders were completed within 24 hours. This month, maintenance staff completed 215 non-emergency work orders and a total of 3238 for the calendar year. The average number of days to complete a non-emergency work order was 9.34 for the month and 12.75 for the year.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	December 2011		Jan through December 2011		December 2011		Jan through December 2011	
AMP # *	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	4	100%	37	100%	11	3.18	352	3.63
AMP 2	0	0%	17	100%	0	0	338	3.48
AMP 3	2	100%	57	100%	37	2.73	635	5.91
AMP 4	0	0%	64	98.4%	29	5.21	362	12.75
AMP 6	0	0%	24	100%	10	4.70	140	10.66
AMP 7	0	0%	1	100%	0	0.00	26	3.65
AMP 8	0	0%	0	0%	0	0.00	51	17.39
AMP 9	0	0%	0	0%	0	0.00	18	8.83
AMP 10	1	100%	4	100%	16	8.94	208	16.99
AMP 11	1	100%	5	100%	11	21.91	263	25.25
AMP 12	0	0%	1	100%	8	4.13	208	22.88
AMP 13	0	0%	0	0	17	28.00	180	30.58
AMP 14	1	100%	1	0	39	12.10	191	23.96
AMP 15	1	100%	2	100%	18	12.83	128	26.70
AMP 16	0	0%	0	0.0%	0	0		0.0
Non-AMP	1	100%	4	75.0%	19	4.16	138	4.38
TOTALS	11	100%	217	98.6%	215	9.34	3,238	12.75

Outstanding Work Orders Table:

Below is a breakdown of all outstanding work orders as of December 31, 2011:

Outstanding Work Orders as of December 2011			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	9	9	0
AMP 2	0	0	0
AMP 3	1	1	0
AMP 4	5	0	0
AMP 6	6	5	1
AMP 7	4	0	4
AMP 8	13	0	13
AMP 9	6	0	6
AMP 10	3	3	0
AMP 11	5	5	0
AMP 12	4	4	0
AMP 13	1	1	0
AMP 14	32	24	8
AMP 15	23	6	17
AMP 16	0	0	0
Non-AMP	5	0	5
TOTALS	117	58	59

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 97% for the month of December 2011. 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	64	15 shoppers and 4 apps pending
Non-Elderly Disabled Vouchers (NED)	100	46	17 shopping 11 pending 11 pending R/A 10 new referrals received 1/12/12
Family Unification	50	44	3

Program Name	Units Allocated	Units Leased	Number of shoppers*
Program (FUP)			
McCarver Program	50	43	7 pending
Life Manor	150	120	28 shopping

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

The Life Manor (TPV) vouchers are being filled from our waiting list. We are now up to 28 shopping for units for the TPV vouchers. Shopping has been slow for clients during December. The market typically opens up after the first of the year.

The VASH program has been making referrals for the regular VASH program as well as the Project Based units. The VA had a goal of having all of the 2011 VASH vouchers (25) referred by the end of December. They made 19 referrals which nearly made their goal. We are meeting on a regular basis to ensure the referrals continue.

The NED vouchers are moving but still slower than we would hope. DSHS continues to send referrals however, due to the health of the referrals they don't always work out. The total is growing but the clients are still slow to find units and lease up. They have many obstacles such as finding accessible units. DSHS is pushing to have all of the units leased up by the end of February.

3. REPORT FROM LAST BOARD MEETING

At the December board meeting, a number of questions were raised by guests. I have provided my responses below.

Jesus Delgado's Communication to the Board

Jesus Delgado, Salishan resident, attended to share some concerns. Mr. Delgado asked for information on the following:

- Question: What has been done to address the exterior condition of the units at Salishan?

Answer: Salishan staff has established a schedule to regularly inspect the inside and outside of its units. The Salishan Property Manager and Salishan Association Manager also regularly inspect the property for CC&R violations. Regular citations and 10-day notices have not been issued at the frequency that we would hope since we have been short-staffed at the site and dealing with more pressing issues such as REAC inspections, unit turns, and compliance actions for more serious offenses. We hope to be fully staffed at Salishan by mid-February and re-establish the routine of walking portions of the site and issuing notices on a weekly basis.

- Question: What does THA see its responsibilities to be as it relates to the external condition of the site?

Answer: I do believe we have the responsibility to ensure that our units, both interior and exterior are inspected and kept to standard. The standard we use for the exteriors is to remain in line with the Salishan Association requirements, with a few exceptions. There are a few areas where our standard may be more strict and others where we are more lenient. For example, the Association has stated that bicycles cannot be kept outside. As property managers we realize that it is not reasonable to expect large families to have space inside their storage units for all of the bicycles their family may use. The Association has agreed not to enforce this rule unless it becomes necessary. Another example is fencing. The Association allows the construction of fences with written approval. THA does not allow tenants to install fencing unless it is related to a reasonable accommodation.

As mentioned above, we hope to be able to take a more aggressive approach to enforcing external lease violations once we are fully staffed at the site and in the department.

- Question: What has THA done to respond to Mr. Delgado's concerns?

Answer: When Mr. Delgado, or any other resident, emails us about the exterior appearance of neighbors' units, we simply thank him for bringing the matter to our attention. The process should then be to verify the information during the next scheduled exterior inspection period (regardless where the inspections are expected to occur) and post if necessary.

- Question: What is the status of Mr. Delgado's rent calculation?

Answer: Staff has been in contact with Mr. Delgado regarding his rent calculation. The concerns have been resolved.

Fawcett Apartments Cable Television

A resident brought up a concern that the cable television in the Fawcett Apartments community room had been disconnected. Pat Patterson reported at the meeting that the cable had been disconnected when the siding was replaced. Click! Cable has agreed to reinstall the cable at no charge. The cable will be reinstalled with a newly-buried cable line and it will be hooked up by the end of January.

Security Concerns at Wright Avenue and Fawcett Apartments

Residents from Wright Avenue and Fawcett Apartments expressed concerns that security is too predictable. Security has been contacted and asked to stagger their patrols to be less predictable.

Security has responded and the shift in their patrol schedules have been reflected in their daily security reports.

Residents also asked for THA to staff to buildings at night. We do not currently have the staff or budget to do this. Security has been asked to be more of a presence on the property and to walk the building more frequently. We have also hired a new Site Manager for these buildings. Once she starts on January 26th she will start working with the individual buildings to form a better sense of community so residents can have more ownership of their buildings. This may include “block watches,” hall patrols, etc. We will also be developing Key Holder positions at each building so there is a representative on-site to document issues as they arise.

Hope Rehn’s November Correspondence to the Board

During the November Board meeting, Ms. Rehn shared a letter with the Board. She has asked the response be provided in January. Pat Patterson and I have also both met with Ms. Rehn to address her concerns and ask for more information, where necessary. Below are the highlights and answers to the letter:

- Concern: Fawcett Apartment residents were concerned that contractors were coming in and out of their units without THA accompaniment.

Response: During the January board meeting, Pat Patterson explained that contractors often do enter units on their own because of the amount of time it would take a THA staff person to accompany them. The contractors are licensed and bonded and have been reminded that they need to knock, be respectful and lock doors behind them. We believe the issue was resolved shortly after it was brought to our attention in November.

- Concern: Lighting on the east side of the Fawcett Apartments is not working.

Response: Lighting has been repaired by the contractor.

- Concern: Residents at EB Wilson are fearful because there was an incident involving a knife.

Response: THA has been actively working on this case. The case is nearing the end of THA’s grievance process and a final decision will be made by the end of January.

- Concern: Wright Avenue Apartments have a resident that has been routinely setting off the fire alarm and disturbing other residents with his guests.

Response: THA issued a 10 day notice to the resident and it appears that the problem has been resolved. If the issue persists we encourage residents to contact us.

- Concern: The residents at the Senior/Disabled buildings are “fed up” with being afraid to live in these buildings. These are our homes and we all should have the right to live safely.

Response: As I mentioned previously, we hope to get the residents more involved in their own safety. With a new manager on staff, we expect that she will meet with each building to develop strategies for getting residents more involved and making changes to the building themselves, if necessary. For example, upon meeting with residents and City of Tacoma Crime Prevention staff at EB Wilson, we will make modifications to the doors so there is only one point of ingress and all doors will make a sound when they are opened. We have also made landscaping modifications so the property has less “blind spots.”

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: January 25, 2012

TO: THA Board of Commissioners

FROM: Walter Zisette
Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

1. SALISHAN/HOPE VI

1.1 Phase II Construction

1.1.1 Area 2A, Community Center Development.

In early January, staff held a scoping meeting with Mithun Architects, who will be conducting Master Planning services in order for them to put together their pricing. A contract should be signed with Mithun by the end of the month, if not sooner.

Representatives from the Real Estate Development, Community Services and Executive Departments met with Tacoma Goodwill and FareStart in a day-long strategy meeting to discuss appropriate growth and expansion of Tacoma Goodwill's food service training program to Salishan, as well as goals and objectives for both organizations around this theme. This is the beginning of an on-going dialogue between THA and Goodwill, with the guidance of FareStart to develop an appropriately-sized program for Salishan.

1.1.2 Area 3 Lot Sales:

Quadrant has sold two homes so far from the 28 lots they purchased last June. Representatives of Quadrant have recently communicated to THA staff that Quadrant is unlikely to purchase any of the remaining 132 lots available to them in Area 3 until sales momentum in the first 28 lots builds. For this reason, Quadrant's focus currently is on marketing and building home buyer traffic in the area. THA is working with Quadrant staff to support their marketing and communications effort and to create a pipeline of potential home buyers.

Citibank has indicated a willingness to consider low release prices for the remaining lots in Area 3, and is open to considering offers that result in a

partial bank write-down of remaining debt. Citi bank has also indicated a willingness to approve a two –year extension of the maturity date on THA’s loan from July 1, 2013 to July 1, 2015, allowing time for market conditions to improve, for selling all remaining lots tied to the Citibank loan, and for final pay-off of the loan. Staff is working on such an extension to the maturity date while supporting Quadrant’s marketing efforts and seeking interest from other builders.

1.1.3 Arlington Rd (Area 4): In August 2011, staff issued an RFP 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 in 2012.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Hillside Terrace

2.1.1 Financing:

On December 27, 2011 staff received the 2012 Tax Credit Allocation List from the Washington State Housing Finance Commission for the 9% Tax Credit program. The list prioritizes the 2012 applications by the competitive self scores of the applicant’s projects. Twenty-nine projects were submitted for the 2012 round. Of those, sixteen projects with scores from 162 to 176 points took all of the \$14.4 million in state-wide competitive tax credit authority. The 2500 Hillside Terrace Phase I project was submitted with a score of 159, placing it 7th on the waiting list. Although the Finance Commission has yet to review THA’s application, it is highly unlikely that the Hillside Terrace application will eventually move far enough up the waiting list to receive competitive credits this year.

Staff has subsequently prepared an alternative funding structure for the project that includes *non-competitive* “4%” tax credits, tax-exempt bond financing, THA funds, and all of the other funding previously committed to the project (from the City of Tacoma and the Washington State Housing Trust Fund). This financing structure is substantially the same financing structure that was used to redevelop the 1500 and 2300 blocks of Hillside Terrace.

The table below summarizes the revised 4%/Bond project financing structure:

Hillside Terrace 2500, Phase I, Sources of Permanent Financing

Source & Type	Total Sources of Permanent Financing	Committed Sources	Non-Competitive Sources
LIHTC Equity ¹	\$7,373,109		\$7,373,109
Tax Exempt Bonds ²	\$3,963,667		\$3,963,667
HTF	\$2,000,000	\$2,000,000	
City of Tacoma ³	\$1,250,000	\$1,250,000	
THA MTW Funds ⁴	\$2,571,290		\$2,571,290
Deferred Dev. Fee	\$933,224		\$933,224
HUD CFCF Grant	\$1,881,652	\$1,881,652	
THA MTW Funds	\$904,095	\$904,095	
THA Match ⁵	\$114,712	\$114,712	
Total Sources	\$20,991,748	\$6,150,459	\$14,841,290
Total Project Costs	\$20,991,748		

¹ These tax credits are non-competitive, available, and do not require review by a public funder.

² Staff has been informed that there is \$88MM available from 2009 Bond Cap. The bonds will need to be issued by December 31, 2012.

³ THA has received two funding awards from the TCRA, each in the amount of \$625,000.

⁴ The source of THA's contribution would a combination of Replacement Housing Factor and Capital Funds transferred to THA's MTW Account. Staff are pursuing options that would reduce THA's financial commitment to the project. Options include: cost reductions, additional funding from City, and Pierce County funding commitment.

⁵ This source is a committed threshold requirement for a leveraged match to the CFCF grant award.

2.1.2 Project Planning: Staff submitted a Street Vacation application to the City of Tacoma. The application requests the City to vacate a 20 foot area over the length of the existing Court G alley. This area is currently used for 2500 block resident parking and is program for that continued use.

2.1.3 Architecture: Staff and GGLO Architects have been meeting to discuss environmental sustainability goals for the project. The architect and their engineers are preparing sustainability option packages. The current environmental sustainability base line is LEED Silver for New Construction (Mid-Rise), LEED Gold for Homes (Townhomes) and LEED Platinum (Community Center). This goal may change as construction pricing becomes firm during the bid process.

- 2.1.4 *Construction:* Absher Construction has been providing pre-construction estimating services for the environmental sustainability exercise stated above.
- 2.1.5 *Demolition/Disposition:* On August 2, 2011, staff submitted a demolition/disposition application to HUD. The application seeks HUD approval to demolish the 104 existing and dispose them to 2500 Yakima, LLLP, a newly formed tax credit partnership. A draft approval for Demo/Dispo was received in late November. Final approval is expected before this Board meeting. Once final approval is received we will submit an application for relocation vouchers.
- 2.1.6 *Community Meetings:* Staff will continue to hold resident and community meetings as updates and new information become available.
- 2.1.7 *Relocation:* The Relocation Plan was approved by the City. The final version incorporated City of Tacoma as well as HUD input. THA is in discussions with the Bremerton Housing Authority (BHA) to enter into an intergovernmental agreement to have BHA staff work with THA staff do handle the relocation rather than hiring temporary THA workers.
- 2.1.8 *Community Center.* The final conceptual design is complete and approved by all parties. THA staff is working with the Architectural team on design fees, prior to the issuance of an amendment.

3. CAPITAL FUNDS

3.1 Capital Fund Construction.

- 3.1.1 *Ludwig & Fawcett Apts.* The improvements at Fawcett are complete and the final punch has been completed. The siding installation is finished and all interior work is complete. The exterior painting is 95% complete, the exception being areas of paint touch up throughout the project that will be postponed until weather permits completion.
- 3.1.2 *Public Housing Scattered Site Renovations.* THA staff will meet in January to finalize the scope of work. Preparation of bid documents for renovations at THA's 35 Scattered Site homes will begin in January.
- 3.1.3 *Landscaping Improvements.* The Landscape Improvements at 6 Facilities work is complete at all sites. The work completed includes tree and shrub plantings, ground cover, large planter pots, and low maintenance landscape improvements. Also provided are resident community gardens and sitting

areas equipped with benches. CPTED recommendations were incorporated in the design.

Note: THA received a High Performer status on its PHAS scores, therefore will receive a High Performer bonus with its 2012 CFP grant.

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).* We received a purchase offer for 6636 S Lawrence and should close by the end of the month. The house located at 1669 South 45th Street is back on the market. Bids for the house on E 65th Street were due on January 18. The work at this house should take 45-60 day to complete before we are able to put it on the market. THA continues to look for new houses to purchase.
- 4.2** *THA Administrative Office Space.* Final design work is underway for first floor renovations. Design is scheduled to be complete by mid-February. The project will be out to bid mid-February. Staff are working on coordinated temporary relocation of staff during the construction activities. Construction will begin in mid-March and completed by the end of May.
- 4.3** *Stewart Court Exterior Repairs.* RED Staff are assisting Facilities staff in the design, procurement and construction management for this project. Exterior siding replacement & painting are complete and the parking lot repairs have been finished. Closeout documents are being prepared by facilities staff.
- 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. The Contract and bid documents have been approved by the City of Tacoma. Legal documents are pending from the City. 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 *Intergenerational Housing:* The ManyLights Foundation is considering making an offer to purchase some or all of THA's Hillside Heights property.
- 5.3 *Stewart Court:* On October 26 The Housing Trust Fund announced the 2011 funding awards and Stewart Court was not a recipient of the \$482,000 requested. Staff is reviewing the plans for Stewart Court and will have a revised scope and financing plan determined in the first quarter of 2012. In preparation of the upcoming work staff has issued an RFQ for Architectural services for Stewart.
- 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 \$56,000/unit.

This exercise will help THA in determining an optimum real estate investment strategy. It should also inform THA's efforts to invest organizational reserve funds dedicated to real estate investments in its 2012 budget.

6 M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

- 6.1 No new updates.

7 OTHER BUSINESS

7.1 Legal Services: Request for Proposals

Staff has issued a RFP for legal services for all of THA's legal services. The RFP requested firms to state their expertise in six broad categories:

- Development - Purchase & Sales / Contracting,
- Development - Financing / Bonds / HOPE VI,
- Procurement & Contracting,
- Human Resources
- Labor Relations
- General Legal Consulting.

The RFPs were due on December 9, 2011. Nine (9) firms responded to the RFP. Staff has reviewed the proposals and rated each of the firms from 'Most Qualified' to 'Least Qualified' in each of the six categories. Attached is the assessments approved by the Executive Director that selects five of the firms:

- Gordon, Thomas, Honeywell
- Foster Pepper
- Ballard Spahr
- Buck & Gordon
- Reno Cavanaugh

Letters of Intent to Engage will be sent to each of the firms. Staff will then execute contracts to provide for our use of any of the firms on an as-needed basis as specific project arise. This RFP is valid for 3 years with up to two (2) additional one-year extensions.

7 PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of January 6, 2012.

Grant	Total Grant	Obligated	% Obligated	Expended	% Expended	Obligation Start Date	Obligation End Date	Disbursement End Date
2008 CFP (P)	\$1,849,412	\$1,849,412	100%	\$1,844,105	99%	6/13/08	06/12/10	06/12/12
2009 CFP	\$2,410,953	\$2,410,953	100%	\$2,094,152	87%	9/15/09	9/14/11	9/14/13
2009 CFP (1 st R)	\$703,863	\$703,863	100%	\$703,863	100%	9/15/09	9/14/11	9/14/13
2009 CFP (2 nd R)	\$54,932	\$54,932	100%	\$54,932	100%	9/15/09	9/14/11	9/14/13
2009 CFP (3 rd R)	\$2,724	\$2,724	100%	\$2,724	100%	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	\$586,303	25%	\$342,901	15%	7/15/10	7/14/12	7/14/14
2010 CFP (1 st R)	\$1,216,978	\$196,759	16%	\$196,759	16%	7/15/10	7/14/12	7/14/14
2010 CFP (2 nd R)	\$219,721	\$0	0%	0	0%	7/15/10	7/14/12	7/14/14
2011 CFP	\$1,721,353	\$472,135	27%	0	0%	8/3/11	8/2/13	8/2/15
2011 CFP (1 st R)	\$736,455	\$443,660	60%	0	0%	8/3/11	8/2/13	8/2/15
2011 CFP (2 nd R)	\$549,895	0	0%	0	0%	9/15/11	9/15/13	9/15/15
CFCF**	\$1,881,652	0	0%	0	0%	8/3/11	8/2/13	8/2/15

** Capital Fund Community Facilities Grant

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: January 25, 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 December and for the calendar year 2011.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	0	139	120	116%
Clients participated in employment services	10	144	90	160%
Clients enrolled in employment readiness soft skills workshops	0	86	60	143%
Clients completed employment readiness soft skills workshops	0	55	50	110%
Enrolled in job readiness training	0	11	6	183%
Job placement	2	35	30	117%
Entered Apprenticeship	0	0	2	0%
Earned income increased	2	34	30	113%

This month two residents gained full time employment. Both positions are benefits eligible after probation is successfully completed.

The employment team is recruiting participants for the Possibilities Realized program which will begin January 9th 2012. This program is a partnership with Pierce College (funding the partnership), Bates Technical College (administering the contract), Employment Security Workfirst (certifying Workfirst eligibility), and

Washington Women’s Employment and Education (WWE) (providing the instructors). Designed with significant input from the target population, the partnership will increase participants' readiness for the workforce through training that explores job related strengths, self-management, work place requirements, and communication. The employment team will continue to investigate short-term training options and employment development opportunities to assist our residents in obtaining employment.

1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of November, 20 participants attended GED classes. This month’s report shows results of GED testing conducted in 2011. Results in 2009 and 2010 were similar: high numbers attending class and low numbers of participants completing GED tests and attaining GED. THA staff will consult with Bates to determine cause of limited participant succeed in completing GED tests and attaining GED.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	13	83	75	111%
Completes one or more GED tests	3	6	10	60%
Attains GED	2	5	6	83%

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	109	132	153	86%
Graduates	0	8	8	100%
Removed/Voluntarily Withdrawn	1	16	n/a	n/a
New Contracts Signed	2	28	58	48%
Escrow Balance	\$224,280.12			

1.4 Life Skills and Parenting Classes

Bates is teaching a Life Skills class which focuses on sound decision making, ways to enhance self-esteem and how to make appropriate choices around relationships.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	37	20	185%
Life Skills Completion	6	18	15	120%
Parenting Enrollment	0	11	25	44%
Parenting Completion	0	2	20	10%

1.5 Asset Building

The department provides pre-purchase counseling, 1st 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 to change careers and further their education.

In December fourteen new participants entered the IDA program and opened their savings accounts.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	0	162	120	135%
Financial Literacy Completion	0	63	95	66%
Credit Counseling Enrollment	0	33	15	220%
Credit Counseling Completion	0	22	8	275%
Homeownership Counseling	3	59	20	295%
Individual Development Account Participants	14	91	80	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.

Staff began making arrangements for the next tax season and the Volunteer Income Tax Assistance site. The Program Manager for Asset-Building and Homeownership secured funding for a part-time, temporary VITA coordinator to begin work in January 2012.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	111	1319	200	660%
VITA Tax Returns for THA clients	0	42	75	56%
EITC Received (PH only)	0	9	85	11%

1.7 Youth Activities

THA's contracts for youth tutoring and youth mentoring ended in spring 2011. We do not have funding to continue similar contracts. This accounts for unreached 2011 goals. We recently entered into two new partnerships that will provide tutoring and mentoring services at no cost to THA. One partnership is with Roberts Family Development Center to provide after school tutoring at the FIC. The other partnership is with Write@253 to provide youth mentoring and writing also at the FIC.

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 139 client contacts (98 unduplicated) in the month of December. There were 14 unduplicated home visits. Eighteen residents received 1:1 situational and wellness counseling. One resident received assistance with entitlement correspondence.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	98	288	260	111%
Referrals	2	55	50	110%
Unduplicated situation/wellness counseling	18	119	140	85%
Assistance with correspondence for Entitlement Programs	1	45	40	113%

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	17		3		5	
	Month	YTD	Month	YTD	Month	YTD
Entrances	2	18	0	1	0	0
Graduations	2	10	0	0	0	2
Exits	1	1	0	0	0	0
Terminations	0	0	0	0	0	0

1.10 McCarver Special Housing Program

As of January 5, the McCarver Special Housing Program has housed 44 families. Two more have found a unit and are awaiting inspection, two are shopping for units, and two more are in various stages of submitting documentation and participating in individual interviews. Our case workers contact landlords directly to advocate for the families and outline the support we will provide throughout the five years of the Program.

The following chart shows how many families have moved through each stage up to and including moving into their new home. We have established a waiting list which currently has five families.

Activities	YTD	Annual Goal	% of Goal
Applications submitted	97	50	194%
Applicants program eligible	50	50	100%
Applicants approved for housing support	48	50	96%
Applicants issued vouchers and searching for housing	2	50	4%
Applicants who found unit, waiting for inspection	2	50	4%
Applicants housed	44	50	88%

In December all 44 of the families met at McCarver for information from Tacoma Goodwill on job training, and an update on our partnerships with KBTC and Puget Sound Educational Service District. All of the families received bags of Christmas gifts provided by community donors. Starting with the February 2012, we will report on the following:

a. Student Outcomes

Under our agreement with Tacoma Public Schools we have access to all of the academic records of the children in our participating families. We will be tracking the following indicators.

- Attendance
- Student mobility
- State test scores in reading and math in grades 3, 4, and 5. The outcome measure is percent of students meeting state standards.
- Percent reading on grade level by grade 3
- School test scores in reading fluency and comprehension
- Report card grades
- Referrals for discipline

In addition, our case workers ask the teachers each week to give a brief progress report on our students. These reports are shared with the families and issues of concern, such as discipline, are addressed in partnership with the school staff.

b. Adult Outcomes

In this first year of the program it is critical for adults in our families to begin to show improved outcomes in their economic situation, job skills, adult education, and their engagement with their child's education. The adult progress will vary considerably based on the varied backgrounds of the participants. Data we will track include:

- Changes in earned income and assets
- Ability to pay 20% of the rent in year two
- Enrollment in job skills training
- Enrollment in continuing education programs such as ESL classes, GED classes, and soft skills programs
- McCarver staff impression of parent engagement with the school in support of the child's education
- Engagement with the child's learning outside of school.
- Participation in school events

2. GRANTS UPDATE

2.1 Washington Families Fund Systems Innovation Grant

THA received a three year \$280,883 grant through Building Changes. The grant will provide the funds for the salary of one of the McCarver Program case workers as well additional funds for program implementation. The funding for the other case worker was obtained this summer through a Pierce County 2163 grant.

2.2 Community Partners Step Up to Support McCarver Program

In December 2011, THA received two generous donations to support the families in our McCarver Elementary Special Housing Program.

The Windermere Foundation donated \$1,000 for special expenses families face as they transition into housing stability. These expenses include rent deposits, housing application fees, cash to pay off previous utility bills, and household furniture. Also, due to the increase in parent participation at McCarver because of our program, the school is now for the first time able to have a PTA. The funds from the Windermere Foundation will help our families pay their PTA dues and become even more strongly connected to their child's school.

The KeyBank Foundation also donated \$1,000 to support our families during the holiday season. This time of year is challenging for most families, especially those who are transitioning from homelessness. With this support, THA and McCarver staff took the opportunity not only to celebrate with our families and our community partners, but to provide information about resources and opportunities relating to work and parenting skills development. Of course we also had pizza and fun learning activities for children and adults, followed by gifts for the children (all donated by community members). We took pictures of all of the children (even the preschoolers) in a cap and gown to get them thinking about graduation. All families also received grocery store gift cards which were purchased from the KeyBank donation.

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-1-25 (1)

DATE: January 25, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Administrative Plan Update

Background

The Administrative Plan relates to the administration of the Housing Choice Voucher program. HUD requires all public housing authorities that administer a voucher program to have such a plan. The purpose of the administrative plan is to establish policies for carrying out the program in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work plan. This administrative plan is a supporting document to the PHA agency plan, and is available for public review as required by CFR 24 Part 903.

This resolution updates THA's plan to make it consistent with the 2012 Moving to Work Activities that the Board approved in October. THA reached out to the public and residents regarding the MTW changes by doing the following:

- 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, 2011.
- Meeting with the SAFE committee on September 7, 2011

Only 3 of the 4 MTW activities apply to the Section 8 program and need to be adopted.

The Board will recognize these from previous discussion.

Activity 1: Local Policy for Port Outs

THA will limit the ability of voucher holders to "port out" to other jurisdictions. The plan will limit port outs to households that are moving because of employment, education, need to flee domestic violence (VAWA) or a reasonable accommodation of a disability. THA will also determine whether there are reasonable transportation options available for the household member(s) to get to that employment or school from a home in Tacoma. THA will allow ports for any reason to another housing authority that will absorb the voucher. The restriction in portability in other cases will serve two main purposes. It will preserve scarce housing dollars for Tacoma residents. It will allow THA to accurately assess the impacts of the MTW policies in our local community.

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.

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 2012-1-25 (1) authorizing THA to update its Administrative Plan to reflect the activities approved in THA’s 2012 MTW Plan.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-1-25 (1) ADMINISTRATIVE PLAN UPDATE

WHEREAS, The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD;

WHEREAS, The Administrative plan 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:

Approve Resolution 2012-1-25 (1) authorizing THA to adopt the updates to the Administrative plan to reflect the activities approved in THA's 2012 MTW Plan.

Approved: January 25, 2012

Janis Flauding, Chair

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-1-25 (2)

DATE: January 25, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: ACOP Plan Update

Background

The Admissions and Continued Occupancy Policy (ACOP) relates to the administration of the Public Housing program. HUD requires this document from all public housing authorities that administer public housing. The purpose of the ACOP is to establish policies for carrying out the program in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan. This ACOP plan is available for public review as required.

THA must update the ACOP plan with the 2012 Moving to Work Activities that the Board approved in October. Two public hearings were held October 24, 2011. THA met independently with Northwest Justice regarding the MTW plan on August 10, 2011. Additional review included:

- 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, 2011.
- Meeting with the SAFE committee on September 7, 2011

Only 2 of the 4 MTW activities apply to the Public Housing program and need to be adopted.

The Board will recognize these activities from previous discussions.

Activity 2: Special Purpose Housing

THA seeks to use 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 or in other ways THA would set aside units to serve these populations. 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, 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 use of public housing units, and a similar use of vouchers, balances the elimination of local preferences governing the waiting lists. The Board approved their elimination. Those preferences favored some special populations but the preferences were not effective and they made it difficult to manage the waiting list. This special purpose use of public housing units and vouchers will allow THA to serve these special populations more effectively.

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 2012-1-25 (2) authorizing THA to update its ACOP Plan to reflect activities approved in THA’s 2012 MTW Plan.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-1-25 (2)

ACOP Plan Update

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:

Approve Resolution 2012-1-25 (2) authorizing THA to update the ACOP plan to reflect activities approved in THA's 2012 MTW Plan.

Approved: January 25, 2012

Janis Flauding, Chair