



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

February 22, 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, February 22, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, February 22, 2012 at 4:00 PM**

The meeting will be held at:

**Ludwig Apartments
5425 South Lawrence Street
Tacoma, WA 98409**

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, February 17, 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
FEBRUARY 22, 2012, 4:00 PM
LUDWIG APARTMENTS**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of January 25, 2012 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 2012-2-22 (1), Architectural & Engineering Services for Stewart Court Apartments
 - 8.2 THA Resolution 2012-2-22 (2), MTW Amendment
 - 8.3 THA Resolution 2012-2-22 (3), Hillside Terrace Bond Issuance Inducement Resolution
 - 8.4 THA Resolution 2012-2-22 (4), Hillside Terrace Foster Pepper Letter of Engagement
 - 8.5 THA Resolution 2012-2-22 (5), Hillside Terrace Phase I Architecture & Engineering (A&E) Services
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION**

Personnel Performance Evaluation
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JANUARY 25, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 S. L Street, Tacoma, WA at 4:00 PM on Wednesday January 25, 2012.

1. CALL TO ORDER

Vice Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:08 PM.

2. ROLL CALL

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

Present	Absent
Greg Mowat, Vice Chair	Janis Flauding, Chair
Arthur C. Banks	
Ken Miller, Commissioner	
Stanley Rumbaugh, Commissioner (arrived at 4:15 PM)	
Staff	
Michael Mirra, Executive Director	
Christine Wilson, Executive Administrator	
Ken Shalik, Finance Director	
Julie LaRocque, RA Manager	April Black, REMHS Director
Barbara Tanbara, Human Resources Director	
Nancy Vignec, Community Services Director	
Walter Zisette, RED Director	Todd Craven, Administration Director

V/C Mowat declared there was a quorum present @ 4:09 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 14, 2011
Commissioner Miller moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Troy Andrews was present representing the Laborers' 252 Local. He recently met with THA's maintenance crew who expressed concerns that THA is not promoting from within the agency. He gave the example of the internal inspector positions that recently opened up. THA did not select the maintenance staff who applied for the position. THA informed them afterward that they do not possess the skills necessary for these positions. Mr. Andrews asked if there are certification classes or training offered to staff to prepare them for these promotions. Discussion ensued about training offered to our employees. ED Mirra recounted THA policy to favor internal promotions and transfers. He agreed that doing this can help not only the staff but THA. He noted as well that this preference is not the only factor governing selections. He stated that he was aware of the example that Troy mentioned and that he was satisfied with the decision and the reasons for it. He listed three elements to allow for internal promotions. One way is to favor it. THA already does this. Second, THA must invest in staff training. THA does not do this as well or as much as it would like. Third, an employee must invest in themselves and seek out the training that THA is not likely to provide because it may not be directly pertinent to his or her present position. Mr. Andrews would like to see THA offer training courses at the employees' expense. HR Director Barbara Tanbara recited data showing that of recent promotions, not counting entry level positions, most of them went to THA staff.

Hope Rehn, President of SAFE, followed up on the security concerns she brought to the board's attention at the January 25th board meeting. Specifically, she asked the board to consider locating cameras and alarms at the EB Wilson building. Mr. Pat Patterson was asked by the board to provide an update on security issues at this building over the past several months. Mr. Patterson added that the City of Tacoma conducted an assessment of the building and suggested eliminating multiple access points in the buildings. They also noted that cameras will not eliminate the security issues. The city conducted informational meetings to residents at our various senior building. These meetings included tenant on tenant relations to create a more hospitable/friendly environment. Mr. Patterson noted that the tenant on tenant relationship and taking ownership of their community inside the building will go a long way resolving some of the existing conflicts. Ms. Rehn questioned if THA is properly enforcing the lease and if THA is holding the resident's accountable for their actions. Commissioner Miller would like a board discussion to review the pros and cons of segregating the elderly and young

disabled populations. He believes this could be at the heart of the problem. ED Mirra noted that considering such a segregation is a pending project. He noted that it has been pending a while. It is not a higher priority because staff have done a preliminary assessment and concluded that it would not solve any security issues. There may still be other reasons to segregate the residents and we will examine them, as well as a fuller review of whether it would improve security. Vice Chair Mowat asked for a broader discussion as they relate to these security issues: What security is THA currently providing in the buildings? What criteria are we reviewing prior to allowing individuals and families into our programs? Look at the issue of segregating the senior and young disabled populations; is there a benefit to separating these two populations? Mr. Patterson will work with Director Black and bring this information back to the board for further discussion.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller reported that he anticipates the committee will hear more in-depth information at next month's meeting regarding various projects brought forward by Director Zisette.

Finance Committee – Vice Chair Mowat met with the Finance Director stating the finance board report will provide a thorough update. He also mentioned the Finance Department and the other department directors are doing a great job.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report. He did correct that portion of his report that stated that a budget review in the next couple of months will be necessary to account for the new proposal to finance the Hillside Terrace project. This budget review will not be necessary. Director Zisette will provide information on the Hillside tax credit application and THA's next steps moving forward. These next steps will include other financial options for the board to consider. He shared his recent conversation with the Mayor of Tacoma who is very supportive of our community work. She has agreed to sit on the McCarver Advisory Group. He also reported that our THA McCarver families have had success getting the McCarver PTA up and running. This is very good news!

Finance

Director Ken Shalik directed the board to his report. Discussion ensued on the HAP savings and reimbursements from HUD.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,365,726 for the month of December, 2011. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services

Julie LaRocque, Rental Assistance Manager directed the board to Director April Black's report. Commissioner Rumbaugh asked about our current unit turn rate. Ms. LaRocque stated the goal in December was to turn the longstanding units. There were 23 units identified and 19 of those units were leased up by December 31, 2011. ED Mirra acknowledged that although the unit turn rate remains high it is a high rate for a diminishing number of units. The more illustrative number is the occupancy rate of 98.7%. Julie also reported these lingering overdue units are being leased up and thanked Pat Patterson and his staff for their achievement. Ms. LaRocque also reported that our property portfolio had very few issues during the recent weather related snow and ice storm.

Real Estate Development

Director Zisette directed the board to his report. Discussion ensued about the Hillside Terrace Tax Credit application that was submitted to the Washington State Housing Finance Commission. Although preliminary, it does not look like THA's application will advance to receive competitive tax credits in 2012. Director Zisette reported that RED staff has subsequently prepared an alternative funding structure that includes non-competitive tax credits. Director Zisette laid out an approximate timeline moving this project forward.

Community Services

Director Vignec directed the board to her report. She reports that all of the 2011 numbers are reflected in the various tables embedded in her report. Commissioner Miller congratulated Director Vignec on the success of her programs.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 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.

Upon roll call, the vote was as follows:

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

Approved: January 25, 2012

Janis Flauding, Chair

8.2 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.

Upon roll call, the vote was as follows:

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

Approved: January 25, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Mowat wished staff a Happy New Year! He also stated there will be an executive session held at next month's board meeting to conduct the ED Mirra's performance evaluation.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:07 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: February 15, 2012
To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Re: Executive Director's Report:

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

1. **SOME MTW PLANNING DECISIONS AHEAD**

As the Board knows, we made some important changes to our housing programs in 2011. These changes have three effects in particular I write to mention because they will require some further decisions. Staff is convening internal and community consultations in advance of bringing proposals to the Board later this year. I write now with a brief outline of the discussion to come so you can start thinking about them.

- **How do we spend money our changes will save?**

Some of the changes will save money in program operations. These changes included the reduction in our voucher occupancy standards. In many instances, for example, a voucher will pay for one fewer bedroom for a family. In 2012, because of these and other changes, we will save \$ 3.2 million. In 2013, when the changes take full effect, we estimate these savings will total \$3.7 million. Saving that money is indeed one of the reasons we made the change. These savings, for example, allowed us in 2012 to preserve our present level of services, including allowing us to avoid more serious staff reductions than we suffered. The other reason we made that change was to free up money to serve more families. We need to apportion these savings among several possible uses, including the two main ones:

- supporting and enhancing operations, including community services
- serving more families
- serving special needs populations (see next section)

- **How do we serve special needs populations now that we have removed our local preferences?**

We also changed who we serve and how. THA used to have preferences among people on its waiting list for those who are homeless or have other special needs. We eliminated

them, along with other preferences. We did this for several reasons. One reason was our judgment that the preference was ineffective for its purpose. For example, it made little sense to invite a family to receive a preference on our waiting list based upon homelessness or other transitory condition and then ask them to wait for years. Another reason was our view that we could better serve some special needs populations in partnership with service providers. This is true, for example, with homeless youth, persons coming out of corrections, or chronically homeless adults.

When we eliminated these preferences, we resolved to set aside housing resources to serve special populations directly in collaboration with service partners. These sorts of partnerships offer some advantages. They make our housing dollar more effective because it links with supportive services. It makes a services more effective because of the same link. A partnership with a service provider saves THA work in managing difficult households. Directing our housing dollars in this way would be more intentional and focused, rather than the presently random allotment that results from the waiting list. All in all, these partnerships can be a very good use of a housing dollar in service to some populations with notable needs in addition to housing.

We are exploring some interesting possibilities. Here are some examples:

- ~ *homeless youth and young adults:* THA is participating in a Pierce County steering committee to plan a continuum of programs for homeless youth and young adults. If this planning recruits high capacity and stable service partners, THA might set aside units or rental assistance to provide the housing. I enclose my December 22, 2011 memo to Troy Christensen of Pierce County and Diane Powers of the City of Tacoma outlining the possibilities.
- ~ *homeless students:* Important education providers struggle to serve homeless students. We are exploring THA's role in making them and their students more successful. Our McCarver Elementary School Initiative is our present effort of this type. We have also discussed similar arrangements with Peace Community Center, the College Success Foundation and Tacoma Community College.
- ~ *PHAS and DSHS: Possible Child Welfare Partnership:* THA is trying to arrange an interesting and innovative partnership between Washington State housing authorities and DSHS. I enclose my February 10, 2012 letter to Representative Ruth Kagi and Assistant Secretary Denise Revels Robinson. It describes the proposal.

In summary, this proposal would have PHAs make vouchers available to two types of clients that DSHS would refer from its child welfare caseload: families who need housing to prevent or shorten their children's foster care placements; youth aging out of foster care who need housing for a successful transition to adulthood. In return, DSHS would fund supportive services to these households significantly above the baseline of services they would receive anyway. These

supportive services are key. These households generally need a lot of help to succeed just as tenants. This proposal would provide something this state has never had before: meaningful housing assistance at the disposal of DSHS caseworkers; a dedicated source of funds for supportive services for the housed families or youth.

These possibilities call upon something that THA is pretty good at: collaborations.

We will also have to decide how many of our housing resources to direct to these possibilities.

- **Do we change the amount, terms and the duration of assistance?**

We are also discussing possible changes to the amount, terms and duration of assistance we provide to work-able persons (probably not for disabled or senior persons).

~ *flat values of assistance:* Under the normal rules, the amount of assistance in the form of rental assistance or rental subsidy depends on a household's income. The more the income, the more the household pays. The less the income, the less the household pays. There are two problems with this arrangement. It provides an incentive for a household not to increase earned income; also calculating the subsidy is time consuming, expensive and intrusive into the details of a household's life.

We will consider some alternatives. One would provide all households of the same size with a flat amount that would not change with income. For example, all two-bedroom households would receive a subsidy of perhaps \$ 400 dollars per month; three bedroom households would receive \$ 600. While it would mean that lower income families pay a higher proportion of their income in rent than higher income families of the same size, our focus on admitting very low income families to the program would control this somewhat. It would mainly mean that a household that increases its earned income up from those low levels would receive the full benefit of that increase without paying more in rent. If these flat amounts are also lower in the aggregate than what the program would spend, it would save still more money and allow us to serve more families. In this way, it would provide a shallower subsidy to more families.

Another alternative would calculate rental subsidy as we do in the McCarver Elementary School Project: in the first year, the program pays effectively all the rent; the second year it pays 80% of the rent; the following years it pays 60%, 40%, 20% and then the assistance ends after five years.

~ *terms of assistance:* In the McCarver project, participating families commit to fulfilling important efforts to improve their educational and employment

prospects. We match this with strong supportive services to help them do it. Perhaps we want to extend this approach to other parts of our programs.

- ~ *time limits:* The McCarver project also has a 5-year time limit. Perhaps we wish to impose a time limit on work-able persons in other programs we administer. Time limits can serve several purposes:
- (a) It can spur families to work harder to become independent of assistance
 - (b) THA hopes to invest substantial amounts of effort in supporting its work-able families toward self-sufficiency. If these efforts do not work for a family after a reasonable number of years, it would be time to invest in another family. A time limit would acknowledge this.
 - (c) A time limit would also acknowledge some peasant truths: largely random factors determine whom among the many tens of thousands of needy households get onto our waiting lists and then off the waiting lists onto one of our programs. It is very hard to distinguish among those who get in and those who do not. In light of this, after a reasonable number of years that a household spends on the program, it seems like it should be someone else's turn. A time limit would acknowledge that too.

I look forward to the discussion with the board.

2. **PRESIDENT OBAMA'S FY 2013 BUDGET PROPOSAL**

On February 13th, President Obama released his proposed budget for FY 2013. I enclose CLPHA's summary analysis. As you can see, the proposal is not notably different from the 2012 budget. On the one hand, the 2012 budget brought us down to low levels we have not seen before. Yet such a budget might be a victory considering the other reasons to worry about 2013.

It is hard to know how meaningful this budget proposal will be. Congress will write the final budget. Our friends in the capital predict that Congress will not adopt a budget until after the election. Whether it adopts a budget before the new Congress takes its seat in January 2013 probably depends on the election results. We might be waiting awhile.

I have found that, through all the imponderables, the HUD budget emerges slowly as if from a muddy pond. We will watch for it carefully and when it emerges in enough detail to allow for some planning, we will plan. Until then, as we did preparing for 2012, we will work off the conservative interpretations of the partially revealed details.



TACOMA HOUSING AUTHORITY

To: Diane Powers, City of Tacoma
Troy Christensen, Pierce County

From: Michael Mirra *Michael*

Date: December 22, 2011

Re: Homeless Youth and Young Adults Project: Possible THA Housing Dollars

I enjoyed the discussion yesterday of the work group for homeless youth and young adults. I thought it was a promising resumption of a long pending effort to address a problem that just seems to worsen every year. Thank you for convening it.

During the discussion, I mentioned that, as its contribution to this important effort, THA might redirect some of its housing resources to serve homeless youth and young adults. I explained what we would need to allow this. I emphasized that I was not able to commit dollars now. THA's Board would have to approve. I said that approval was plausible and perhaps likely if THA has high quality partners who would manage the housing as part of an effective program. As the group requested, I write to confirm this possibility. You are welcome to distribute this to the full group.

THA manages a portfolio of about 4,000 housing vouchers and about 1,500 housing units. The funding that supports the housing vouchers is flexible in ways that might serve portions of the continuum of housing we envision for the population of homeless youth and young adults. For example, the funds might pay for the housing portion of these models:

- supervised congregate living arrangements
- host homes
- family homes
- supervised apartment living
- independent living

Some of THA's units are single-family homes that might serve as supervised congregate living.

I cannot estimate the amount of housing resources THA would consider devoting to these purposes. To give some notion of scale, however, if THA designated 5% of its voucher dollars, it would provide the equivalent of about \$1 million per year. THA's willingness to do this, the amount of funding it could provide and the schedule for its ability to do this will depend on a variety of factors. These are the important ones.

- *Highly Capable and Stable Partners to Manage an Effective Program*
THA does not know how to design or operate programs for homeless youth or young adults. It probably does not wish to learn. Instead, as with many of our programs, we would seek out highly capable and stable organizational partners who would be able to design and manage a high quality program. The availability of such partners and programs is probably the most important factor that would determine both THA's willingness to designate funds for the purpose and the amount of the funds it would be willing to designate.

At the discussion yesterday, I provided written descriptions of the program of Lighthouse Youth Services in Cincinnati. I am particularly impressed with two of its features: its smooth continuum of housing arrangements from shelter to permanent independent living; its ability and willingness easily to move a young person from one arrangement to another as appropriate, up or down the continuum. THA would likely be very pleased to invest in a comparable system in Pierce County.

- *Competing Other Needs*
THA will not need much convincing about the need for housing among youth and young adults in Tacoma and Pierce County. I must note, however, that it takes its place among many needs. We would like the help of your respective offices to determine the relative priority of these competing needs. That will help us determine what percentage of our resources to designate for homeless youth and young adults.
- *Time Necessary to Redirect the Dollars*
Deciding to designate funds or units to a program serving youth or young adults is only the first step. We must then disengage these resources from their present use. We would have to wait for vouchers or units used by others to turn over. This would take time. So you will need to be patient with us.
- *Evaluation*
THA would need an effective way to evaluate the results of this use of its housing resources. We would like your help to do that.

Also, please note two other factors:

- THA would choose its partners in an RFP process. As you know, the three of us are discussing whether and how THA could use Pierce County's process for this purpose. Perhaps that is also a way to enlist your help to evaluate the results.
- THA must be mindful that its resources need to serve Tacoma.

I know yesterday's discussions are just the start of a long effort. I mention the possibility of THA's contribution at this early stage for three reasons. **First**, I hope it will make our planning less theoretical. A genuine prospect of meaningful funding might help us move quickly to operational details. **Second**, perhaps this early mention would help prospective partners start thinking about their interest and capacity. **Third**, the prospect of the housing dollars might help a prospective partner find the funding for the supportive services and the other elements the program will require.

I hope this is helpful.

Thank you both very much for leading this important work! I am eager to determine THA's role and contribution. I thank you in advance for your help in doing that.



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

February 10, 2012

By email: denise.revelsrobinson@dshs.wa.gov
kagi.ruth@leg.wa.gov

Representative Ruth Kagi
Housing of Representatives
State of Washington
304 John L. O'Brien Building
PO Box 40600
Olympia, WA 98504-0600

Ms. Denise Revels Robinson
Assistant Secretary
Children's Administration
Department of Social and Health Services
PO Box 45040
Olympia, WA 98504

Re: Title IV-E Waiver Application
Proposed PHAs and DSHS Partnership

Dear Representative Kagi and Assistant Secretary Revels Robinson:

I look forward to the next meeting of the DSHS Title IV-E Advisory Group on February 16th. Thank you again for inviting me to participate.

I write in advance of that meeting to convey a proposal from the public housing authorities (PHAs) of Washington. It would put substantially more housing at DSHS's disposal. We think this proposal would allow for an innovative collaboration with DSHS in service to a very needy population of families and youth that we all serve. We propose that DSHS include this proposal in its waiver application to the Department of Health and Human Services (HHS). I will be ready to describe this proposal at the February 16th meeting. I look forward to hearing of your interest and then working with you to develop it further.

1. OUR HOUSING PROPOSAL

This proposal has two main elements:

- *PHA's Contribution of Housing*

The PHAs would reserve housing vouchers and apartments for use by families and youth aging out of foster care that DSHS would refer from its child welfare caseload. DSHS would refer families whom its caseworkers judge to need housing that would work to prevent or shorten a foster care placement. It would refer youth aging out of foster care whom its caseworkers judge need housing for a successful transition to independent living.

I am very pleased to convey a preliminary commitment to this proposal of 221 housing vouchers or apartments from 15 PHAs across the state. These PHAs serve urban and rural areas. They are in eastern, central and western Washington. These vouchers or units have an aggregate estimated value of \$1.7 million each year (using Tacoma's average per voucher value). These vouchers and units would supplement the 1,036 Family Unification Program (FUP) vouchers that ten PHAs already make available to DSHS's child welfare clients. The total aggregate estimated value is \$9.8 million each year. I enclose a chart showing the details of these preliminary commitments. It also compares the local commitments with the local need using DSHS placement data.

- *DSHS's Contribution of Supportive Services to Housed Families or Youth*

In return, DSHS would commit to provide or arrange to provide supportive services the DSHS caseworker judges to be necessary for these families and youth in all these units up to an extent significantly above the baseline of regular services. DSHS would pay for these services using the funding flexibility that the Title IV-E Waiver would provide.

The PHAs' commitment of housing resources is preliminary because it depends on some contingencies or administrative steps. **First**, the PHAs will need an authoritative written assurance that DSHS will provide the linked supportive services and will have a dedicated funding source for the purpose. Similarly, DSHS would need an assurance that the PHAs would deliver the housing. We believe these assurances can come in two ways. The PHAs and DSHS would sign a Memorandum of Understanding (MOU) containing these reciprocal assurances. We think this MOU should be part of the waiver application because HHS will also need the same assurances. Also, the assurances would be part of the waiver terms. A **second** contingency is that the Board of each PHA must approve this reserve of units and vouchers for DSHS's use. Each PHA must also make the appropriate changes to administrative planning documents and in some cases get the approval of the Department of Housing and Urban Development (HUD). These approvals will take time to arrange. We think these approvals are very likely. Each PHA and HUD will readily recognize the innovation and value of this collaboration with DSHS.

We are very pleased to make this proposal. We think it would provide two elements we have never before had in this state on such a scale at the same time: a link of housing and supportive services at the effective disposal of DSHS's caseworkers; a dedicated and stable funding source to pay for both.

*

*

*

*

*

2. THE BENEFITS OF OUR HOUSING PROPOSAL

This housing proposal would serve three purposes, each of them important:

- *Our housing proposal equips the child welfare system with needed housing resources presently lacking*

The child welfare system needs housing resources to prevent or shorten foster care placements. It needs housing to better equip youth for life after foster care. Both of you have spoken eloquently about these needs. A wide array of practitioners both inside and outside DSHS, as well as a growing body of literature, also recognize it. I note that the Advisory Group's discussion at its first meeting, on December 21st, also emphasized the unmet need for housing as a serious problem.

The estimates vary on the extent of the need and how it shows in the state's foster care experience. The attached chart uses the conservative estimate that if DSHS caseworkers had housing resources in their pocket to use when in their judgment it would work to prevent or shorten a placement, we could prevent about 5% of initial placements and speed up reunification in 15% of placement cases. By some estimates, nearly half of youth become homeless within two years of aging out of foster care.

If these estimates are even partially correct then the PHAs' offer of housing resources should be appealing and valuable. It would greatly increase the ability of the child welfare system to prevent or shorten placements that would otherwise be unnecessary. It would better reserve placements for the children whose need is unavoidable. It would give youth a better chance at a stable life after care.

- *Our housing proposal provides necessary supportive services to help families succeed as tenants as well as parents:*

The proposed arrangement also solves a problem that DSHS and PHAs know well. Many of these families need more than housing. They need substantial levels of supportive services to help them succeed not only as parents but also as tenants. Youth aging out of foster care need support for a successful transition. Services are often necessary for these successes. Such services are often also necessary to allow the family or youth to find a landlord willing to rent to them. In these ways, the services would greatly increase the effectiveness of these valuable and limited housing resources.

- *Our housing proposal makes the Title IV-E waiver application more competitive*

This housing proposal makes DSHS's Title IV-E waiver application more competitive, in four ways:

First, the housing proposal would satisfy the statutory requirement for a successful waiver application. The waiver application must be "designed to accomplish 1 or more" of the following three goals. 42 U.S.C. §1320a-9(a)(3)(A)(i). The housing proposal would in fact help to accomplish all three goals:

- (I) Increase permanency for all infants, children, and youth by reducing the time in foster placements when possible and promoting a successful transition to adulthood for older youth.
- (II) Increase positive outcomes for infants, children, youth, and families in their homes and communities, including tribal communities, and improve the safety and well-being of infants, children, and youth.
- (III) Prevent child abuse and neglect and the re-entry of infants, children, and youth into foster care. *Id.*

Additionally, the application must demonstrate that DSHS has or will implement “at least 2 of the [10 listed] child welfare program improvement policies.” 42 U.S.C. §1320a-9(a)(3)(C)(i). Some of the 10 policies clearly require that the families or youth have adequate housing if the policy efforts are to work.¹

Second, the housing proposal should appeal to HHS because the PHA housing contribution would be a very valuable supplement to a child welfare system’s resources. In this way, granting the waiver will not only allow for program innovation, it will add to the resources of the system.

Third, the housing proposal would be an innovative example of collaboration between the state's premier child welfare system and PHAs, which are the state’s primary source of affordable housing for persons as needy as those on DSHS’s caseload. This collaboration would appeal to HHS for two reasons. In its 2011 report of the Title IV-E experience HHS favorably noted the increased collaboration that characterized the states that had received a waiver:

Across all participating States the waiver demonstrations are widely perceived as having strengthened partnerships and collaborative activities among State and local child welfare agencies, other government entities, and community-based organizations. *Synthesis of Findings: Title IV-E Flexible Funding – Child Welfare Waiver Demonstrations* (HHS 2011), page 21.

¹ For example:

- reducing the placement of children and youth in congregate care. *Id.* at §1320a-9(a)(7)(E);
- [various listed programs] “designed to prevent infants, children, and youth from entering foster care . . .” *Id.* at 1320a-9(a)(7)(J).
- assisting youth “as they prepare for their transition out of foster care”, *Id.* at 1320a-9(a)(7)(H). I note that 42 U.S.C. §675(1)(D) already defines the required “case plan” for every child as one that provides “[w]here appropriate, for a child age 16 or over, a written description of the programs and services which will help such child prepare for the transition from foster care to independent living.” This often require housing. The case plan must also, “during the 90-day period immediately prior to the date on which the child will attain 18 years of age [or older under certain conditions],. . . provide the child with assistance and support in developing a transition plan that is personalized at the direction of the child, includes **specific options on housing**, health insurance, education, local opportunities for mentors and continuing support services, and work force supports and employment services, . . .” *Id.* at §675(1)(H) (emphasis added).

The formal collaboration we propose would also address a problem HHS's report identified in the waiver states:

[T]he mere availability of flexible dollars was not always sufficient to guarantee the active use of these funds by local jurisdictions to develop or expand child welfare programs. Flexible funds were often used in a diffuse and sporadic manner to provide time-limited case-specific goods and services. *Id.* at 5.

Our housing proposal will help avoid this problem. Its formal link between a specific family or youth using a PHA voucher or unit and DSHS's supportive services will generate a helpful expectation that the housing and services will be appropriate and that they both will actually happen. In addition, the PHA's participation will strongly fortify that expectation.

Fourth, the housing proposal will make DSHS's waiver application more competitive because it will doubly serve the waiver program's general purpose to find ways to put federal money to more effective use. The housing proposal would certainly do that for the federal child welfare dollars. In ways I mention above, it would also do that for the federal housing dollars that pay for the PHAs' vouchers and units we are offering. This should double the appeal to HHS and its own federal partners at HUD.

3. NEXT STEPS

I think the following steps seem to be in order:

- The PHAs and DSHS need to start discussing the details of the housing proposal in short order. It will require a fair amount of effort from DSHS, its consultants and the PHAs to get this done in time for the waiver application deadline. The PHAs are ready to invest in this work. Before we do, however, we would like a clear, written indication from you that the State is seriously interested in our proposal. We very much hope you have this interest. If you let me know of it, it will also allow me to continue my solicitation of still further units and vouchers from other PHAs and nonprofit housers.

- If indeed you are interested in our proposal, we would like to set up a separate set of discussions among DSHS, its consultants and the PHAs to work out the details.² I and a few others would represent the PHAs. We do not think the Advisory Group is suitable for this purpose. It is too large. Instead, we anticipate reporting back to that Group and eliciting its views on the various issues that will arise in our discussions.

The goal of these discussions would be an MOU between DSHS and the PHAs setting forth their reciprocal commitments under our proposal. This MOU might then become a useful attachment

² The details to arrange include: how will DSHS identify and refer families for a voucher or unit; how can we assure DSHS that the PHAs will deliver the housing; how will DSHS determine, pay for and deliver the appropriate services; how can we assure the PHAs that DSHS will deliver the services; how long should the housing assistance last; how long should the supportive services last.

to the waiver application. I expect DSHS and its consultants would know best how to present this proposal to HHS. At some point, however, whether as part of the waiver application or afterward, the PHAs will need a written and authoritative agreement with DSHS that provides adequate assurance of the supportive services for the families to be housed and a dedicated funding source for that purpose.

The participating PHAs are enthusiastic to contemplate and explore what we think may become an innovative and meaningful collaboration with DSHS. We seek to do this in service to a needy population of families and youth that not only break the heart but break the bank. We have long shared your view that housing is a necessary but missing element to cost effective interventions. Perhaps our proposal is a way forward. We look forward to hearing of your interest.

Thank you.

Cordially,

TACOMA HOUSING AUTHORITY



Michael Mirra
Executive Director

Attachment

Cc: Association of Washington Housing Authorities (AWHA) and members
Stephen Norman, King County Housing Authority
Kollin Min, Bill & Melinda Gates Foundation
Alice Shobe, Building Changes
Casey Trupin, Columbia Legal Services

Washington State Foster Care Caseloads by County: 2010
Needed Housing Vouchers/Units for Prevention or Reunification

compiled by Michael Mirra, AWWA (February 11, 2012)

County	No. of Foster Placements*	% of Statewide Placements	Estimated No. Vouchers/Units Needed in Year**	PHA or Other Houser	FUP Vouchers	Preliminary Commitment of More Vouchers/Units	Total Units/ Vouchers
Adams	35	0.3%	7	Othello HA			-
Asotin	25	0.2%	5	Asotin HA			-
Benton	299	3.0%	60	Kennewick HA			-
Chelan	112	1.1%	22	Chelan County/			-
Douglas	51	0.5%	10	Wenatchee HA			-
Clallam	150	1.5%	30	Peninsula HA	75		75
Clark	648	6.4%	130	Vancouver HA	50	20	70
Columbia	17	0.2%	3	Walla Walla HA		15	15
Walla Walla	105	1.0%	21				
Cowlitz	219	2.2%	44	Longview HA			-
Lewis	180	1.8%	36	Kalama HA			-
Pacific	52	0.5%	10	Kelso HA			-
Wahkiakum	8	0.1%	2				-
Ferry	6	0.1%	1	Republic/Ferry HA			-
Franklin	146	1.4%	29	Pasco/Franklin HA	50		50
				Kennewick HA			-
Garfield	2	0.0%	0	none			-
Grant	185	1.8%	37	Grant County HA			-
Grays Harbor	231	2.3%	46	Grays Harbor HA		5	5
Island	87	0.9%	17	Island County HA		5	5
Jefferson	32	0.3%	6	Jefferson County HA	50		50
King	1,491	14.7%	298	Seattle HA	200	10	210
				King County HA	339	30	369
				Renton HA		5	5

County	No. of Foster Placements*	% of Statewide Placements	Estimated No. Vouchers/Units Needed in Year**	PHA or Other Houser	FUP Vouchers	Preliminary Commitment of More Vouchers/Units	Total Units/ Vouchers
Kitsap	478	4.7%	96	Housing Kitsap		10	10
Mason	168	1.7%	34	Bremerton HA		25	25
Kittitas	59	0.6%	12	Kittitas HA		3	3
Klickitat	44	0.4%	9	Columbia Gorge HA			-
Skamania	14	0.1%	3				
Okanogan	101	1.0%	20	Okanogan HA		8	8
Pend Orielle	43	0.4%	9	Oroville HA			-
Spokane	1,150	11.3%	230	Spokane HA	100	50	150
Lincoln	15	0.1%	3				
Stevens	132	1.3%	26				
Whitman	32	0.3%	6				
Pierce	1,381	13.6%	276	Pierce County HA			-
				Tacoma HA	50	20	70
San Juan	7	0.1%	1	Anacortes HA			-
Skagit	166	1.6%	33	Skagit HA			-
Snohomish	887	8.8%	177	Snohomish HA	50		50
				Everett HA			-
Thurston	383	3.8%	77	Thurston County HA	72		72
Whatcom	351	3.5%	70	Bellingham HA		5	5
Yakima	641	6.3%	128	Yakima HA		10	10
Totals	10,133	100.0%	2,026		1,036	221	1,257

* Source: DSHS Client Service Reports 2010 at http://clientdata.rda.dshs.wa.gov/ReportServer/Pages/ReportViewer.aspx?%2fCSDBAAnyYear%2fLandscape_GeotypeClientSvcsByAge

** The estimated need for housing units derives from the estimation that housing could prevent about 5% of initial foster care placements and speed up reunification in about 15% of placement cases. This estimation comes from various sources, including evidence of DSHS caseworkers and others presented in *Coalition for the Homeless v. DSHS*, 133 Wn.2d 894 (1997). See also, Courtney, McMurtry, and Zinn, *Housing Problems Experienced by Recipients of Child Welfare Service*, CHILD WELFARE, vol. LXXXIII, # 5 (2004). This estimated need is an undercount to the extent that it depicts the housing need for only a year's placement caseload. The need would be greater to the extent that caseload turns over year to year.



**Strengthening Neighborhoods.
Improving Lives.**

Council of Large Public Housing Authorities

455 Massachusetts Avenue, NW Suite 425

Washington, D.C. 20001-2621

Executive Director: Sunia Zaterman

phone: 202.638.1300 | fax: 202.638.2364

web: www.clpha.org

February 14, 2012

Comparative Funding Chart for FY 2013

	FY2010 Final	FY2011 Final	FY 2012 HUD Request	FY 2012 Final	FY 2013 CLPHA Request	FY 2013 HUD Request
Operating Fund	\$4.775 billion	\$4.626 billion	\$3.962 billion	\$3.962 billion	\$5.056 billion	\$4.524 billion
Capital Fund [Emergency Capital Needs] [Resident Opportunity and Supportive Services] [Jobs Plus]	\$2.5 billion [\$20 million] [\$50 million] [n/a]	\$2.044 billion [\$20 million] [\$50 million] [n/a]	\$2.405 billion [\$20 million] [\$0] [n/a]	\$1.875 billion [\$20 million] [\$50 million] [n/a]	\$5.021 billion [as needed] [\$55 million] [n/a]	\$2.070 billion [\$20 million] [\$0] [\$50 million] ⁵
Housing Choice Voucher Renewals	\$16.3 billion	\$16.7 billion	\$17.194 billion	\$17.242 billion	\$18.06 billion	\$17.238 billion
HCV Administrative Fees	\$1.575 billion	\$1.45 billion	\$1.648 billion	\$1.35 billion	\$1.807 billion	\$1.575 billion
VASH Vouchers	\$75 million	\$50 million	\$75 million	\$75 million	\$75 million	\$75 million
Section 8 Family Self Sufficiency Program	\$60 million	\$60 million	\$60 million	\$60 million	\$60 million	\$0
Consolidated Family Self Sufficiency Program for Sections 8 & 9	n/a	n/a	n/a	n/a	n/a	\$60 million⁶
Tenant Protection Vouchers	\$120 million	\$110 million	\$75 million	\$75 million	Fully Fund	\$75 million
HOPE VI	\$200 million [\$65 million] ¹	\$100 million [\$65 million] ¹	\$0	\$0	\$300 million	\$0
Choice Neighborhoods Initiative	\$0	\$0	\$250 million	\$120 million [\$80 million] ³	\$0	\$150 million
Rental Assistance Demonstration	n/a	\$0	\$200 million ²	\$0 ⁴	\$40 million	\$0

- 1 Funds the Choice Neighborhoods Initiative from the HOPE VI allocation.
- 2 Funding requested under the Transforming Rental Assistance Demonstration, subsequently renamed.
- 3 Not less than this amount shall be awarded to public housing authorities.
- 4 A Rental Assistance Demonstration Program was authorized with no funds appropriated.
- 5 A new Jobs Plus initiative is proposed in FY13.
- 6 A new consolidated FSS program for public housing and Section 8 is proposed in FY13, with no new funding for ROSS or the Section 8 FSS programs.

ADMINISTRATION REPORTS

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$3,812,382 for the month of January, 2012.

Approved: February 22, 2012

Janis Flauding, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of January, 2012

Bank	Check Numbers		Amount	Totals
	From	To		
HERITAGE BANK				
A/P Checking Account				
Low Rent Module Checks	Check #'s	2,441 - 2,474	5,857	
Accounts Payable Checks	Check #'s	75,198 - 75,396		
Central Office Cost Center			247,950	Program Support
Moving To Work Support Center			70,357	
Section 8 Programs			5,425	Section 8 Operations
SF Non-Assisted Housing - N. Shirley			3,138	Local Funds
SF Non-Assist Housing - 9SF Homes			1,102	
Stewart Court			7,984	
Wedgewood			233	
Salishan 7			13,040	
Tacoma Housing Development Group			675	
Salishan Program Income			45	Development
Salishan Area 3			2,892	
NSP Grant			1,049	
Development Activity			3,420	
Hillside Terrace Predevelopment			6,564	
Community Services General Fund			3,322	Community Service
Paul G. Allen Foundation Grant			25	
2006 WA Families Fund			6,188	
Gates Ed Grant			1,352	
2007 ROSS Fam H.O.			3,818	
2008 ROSS Svc Coord			1,559	
2011 WA Families Fund			465	
Pierce Co. 2163 Funds			198	
AMP 1 - No K, So M, No G			28,026	Public Housing
AMP 2 - Fawcett, Wright, 6th Ave			32,130	
AMP 3 - Lawrence, Orchard, Stevens			84,771	
AMP 4 - Hillside Terr - 1800/2500			9,799	
AMP 6 - Scattered Sites			3,209	
AMP 7 - HT 1 - Subsidy			7,996	
AMP 8 - HT 2 - Subsidy			19,522	
AMP 9 - HT 1500 - Subsidy			7,032	
AMP 10 - SAL 1 - Subsidy			47,534	
AMP 11 - SAL 2 - Subsidy			44,222	
AMP 12 - SAL 3 - Subsidy			48,121	
AMP 13 - SAL 4 - Subsidy			15,165	
AMP 15 - SAL 6 - Subsidy			2,108	
Allocation Fund			36,953	Allocations-All Programs
THA SUBTOTAL			773,246	
Hillside Terrace 1 through 1500			1,202	Tax Credit Projects - billable
Salishan I - through Salishan 6			43	
Salishan Association - Operations			3,115	
TAX CREDIT SUBTOTAL (Operations - billable)			4,360	777,606
Section 8 Checking Account (HAP Payments)				
SRO/HCV/TBRA/VASH/FUP	Check #'s	466,127 - 467,095	1,022,846	
	ACH	30,350 - 31,262	1,582,182	\$ 2,605,028
Payroll & Payroll Fees - ADP				\$ 429,748
TOTAL DISBURSEMENTS				\$ 3,812,382



TACOMA HOUSING AUTHORITY

Date: February 22, 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 January, 2012 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of December, 2011. This is the final report for Fiscal Year 2011. Due to the conversion of fiscal years to December 31, the report covers the 18 month conversion period. The agency wide financials closed out the fiscal year in very good shape. The following are the major areas that have affected our financials and accounts for the differences in budgeted line items:

- Income:
 - Line 4 – 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 6 – HUD Grant – Community Services - This is a dollar for dollar reimbursement of HUD grant expenditures in Community Services, and will not have an effect on our financial statements. Community Services is on track to expend their grant funds in a timely manner, as many of them cross fiscal years.
 - 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 and \$290,000 for Salishan 6 that was not budgeted. This is a non-recurring item. Even though interest is accrued on THA loans for Tax Credit properties every year, we do not actually book as income unless the Tax Credit entity pays THA. This is not known until staff does the Capital Account cash analysis at the end of each year.
 - 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 \$850,000 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.

FINANCE DEPARTMENT MONTHLY REPORT

February 2012

Page 2

- Line 28 - 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.
- 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 53 - Other General Expenses – This includes Subsidy payments to Tax Credits and also adjustments to accrued annual leave for Housing Authority employees. The adjustment for accrued annual leave (difference in sick and annual leave amounts between fiscal years) is calculated by finance at year end. This year there was an increase of \$180,000 due to the calculation. This accounts for the higher expense at year end.
- Line 55 - Bad Debt – Tenant Rent – We are accruing collection loss based on tenants who have moved out during the fiscal year, and have balances on the books once they left the program. It is higher than budgeted.
- Line 61 – Section 8 HAP Payments – There is an approximate \$1,200,000 savings compared to budget. This is due to a lower Voucher utilization than projected, along with a lower average HAP cost than budgeted.

THA ended up the year with a surplus of \$3,978,735 (line 67), as compared to a budgeted \$1,767,475 for FY 2011.

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 final stages 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 submissions have all been completed, and staff is in the process of reviewing the information received from the auditors. THA's Financial Data Schedule (FDS) submission to HUD is not due until the end of

February. Staff has done an outstanding job of proceeding through the year end closing process under Duane Strom's direction. Duane is in the process of completing the FDS schedule for submission to REAC by the February 29th deadline.

4. AUDIT

Preliminary discussions have been held with the Washington State Auditors. Their intention is to come out in April to complete the Single Audit portion of the audit. They will then come back out in July to complete the Financial audit and complete their portion for the audited submission of the FDS due to REAC by September 30th. They would then complete the Accountability audit after both these parts are completed.

5. ASSET MANAGEMENT

During the interim period, until Todd Craven returns, the lead person for Asset Management will be Tina Hansen from the Development department. The reporting section will be completed within the Finance report.

The most notable information to report is that the Housing Development Center (HDC) out of Portland, OR has been hired by THA to assist Asset Management in continuing to build capacity within the agency. Their contract has three phases which are:

- A. Setting Asset Management Outcomes and Metrics.
- B. Assessment of Asset and Property Management system, Structure and Resources.
- C. Assist THA in Development of a Preservation Plan for Stewart Court

HDC began Phase A on Feb. 9, conducting a work session with the Asset Management Committee. This session helped the team to define preliminary outcomes and metrics for use during the Phase B.

A second work session is scheduled for the second week in March to complete Phase A.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		December, 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	314,445	5,126,202	4,976,689	3.00%	5,126,202	4,976,689	3.00%
2	Tenant Revenue - Other	11,437	107,319	88,186	21.70%	107,319	88,186	21.70%
3	HUD grant - Section 8 HAP reimbursemen	2,798,186	48,482,701	48,344,573	0.29%	48,482,701	48,344,573	0.29%
4	HUD grant - Section 8 Admin fee earned	227,737	4,140,410	3,795,054	9.10%	4,140,410	3,795,054	9.10%
5	HUD grant - Public Housing subsidy	245,925	3,611,107	3,415,479	5.73%	3,611,107	3,415,479	5.73%
6	HUD grant - Community Services/HOPE	21,206	492,460	680,766	-27.66%	492,460	680,766	-27.66%
7	HUD grant - Capital Fund Operating Reve	20,560	898,994	826,130	8.82%	898,994	826,130	8.82%
8	Management Fee Income	457,556	4,398,475	4,389,473	0.21%	4,398,475	4,389,473	0.21%
9	Other Government grants	108,462	426,213	393,077	8.43%	426,213	393,077	8.43%
10	Investment income	294,480	603,218	181,415	232.51%	603,218	181,415	232.51%
11	Fraud Recovery Income - Sec 8	7,867	68,555	58,700	16.79%	68,555	58,700	16.79%
12	Other Revenue- Developer Fee Income	0	2,026,024	2,509,657	-19.27%	2,026,024	2,509,657	-19.27%
13	Other Revenue	2,500	810,248	959,127	-15.52%	810,248	959,127	-15.52%
14	TOTAL OPERATING RECEIPTS	4,510,361	71,191,926	70,618,326	0.81%	71,191,926	70,618,326	0.81%
	OPERATING EXPENDITURES							
	<i>Administrative Expenses</i>							
15	Administrative Salaries	321,264	5,299,901	5,475,362	-3.20%	5,299,901	5,475,362	-3.20%
16	Administrative Personnel - Benefits	120,356	2,050,400	2,163,314	-5.22%	2,050,400	2,163,314	-5.22%
17	Accounting & Audit Fees	0	75,698	76,390	-0.91%	75,698	76,390	-0.91%
18	Management Fees	379,652	3,423,677	3,321,182	3.09%	3,423,677	3,321,182	3.09%
19	Rent	20,776	329,691	299,781	9.98%	329,691	299,781	9.98%
20	Advertising	272	1,762	16,711	-89.46%	1,762	16,711	-89.46%
21	Data Processing Expenses	9,502	239,533	304,657	-21.38%	239,533	304,657	-21.38%
22	Office Supplies	3,942	89,120	123,925	-28.09%	89,120	123,925	-28.09%
23	Publications & Memberships	146	43,126	74,139	-41.83%	43,126	74,139	-41.83%
24	Telephone	6,999	130,816	143,027	-8.54%	130,816	143,027	-8.54%
25	Postage	2,834	64,716	79,878	-18.98%	64,716	79,878	-18.98%
26	Leased Equipment & Repairs	10,337	101,407	90,971	11.47%	101,407	90,971	11.47%
27	Office Equipment Expensed	1,077	72,394	88,969	-18.63%	72,394	88,969	-18.63%
28	Legal	2,586	57,694	203,005	-71.58%	57,694	203,005	-71.58%
29	Local Milage	867	10,621	19,380	-45.20%	10,621	19,380	-45.20%
30	Staff Training/Out of Town travel	5,626	117,720	222,312	-47.05%	117,720	222,312	-47.05%
31	Contract Services	7,962	440,054	684,053	-35.67%	440,054	684,053	-35.67%
32	Other administrative expenses	18,339	207,592	217,349	-4.49%	207,592	217,349	-4.49%
33	Due diligence - Development projects	29,830	91,867	75,000	22.49%	91,867	75,000	22.49%
34	Contingency	0	0	0		0	0	
35	Total Administrative Expenses	942,367	12,847,789	13,679,405	-6.08%	12,847,789	13,679,405	-6.08%

		December, 2011				Thru 12/31/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	72,462	1,064,278	1,108,220	-3.97%	1,064,278	1,108,220	-3.97%
37	Tenant Service Personnel - Benefits	29,005	425,167	438,010	-2.93%	425,167	438,010	-2.93%
38	Relocation Costs	1,034	15,564	19,270	-19.23%	15,564	19,270	-19.23%
39	Tenant Service - Other	9,988	205,387	214,145	-4.09%	205,387	214,145	-4.09%
40	Total Tenant Services	112,489	1,710,396	1,779,645	-3.89%	1,710,396	1,779,645	-3.89%
	Project Utilities							
41	Water	11,390	168,505	176,438	-4.50%	168,505	176,438	-4.50%
42	Electricity	19,785	283,433	281,496	0.69%	283,433	281,496	0.69%
43	Gas	12,655	90,611	91,480	-0.95%	90,611	91,480	-0.95%
44	Sewer	36,584	525,777	515,107	2.07%	525,777	515,107	2.07%
45	Total Project Utilities	80,414	1,068,326	1,064,521	0.36%	1,068,326	1,064,521	0.36%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	51,481	912,828	906,659	0.68%	912,828	906,659	0.68%
47	Maintenance Personnel - Benefits	14,218	251,237	261,686	-3.99%	251,237	261,686	-3.99%
48	Maintenance Materials	44,156	285,440	236,997	20.44%	285,440	236,997	20.44%
49	Contract Maintenance	67,718	1,028,019	985,379	4.33%	1,028,019	985,379	4.33%
50	Total Routine Maintenance	177,573	2,477,524	2,390,721	3.63%	2,477,524	2,390,721	3.63%
	General Expenses							
51	Protective Services	12,019	236,058	213,528	10.55%	236,058	213,528	10.55%
52	Insurance	14,881	266,947	263,373	1.36%	266,947	263,373	1.36%
53	Other General Expense	363,466	1,684,350	1,392,073	21.00%	1,684,350	1,392,073	21.00%
54	Payment in Lieu of Taxes	1,199	21,577	21,744	-0.77%	21,577	21,744	-0.77%
55	Bad Debt - Tenant Rents	16,194	72,540	30,404	138.59%	72,540	30,404	138.59%
56	Interest Expense	113,768	1,112,458	1,181,528	-5.85%	1,112,458	1,181,528	-5.85%
57	Total General Expenses	521,527	3,393,930	3,102,650	9.39%	3,393,930	3,102,650	9.39%
58	TOTAL OPERATING EXPENSES	\$ 1,834,370	\$ 21,497,965	\$ 22,016,942		\$ 21,497,965	\$ 22,016,942	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	28,531	71,735	87,268	-17.80%	71,735	87,268	-17.80%
60	Casualty Losses	3,039	26,689	25,821	3.36%	26,689	25,821	3.36%
61	Sec 8 HAP Payments	2,565,601	45,993,641	47,189,747	-2.53%	45,993,641	47,189,747	-2.53%
62	Total Nonroutine Expenditures	2,597,171	46,092,065	47,302,836	-2.56%	46,092,065	47,302,836	-2.56%
63	TOTAL EXPENDITURES	4,431,541	67,590,030	69,319,778	-2.50%	67,590,030	69,319,778	-2.50%
64	OPERATING SURPLUS/(DEFICIT)	<u>78,820</u>	<u>3,601,896</u>	<u>1,298,548</u>	<u>177.38%</u>	<u>3,601,896</u>	<u>1,298,548</u>	<u>177.38%</u>
	Reserve/Capital Affecting Operations							
65	THA transfer to development projects	0	(1,053,282)	(1,410,140)	-25.31%	(1,053,282)	(1,410,140)	-25.31%
66	Reserve Appropriations	108,140	1,430,121	1,879,067	-23.89%	1,430,121	1,879,067	-23.89%
67	THA SURPLUS/(DEFICIT)	<u>186,960</u>	<u>3,978,735</u>	<u>1,767,475</u>		<u>3,978,735</u>	<u>1,767,475</u>	

TACOMA HOUSING AUTHORITY			
CASH POSITION - January 2012			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		\$ 4,507,265	0.400%
Section 8 Checking		5,912,386	0.400%
THA Investment Pool		285	0.400%
THA LIPH Security Deposits		111,469	0.400%
THDG - Tacoma Housing Development Group		31,604	0.400%
LF - Stewart Court		80,379	0.400%
LF - Stewart Ct Security Deposit Account		7,298	0.400%
LF - SF 9Homes Alaska		178,824	0.400%
LF - SF 9Homes Alaska Sec Dep Acct		6,671	0.400%
LF - SFH No. Shirley		1,826	0.400%
LF - SFH N Shirley Security Deposit Acct		1,001	0.400%
LF - Wedgewood Homes		49,467	0.400%
Salishan 7		516,211	0.400%
Salishan 7 Security Deposit		26,772	0.400%
Payroll Account		6,378	0.400%
General Fund Money Market		3,513,309	0.400%
WASHINGTON STATE			
Investment Pool		\$ 1,420,687	0.130%
CHASE			
IDA Account		74,406	0.01%
TOTAL THA CASH BALANCE		\$ 16,446,240	
Less:			
MTW:			
MTW Reserves		\$ 6,330,713	
Other Restrictions:			
FSS Escrows	197,444		
VASH, FUP & NED HAP Reserves	1,429,686		
Mod Rehab Operating Reserves	85,396		
Security Deposit Accounts	154,188		
Salishan Sound Families - 608	189,925		
IDA Accounts - 604,605	74,406		
Paul Allen Foundation - 609	11,392		
Gates Foundation - 621	68,950		
WA Families Fund - 672	36,296		
THDG - 048	31,604		
Total - Other Restrictions		\$ 2,279,287	
Agency Liabilities:			
Windstar Loan - 042	345,352		
Citibank Loan for Area 3 - Guarantee (Current)	1,728,672		
Additional Reserve Set Aside for Area 3 Loss on sales	2,400,000		
Total - Agency Liabilities		\$ 4,474,024	
Development Set Aside for Due Diligence:			
		\$ 456,594	
Total Restrictions		\$ 13,540,618	
THA UNENCUMBERED CASH		\$ 2,905,622	
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: February 22, 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:*

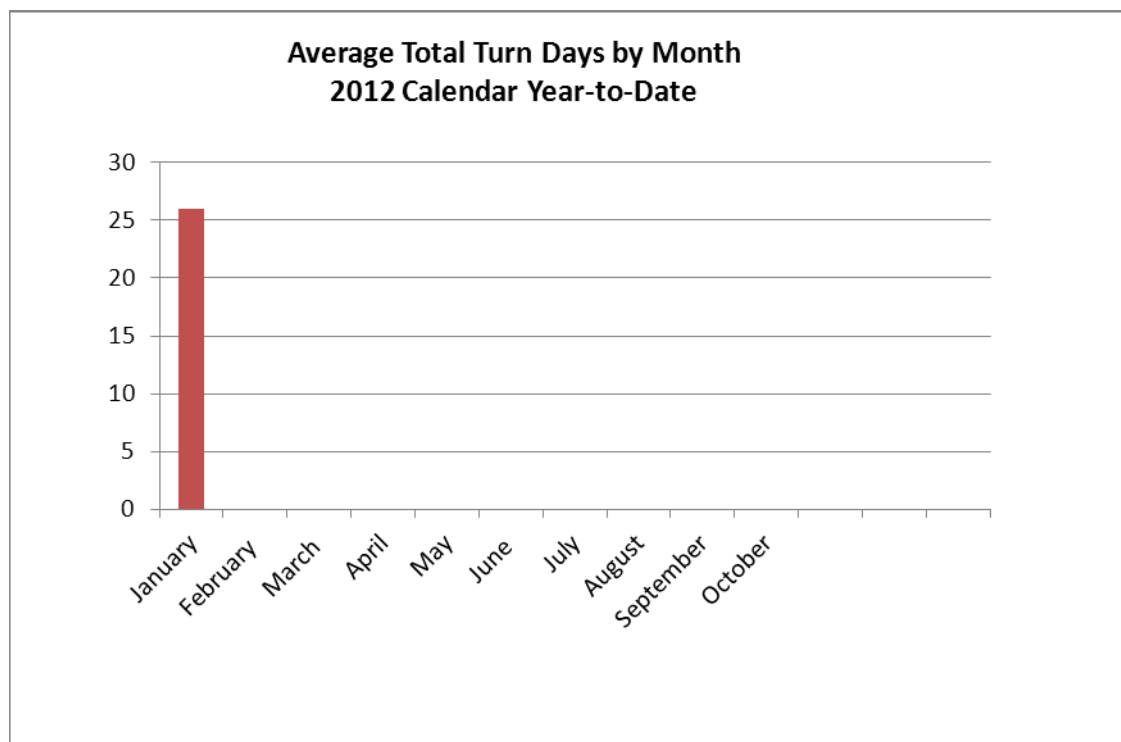
Unit occupancy is reported for the first day of the month. This data is for the month of January 2012.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED
AMPs 1-6	594	6	588	98.9%
Tax Credit Units	690	7	683	98.0%
Local fund units	69	5	64	92.8%
All Total	1,353	18	1,335	98.7%

1.1.2. *Vacant Unit Turn:*

The following page includes a table with all of the units turned in fiscal year 2012. Eight (8) units were turned and rented in the month of January. The average unit turn for the month of January was 28 days. We are also relieved to report that the vacant market-rate unit that had been vacant for over 400 days was rented in early February and will be reported in the March board report. It will cause a spike in the vacant unit turn average. The Board may recall that we kept this house off the market hoping that it would be suitable for a group of DSHS clients coming out of nursing homes and other institutions. If it had worked out, it would have been a good arrangement allowing for the efficient provision of supportive services to a high needs group. Unfortunately, we were not able to make these arrangements with DSHS.

The table below includes additional unit turn information by AMP:



Calendar Year to Date through the end of January, 2012

AMP	Units Turned	Avg Turn Days	Units Currently Vacant	Avg # Days Vacant
Amp 1 (G ST, K St, M ST)	2	21.5	3	47.0
Amp 2 (6th Ave, Fawcett, Wright)	1	26.0	0	0.0
Amp 3 (Bergerson, Dixon, Ludwig)	1	30.0	0	0.0
Amp 6 (PH Scattered Sites)	0	0.0	1	8.0
Hillside Terrace Tax Credit	0	0.0	2	47.5
Salishan Tax Credit	4	32.0	2	43.5
Local Fund (Stewart, Market Rate Homes)	0	0.0	4	138.0
Agency Summary	8	28	12	74

February 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 February 13, 2012:

Nbr	AMP	Project	Unit Nbr	Address	Apt Nbr	Beds	Unit Status	Vacate Date	Days Vacant	Maint Turn Date	Applicant Ready Date
1	01	006	00888	911 NORTH K ST	G10	1	Vacant	12/22/2011	53	01/10/2012	02/09/2012
2	01	008	00941	1202 SOUTH M ST	201	1	Vacant	1/31/2012	13		02/07/2012
3	01	008	00965	1202 SOUTH M ST1	312	1	Vacant	12/23/2011	52	12/30/2011	01/04/2012
4	03	020	01411	5305 S ORCHARD ST	24	3	Vacant	2/6/2012	7	02/10/2012	01/20/2012
5	06	025	01522	2225 EAST GEORGE		3	Vacant	1/23/2012	21	02/13/2012	01/30/2012
6	08	029	01564	2342 SOUTH G STREET	206	3	Repair-Make Ready	12/13/2011	62	02/10/2012	12/27/2011
7	09	032	T6578	1512 COURT F STREET	187	3	Repair-Make Ready	12/16/2011	59	02/03/2012	12/23/2011
8	MR	044	01211	1211 S TRAFTON		5	Vacant	11/17/2010	453	04/01/2011	
9	SC	045	32013	3201 S TYLER	3	1	Vacant	12/5/2011	70	12/16/2011	
10	SC	045	32180	3218 S MONROE	53	2	Vacant	1/10/2012	34	02/17/2012	02/21/2012
11	SC	045	32181	3218 S MONROE	44	2	Repair-Make Ready	12/28/2011	47	02/17/2012	02/21/2012
12	11	31S	08049	4203 SALISHAN BLVD		4	Vacant	11/30/2011	75	01/03/2012	
13	13	34S	08130	4478 EAST Q STREET		2	Repair-Make Ready	1/31/2012	13	02/20/2012	01/26/2012
Average Days Vacant										73.8	

1.1.3. Work Orders:

In the month of January all 3 emergency work orders were completed within 24 hours. This month, maintenance staff completed 220 non-emergency work orders and a total of 220 for the calendar year. The average number of days to complete a non-emergency work order was 9.68.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
AMP # *	Emergency				Non Emergency			
	January 1-31, 2012		January 2012		January 2012		January 1- 31, 2012	
	# 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	1	100%	1	100%	80	8.15	80	8.15
AMP 2	0	0%	0	0%	0	0	0	0
AMP 3	1	100%	1	100%	41	1.85	41	1.85
AMP 4	1	100%	1	100%	17	17.82	17	17.82
AMP 6	0	0%	0	0%	6	16.00	6	16.00
AMP 7	0	0%	0	0%	0	0.00	0	0

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

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	January 1-31, 2012		January 2012		January 2012		January 1- 31, 2012	
AMP 8	0	0%	0	0%	0	0.00	0	0
AMP 9	0	0%	0	0%	0	0.00	0	0
AMP 10	0	0%	0	0%	8	5.75	8	5.75
AMP 11	0	0%	0	0%	6	4.50	6	4.50
AMP 12	0	0%	0	0%	5	4.80	5	4.80
AMP 13	0	0%	0	0	7	5.43	7	5.43
AMP 14	0	0%	0	0	34	15.12	34	15.12
AMP 15	0	0%	0	0	16	22.06	16	22.06
AMP 16	0	0%	0	0%	0	0		0.0
Non-AMP	0	0%	0	0%	0	0	0	0
TOTALS	3	100%	3	100%	220	9.68	220	9.68

Outstanding Work Orders Table:

Below is a breakdown of all outstanding work orders as of January 31, 2012:

Outstanding Work Orders as of January 2012			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	32	32	0
AMP 2	0	0	0
AMP 3	3	3	0
AMP 4	2	2	0
AMP 6	8	7	1
AMP 7	4	0	4
AMP 8	13	0	13
AMP 9	6	0	6
AMP 10	11	4	7
AMP 11	12	6	6
AMP 12	7	3	4
AMP 13	10	6	4
AMP 14	55	38	17
AMP 15	34	18	16
AMP 16	0	0	0
Non-AMP	6	1	5
TOTALS	203	120	83

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 97% for the month of January 2012. 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	60	20 shoppers
Non-Elderly Disabled Vouchers (NED)	100	44	24 shopping 10 new referrals received 1/12/12
Family Unification Program (FUP)	50	44	4
McCarver Program	50	46	2 pending 2 shopping
Life Manor	150	124	24 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 have 24 households shopping for units for the TPV vouchers. Shopping continues to be slow for clients during January, probably due to the adverse weather we experienced.

The VASH program has been making referrals for the regular VASH program as well as the Project Based units. 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.

3. REPORT FROM LAST BOARD MEETING

Safety Concerns

During the last board meeting you heard from Hope Rehn about her concerns about the seven elderly/disabled buildings in THA's portfolio.

Pat Patterson and the new Site Manager for the elderly/disabled buildings, Lisa Herrera, attended building meetings in January and February. Residents at Fawcett Apartments expressed concerns

about exterior lighting. Pat and Lisa are now working with the Community Liaison Officer (CLO) for that building to have the lighting assessed and new lighting installed. The CLO has also arranged for more TPD patrol in the evenings. Wright Street is also experiencing high traffic and issues with tenants propping doors open to allow people to come in off the street. The activity has decreased but staff are staying aware and being proactive.

Other buildings did not mention concerns about safety. However, we do plan to work with the Pierce County Health Department on a survey about smoke-free housing. We will include questions about safety concerns within that survey and report the results to the Board. We anticipate having the survey completed and analyzed by late summer.

THA does have other plans to address potential security issues. As we have mentioned, we plan to create Key Holder positions in each building. The job descriptions for these positions will be finalized and posted in March. Current plans include tasks such as locking up the community and laundry rooms and being available for emergency response; but we are considering including additional tasks such as walking the halls and stairways in the evening and being the leader of building “block watches.”

Tenant Screening

Ms. Rehn reported to the board that THA is not adequately screening its residents and is allowing felons to live in its properties. THA does not, likely could not, expressly prohibit convicted felons without exception but we do have strong policies to protect the peace and safety of other residents as well as the integrity of the federal housing assistance. Our leasing department follows the screening criteria listed below:

- Deny admission to households with drug/violent activity within the past 5 years
- Deny households with a registered sex offender
- Deny households where anyone has ever produced methamphetamine
- Review past performance in meeting financial obligations, including rent within the past five years
- Deny households for any pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years which may adversely affect the health, safety, or welfare of other tenants
- Deny households for a pattern of eviction from housing or termination from residential programs within the past five years (considering relevant circumstances)

- Deny households that owe rent or other amounts to this or any other PHA or owner in connection with any assisted housing program
- Deny households that have misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent
- Deny households that have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
- Deny households that have engaged in or threatened violent or abusive behavior toward PHA personnel or anyone acting on behalf of the housing authority.

Department Priorities

Commissioner Miller has expressed concerns that THA is not taking a more critical look at separating the senior and younger populations in THA's seven mixed-population buildings. Examining such a policy is a pending project. It has been pending for a while. It is not a priority because our preliminary assessment, which included consultation with other housers, suggests that it would not be a solution to anything urgent. THA has had challenges with residents of all ages and disabilities in its buildings. The most serious lease violators at the moment are elderly residents. Based on discussions with our residents and our partners, the issues that have been raised at the board level have less to do with one population being more poorly behaved than another and more to do with creating a better sense of community within each of its buildings. Our goals at this point are to help all residents be more aware of their surroundings, less trusting with individuals they do not know so they are not taken advantage of, and more aware of their requirements as residents of THA properties. We will soon be fully staffed at these buildings in order to put the much-needed attention to these areas.

I do see the assessment of the population mix as being an important task. There are many issues that will need to be considered such as:

- What is THA's mission with these buildings? Is the mission to compete with other low-income elderly-only housing providers or to provide high quality housing to smaller households with service needs?
- What do residents want? We have heard a few voices but what does the majority say? In past discussions with SAFE, the seniors and the younger residents offer differing views.
- How can we best serve our residents?
- How can residents be best served with little to no need for relocation and/or disruption in their lives?

- What are the emotional costs to the resident and monetary cost to THA if relocation is necessary?
- What partners are available to serve elderly and disabled residents?

This is a task that falls within the REMHS department and it is worth looking at but it has not been identified as a pressing task in 2012. In 2012, the major Property Management goals are:

- Implement a preventative maintenance program throughout THA's portfolio
- Adopt an emergency and disaster response plan for the agency
- Assess and implement a smoke-free housing policy throughout the portfolio
- Re-write and implement a new lease
- Research MTW rent models that will make THA less reliant upon federal income
- Organize the Property Management division in a more effective and efficient manner to:
 - Best meet the needs of the residents
 - Meet budget expectations
 - Lower unit turn times
 - Maximize occupancy and rent collection
 - Improve security and the perception of security and safety
 - Ensure that all THA properties are assets to their neighborhoods
 - Ensure all sites are in compliance with all funding regulations

Creating resident advisory groups and assessing the mix of elderly and younger individuals have been two tasks that interest the Board. Both tasks have been tabled until 2013.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: February 22, 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.

We have a signed contract with Mithun for master planning services in the Salishan Core. We held our kick-off meeting on February 1. It was well attended and people generated some great ideas. Our next meeting of the Working Group will be February 23. At this meeting we will visit other similar types of spaces to see what we like and dislike about the programming and architectural styles we see. The first community meeting will be in early March. We will send invitations to the Board once the date is set. The Working Group is comprised of staff from the Real Estate Development, Community Services and Real Estate Management and Housing Services Departments; representatives from the Tacoma Public Library, Tacoma Goodwill, Cottessmore Quality Day Care, Tacoma Narrows Federal Credit Union, and CHEF; and a owner and tenant representative from Salishan as well as the Salishan Association manager.

Staff is meeting with a several people in the community to “market test” our concept for the core and determine what skill set is needed for the fundraising consultant we will need to hire. We hope to have that person on board in the next 45 days. The project financing strategy we will need for this project is different from other types of projects that THA has completed.

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.

Staff has prepared an Inducement Resolution requesting authorization for the THA Executive Director to issue Bonds for the project.

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. We also hope to receive an additional \$1.5 million from the city as part of the initial \$3 million initially dedicated to the public library at Salishan.

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. Staff has been notified to attend a hearing with the City Hearing Examiner on April 5, 2012

- 2.1.3 *Procurement:* Staff is developing a Letter of Engagement (LOE) to use Foster Pepper and Ballard Spahr for financial legal services in support of the project financial closing. Staff has prepared a Resolution requesting authorization for the THA Executive Director to enter into this LOE in an amount Not-to-Exceed \$150,000.
- 2.1.4 *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. Staff is currently negotiating the architects fee proposal for both the Community Facilities and Phase I housing.
- 2.1.5 *Construction:* Absher Construction has been providing pre-construction estimating services for the environmental sustainability exercise stated above.
- 2.1.6 *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. The only outstanding item staff is aware of at this point is the Environmental Assessment. HUD informed staff that this item was needed in late January.
- 2.1.7 *Community Meetings:* Staff will continue to hold resident and community meetings as updates and new information become available.
- 2.1.8 *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 to handle the relocation rather than hiring temporary THA workers. Staff hopes to have the relocation effort mobilized by the end of March, and issuing 90-day notices to relocate to residents in mid-April.
- 2.1.9 *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 closing documents are pending. All work at Ludwig is complete with the exception of the canopy roof, fencing and landscaping. All work is anticipated to be completed by the end of February.

3.1.2. Public Housing Scattered Site Renovations. THA RED staff and PM Staff are scheduled to meet in Mid- February and end of February to initiate the work scope documents. Preparation of bid documents for renovations at THA's 35 Scattered Site homes will begin in March.

3.1.3. Landscaping Improvements. The Landscape Improvements at 6 Facilities work is complete and closing documents are being prepared.
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 closed on or 6636 S Lawrence at the end of January.. The house located at 1669 South 45th Street is back on the market. Bid Documents were prepared and advertised publicly for E 65th Street . The successful contractor was selected and work at E 65th Street began the first of February. 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. The project design is complete and the project is out to bid. Bids are due March 6. Construction is anticipated to start on site mid-April.

4.3 Stewart Court Exterior Repairs. RED Staff are assisting Facilities staff in the design, procurement and construction management for this project. All work is complete and 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 are in communication with COT staff. 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.
- 5.2 *Intergenerational Housing:* The ManyLights Foundation is considering making an offer to purchase some or all of THA's Hillsdale Heights property. THA and MasnyLights are now preparing an MOU that will define each agency's role in a potential joint venture to develop housing at Hillsdale Heights. The agencies are also considering engaging an architect to help the agencies to define development options for the site and a master plan.
- 5.3 *Stewart Court:* A resolution to approve ORB Architects as the architect for the project is before the board. Initially, the architectural team will assist THA staff with its evaluation of the property. Upon completion of the evaluation a final scope will be determined for the property. Staff has defined an urgent short term need to replace failing exterior siding at the property which will be included in a longer term refinancing strategy.
- 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. Staff recently presented its workforce housing strategy for the MLK Corridor to the New Tacoma Neighborhood Council and will be making similar presentations to the chief executives of MultiCare and the Franciscan Health System. Presentations seeking community input on this development concept will also be made in the coming weeks to the Hilltop Action Coalition Board of Directors, and to the Central Area Neighborhood Council.
- 5.5 *Public Housing Conversion to Section 8.* Staff is assessing the opportunity to convert some or all of THA's public housing using HUD's Section 8 Conversion

program. Through this program, THA would apply to HUD to dispose of certain public housing properties. Once approved by HUD, the public housing operating subsidy and capital fund allocation for those units would be “turned off”. They would be replaced with project-based section 8 vouchers. The Conversion program would also allow THA to sell the disposed public housing properties into an LLC that would finance long term physical needs at the property using 4% tax credits and tax exempt bond financing.

- 5.6 *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 Contractor for Ludwig and Fawcett exterior upgrades project reported one Section 3 Hire.

7. OTHER BUSINESS

8. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of February 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%	\$1,845,834	99%	6/13/08	06/12/10	06/12/12
2009 CFP	\$2,410,953	\$2,410,953	100%	\$2,175,828	90%	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

February 2012 Board of Commissioners Meeting
REAL ESTATE DEVELOPMENT DEPARTMENT MONTHLY REPORT
Page 8

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	\$597,063	25%	\$377,286	16%	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: February 22, 2012

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. 2012 GOALS

Sixteen 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 January and for the calendar year 2012.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	31	31	130	24%
Clients participated in employment services	45	45	100	45%
Clients enrolled in employment readiness soft skills workshops	7	7	80	9%
Clients completed employment readiness soft skills workshops	1	1	50	2%
Enrolled in job readiness training	2	2	20	10%
Job placement	1	1	35	3%
WorkSource Participants Assisted	4	4	35	11%
Entered Apprenticeship	0	0	3	0%
Earned income increased	0	0	35	0%

In January, participants in the McCarver elementary school housing program engaged in employment services provided by Goodwill. THA's employment team also initiated the *Possibilities Realized* program. 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 (WWEE) (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

In January, Bates Technical College began offering ESL classes on-site at the Family Investment Center. Bates also continued its on-site GED classes.

Activities	Month	YTD	Annual Goal	% of Goal
Participating in ESL classes	1	1	15	7%
Completes one or more ESL levels	1	1	5	20%
Participants attending GED classes	27	27	75	36%
Completes one or more GED tests	2	2	8	25%
Attains GED	2	2	6	33%

1.3 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	0	0	0	0	0	0
Graduations	0	0	0	0	0	0
Exits	0	0	0	0	0	0
Terminations	0	0	0	0	0	0

1.4 Case Staffing

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

Activities	Month	YTD
Number of households referred for services	3	3
Number of successful completions (eviction averted)	0	0
Number terminated	0	0

1.5 MTW Hardship Exemption Casework

In January 2012 THA began Moving to Work rent calculations and biennial recertification cycles for all MTW households. THA anticipates that some households may be unable to pay their new rent and that up to 120 households will qualify for a hardship exemption. The exemption will allow the household up to six months to increase their income and pay the rent amount determined by MTW. In order for a household to qualify for a hardship, they must agree to participate in case management. In January, CS received its first referral for hardship exemption casework.

Activities	Month	YTD
Number of households referred for services	1	1
Number of successful completions	0	0
Number terminated	0	0

1.6 McCarver Special Housing Program

THA's McCarver Elementary School Housing Program seeks to stabilize McCarver Elementary, a low-income school in Tacoma's Hilltop neighborhood. Starting in fall 2011, THA gave rental assistance to up to 50 McCarver families. Rental subsidies for participating families will decrease to zero over the five year McCarver project period. By the end of 2012, all families will pay 20% of their rent and THA will subsidize 80%. Participating families receive intensive case management services and assistance to help the parents improve their education and employment prospects.

Activities	Month	YTD	Annual Goal	% of Goal
Families participating	48	48	50	96%
Families able to pay 20% of their rent	0	0	50	0%
Adults enrolled in education program	17	17	30	57%
Adults complete education program	2	2	20	10%
Average school attendance rate	96%	96%	90%	107%
Reduction in referrals for discipline	n/a		25%	0%
Increase in children reading on grade level	n/a		20%	0%
Increase in math on grade level	n/a		20%	0%
Increase in average state test in reading	n/a		15%	0%
Increase in average state test in math	n/a		15%	0%

Some of the data we will be tracking over the five years of this program are not yet available.

- The school district is compiling the data on referrals.
- We have baseline data for reading and math on grade level but do not yet have data to show increases in these outcomes.
- The state tests are administered annually in the spring, and scores are released in the summer. We have baseline scores from spring 2011 and will compare that to the spring 2012 data.

The school district reports school turnover annually. We will report the 2011-2012 rate as soon as the district makes this information available.

Activities	Baseline 2010-2011	2011-2012
Turnover rate at McCarver Elementary	107%	n/a

1.7 Preparing for Success

Preparing for Success is funded by a three-year grant from the Paul G. Allen Family Foundation. PFS serves up to 25 families per cohort. During 2012, the first cohort will complete the program and the second cohort will be enrolled. Case management focuses on helping clients overcome barriers to employment readiness. In January, the CS department director and program manager for case management met with Bill Vesneski, PGAFF program officer to review results of the project's first year. We are making satisfactory progress with this project. Mr. Vesneski plans an on-site visit for later this spring.

Activities	Month	YTD	Annual Goal	% of Goal
First year cohort enrolled (2011)	25	25	25	100%
First year cohort completed (fall 2012)	0	0	15	0%
Second year cohort 2012 referrals	0	0	40	0%
Second year cohort 2012 enrolled	0	0	25	0%

1.8 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	109	153	56%
Graduates	0	0	0	
Removed/Voluntarily Withdrawn	0	0	n/a	
New Contracts Signed	0	0	0	
Escrow Balance	\$229,834.06			

1.9 Life Skills and Parenting Classes

THA contracts with Bates Technical College to provide Life Skills classes and parenting support for Families in Transition participants. Life Skills sessions focus on sound decision making, ways to enhance self-esteem and how to make appropriate choices around relationships. The life skills classes will be offered in the spring of 2012.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	0	25	0%
Life Skills Completion	0	0	15	0%
Parenting Enrollment	0	0	25	0%
Parenting Completion	0	0	20	0%

1.10 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.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	0	0	90	0%
Financial Literacy Completion	0	0	72	0%
Credit Counseling Enrollment	0	0	20	0%
Credit Counseling Completion	0	0	10	0%
Homeownership Counseling	6	6	79	8%
Individual Development Account Participants	19	19	18	106%
Qualified Withdrawals	0	0	18	0%
Home Purchase	0	0	8	0%
Other Asset Purchases	0	0	10	0%
VITA Tax Returns for THA clients	0	0	90	0%
EITC Received (PH only)	0	0	95	0%

1.11 Computer Labs

THA has computer labs at Bergerson Terrace, Dixon Village, and Hillside Terrace. The AmeriCorps members assigned to the computer labs are 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 (cumulative visits)	133	133	1200	11%

1.12 Youth Activities

THA's contracts for youth tutoring and youth mentoring ended in spring 2011. We do not have funding to continue similar contracts. 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 tutoring in writing and youth leadership mentoring also at the FIC. The youth mentoring component has not yet begun.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	20	20	10	200%
Summer youth programming	0	0	40	0%
Youth leadership mentoring	0	0	45	0%

1.13 Senior and Disabled Services

In January, the Specialist had 187 client contacts (130 unduplicated). There were 22 unduplicated home visits. 22 residents received 1:1 situational and wellness counseling. 2 tenants received assistance with entitlement correspondence.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	130	130	260	50%
Referrals	6	6	50	12%
Unduplicated situation/wellness counseling	22	22	140	16%
Assistance with correspondence for Entitlement Programs	2	2	40	5%

2. GRANTS

THA received a \$10,000 grant from the Greater Tacoma Community Foundation for our Housing Essentials Fund. The Housing Essentials Fund helps formerly homeless families at McCarver elementary school and at THA's Salishan housing community succeed as tenants. THA case workers use the fund to help formerly homeless families pay for utility deposits, first and last month's rent, furniture or other items needed to help them settle into their new homes. The \$10,000 GTCF grant came from a donor-advised fund composed of contributions for the Weyerhaeuser Foundation and from Quadrant Homes.

HUMAN RESOURCES



TACOMA HOUSING AUTHORITY

DATE: February 22, 2011

TO: THA Board of Commissioners

FROM: Barbara Tanbara
Human Resources Director

RE: Human Resources Board Report

This month's report contains a 2011 end-of-the-year recap.

1. BENEFITS

1.1. Benefit Committee

For some time now our agency has been talking about the challenge of increasing medical benefit costs. The agency has gone to great lengths to retain the top quality benefits our employees all enjoy. We know that our top benefits play a factor in both employee recruitment and retention.

In partnership with OPEIU and separately for our non-represented employees, we sent out a spreadsheet about 2012 medical benefit choices. We asked employees to vote on different 2012 medical plan packages at varying cost sharing levels. This gave employees the opportunity to see the tough choices we were contemplating. I also held five employee meetings where I took the time to explain how we got here and to answer questions about their choices.

I was pleased by our employees' response. No one likes to be told they are going to pay more for their benefits when they also knew that salary increases were unlikely this year. Certainly people expressed frustration at the ever growing costs of benefits. But they also asked thoughtful questions about our current options and our plans for the future. In the end, the agency absorbed about 8% of the overall increase in costs for 2012.

1.2. New Benefit Broker, Albers & Company

We conducted an RFP for the new broker and brought them on board. We educated them about THA, its benefit packages and plan/hopes for the future. This is important due to their ability to advise THA on the complex world of benefits and healthcare reform.

2. COMPENSATION

We began a compensation study to ensure that the nine OPEIU position salary ranges are competitive and updated in preparation for negotiations. We also selected 10 non-represented positions which had not been evaluated for years to perform the same assessment. The compensation study should be complete in March.

3. LABOR RELATIONS

3.1 Collective Bargaining

We negotiated the Trades Council collective bargaining agreement, which extends through May 2014. The OPEIU contract negotiations are expected to open in April with a completion date of June 2012.

3.2 Grievances

We had 2 OPEIU grievances and 2 Trades Council grievances. Three of the four were settled, one remains unresolved.

4. EMPLOYEE RELATIONS

4.1. Civil Right Complaints

For CY 2011, we have no City of Tacoma Human Rights or EEOC complaints and no lawsuits.

4.2. THA Employee Newsletter and Recognition

Our Quarterly Employee Newsletter was published in November. The next one is due this month. We also held two well-attended Employee Appreciation Committee Events – the THA Summer Picnic in July and the Employee Appreciation Luncheon in December.

5. PERFORMANCE MANAGEMENT

Beginning last month, I am working with the Janis Flauding and Greg Mowat of our Board to assist with conducting our 2012 Executive Director performance evaluation. The 360 confidential online surveys were sent out in January to staff, board members, and community partners. The survey closed at the end of the month and the compiled results will be sent to me and the Evaluation Committee by February 20th. Greg and Janis will meet to complete Michael's performance evaluation and then share that evaluation with the board.

6. STAFFING

THA Recruitment/Turnover Report

Staffing has been stabilized at the agency. We have gone from 20% turnover in 2008 to 11.82% in 2011. We have higher hiring standards, improved orientation and training, and improved performance intervention and coaching.

2011 Separations

Separations 2011	
End of Sunset Assignments	0
*Voluntary Separations	10
Involuntary Termination's	3
Lay-Off's	2
Total Separations	15

(*While 10 Voluntary Separations is more than we want, this table breaks out the reasons for the Voluntary Separations listed above.)

*Voluntary Separations 2011 Broken Out by Type	
Retirement	3
Separation due to health issues	1
Relocation	3
Resigned after military leave	1
Another position	2
Total Voluntary Separations	10

2011 Hires/Promotions/Transfers

Note: At the January Board meeting, one of our union representatives expressed concern about opportunities for internal employees for positions. This report shows the comparison of external hires to internal transfers and promotions. Certainly more can be done to improve opportunities for our staff but our emphasis on internal promotions does show in these numbers.

Department/Division	Internal Transfers & Promotions	External Hires	Temporary Work Study and/or Interns	Totals
Finance	2	1	0	3
Community Services	1	4	2	7
Development	0	0	2	2
Real Estate Management & Housing Services	5	4	20	29
Administration	0	1	0	1
Executive/HR	0	1	2	3
Total	8	11	26	45

7. TRAINING

7.1. Supervisory Training

We began online supervisory training webinars using National Employee Relations Labor Relations Association. Thus far we have held:

- Effective Progressive Discipline for Supervisors
- Effective Documentation for Supervisors in Sustaining Discipline
- Dealing with Difficult People

<p>THA Recruitment-Turnover Report 2012</p> <p>*data reflects regular employees only</p>		
--	--	--

<p>THA Recruitment-Turnover Report 2012</p> <p>*data reflects regular employees only</p>		
--	--	--

[illegible]

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22 (1)

DATE: February 22, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Architecture & Engineering Services for Stewart Court Apartments

Background

Over the next few months, THA's Asset Management Committee will be developing a plan for completing high priority exterior renovations at the Stewart Court Apartments. In anticipation of this work that staff expects to carryout in 2012, staff has moved forward with the selection process for an architectural and engineering services firm that will be needed on this project. Selecting a firm at this time will enable THA to move forward with the project in a timely manner, once the Asset Management Committee approves a plan for financing the work needed at Stewart Court.

On December 30, 2011 Tacoma Housing Authority (THA) staff issued a Request for Qualifications from firms interested in providing architectural and engineering services for the Stewart Court apartments. The services requested include Assistance with Grant Applications, as needed; Architecture Site Planning; Green & Sustainability Planning and Design; Structural Engineering; Mechanical Engineering; Electrical Engineering; Civil Engineering; Landscape Architecture; Cost Estimating; and, Assist with Construction Contract.

The RFQ was posted on the Blue Book, the Washington Electronic Business Solutions and THA's websites.

A pre-submittal conference was held on January 10, 2012. The Project Manager reviewed the scope of work and the RFQ process at the conference. Nineteen (19) firms attended the conference. Questions were answered via an addendum.

Eleven (11) responsive proposals were submitted by the deadline, January 27, 2012.

An evaluation team, comprised of three (3) THA staff, reviewed and scored the proposals according to the evaluation criteria listed in the RFQ. The committee completed the first stage of the review process and determined that three (3) firms would advance to the second stage of the review, oral interviews. After the oral interviews the evaluation team voted in favor of

proceeding with contract negotiations with the firm of ORB, Architects. The evaluation scores are as noted below:

Respondent	Firm Qualifications	Approach	Relative Experience	Interview	Total
ORB	28.67	23.70	23.33	20.00	95.67
Casey Group	28.00	22.70	24.33	18.67	93.67
Kovalenko Hale	27.00	24.00	24.33	12.33	87.67
Enviromental Works	27.67	21.30	23.33		72.33
GGLO	24.67	21.00	23.33		69.00
ARC	25.00	19.30	23.00		67.33
DKA	23.67	21.30	21.67		66.67
Stock & Assoc.	23.33	20.70	20.00		64.00
Carlton Hart	21.67	19.70	21.00		62.33
WJE	21.33	17.70	20.67		59.67
Kreigh Arch	19.33	19.30	18.33		57.00

Recommendation

Approve Resolution 2012-2-22- (1) authorizing the Executive Director to negotiate and award a contract for architectural and engineering services for the Stewart Court Apartments with ORB Architects. If staff is unable to negotiate a contract with this firm, this resolution authorizes the Executive Director to negotiate and award a contract with the next highest ranked firm, The Casey Group Architects.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22 (1)

Architecture & Engineering Services Selection for Stewart Court Apartments

WHEREAS, On December 30, 2011, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for renovations needed at the Stewart Court Apartments;

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

WHEREAS, Eleven firms (11) submitted proposals by the deadline of January 27, 2012;

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 in favor of proceeding with contract negotiations with ORB Architects.

WHEREAS,

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

Authorizes the Executive Director to negotiate and award a contract for architectural and engineering services for the Stewart Court Apartments with ORB Architects. If staff is unable to negotiate a contract with this firm, the board authorizes the Executive Director to negotiate and award a contract with the next highest ranked firm, The Casey Group Architects.

Approved: February 22, 2012

Janis Flauding, Chair

RESOLUTION #2



TACOMA HOUSING AUTHORITY

Resolution Number 2012-2-22 (2)

DATE: February 22, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Amendment to THA's Moving to Work Agreement

THA would like to amend its Moving to Work contract. The amendment addresses how the agency receives its Replacement Housing Factor (RHF) dollars. RHF is a portion of the Capital Fund Grants that are awarded to PHAs that have removed units from inventory for the sole purpose of developing new public housing units. The Capital Fund formula rule at 24 CFR 905.10(i) provides that a PHA may receive RHF grants for public housing units *demolished or sold* for a period of up to five years. A PHA may only be given RHF funding for public housing units that have not already been funded for replacement public housing units under public housing development, Major Reconstruction of Obsolete Public Housing (MROP), HOPE VI, or any other programs that would otherwise provide replacement housing.

Because THA is a Moving to Work agency, there are three options on how to receive this money:

Option 1: Agency may administer RHF awards outside of its MTW funds.

- Must follow RHF requirements:
 - Use for construction of new public housing
 - Obligate within 24 months, expend 48 months; or
 - Accumulate under an approved RHF plan
- The Agency would be eligible for second increment which would be administered outside MTW.

Option 2: Agency may administer first increment of RHF under MTW

- Use for any purpose allowable in the MTW Agreement
- Must obligate in 24 months and expend in 48 months
- Agency will **not** be eligible for 2nd increment of RHF award.

Option 3: Agency may administer first increment of RHF under MTW to develop new units:

- Agency must spend an amount at least equal to the RHF funding for construction of new public and /or affordable housing units
- The number of new public or affordable housing must be equal to or greater than the number of public housing units the Agency would have developed if it had not included its RHF funds in its MTW funds. For example, if a PHA deposits \$500,000 of RHF funds in its MTW Block Grant, the PHA must spend at least \$500,000 of its MTW Block Grant funds on the

construction of new public and/or affordable housing. The specific number of new public and/or affordable housing units that must be constructed is determined by dividing \$500,000 by the Total Development Cost (TDC) limit applicable to the type of new units being developed. For example, if the PHA is developing 2-bedroom townhomes and the TDC for these types of units is \$220,000, the PHA must construct a minimum of three new 2-bedroom townhomes ($\$500,000 \div \$220,000 = 2.7$.) This calculation must be done for each year that RHF funds are received by the PHA and included in the MTW Block Grant.

- The new units must meet various development requirements
- Must obligate in 24 months, expend in 48 months
- The Agency would be eligible for second increment RHF
- If the Agency chooses to include the second increment RHF Funds in its MTW fund the same rules apply.

I am recommending that THA select is Option 3. Option 3 will allow THA to receive all increments of RHF funding and allow flexibility to apply the funding to affordable housing as well as public housing units. Option 3 requires THA to amend the Moving to Work agreement as it is a new option only available to MTW agencies.



TACOMA HOUSING AUTHORITY

Resolution Number 2012-2-22 (2)

AMENDMENT TO THA'S MOVING TO WORK AGREEMENT

WHEREAS, The RHF amendment is THA's 2nd amendment to its Moving to Work agreement with HUD.

WHEREAS, The amendment is required to maximize THA's flexibility to develop affordable and public housing units.

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

1. Authorizing THA to adopt the RHF amendment to THA's Moving to Work Agreement with HUD.

Approved: February 22, 2012

Janis Flauding, Chair

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION No. 2012-2-22 (3)

DATE: February 22, 2012

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: HILLSIDE TERRACE PHASE I REDEVELOPMENT – INDUCEMENT
RESOLUTION

Background

The Hillside Terrace Phase I redevelopment financing is structured to use Tax-Exempt Private Activity Bonds, 4% Tax Credits, and other State and Local Funds. With the utilization of Tax-Exempt Private Activity Bonds the Authority must take official action as the issuing entity to qualify "good costs" and "bad costs" and the ability of the bond proceeds to pay for these cost. Under the so-called "good costs bad costs" test, at least 95% of bond proceeds must be used to pay or reimburse "good costs" of the project which were paid or incurred no earlier than 60 days before the issuer took official action. The official action is passing an Inducement Resolution evidencing its intent to issue bonds to provide financing for the facility.

Good costs are costs (i) which represent land or costs which the Owner may or is required to treat as depreciable for federal income tax purposes (i.e., capital or "brick and sticks" types of items (including construction period interest); and (ii) which are paid or incurred after the date not earlier than 60 days before Inducement Resolution. Bad costs include working capital, post construction period interest and various other non-depreciable costs. No more than 5% of net Bond proceeds can be used to fund bad costs. Bad costs in excess of 5% may be paid from equity, taxable bond proceeds or other sources other than tax-exempt Bond proceeds.

As the Inducement Resolution simply announces the Authority's intent to issue bonds at a later date, it poses no risk to the Authority. The resolution meets state and federal statutory requirements but does not obligate the Authority to issue bonds for the project.

Recommendation

Approve Resolution No. 2012-2-22(3) which declares the Authority's intent to sell bonds in an amount not to exceed \$12,000,000.



TACOMA HOUSING AUTHORITY

RESOLUTION NO. 2012-2-22(3)

HILLSIDE TERRACE PHASE I REDEVELOPMENT

A RESOLUTION of the Housing Authority of the City of Tacoma declaring its intention to sell bonds in an amount not to exceed \$12,000,000 to provide financing to a Washington limited liability limited partnership of which the Authority will be sole general partner in connection with the construction of the Hillside Terrace Phase I redevelopment project to be located at 2500 South G Street within the City of Tacoma, Washington, and determining related matters.

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; and

WHEREAS, RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project”; and

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

WHEREAS, RCW 35.82.070(18) provides that a housing authority may, among other things and if certain conditions are met, “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income”; and

WHEREAS, RCW 35.82.020(11) and 35.82.130 together provide that a housing authority may issue bonds, notes or other obligations for any of its corporate purposes; and

WHEREAS, the Authority intends to form a Washington limited liability limited partnership of which the Authority will be the sole general partner (the “Borrower”) to finance the construction of 70 apartment units as part of the Hillside Terrace Phase I redevelopment project, to be owned by the Authority and leased to the Borrower, located at 2500 Yakima Street in the City of Tacoma, Washington, to provide housing for low-income persons (the “Project”), the estimated cost of which is not expected to exceed \$20,991,748; and

WHEREAS, the Authority anticipates that the Borrower will request that the Authority issue and sell its revenue bonds for the purpose of assisting the Borrower in financing the Project; and

WHEREAS, the Authority desires to provide such assistance, if certain conditions are met; and

WHEREAS, Treasury Regulations Section 1.103-8(a)(5) requires that, in order for expenditures for an exempt facility that are made before the issue date of bonds issued to provide financing for that facility to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse any such expenditures from the proceeds of those bonds, and one of the purposes of this resolution is to satisfy the requirements of such regulations;

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

1. To assist in the financing of the Project, with the public benefits resulting therefrom, the Authority declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the “Bonds”) in a principal amount of not to exceed \$12,000,000, and to reimburse itself or the Borrower, as applicable, from proceeds of the Bonds for expenditures for the Project made by itself or the Borrower before the issue date of the Bonds.
2. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds.
3. The Bonds will be payable solely from the revenues derived as a result of the Project financed by the Bonds, including, without limitation, amounts received under the terms of any financing document or by reason of any additional security furnished by or on behalf of the Borrower in connection with the financing of the Project, as specified by resolution of the Board of Commissioners of the Authority. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board of Commissioners of the Authority.
4. The Bonds shall be issued subject to the conditions that (a) the Authority, the Borrower and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the loan or other agreement for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. The Executive Director of the Authority or his or her designee is authorized to seek an allocation of volume cap for the Bonds from the Washington State Department of Commerce.
5. For purposes of applicable Treasury Regulations, the Borrower is authorized to commence financing of the Project and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. However, the adoption of this resolution does not constitute a guarantee that the Bonds will be

issued or that the Project will be financed as described herein, or an endorsement of the Project by the Authority. The Board of Commissioners of the Authority shall have the absolute right to rescind this resolution at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable.

6. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds, for the purposes of Treasury Regulations Sections 1.103-8(a)(5) and 1.150-2.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Tacoma at an open public meeting this 22nd day of February, 2012.

Approved: February 22, 2012

Janis Flauding, Chair



TACOMA HOUSING AUTHORITY

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the “Authority”) and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2012-2-22(3) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on February 22, 2012, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of February, 2012.

Executive Director of the Authority

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22 (4)

DATE: February 22, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Hillside Terrace Phase I - Legal Services

Background

On January 30, 2012, THA entered into a Contract for Legal Services with Foster Pepper, PLLC. The contract stipulates that each engagement under the contract will require a Letter of Engagement (LOE) detailing the Scope of Work and associated fees for services. Section 2.1 of the Contract also indicates that the contract amount “shall not exceed \$100,000 unless approved by the board of commissioners.

Staff has developed a Scope of Work to engage Foster Pepper, PLLC and Ballard Spahr to provide legal counsel relating to the financing of the Hillside Terrace Phase - I redevelopment. Foster Pepper, PLLC will provide services for the LIHTC Tax Credit and Bond counsel and Ballard Spahr (Sub-Consultant to Foster Pepper) will provide counsel relating to HUD transactions. The not to exceed fee for the services is \$150,000.

In addition, the original January 30, 2012 contract requires a not to exceed adjustment from \$100,000 to \$250,000 to cover the cost of the Hillside Terrace LOE and future misc. engagements.

Recommendation

Approve Resolution 2012-2-22 (4) authorizing and directing the Executive Director or his designee to change the January 30, 2012 contract with Foster Pepper, PLLC, to increase its not to exceed amount from \$100,000 to \$250,000. This will allow me to sign a Letter of Engagement with Foster Pepper, PLLC up to that total amount.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22(4)

Hillside Terrace Phase I - Legal Services

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 has procured and entered into a contract with Foster Pepper, PLLC for legal services on January 30, 2012. The contract stipulates that each engagement will require a Letter of Engagement (LOE) and the contract shall not exceed \$100,000 unless approved by THA’s board of commissioners;

Whereas, The Authority is entering into an LOE with Foster Pepper, PLLC to provide legal counsel for Hillside Terrace Phase I in the amount not to exceed \$150,000, which exceeds the \$100,000 limit of the contract;

Whereas, The Foster Pepper, PLLC, January 30, 2012 contract requires amendment and shall not exceed \$250,000.

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 amend the January 30, 2012 contact with Foster Pepper, PLLC, to increase its not to exceed amount from \$100,000 to \$250,000.

Adopted: February 22, 2012

Janis Flauding, Chair

RESOLUTION #5



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22(5)

DATE: February 22, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Architecture & Engineering Services for Hillside Terrace Phase I, Amendment to Resolution 2009-06-24(1)

Background

On June 24, 2009 the Board approved Resolution 2009-06-24(1) authorizing the Executive Director to negotiate and award a contract for the Architectural and Engineering (A&E) Services for the 1800 and 2500 Hillside Terrace Apartment redevelopment project in an amount not-to-exceed \$2,500,000. The contract was awarded to GGLO Architects.

Pursuant to the above authorization staff has negotiated and engaged GGLO Architects for various A&E services during the concept phase in preparation for a HOPEVI application in 2010 and support for various other successful funding applications. GGLO has work with THA to develop site massing studies, general programming for the project, delivered a master development plan for the housing and a community/education facility, preliminary site plans and building elevations drawings, environmental sustainability reports, infrastructure replacement plan, estimating, a master schedule and participated in many community meetings. GGLO was instrumental in guiding staff and residents through a design charrette process and have facilitated several meetings with City building officials.

Through the completion of the above tasks and deliverables, staff has completed fee negotiations with GGLO to complete the Phase I housing and community/education facility architecture and engineering design. The negotiated total fixed fee for basic and additional services is: \$1,687,865.00, plus not-to-exceed \$150,606 in reimbursable expenses.

The above fix fee and reimbursable expense combined with the expenditures during the concept phase will exceed the \$2,500,000 limit authorized by resolution 2009-06-24(1). Staff is proposing to increase the limit to \$2,665,000. This increase will account for the expenditures from the concept phase, the new proposed fees for the future design development phase and a 3% contingency fund.

Recommendation

Approve Resolution 2012-2-22- (5) to amend Resolution 2009-06-24(1) dated June 24, 2009 to increase the not-to-exceed amount of \$2,500,000 to \$2,665,000 for Hillside Terrace Phase I A&E Services. In addition, authorize the Executive Director to award a contract for architecture and engineering services with GGLO Architects for a fix fee of \$1,687,865.00 and not-to-exceed reimbursable cost of \$150,606 for the design of Hillside Terrace Phase I redevelopment.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-2-22 (5)

Architecture & Engineering Services for Hillside Terrace Phase I, Amendment to Resolution 2009-06-24(1)

WHEREAS, On May 2, 2009, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing architecture and engineering services for the 1800 and 2500 Hillside Terrace redevelopment project;

WHEREAS, On June 24, 2009 the THA Board of Commissioners approved Resolution 2009-06-24(1) authorizing the Executive Director to negotiate and award a contract for the architecture and engineering services to GGLO Architects for the 1800 and 2500 Hillside Terrace redevelopment in an amount not-to-exceed \$2,500,000;

WHEREAS, the Executive Director and/or his assigns have negotiated a contract and various amendments with GGLO Architects to provide programming, concept and preliminary design services required for various funding applications, and community outreach;

WHEREAS, staff has negotiated an A&E Services Scope of Work, a fixed fee of \$1,687,865.00 and not-to-exceed reimbursable cost of \$150,606 with GGLO Architects for the Hillside Terrace Phase I housing and community/education facilities A&E Services;

WHEREAS, the negotiated A&E fixed fee and reimbursable cost combined with expenditures for concept design services will exceed the not-to-exceed amount of \$2,500,000 authorized by Resolution 2009-06-24(1) on June 24, 2009;

WHEREAS, staff is proposing to amend Resolution 2009-06-24(1) to increase the not-to-exceed amount from \$2,500,000 to \$2,665,000 to accommodate for the A&E Services negotiated fees and reimbursable cost plus a 3% contingency fund for the Hillside Terrace Phase I A&E Services.

WHEREAS,

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

authorizes an increase in the not-to-exceed amount for Hillside Terrace A&E services of \$2,500,000 as set forth in Resolution 2009-06-24(1) dated June 24, 2009. The increase will be to \$2,665,000. In addition, the board authorizes the Executive Director to award a contract for architecture and engineering services with GGLO Architects for a fix fee of \$1,687,865.00 and not-to-exceed reimbursable cost of \$150,606 for the Hillside Terrace Phase I redevelopment.

Approved: February 22, 2012

Janis Flauding, Chair