



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

May 23, 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, May 23, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, May 23, 2012 at 4:00 PM**

The meeting will be held at:

**Dixon Village
5420 South Stevens
Community Room**

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, May 18, 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
MAY 23, 2012, 4:00 PM
DIXON VILLAGE
5420 SOUTH STEVENS**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of April 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
- 8. NEW BUSINESS**
 - 8.1 2012-5-23 (1), THA Scattered Sites Siding and Window Replacement
 - 8.2 2012-5-23 (2), Increase HVAC Contract
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, APRIL 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 April 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 4:00 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair (by phone) Greg Mowat, Vice Chair	Arthur C. Banks, Commissioner
Ken Miller, Commissioner (departed at 4:30 PM) Stanley Rumbaugh, Commissioner (arrived at 4:11PM)	
Staff Michael Mirra, Executive Director Christine Wilson, Executive Administrator Ken Shalik, Finance Director April Black, REMHS Director Barbara Tanbara, Human Resources Director Nancy Vignec, Community Services Director Walter Zisette, RED Director	Todd Craven, Administration Director

Commissioner Mowat declared there was a quorum present @ 4:01 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, March 28, 2012. Commissioner Flauding moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Hope Rehn reported to the board that SAFE will host a guest speaker at their next meeting to discuss resident communication devices. These devices will hook up to cell phones or a land line and will allow the user to summon emergency help and to provide reminders of calendar appointments. The monthly fee of \$27 will be the responsibility of each resident.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the RED Committee meetings have been very effective. Members continue to look at purchase opportunities. Discussion has included the proposed public housing conversion plan. Staff is assessing the opportunity to convert some or all of THA’s public housing using HUD’s Section 8 Conversion program. Director Zisette is continuing to work with LASA on their supportive housing project. THA’s role would be to act as the developer for LASA.

Finance Committee –Vice Chair Mowat reported his review of the financial documents. The documentation appears to be in good order. He also reported that the Washington State Auditors have arrived at THA and are reviewing our books.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report. He shared the recent news of the city’s \$1.5M allocation of funds for the Hillside Terrace redevelopment. THA is grateful to the city for this funding. As a follow-up to the recent BOC discussion regarding a proposal to ban smoking for our THA properties, ED Mirra asked the commissioners to allow for a study session to present this proposal. He also reported on the latest draft of the performance measures for THA’s strategic objectives. He noted a discussion in Congress regarding a potential sweep of our reserves similar to last year’s proposal. This year the proposal is focused on MTW agencies. There will be follow-up discussions during our mid-year budget review.

Finance

Director Shalik directed the board to his report. He reviewed the financial statement through February. He stated that he is not concerned about overages/underages for any particular line item at this point in the year. Upon request from Commissioners Rumbaugh and Miller, the new financial statement beginning next month will break out figures for Capital Expenditures. This distinction should help eliminate concerns and confusion with various revenue accounts. Director Shalik discussed the housing assistance baseline calculation that HUD has re-benchmarked in a way contrary to the provision in THA's MTW agreement. This represents a potential annual reduction in funding of approximately \$600,000. He will continue to work with HUD and also legal counsel. To date there has been no resolution for this issue.

Commissioner Miller moved to ratify the payment of cash disbursements totaling \$3,911,767 for the month of March, 2012. Chair Flauding 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

Director Black directed the board to her report. She introduced Mr. Jason Nepsund, Maintenance Supervisor in her department. Mr. Nepsund will oversee the new maintenance GoTo Team. Discussion ensued regarding the unions involvement with the staff's development of the reorganization plan within her department and the decision to put together the GoTo Team. She will be providing updates on the status of this program.

Real Estate Development

Director Zisette directed the board to his report. He reported good news from the legislature. It approved a jobs package in the final state budget that includes \$67.1M for the Housing Trust Fund. Stewart Court is on the "A" list and should be in a good place to receive funding. Dixon Village and Hillsdale Heights is on the "B" list. Director Zisette gave an in-depth presentation on the documents included in his report concerning HUD's Public Housing Conversion Program. He stated that important due diligence is vital to the success of this proposed project.

Community Services

Director Vignec directed the board to her report. Commissioner Rumbaugh inquired about the ESL numbers. Director Vignec indicated that the Bates classes have not started on-site at the FIC. Commissioner Rumbaugh offered assistance if this program is stalled. He also was impressed with the school attendance percentages for the THA McCarver families. Director Vignec also reported that THA and Metro Parks convened youth service providers, school representatives and other interested individuals to review information about activities to be offered on the Eastside for youth this summer. Metro Parks created a calendar to be distributed through the schools and youth service providers. Director Vignec is pleased with the coordination of all youth service providers offering summer activities.

Human Resources

Director Tanbara directed the board to her report. She announced the hiring of Ms. Kate O’Farrell, HR Analyst. Ms. O’Farrell has tremendous experience and is already busy working with Director Tanbara on several key HR projects. ED Mirra added that a recent discussion regarding the importance of employee development will added to the the mid-year budget review discussions.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Resolution 2012-4-25 (1) was not needed.

8.1 RESOLUTION 2012-4-25 (2), APPROVAL OF TENANT ACCOUNTS RECEIVABLE WRITE-OFFS.

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

WHEREAS, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

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

1. Approve Resolution 2012-4-25 (2) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

TENANT #	AMOUNT
143775	\$380.90
146775	\$703.93

144664	\$414.29
137166	\$484.49
143227	\$1,556.10
102947	\$171.14
144455	\$164.84
143271	\$2,214.30
142824	\$480.75
143227	\$677.07
000858	\$352.41
115412	\$2,129.87
xx000259	\$2,244.15
140952*	\$143.82
111976*	\$377.25
TOTAL BALANCE	\$12,495.31

*Tenant is deceased and balance will not be sent to collections

Upon roll call, the vote was as follows:

AYES:

NAYS:

Abstain:

Absent:

Approved: April 25, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION

Vice Chair Mowat announced an executive session to discuss the ED performance evaluation. The Commissioner's moved into executive session at 5:30 PM for 15 minutes.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:45 PM.

APPROVED AS CORRECT

Adopted: May 23, 2012

Janis Flauding, Chair

Finance Committee
Commissioner Mowat

Real Estate and Development Committee
Commissioner's Miller and Rumbaugh

ADMINISTRATION REPORTS

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: May 16, 2012
To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Re: Executive Director's Report:

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

1. THA MTW Initiative: Redirect HAP Dollars to Special Needs Programs

I write to describe an innovative proposal that I hope to present to the Board later this Spring or Summer. It would be a notable change in who we serve and how we serve them. This proposal responds to growing number of people in Tacoma with emergency housing needs and a growing body of research on how to intervene effectively. The proposal also responds to the problem that THA is presently inaccessible to them.

We could do this proposal using our MTW flexibility. We included the possibility of doing so in our 2012 MTW plan.

This proposal would redirect some of the money we presently use to pay rent to landlords for participants in our voucher program. It would instead use this money to serve special needs populations. It would do this in large part by giving the money to Pierce County for this purpose using the county's new selection, monitoring and evaluation processes. We are discussing this with our partners before we come to the Board for discussion and possible approval. I describe the proposal now so the Board can start thinking about it.

The Problem

THA spends about \$30 million every year to assist about 4,000 households pay the rent on the private rental market. This is what our Housing Choice Voucher (Section 8) program does. It provides mostly very low-income households with a very deep and valuable subsidy that averages more than \$600 per month. The assistance is essentially permanent. The household keeps it as long as it remains income eligible and follows the rules and as long as congress keeps funding it.

This assistance is effective for one of THA's jobs: to ameliorate the effects of poverty by allowing families to find affordable and decent housing that would otherwise be unavailable to them.

This assistance, however, is not effective for THA's other mission: to help people facing dire or special housing needs or to serve those in "greatest need". In particular, as we presently operate, THA is not accessible to the following populations:

- *homeless persons and families:*
Homeless persons and families, including those fleeing domestic violence, veterans and chronically homeless disabled persons, do not get much from THA at the time they need help. Our mainline waiting lists for vouchers is usually closed. Even when waiting lists are open, an applicant would wait years for assistance. And when they reached the top of the list, even if they were still in crisis, it can take weeks more before they found a private landlord to accept the voucher or for us to process them as a THA tenant. THA has specialty programs for homeless families, homeless veterans and others, but they are small programs and vacancies or available vouchers are infrequent.

THA used to confer some waiting list preferences to designate need. We stopped doing that for three reasons. First, it was hard and costly to manage. Second, it was an unreliable way to tell if someone was indeed in crisis. Third, it did not work to help people in crisis. They still had to get on our waiting list, which was difficult.

We can think that some of the households presently using our vouchers or housing might be homeless without that assistance. To that extent, our programs can count as homelessness prevention. Yet recent national research and research funded by the Gates Foundation and based upon experience in Pierce County, King County and Snohomish County show that such permanent and deep housing subsidies are a very inefficient way to prevent homelessness. It is inefficient for several reasons. First, the data show that it is not possible to tell which households would become homeless without assistance. According to this data, the great majority would not. Second, permanent and deep housing subsidies are unnecessary to assist even those who do become homeless. Most are able to stabilize in permanent housing with only a "light touch" of smaller subsidies for shorter times. Programs designed to provide this limited assistance are called "rapid rehousing." It is the current model for intervention into homelessness.

- *homeless unaccompanied youth*
Homeless and unaccompanied youth under the age of 18 and homeless older youth under the age of 24 also do not get help from THA. They face the same waiting lists that confront older persons or families even if they try to apply. Yet they do not apply. Reaching out to this population of young people in an effective way is itself a service challenge. Even if they did apply and received a voucher or an apartment, they would have trouble because landlords, including THA, are shy about renting to a minor or even an older youth who lacks a rental history. For this reason, children and homeless youth often need specialized programs. THA does not know how to run such programs and we do not wish to learn.

- *people who need permanent supportive housing*
Frail elderly and severely disabled persons often need more than housing. They need daily supportive services to help them succeed as tenants. THA does not provide this type of housing. Our housing provides “independent living”. For some of our senior and disabled population we do provide case management and refer people as appropriate to other service providers for more intensive services. Yet we do not provide “permanent supportive housing.” As with homeless youth, THA does not presently serve this population and we do not wish to learn.
- *people coming from the prison*
People discharged from prison face their own particular barriers. Landlords, including THA, use screening criteria that excludes persons with serious, recent criminal histories or who lack a rental history because they have been in prison. Housing programs specially designed for such persons require an expertise that THA presently lacks.

The size of all these populations is growing within Tacoma. The pertinent planning documents of the City of Tacoma and Pierce County state that addressing these needs is a high housing priority. Although THA is the city’s largest landlord and largest source of housing resources, as we presently operate, we are of limited use.

The Proposal

THA staff are developing a proposal in response. It would have the following elements.

- THA would redirect a portion of its \$30 million from its present use as rent payments to landlords on the voucher program. For purposes of discussion, let us consider this a modest version of this proposal that would redirect \$1 million or about 3.5% of the total. Presently, that money serves about 150 voucher families. We would generate this money not by terminating 150 families from the voucher program. Instead, we would amass the money by attrition. It would take about a year’s worth of attrition to collect \$ 1 million.

A redirection of this scale would leave the vast majority of our resources to serve our present population: low income households who are already stable, including work force households.

- THA would put this \$1 million at the disposal of Pierce County for use in its newly designed funding system serving these special populations. These systems include its Access Point 4 Housing system that it contracts with Associated Ministries to operate. This is a centralized one-stop-shop system for homeless persons and households. Designing this system has been the labor of the past 2 – 3 years under the direction and with the funding of the Gates Foundation and Building Changes. THA has served on the planning committee.

Access Point 4 Housing is a rapid rehousing program providing short term, shallow subsidies. With THA's \$ 1 million, this system would be able to stabilize over 300 homeless families.

Pierce County would also use THA's funds to fund housing providers serving youth, frail elderly and persons coming out of prison.

- Pierce County would have the primary responsibility for choosing the provider, imbedding THA's desired outcomes into the contract and program documents, monitoring performance of the provider and reporting results to THA.
- This proposal does **not** preclude THA's continued ability to choose and fund its partners directly or indeed to be the service provider.

This proposal would have some notable advantages. These are the main ones:

- The proposal would serve very needy households who are presently shut out of THA's offerings. This will help to better fulfill our strategic mission.
- The proposal would allow THA to serve these households by using partner providers who have the greater capacity and expertise to do so. This will spare THA from the need to develop that capacity.
- The proposal would better align THA's programs with priorities set in Tacoma and Pierce County.
- It would increase the number of households that THA serves. This will also help THA improve its MTW reporting outcomes.
- While increasing the number of households receiving THA assistance, the proposal would reduce the administration costs normally associated with the expenditure of HAP money in the regular voucher program. This will also help THA address the high workloads in the voucher program that will only worsen as HUD continues to reduce its administrative fee PHAs get for managing the program.
- The proposal would leverage supportive services from other providers.
- It would strengthen THA's nonprofit sister agencies.
- It will help Pierce County meet its obligation to provide a matching contribution that makes it eligible

NOTE: The Bill & Melinda Gates Foundation and Building Changes are very interested in this proposal. Its officials have stated a possible willingness to pay to evaluate our efforts.

NOTE: This proposal requires us to have a high level of confidence in Pierce County's capacity. Presently, we do. If we do this, we would have to assess this confidence periodically.

I am excited about this possibility. It will require considerable further planning and discussion. Stay tuned!

2. DSHS-PHA Child Welfare Collaboration

I have reported before on an innovative collaboration the PHAs of Washington State are negotiating with DSHS. It will better serve families in the state's child welfare system who need housing to prevent or shorten their children's foster care placement and older youth who are aging out of foster care.

I am very pleased to report that we seem to be close to a deal on a memorandum of understanding. These are the main elements of the likely deal:

- (1) DSHS Service Commitment: Our main goal was to establish a meaningful DSHS commitment to provide supportive services. This draft does that in the following ways:
 - It makes clear that the service commitment is **NOT** limited by the dependency jurisdiction of the court. Instead, it is limited by the shorter of the household's need for the services and the household's receipt of the housing assistance.
 - The service commitment extends to the full array of DSHS service programs and its contracted services. NOTE: Most of these services are governed by eligibility criteria. The MOU does not change those criteria. It also obliges DSHS to arrange services available at no cost to DSHS from reasonably available other providers in the community.
 - This will be meaningful only if there is an effective case manager responsible for devising an individualized case plan and arranging the available and necessary services. For that purpose, the MOU obliges DSHS to assign a case manager to every family or older youth and to use a Case Management Team model of decision making, with participation by the PHA.

DSHS has not yet committed to this draft. It has, however, committed to the notion that its service commitment in this MOU should not be weaker than its commitment in the FUP MOU that it has already signed. For that reason, you may find some of the language in this MOU familiar in what it says about both the DSHS and the PHA obligation. That familiar language comes from the FUP MOU.

- (2) The MOU makes clear that the normal rules governing the housing assistance shall apply, with some ability to devise local variations within the flexibility of the PHA.

- (3) The MOU draft makes clear that it applies not only to new vouchers or units that PHAs will contribute but to all present FUP vouchers and later FUP vouchers that may become available.
- (4) The MOU allows for local DSHS offices and local PHAs to devise local variations on the collaboration, as long as the local agreements do not conflict with this MOU.
- (5) The MOU provides a way for more HOUSERS to join the MOU and for HOUSERS to add or withdraw units.
- (6) It provides for local processes to resolve problems.
- (7) The MOU makes clear that it does not create an entitlement or claim for either housing or services. It also states that it neither enlarges or diminishes the due process rights of recipients.

Thus far, 17 PHAs in Washington State have preliminarily committed 1,221 vouchers and units to this deal. This includes about 1,000 FUP vouchers already available. More PHAs may sign on. Some nonprofit housers may do so as well. Mercy Housing, for example, has stated its wish to join the collaboration.

This effort is a very good example of better outcomes available with the right collaboration.

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$3,696,568 for the month of April, 2012.

Approved: May 23, 2012

Janis Flauding, Chair

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

	Check Numbers		Amount	Totals
	From	To		
A/P Checking Account				
Low Rent Module Checks	Check #'s	2,555 - 2,563	1,125	
Accounts Payable Checks	Check #'s	75,877 - 76,092		
Business Support Center			230,557	Program Support
Moving To Work Support Center			38,292	
Section 8 Programs			30,741	Section 8 Operations
SF Non-Assisted Housing - N. Shirley			394	
Stewart Court			7,705	
Wedgewood			439	Local Funds
Salishan 7			30,468	
Tacoma Housing Development Group			1,604	
Salishan Program Income			46	
Salishan Area 3			4,511	
NSP Grant			13,599	Development
Development Activity			37,581	
Salishan Area 2B-Dev			3,324	
Hillside Terrace Predevelopment			821	
Community Services General Fund			5,344	
Paul G. Allen Foundation Grant			25	
2006 WA Families Fund			260	Community Service
Gates Ed Grant			1,345	
2008 ROSS Svc Coord			180	
2011 WA Families Fund			61	
Pierce Co. 2163 Funds			110	
AMP 1 - No K, So M, No G			31,988	
AMP 2 - Fawcett, Wright, 6th Ave			18,312	
AMP 3 - Lawrence, Orchard, Stevens			39,221	
AMP 4 - Hillside Terr - 1800/2500			23,221	
AMP 6 - Scattered Sites			990	
AMP 7 - HT 1 - Subsidy			9,423	Public Housing
AMP 8 - HT 2 - Subsidy			5,610	
AMP 10 - SAL 1 - Subsidy			10,816	
AMP 11 - SAL 2 - Subsidy			9,262	
AMP 12 - SAL 3 - Subsidy			8,086	
AMP 13 - SAL 4 - Subsidy			8,071	
AMP 14 - SAL 5 - Subsidy			9,874	
AMP 15 - SAL 6 - Subsidy			8,834	
Allocation Fund			52,363	Allocations-All Programs
THA SUBTOTAL			644,604	
Hillside Terrace 1 through 1500			1,565	
Salishan I - through Salishan 6			430	Tax Credit Projects - billable
Salishan Association - Operations			5,856	
TAX CREDIT SUBTOTAL (Operations - billable)			7,850	652,454
Section 8 Checking Account (HAP Payments)				
SRO/HCV/TBRA/VASH/FUP	Check #'s	468,938 - 469,798	999,252	
	ACH	33,081 - 34,036	1,573,576	\$ 2,572,828
Payroll & Payroll Fees - ADP				\$ 428,277
Other Wire Transfers				
Local Funds Semi-Annual Bond Payment - Heritage			-	
Salishan Seven Debt Service - WCRA			19,108	
Area 3 Revenue Bonds Monthly Interest - Citibank			23,901	\$ 43,009
TOTAL DISBURSEMENTS				\$ 3,696,568



TACOMA HOUSING AUTHORITY

Date: May 23, 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 April, 2012 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of March, 2012. Per the board's request, I am breaking out information for Capital Expenditures from the upper portion of the report and putting that information on lines 69 and 70 of the report. I would like to point out that the Capital information only applies to funds that flow through THA and is not reflective of any development projects separate from the THA portfolio that are underway.

Overall, the financial health of the agency is in very good shape. The projected actual column in this report is reflective of the funding we are anticipated to receive based on HUD final pro-rations of Housing Assistance Payments (line 3), Section 8 Admin fees (line 4), and Public Housing subsidy (line 5). At the end of Marc's reporting, THA is in very good financial shape with a surplus before capital expenditures (line 68) of \$701,255, and a projected Actual of \$1,663,133. The total THA anticipated surplus (line 71), which includes Capital Income and Expenditures is \$1,125,476. As we are receiving approximately \$800,000 more in funding than anticipated, we will be reviewing agency needs and making adjustments at our mid-year budget review in August. Below I will address other major anomalies between Budgeted and Actual numbers:

- Line 7 - HUD Grant Capital Fund Operating Revenue – We have drawn down a portion of the funds that will be provided to the MTW flexibilities. We will be holding off on any other draws for this purpose until further notice. On the projected actual amount, we will continue to include funds received for both relocation and debt service payments.
- Line 9 – Other Government Grants – This includes \$150,000 in Development for reimbursement for predevelopment costs for Hillside redevelopment from TCRA. This funding is not secured yet.

- Line 11- Fraud Recovery Income: This is for repayments of unreported income agreements for Section 8 tenants. The Section 8 staff has been more aggressive in this area in setting up the agreements than what was budgeted.
- Line 12 – Other Revenue – Developer Fee Income: This is developer fee income for the Hillside Terrace Redevelopment. As no investor has been selected, no income has been booked or projected for this purpose. We will wait until we have an investor in place, and we know funds will be received.
- Lines 15 – 34 – Administrative Expenses: There are a number of areas that have fairly high variances at the moment. We will monitor as the year goes on and make adjustments as needed during the mid-year review. Some of these numbers will adjust as we are further in the year.
- Line 61 – HAP Payments: The % is low, but the amount of projected underage for the year is approximately \$600,000. At the moment, our HAP's are coming in lower than budgeted. This is due to both lower HAP averages and leasing %. We are close to our MTW baseline, but will be monitoring and adjusting as the year progresses.
- Lines 69 & 70 – Capital Expenditures. Unless there are contracts in place we do not projecting either revenues or expenditures for capital purposes. These funds have to do both with Capital Funds where funding is received from HUD or funds that flow through the Housing Authority for the Hillside redevelopment project. As of date, none of the funding for Hillside Terrace is included, as we have not commenced demolition of Old Hillside.

Financially, we are in very good shape. With the challenges we are facing regarding possible offset of Section 8 funding, we will be looking closely at our financials, our cash reserves, and agency needs. The goal is to ensure we are maximizing utilization of funds in a manner that keeps the agency strong, provides adequate reserves, and meets the needs of our clients and agency.

Last month the challenge with our Housing Assistance baseline calculation, where HUD has re-benchmarked the baseline to our 2010 expenditures rather than our eligibility as stated in our MTW agreement. This represents an annual reduction in funding of approximately \$600,000. We are continuing to work with HUD and also legal counsel, but to date there has been no resolution for this issue.

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 .17%.

3. YEAR-END UPDATE

The submission of unaudited Financial Data Schedule (FDS) to HUD was approved the end of April. We were pleasantly surprised that we did not have any significant comments on our FDS submission since this was the first submission as a MTW agency and other MTW agencies had significant challenges with their submissions, including rejections by HUD.

We completed our complete financial statements for the audit and for submission to the Washington State Auditor's Office (SAO) end of April, well before the statutory deadline of May 30th. Beginning with the 2011 fiscal year we are required to submit our financial statements and other schedules (grants and debt) electronically to SAO by May 30th.

4. AUDIT

Matthew Rose from the Washington State Auditor's Office is conducting the Single Audit portion of the audit. He completed auditing our Capital Fund Recovery Grant (used for capital improvements at the senior projects) and the Tax Credit Assistance Program (used for the Salishan Seven construction) for compliance with federal guidelines and has not identified any audit issues. He started the audit of our MTW program and expects to wrap this up by the last week of May. He anticipates returning in July with his team to complete the financial statement and accountability audit. The auditors are aiming to complete their audit by the end of August in advance of the September 30th financial statement submission deadline with REAC. The entrance conference was held with representatives from the Auditor's office during the Finance committee meeting on May 16th. The entrance conference document they provided is included in this packet.



Housing Authority of the City of Tacoma Entrance Conference May 16, 2011

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About Our Office

We independently serve the citizens of Washington by promoting accountability, fiscal integrity, openness in government and the efficient and effective use of public resources.

Audit

State law requires our Office to examine the financial affairs of all local governments. We consider several factors as we determine the frequency and type of audit to conduct. These include assessing the Authority's annual revenues, federal expenditures, significant issues found in prior audits, bond covenants and state laws and regulations. We also strive to meet any other audit needs expressed to us by local governments.

Investigations

We also investigate potential frauds reported to our Office and examine some citizen concerns. Local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website. We determine which citizen concerns we will look at based on their seriousness and our available resources.

Support Services

We provide support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website offers many resources, including a client HelpDesk that answers auditing and accounting questions.

Your Audit

Based on preliminary planning and your audit needs, we will perform the following audits for the fiscal year 2011:

- Accountability audit
- Financial statement audit
- Federal grant compliance audit

Audit Scope

Accountability Audit

Accountability audits examine financial records to evaluate whether public funds are handled properly and in compliance with laws and regulations.

We consider whether the Authority has effective internal controls in place to promote accountability and encourage sound financial management practices. Effective internal controls also prevent losses of public funds or detect them in a timely manner. Governments should continually evaluate internal controls to ensure they are effective and updated when necessary.

Using a risk-based approach, our audit will evaluate accountability and compliance with state laws and regulations. Due to the timing of our audit, we will determine areas to include in our audit in October 2012.

Accountability Audit Report

We expect to issue this report in November, 2012 assuming there are no unforeseen delays.

Financial Statement Audit

We perform financial statement audits in accordance with *Government Auditing Standards*, which require we obtain reasonable, rather than absolute, assurance about whether financial statements are free of material misstatement, whether caused by error, fraud or violations of laws or contracts. Since we do not review every transaction, our audit cannot be relied upon to identify all misstatements. We may not express an opinion on your financial statements if we are unable to complete the audit or obtain sufficient and appropriate evidence supporting the statements.

Although these audits are not designed to provide an opinion on the effectiveness of internal controls over financial reporting, we are required to report any significant deficiencies and material weaknesses in controls. We also are required to report noncompliance with provisions of laws, regulations, contracts and grant agreements that could have a direct and material effect on the accuracy of the financial statements.

Our responsibility is to express an opinion on the financial statements based on the results of our audit. The Authority is solely responsible for the statements, including:

- Selecting and applying appropriate accounting policies.
- Establishing and maintaining effective internal controls over financial reporting.
- Designing and following effective controls to prevent and detect fraud.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Making all financial records and related information available to us.
- Correcting the financial statements based on the results of our audit.
- Providing us with a management representation letter, which we will request at the conclusion of our audit. This letter includes representations regarding legal matters. A separate letter may be needed from the Authority's legal counsel.

Financial Statement Audit Report

Our opinion on the fair presentation of the financial statements will be included in this audit report. We will also issue a report on any significant deficiencies and material weaknesses in internal control over financial reporting and on compliance with laws, contracts and grant agreements with a material financial statement effect, as required by Government Auditing Standards.

We expect to issue this report in September, 2012. However, this expectation is based on timely access to financial information and no significant audit reporting issues.

Required Communications

In addition to our audit reports, we are required by professional auditing standards to communicate other significant issues to the Commission, including:

- Any significant difficulties encountered during the audit and the resolution of such difficulties, including disagreements with management about matters significant to the financial statements.
- Material misstatements corrected by management during the audit and uncorrected misstatements in the audited financial statements.

Federal Grant Compliance Audit

We will perform a federal grant compliance audit, as prescribed by the Office of Management and Budget (OMB) Circular A-133. This audit is required when federal grant expenditures exceed \$500,000 in a fiscal year. We will evaluate the effectiveness of internal controls and determine compliance with federal requirements for the following programs:

- Moving to Work Demonstration, CFDA 14.881
- ARRA – Capital Fund Program, CFDA 14.885
- ARRA – Tax Credit Assistance, Program CFDA 14.258

Federal Compliance Audit Report

Federal requirements stipulate the submission of these audit reports, along with the Data Collection Form, to the federal clearinghouse within 30 days after receipt of the report or nine months after the end of the audit period, whichever is earlier.

We expect to issue this report in September, 2012. However, we are required to include the results of our financial statement audit in this report, so the estimated issue date could change based on the completion of both audits.

Reporting Levels for Audit Recommendations

Findings

Findings formally address issues in an audit report. You will be given the opportunity to respond to a finding, and this response, or synopsis of it, will be published in the audit report.

Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting.

OMB Circular A-133 defines the issues we must report as findings with regards to non-compliance and internal controls over compliance with federal grants.

Management Letters

Management letters communicate less significant instances of noncompliance and make recommendations for strengthening internal controls. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items are less serious audit issues than a finding or management letter. These issues are informally communicated to you.

Additional Services

Agreed Upon Procedures

In addition to our audit, we will perform the procedures required by HUD related to the Housing Authority's electronic submission to the Real Estate Assessment Center (REAC) and four Actual Modernization Cost Certificates. The report will be submitted to REAC electronically, as required. The cost of these services for 64 hours is estimated to be approximately \$5,350.

Other Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws, such as HIPAA.

Audit Costs

The cost of the audit for 1,000 hours is estimated to be approximately \$83,600, plus travel expenses.

Audit Staffing

The following staff will assist on this audit:

- Stacie Boyd, Assistant State Auditor

Expected Communications

We will communicate any difficulties encountered or significant changes in our planned audit scope to Duane Strom, Finance Manager. Also, preliminary recommendations will be shared as they are developed. Please let us know if there are any recent events or transactions that we should consider.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		March, 2012				Thru 12/31/2012		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	Tenant Revenue - Dwelling rent	319,672	964,077	949,706	1.51%	3,856,308	3,798,822	1.51%
2	Tenant Revenue - Other	4,577	15,861	15,220	4.21%	63,444	60,879	4.21%
3	HUD grant - Section 8 HAP reimbursemer	2,868,903	8,596,983	8,382,239	2.56%	34,126,000	33,528,957	1.78%
4	HUD grant - Section 8 Admin fee earned	206,768	621,682	631,715	-1.59%	2,695,000	2,526,859	6.65%
5	HUD grant - Public Housing subsidy	162,360	482,018	453,316	6.33%	1,928,072	1,813,264	6.33%
6	HUD grant - Community Services	20,022	47,914	48,290	-0.78%	191,656	193,161	-0.78%
7	HUD grant - Capital Fund Operating Reve	4,433	159,532	384,889	-58.55%	863,832	1,539,555	-43.89%
8	Management Fee Income	256,758	744,179	783,288	-4.99%	3,026,716	3,133,152	-3.40%
9	Other Government grants	18,849	58,254	105,669	-44.87%	273,016	422,677	-35.41%
10	Investment income	5,518	16,033	13,268	20.84%	64,132	53,072	20.84%
11	Fraud Recovery Income - Sec 8	7,014	23,051	8,750	163.44%	52,204	35,000	49.15%
12	Other Revenue- Developer Fee Income	0	0	132,500	-100.00%	0	530,000	-100.00%
13	Other Revenue	44,232	123,312	135,161	-8.77%	493,248	540,643	-8.77%
14	TOTAL OPERATING RECEIPTS	3,919,106	11,852,896	12,044,010	-1.59%	47,633,628	48,176,041	-1.13%
OPERATING EXPENDITURES								
<i>Administrative Expenses</i>								
15	Administrative Salaries	355,273	898,922	965,212	-6.87%	3,788,853	3,860,846	-1.86%
16	Administrative Personnel - Benefits	121,814	348,023	419,445	-17.03%	1,492,092	1,677,781	-11.07%
17	Audit Fees	0	4,050	16,970	-76.13%	67,880	67,880	0.00%
18	Management Fees	203,354	586,769	638,668	-8.13%	2,347,076	2,554,673	-8.13%
19	Rent	23,707	71,121	70,252	1.24%	284,484	281,007	1.24%
20	Advertising	0	0	1,391	-100.00%	4,500	5,565	-19.14%
21	Information Technology Expenses	11,345	36,937	49,647	-25.60%	172,748	198,589	-13.01%
22	Office Supplies	4,829	13,938	15,595	-10.63%	55,752	62,380	-10.63%
23	Publications & Memberships	518	29,788	11,316	163.23%	45,788	45,265	1.16%
24	Telephone	10,579	24,591	22,031	11.62%	98,364	88,125	11.62%
25	Postage	3,942	8,555	11,370	-24.76%	34,220	45,481	-24.76%
26	Leased Equipment & Repairs	6,504	13,876	12,902	7.55%	55,502	51,607	7.55%
27	Office Equipment Expensed	10,085	17,581	13,888	26.60%	80,324	55,550	44.60%
28	Legal	1,146	7,374	14,068	-47.58%	29,496	56,270	-47.58%
29	Local Milage	628	1,302	2,055	-36.64%	5,208	8,220	-36.64%
30	Staff Training/Out of Town travel	11,600	27,152	29,643	-8.40%	108,608	118,570	-8.40%
31	Administrative Contracts	42,081	59,530	97,068	-38.67%	288,120	388,270	-25.79%
32	Other administrative expenses	6,832	17,385	21,483	-19.08%	29,540	85,933	-65.62%
33	Due diligence - Development projects	44,347	52,647	62,500	-15.76%	210,588	250,000	-15.76%
34	Contingency	0		8,750	-100.00%	0	35,000	-100.00%
35	Total Administrative Expenses	858,584	2,219,541	2,484,253	-10.66%	9,199,144	9,937,012	-7.43%

	March, 2012				Thru 12/31/2012			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
36	Tenant Service - Salaries	79,391	197,682	206,730	-4.38%	809,247	826,920	-2.14%
37	Tenant Service Personnel - Benefits	27,825	77,654	92,942	-16.45%	335,616	371,769	-9.72%
38	Relocation Costs	542	1,752	101,275	-98.27%	404,300	405,099	-0.20%
39	Tenant Service - Other	2,359	13,064	17,576	-25.67%	52,256	70,302	-25.67%
40	Total Tenant Services	110,117	290,152	418,523	-30.67%	1,601,419	1,674,090	-4.34%
Project Utilities								
41	Water	13,137	33,193	30,873	7.52%	132,772	123,490	7.52%
42	Electricity	19,429	58,680	50,131	17.05%	234,720	200,525	17.05%
43	Gas	3,527	18,082	16,645	8.63%	72,328	66,580	8.63%
44	Sewer	33,908	99,190	95,568	3.79%	396,760	382,270	3.79%
45	Total Project Utilities	70,001	209,145	193,216	8.24%	836,580	772,865	8.24%
Ordinary Maintenance & Operations								
46	Maintenance Salaries	45,880	134,123	144,627	-7.26%	573,171	578,507	-0.92%
47	Maintenance Personnel - Benefits	12,995	39,564	41,188	-3.94%	158,256	164,752	-3.94%
48	Maintenance Materials	10,361	35,711	48,369	-26.17%	167,844	193,477	-13.25%
49	Contract Maintenance	55,876	193,886	182,737	6.10%	775,544	730,947	6.10%
50	Total Routine Maintenance	125,112	403,284	416,921	-3.27%	1,674,815	1,667,683	0.43%
General Expenses								
51	Protective Services	13,116	39,240	42,487	-7.64%	156,960	169,946	-7.64%
52	Insurance	16,393	42,918	50,709	-15.36%	196,672	202,837	-3.04%
53	Other General Expense	81,997	259,121	239,642	8.13%	976,484	958,568	1.87%
54	Payment in Lieu of Taxes	1,198	3,596	3,038	18.37%	14,384	12,152	18.37%
55	Collection Loss	0	0	9,930	-100.00%	40,000	39,720	0.70%
56	Interest Expense	70,901	193,360	235,191	-17.79%	923,440	940,763	-1.84%
57	Total General Expenses	183,605	538,235	580,997	-7.36%	2,307,940	2,323,986	-0.69%
58	TOTAL OPERATING EXPENSES	\$ 1,347,419	\$ 3,660,357	\$ 4,093,909		\$ 15,619,898	\$ 16,375,636	
Nonroutine Expenditures								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	10,823	14,325	-24.45%	43,292	57,300	-24.45%
60	Casualty Losses	0	0	1,250	-100.00%	0	5,000	-100.00%
61	Sec 8 HAP Payments	2,510,616	7,570,345	7,777,033	-2.66%	30,531,380	31,108,130	-1.85%
62	Total Nonroutine Expenditures	2,510,616	7,581,168	7,792,608	-2.71%	30,574,672	31,170,430	-1.91%
63	TOTAL EXPENDITURES	3,858,035	11,241,525	11,886,517	-5.43%	46,194,570	47,546,066	-2.84%
64	OPERATING SURPLUS/(DEFICIT)	61,071	611,371	157,494	288.19%	1,439,058	629,975	128.43%
65	Debt Service Principal Payments	(89,463)	(92,751)	(126,616)	-26.75%	(506,465)	(506,465)	0.00%
66	Surplus/Deficit Before Reserve Appropriations	(28,392)	518,620	30,878	1579.61%	932,593	123,510	
67	Reserve Appropriations	129,195	182,635	199,051	-8.25%	730,540	796,204	-8.25%
68	Surplus/Deficit Before Capital Expenditures	100,803	701,255	229,929		1,663,133	919,714	
69	Revenue - Capital Grants	27,641	147,489	1,340,942		1,294,724	5,363,768	
70	Capitalized Items/Development Projects	(328,290)	(328,290)	(1,474,644)	-77.74%	(1,832,381)	(5,898,577)	-68.94%
71	THA SURPLUS/(DEFICIT)	(199,846)	520,454	96,226		1,125,476	384,905	

TACOMA HOUSING AUTHORITY			
CASH POSITION - April 2012			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		\$ 4,343,526	0.400%
Section 8 Checking		6,390,601	0.400%
THA Investment Pool		285	0.400%
THA LIPH Security Deposits		111,579	0.400%
THDG - Tacoma Housing Development Group		30,335	0.400%
LF - Stewart Court		39,788	0.400%
LF - Stewart Ct Security Deposit Account		7,305	0.400%
LF - SF 9Homes Alaska		183,320	0.400%
LF - SF 9Homes Alaska Sec Dep Acct		6,677	0.400%
LF - SFH No. Shirley		3,136	0.400%
LF - SFH N Shirley Security Deposit Acct		1,002	0.400%
LF - Wedgewood Homes		49,515	0.400%
Salishan 7		685,249	0.400%
Salishan 7 Security Deposit		26,799	0.400%
Payroll Account		6,207	0.400%
General Fund Money Market		3,516,767	0.400%
WASHINGTON STATE			
Investment Pool		\$ 1,421,182	0.140%
CHASE			
IDA Account		74,408	0.01%
TOTAL THA CASH BALANCE		\$ 16,897,681	
Less:			
<i>MTW:</i>			
MTW Reserves		\$ 6,845,221	
<i>Other Restrictions:</i>			
FSS Escrows	181,954		
VASH, FUP & NED HAP Reserves	1,312,424		
Mod Rehab Operating Reserves	122,599		
Security Deposit Accounts	156,463		
Salishan Sound Families - 608	185,195		
IDA Accounts - 604,605	74,408		
Paul Allen Foundation - 609	50,912		
Gates Foundation - 621	19,716		
WA Families Fund - 672 & 711	90,622		
THDG - 048	30,335		
<i>Total - Other Restrictions</i>		\$ 2,224,628	
<i>Agency Liabilities:</i>			
Windstar Loan - 042	322,845		
Citibank Loan for Area 3 - Guarantee (Current)	1,654,497		
Additional Reserve Set Aside for Area 3 Loss on sales	2,400,000		
<i>Total - Agency Liabilities</i>		\$ 4,377,342	
<i>Development Set Aside for Due Diligence:</i>			
		\$ 350,376	
Total Restrictions		\$ 13,797,566	
THA UNENCUMBERED CASH		\$ 3,100,114	
Agency Current Commitments:		Obligated	Balance
Salishan Campus - On hold			
Development Projects			
902 1st Floor Reconfiguration - MTW funds		400,000	356,206
Total Current Commitments outstanding			\$ 356,206

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: May 23, 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 Occupancy:

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

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED
AMPs 1-19	594	7	587	98.6%
Tax Credit Units	690	10	680	98.6%
Local fund units	67	1	66	95.5%
All Total	1,351	18	1,333	98.7%

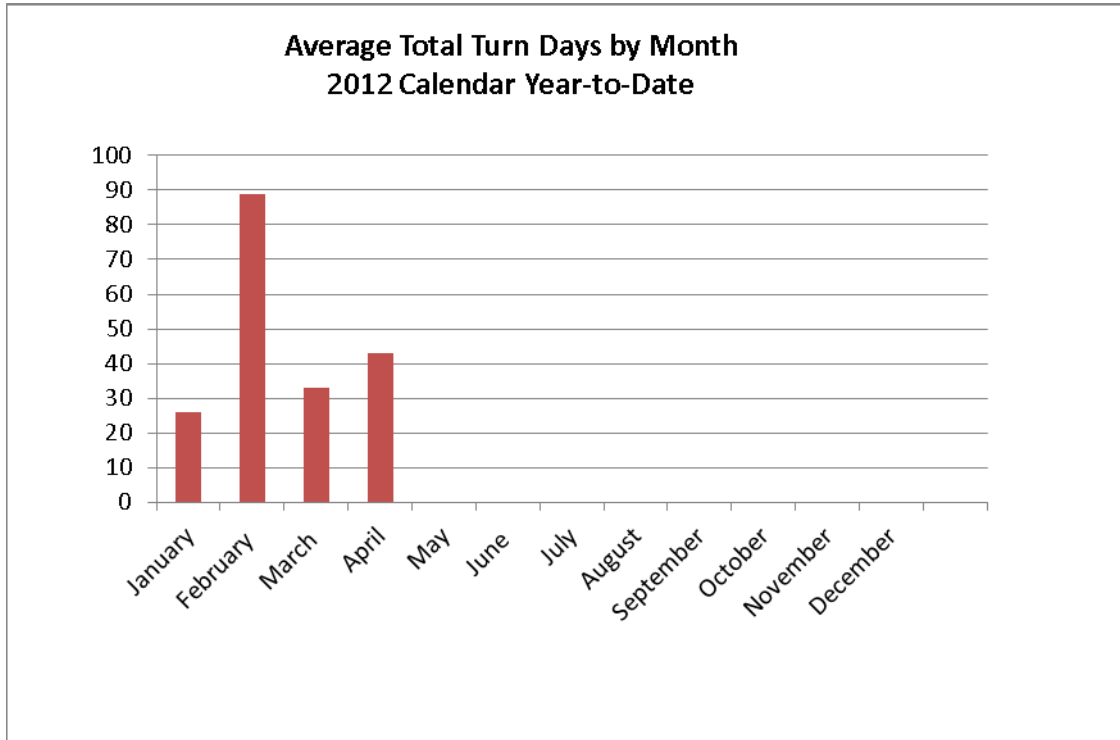
1.2 Vacant Unit Turn:

The following page includes a table with all of the units turned in fiscal year 2012. Thirteen (13) units were turned and rented in the month of April. The average unit turn for the month of April was 42 days and 48 days FYTD.

The Go to team is now in place. The Go To team primary focus will be unit turns. This group will be available for all potential maintenance requests that might come up. We have held over our contracted vendors to avoid any vacant turn days that might add up while we are refining some of the processes.

May 2012 Board of Commissioners Meeting
 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
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The table below includes additional unit turn information by AMP:



Calendar Year to Date through the end of April, 2012

AMP	Units Turned	Avg Turn Days	Units Currently Vacant	Avg # Days Vacant
Amp 1 (G ST, K St, M ST)	9	35.7	2	16.0
Amp 2 (6th Ave, Fawcett, Wright)	4	27.0	1	0.0
Amp 3 (Bergerson, Dixon, Ludwig)	12	23.9	1	14.0
Amp 4 (Old Hillside Terrace)	0	0.0	1	3.0
Amp 6 (PH Scattered Sites)	1	50.0	2	17.5
Hillside Terrace Tax Credit	2	97.0	4	23.3
Salishan Tax Credit	7	35.7	6	24.3
Local Fund (Stewart, Market Rate Homes)	5	138.8	6	15.5
Agency Summary	40	48	23	18

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Below is a listing of all units vacant as of May 11, 2012:

<u>Nbr</u>	<u>AMP</u>	<u>Project</u>	<u>Unit Nbr</u>	<u>Address</u>	<u>Apt Nbr</u>	<u>Beds</u>	<u>Unit Status</u>	<u>Vacate Date</u>	<u>Days Vacant</u>	<u>Maint Turn Date</u>
1	01	006	00913	911 NORTH K ST	211	1	Repair-Make Ready	5/1/2012	10	
2	01	006	00914	911 NORTH K ST	212	1	Vacant	4/3/2012	38	05/02/2012
3	01	008	00934	1202 SOUTH M ST	107	1	Vacant	4/25/2012	16	04/26/2012
4	01	008	00996	1202 SOUTH M ST	604	1	Repair-Make Ready	5/1/2012	10	
5	02	009	00873	3201 S FAWCETT AVE	225	1	Vacant	4/30/2012	11	05/04/2012
6	02	010	01048	602 S WRIGHT ST	313	1	Repair-Make Ready	5/3/2012	8	
7	04	012	01104	5425 S LAWRENCE ST	101	1	Repair-Make Ready	5/8/2012	3	05/02/2012
8	03	018	01375	1808 COURT F	174	2	Repair-Make Ready	4/27/2012	14	
9	06	022	01462	120 E BISMARCK		3	Modernization	4/20/2012	21	
10	06	022	01476	6413 SOUTH PINE STREET		3	Modernization	4/5/2012	36	
11	03	023	01517	5504 SOUTH MASON		3	Repair-Make Ready	4/16/2012	25	05/21/2012
12	06	024	01481	5801 EAST ROOSEVELT		5	Modernization	5/3/2012	8	
13	06	025	01484	6438 SO PUGET SOUND WAY		3	Modernization	5/1/2012	10	
14	06	025	01524	3005 SOUTH 13TH STREET		3	Repair-Make Ready	5/1/2012	10	
15	07	028	01542	2341 COURT G STREET	230	2	Vacant	3/22/2012	50	
16	07	028	01549	2351 COURT G STREET	237	2	Repair-Make Ready	4/20/2012	21	
17	08	029	01557	2324 SOUTH G STREET	199	2	Repair-Make Ready	4/6/2012	35	
18	09	032	01634	1512 COURT F STREET	192	2	Vacant	4/10/2012	31	
19	SC	045	20112	3201 S TYLER	12	1	Vacant	2/7/2012	94	03/01/2012
20	SC	045	21811	3218 S MONROE	54	2	Downtime	5/8/2012	3	
21	SC	045	32012	3201 S TYLER	2	1	Repair-Make Ready	4/24/2012	17	
22	SC	045	32111	3211 S TYLER	14	1	Repair-Make Ready	4/26/2012	15	
23	SC	045	32185	3218 S MONROE	48	2	Repair-Make Ready	4/30/2012	11	
24	SC	045	32214	3221 S TYLER	29	1	Downtime	4/30/2012	11	
25	SC	045	32264	3226 S MONROE	41	2	Repair-Make Ready	4/30/2012	11	
26	SC	045	32266	3226 S MONROE	43	2	Repair-Make Ready	4/30/2012	11	
27	11	31P	01647	1818 EAST 43RD STREET		4	Repair-Make Ready	4/13/2012	28	05/11/2012
28	11	31P	01684	4382 EAST Q STREET		3	Repair-Make Ready	4/10/2012	31	05/14/2012
29	11	31S	08068	4366 EAST Q STREET		2	Repair-Make Ready	4/26/2012	15	05/18/2012
30	13	34P	01745	1709 EAST 46TH STREET		3	Repair-Make Ready	4/26/2012	15	05/30/2012
31	13	34P	01775	4463 EAST R STREET		3	Vacant	2/3/2012	98	04/23/2012
32	13	34S	08137	4446 EAST Q STREET		2	Repair-Make Ready	5/2/2012	9	05/24/2012
33	14	35P	01785	3923 ROOSEVELT AVE		2	Vacant	4/12/2012	29	05/07/2012
34	16	47S	08325	4816 COURT Q		3	Repair-Make Ready	4/30/2012	11	05/28/2012
									Average Days Vacant	22.5

1.3 Work Orders:

In the month of April all 10 emergency work orders were completed within 24 hours. This month, maintenance staff completed 233 non-emergency work orders and a total of 1119 for the calendar year. The annual average number of days to complete a non-emergency work order is 14.05.

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 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
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Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	MONTH Jan - April 2012		YTD Jan - April 2012		MONTH Jan - April 2012		YTD Jan - April 2012	
AMP # *	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	1	100%	11	100%	24	5.38	228	7.71
AMP 2	2	100%	3	100%	38	6.03	201	13.64
AMP 3	4	100%	8	100%	35	5.51	151	3.85
AMP 4	0	0%	2	100%	11	.64	54	6.30
AMP 6	1	0%	1	100%	4	8.75	28	12.21
AMP 7	0	0%	0	0%	1	0.00	6	1.00
AMP 8	1	100%	3	100%	11	9.27	18	11.06
AMP 9	0	0%	1	100%	3	6.33	5	3.80
AMP 10	1	0%	1	100%	13	35.23	46	23.09
AMP 11	0	0%	0	0%	16	14.31	69	15.61
AMP 12	0	0%	0	0%	7	36.5711.00	26	24.81
AMP 13	0	0%	1	100%	14	12.64	51	25.61
AMP 14	0	0%	0	0	17	29.18	126	21.71
AMP 15	0	0%	1	100%	27	58.59	84	32.62
AMP 16	0	0%	0	0%	0	0		0.0
Non-AMP	0	0%	0	0%	12	4.42	26	6.62
TOTALS	10	100%	32	100%	233	17.06	1,119	14.05

Outstanding Work Orders Table:

Below is a breakdown of all outstanding work orders as of April 30, 2012. The units that have work orders that are greater than 25 days are minor repairs that have been prioritized to be completed. Most are scheduled to be completed in the month of May.

Outstanding Work Orders as of April 2012			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	6	4	2
AMP 2	15	15	0
AMP 3	10	9	1
AMP 4	2	0	2
AMP 6	4	4	0
AMP 7	7	2	5
AMP 8	9	4	5
AMP 9	5	3	2
AMP 10	11	8	3
AMP 11	14	4	10
AMP 12	11	5	6
AMP 13	11	6	5
AMP 14	21	41	17
AMP 15	17	4	13
Non-AMP	8	6	2
TOTALS	151	78	73

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 98% for the month of May 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	74	10 shoppers
Non-Elderly Disabled Vouchers (NED)	100	58	25 shopping
Family Unification Program (FUP)	50	46	2
McCarver Program	50	49	4

Program Name	Units Allocated	Units Leased	Number of shoppers*
Life Manor	150	139	15

*"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 15 households shopping for units with the remaining TPV vouchers.

The VA continues to make 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 Project Based units are slow to fill due to lack of available units from MDC. THA has been awarded 25 additional VASH vouchers. The VA has a schedule in place to increase their case management staff and to fill the new vouchers by August

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. FOLLOW UP FROM PREVIOUS BOARD MEETING

During the April Board meeting, Commissioner Mowat posed questions about the new Property Management structure; particularly as it relates to the Go-To Team. On the following page I have provided organizational charts from before and after the reorganization. In general, we believe that this reorganization is going to be more efficient because it provides a pool of labor for sites to pull from during peak work times. Unfortunately we are experience peak work times at all sites right now due to the Spring/Summer landscaping needs and a growing number of vacancies as a result of evictions and a newly implemented transfer policy. We will also soon see an increase in work orders as we adopt preventative maintenance plans throughout the portfolio. We are hiring some temporary union labor this month and I may be recommending that we increase the number of regular positions within the division. We had a net reduction of three Property Management staff positions during the FY2012 budget process and that loss is impacting our effectiveness in both maintenance and administration. We will work through the details of the Property Management staffing needs through the Asset Management Committee and the budget revision process.

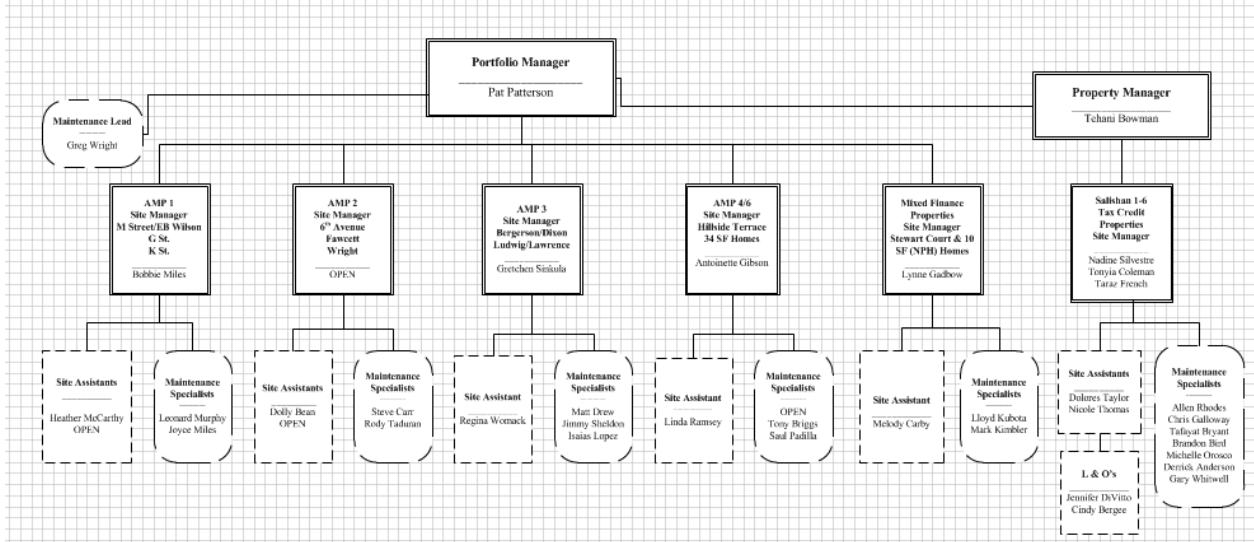
Staffing Level Changes in Property Management Division		
	2011*	2012
Management Positions	10	9
Administrative (OPEIU)	11	10**
Maintenance (Laborers)	20	19

*Allocated number of FTEs prior to hiring freeze.

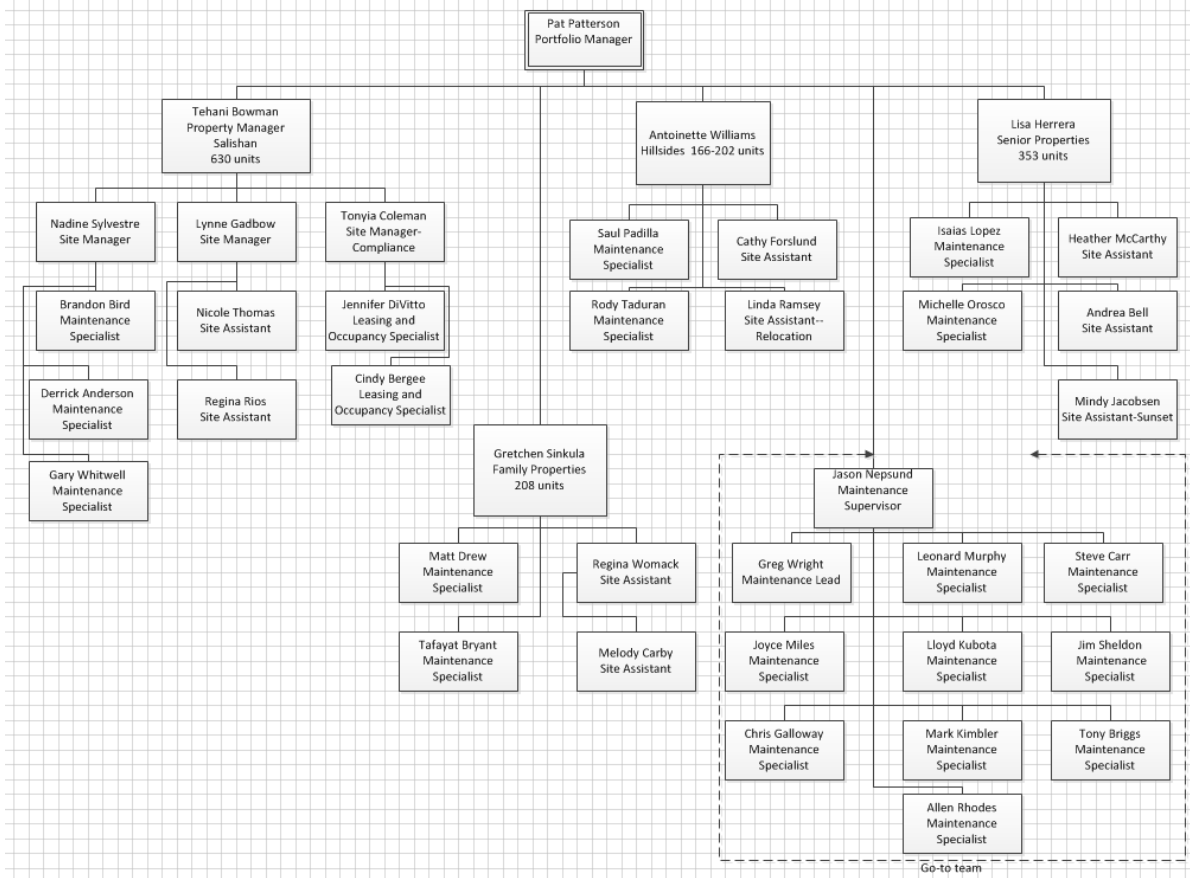
**Does not include the Sunset position that was hired due to temporary relocation needs.

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 REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
 REPORT
 Page 7

Property Management division **prior** to reorganization:



Property Management Division **after** reorganization (effective April 2, 2011):



REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: May 23, 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 Core Development.

We have a signed contract with Mithun for master planning services in the Salishan Core. The Working Group will have its fourth and likely final meeting for this phase of the development in early June. We will take the recommendation of the Working Group to the Board in June.

THA issued an RFP for a Capital Campaign Feasibility Study on April 25; proposals were due May 15. The review committee (Walter Zisette, Nancy Vignec and Roberta Schur) intend to make a recommendation to the executive director by the end of May.

The project financing strategy we will need for this project is different from other types of projects that THA has completed. One of the first tasks for the fundraising consultant will be to assess the feasibility of raising a significant portion of the funds needed to develop the properties identified in the master plan from foundations and other private sources of funding. Assuming that it is determined that THA's goals for the project are feasible, the consultant will then work with THA to develop a fundraising strategy that will guide us to our fundraising goals.

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 consider an extension of the maturity date on THA's loan from July 1, 2013 for an additional 2 – 3 years, 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

Financing: Staff received a Tax Exempt Bond Cap commitment from the Washington State Housing Finance Commission for Phase I in the amount of \$12MM.

Staff is currently soliciting for the lender & investor for the Phase I financing. Proposals are due May 23, 2012 and staff will present a resolution for our recommendation during the June 27, 2012 Board meeting.

On May 17, 2012, staff submitted an application for Phase II funding from TCRA requesting \$1MM in HOME funds.

2.1.1 Project Planning: On April 5, 2012 staff presented the street vacation application to the City of Tacoma Hearing Examiner. The disposition of the application will be reviewed and ruled on by the City Council sometime in May. On April 16, THA received notice of the Hearing Examiner's approval of our alley street vacation request. The Hearing Examiner will also recommend to the City Council that the land acquired by THA from the City be transferred to THA at no cost. Both of these rulings made by the Hearing Examiner will now be sent to the City Council as recommendations for final decisions sometime in May.

On May 10, 2012 staff met with the HUD Seattle field office staff and provided an overview of the Hillside Terrace project concept. The Field Office is eager to work with THA during the development of Hillside Terrace and viewed the project favorably.

2.1.2 Procurement: Staff has finalized the contract amendment with GGLO architects and has engaged Foster Pepper, LLLP for financial legal services. Staff procured Lincoln Moving and Storage for agency moving services and they will be providing a quote for the Hillside Terrace relocation effort. Staff has requested a quote from O'Brien and Company to provide administration and third party verification for the LEED for Homes environmental sustainability effort.

Staff is engaging Pacific Rim Environmental from the stable of environmental testing agencies to provide a quote for hazardous material testing and abatement monitoring during demolition.

2.1.3 Architecture: GGLO is currently working on the design development phase of the project. The team continues to meet weekly to refine the design. The overall building layouts have been approved by THA. The team is working on the finishes, methods and equipment selection. It is anticipated that we will submit an application for permit mid-July. Demolition documentation was submitted for permits in May 2012. Staff and GGLO also conducted eco-charrettes and established a baseline for LEED Certifications for Phase I. The baseline is LEED Silver for New Construction (mid-rise building), LEED Gold for Homes (townhomes) and LEED Platinum for New Construction (Community/Education Facility).

2.1.4 Construction: During the design phase, Absher Construction Company will provide value engineering and estimating support services.

2.1.5 Demolition/Disposition: On August 2, 2011, staff submitted a demolition/disposition application to HUD. The application seeks HUD approval to demolish the 104 existing and dispose them to 2500 Yakima, LLLP, a newly formed tax credit partnership. A draft approval for Demo/Dispo was received in late November. 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. The Environmental Assessment is scheduled for completion in mid-May 2012. HUD staff has indicated that initial HUD approval on the Environmental Assessment is the last step needed before the agency can approve THA's disposition/demolition request. Staff expects to have final HUD approval on disposition/demolition in May.

2.1.6 *Community Meetings:* None to Report

2.1.7 *Relocation:* Staff has formed a relocation team with internal resources. The team officially began relocation activities on April 2, 2012. The team is located at the 2500 block office where one-on-one meetings with residents started on April 16 to assess their needs and to begin seeking comparable units in the community. All residents have been interviewed. Residents are excited about the new development and are ready to move. Almost half of the residents indicated a desire to be an “early mover” (i.e. move by July 1). It is anticipated that the first round of Notices of Eligibility will go out in late May/early June. This Notice outlines the benefits for each household. Staff will meet individually with each household to review their benefits.

2.1.9 *Community/Education Center.* The community center design has begun and the design process will be concurrent with the housing effort.

3. CAPITAL FUNDS

3.1 Capital Fund Construction.

3.1.1 *Ludwig & Fawcett Apts.* The improvements at Fawcett and Ludwig are complete and documents are closed.

3.1.2 *Public Housing Scattered Site Renovations.*

THA RED staff published bid documents incorporating the findings of previous PM and RED Staff investigations and the work was categorized in order of importance and according to funding availability. Currently, the categories of work are as follows;

ROOF AND GUTTER REPLACEMENTS

Bid documents for roof and gutter replacements at 12 sites were completed by RED Staff and let out to bid March 28th. The contract was awarded to Queen City Specialty Roofing on April 24th and their start date was May 9th.

WINDOW AND SIDING REPLACEMENTS

Casey-Dechant Architects completed plans and specs for window and siding replacement at 10 scattered sites on April 18th and the project was let to bid on April 20th. Bids are due May 15th and award of the contract is anticipated for May 24th, following Board of Commissioners approval.

ROOF AND GUTTER REPAIRS

Bid documents for roof and gutter repairs at 19 sites are currently being created by RED Staff. Completion of bid documents is anticipated by the end of May and plans are to let it out for bid in June, depending on funding availability.

MISCELLANEOUS RENOVATIONS

The balance of the public housing scattered site restoration includes full exterior prep and painting, electrical and HVAC upgrades, structural repairs, plumbing repairs, kitchen renovation and flooring replacements. Completion of this work will require adjustments to the Capital budget that are pending approval.

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 have a buyer interested in 2107 East 65th Street and anticipate closing on that house by the end of May. THA purchased a new house located at 925 E 51st , 1669 S. 45th Street is still available for purchase.. Inventory is low at the moment but THA continues to look for new houses to purchase. It is expected that the banks will unload a lot of foreclosed properties during the summer.
- 4.2** *THA Administrative Office Space.* Shinstine/Associates LLC has finished all rough-in mechanical, electrical and carpentry. Painting is complete, finish carpentry, mechanical and electrical finishing are underway. The first phase is scheduled to be complete the end of May.
- 4.3** *Stewart Court – Minor Exterior Repairs.* All work is complete to repair damaged siding, faucets, and a sink hole in the parking lot. Closeout documents are being prepared by facilities staff.

5. PROJECTS IN THE PIPELINE

- 5.1 *Intergenerational Housing:* The ManyLights Foundation is considering making an offer to purchase some or all of THA's Hillsdale Heights property. THA and MannyLights are now preparing an MOU that will define each agency's role in a potential joint venture to develop housing at Hillsdale Heights.
- 5.2 *Stewart Court:* ORB Architects is conducting a Capital Needs Assessment in conjunction with the work being performed by THA's asset management consultant, HDC. This work is assisting THA in developing a Preservation Plan for the property. This exercise will be a training tool for use on all THA properties. Additionally, THA has learned that Stewart Court is in a list of projects to be funded by the Housing Trust Fund (in the amount of \$480,000), if approved by the Department of Commerce. THA submitted a Stage 1 HTF application earlier and the project is included in the 2012 jobs package list. These projects are first in line to be funded if they meet readiness requirements. THA will need to submit a Stage 2 application for these funds. THA's next step on this depends on the outcome of the Preservation Plan exercise.
- 5.3 *City-Owned Walton Properties on MLK.* THA has proposed to the City and community groups a project that would put 70 workforce apartments above retail on this site. Staff is communicating with City of Tacoma staff, and other members of the City's Hilltop Advisory Committee, about this property, which the City owns. THA staff and City staff are now working on the specific terms of a potential transfer of this property to THA. Once staff is able to complete a draft term sheet for this transaction, the draft will be brought to the City Manager for his review.
- 5.4 *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 properties using 4% tax credits and tax exempt bond financing.

THA is engaging CSG Advisors to assist staff with financial planning needs of this project. Staff has prepared a disposition/conversion program matrix that describes HUD strategies and options that staff is considering for achieving THA's goals on this project. Staff has also prepared a draft project outline, presenting a project completion timeline. *Both documents – the program matrix and project outline - are enclosed with this memo.*

5.5 *LASA Supportive Housing Project.* Staff is working with a non-profit organization based in Lakewood that provides supportive services to homeless families to develop a 25-unit +/- family housing project on land owned by LASA. A community services center that LASA operates to provide direct services to its clients would also be developed as part of the project. THA's role in the project may be to serve as the developer (and long-term owner) of the project, master leasing the property to LASA. As part of the State's adopted "jobs package", LASA is fortunate to have received a preliminary allocation of Housing Trust Fund support for this project in the amount of \$3,062,000. Michael Mirra and Walter Zisette met recently with the Executive Committee of LASA's board to talk about the project and to talk about the structure of the THA/LASA development partnership. Walter Zisette and Roberta Schur met with members of the LASA executive board and executive director to discuss the structure options.

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. Other more specific investment criteria, communicated to staff by the Board's Development Committee, include: (1) 20 – 30 units, (2) \$50 - \$60,000 acquisition cost, and (3) suitable for a 3 – 6 year hold.

Properties that meet these goals include HUD-assisted housing, housing located near other THA properties (offering management efficiencies), and market rate housing in strong market areas of the City (such as downtown and the Tacoma Mall area). 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.

THA's real estate brokers are examining current listings and communicating with owners of non-listed properties that meet our buying criteria. Staff expects that the brokers will bring several acquisition opportunities to our attention within the next few weeks.

6 M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

6.1 Shinstine/Associates has hired 1 Section 3 worker and they have two MWBE subcontractors: DL Hendrix – sheetrock (7%) and Cambell-Cox – flooring (9%).

7. OTHER BUSINESS

None

8. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

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

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation End Date	Expended End Date	Expended	% Expended
2008 CFP (P)	\$1,849,412	6/13/08	\$1,849,412	100%	06/12/10	06/12/12	\$1,849,412	100%
2009 CFP	\$2,410,953	9/15/09	\$2,410,953	100%	9/14/11	9/14/13	\$2,360,036	98%
2009 CFP (1 st R)	\$703,863	9/15/09	\$703,863	100%	9/14/11	9/14/13	\$703,863	100%
2009 CFP (2 nd R)	\$54,932	9/15/09	\$54,932	100%	9/14/11	9/14/13	\$54,932	100%
2009 CFP (3 rd R)	\$2,724	4/2/10	\$2,724	100%	4/2/12	4/2/14	\$2,724	100%
2010 CFP	\$2,345,627	7/15/10	\$1,777,255	76%	7/14/12	7/14/14	\$472,457	20%
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	7/14/14	\$196,759	16%
2010 CFP (2 nd R)	\$219,721	7/15/10	\$219,721	100%	7/14/12	7/14/14	\$0	0%
2011 CFP	\$1,721,353	8/3/11	\$77,810	4%	8/2/13	8/2/15	\$0	0%
2011 CFP (1 st R)	\$736,455	8/3/11	\$443,660	60%	8/2/13	8/2/15	\$0	0%
2011 CFP (2 nd R)	\$549,895	8/3/11	\$0	0%	8/2/13	8/2/15	\$0	0%
CFCF**	\$1,881,652	8/3/11	\$0	0%	8/2/13	8/2/15	\$0	0%
2012 CFP	\$1,593,197	3/12/12	\$0	0%	3/11/14	3/11/16	\$0	0%
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$441,922	43%	3/11/14	3/11/16	\$0	0%
2012 CFP (2 nd R)	\$128,701	3/12/12	\$0	0%	3/11/14	3/11/16	\$0	0%

** Capital Fund Community Facilities Grant

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: May 23, 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 April and for the calendar year 2012.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	19	47	130	36%
Clients who received employment services	22	83	100	83%
Clients enrolled in employment readiness soft skills workshops	13	37	80	46%
Clients completed employment readiness soft skills workshops	10	21	50	42%
Enrolled in job readiness training	6	8	20	40%
Job placement	5	13	35	37%
WorkSource Participants Assisted	7	29	35	83%
Entered Apprenticeship	0	0	3	0%
Earned income increased	5	11	35	31%

The number of job placements decreased this month; however those who were placed received a higher than average wage. One placement was at Addeco Document Processing with a wage of \$15.60, and the other placement was at Western State Hospital with a wage of \$14.75. Many participants scheduled multiple appointments this month and increased the frequency of their job search.

THA's employment team continued the *Possibilities Realized* program during the month of April. 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).

1.2 Education

Bates Technical College continued offering GED classes on-site at the Family Investment Center. Bates plans to begin an ESL class for clients entering the health care professions. This ESL class will begin in May.

Activities	Month	YTD	Annual Goal	% of Goal
Participating in ESL classes	1	2	15	13%
Completes one or more ESL levels	1	1	5	20%
Participants attending GED classes	12	81	75	108%
Completes one or more GED tests	2	2	8	25%
Attains GED	4	6	6	100%

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		2		4	
	Month	YTD	Month	YTD	Month	YTD
Entrances	1	1	0	0	0	0
Graduations	0	0	0	1	0	1
Exits	0	0	0	0	0	0
Terminations	0	2	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	2	9
Number of successful completions (eviction averted)	2	2
Number terminated	5	5

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.

Activities	Month	YTD
Number of households referred for services	1	5
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 provided rental assistance for 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	49	49	50	98%
Families able to pay 20% of their rent	0	0	50	0%
Adults enrolled in education program	22	22	30	73%
Adults complete education program	2	3	20	15%
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

Twenty-five McCarver Program children participated in a Spring Break Camp at McCarver during the first week of April. This camp was a joint effort of THA, McCarver School, KBTC Public Television, and Peace Community Center. The children had skill building classes, recreation, arts, and snacks every morning that week. Community volunteers worked with the children on reading, math, computer skills, and dramatic productions in the afternoon. Two McCarver Program parents were there every day helping out, and several other families came on Friday for the concluding event at which a professional actress read the short plays written by the children. This event was supported by a grant written by KBTC and THA. We hope to have another spring break camp next year.

All McCarver Program parents are participating in monthly parenting classes with a trainer from the Puget Sound Educational Service District. The parents have been

working on work on communication skills, discipline, and building positive connections with the school.

1.7 Preparing for Success

Preparing for Success is funded by a three-year grant from the Paul G. Allen Family Foundation. Case management focuses on helping clients overcome barriers to employment readiness.

In the month of April, the PFS caseworker sent letters to 55 section 8 residents who claim zero income and invited them to participate in the Preparing for Success program. As a result of those letters, we received twelve inquiries about the program and enrolled eight participants for the Preparing for Success Program during the month.

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	12	18	40	45%
Second year cohort 2012 enrolled	8	24	25	96%

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	93	112	153	73%
Graduates	2	6	0	
Removed/Voluntarily Withdrawn	5	11	n/a	
New Contracts Signed	1	3	0	
Escrow Balance	\$203,922.40			

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 class started April 25, 2012.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	10	10	25	40%
Life Skills Completion	0	0	15	0%
Parenting Enrollment	0	12	25	48%
Parenting Completion	8	8	20	40%

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	21	45	90	50%
Financial Literacy Completion	19	24	72	33%
Credit Counseling Enrollment	0	0	20	0%
Credit Counseling Completion	0	0	10	0%
Homeownership Counseling	12	32	79	41%
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	10	35	90	39%
EITC Received (PH only)	3	15	95	16%
Tax Returns for all clients served at VITA Site	26	171	170	101%

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)	204	813	1200	68%

1.12 Youth Activities

THA's contracts for youth tutoring and youth mentoring ended in spring 2011. We have two partners who are providing 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	6	6	45	13%

As a part of our partnership with KBTC Public Television to support the McCarver Program, six children of McCarver Program families have been participating in before-school leadership activities.

1.13 Senior and Disabled Services

The Senior and Disabled Services Program Specialist had 150 client contacts (101 unduplicated) in the month of April. He referred tenants to the following services:

- NorthWest Justice Project
- HomeMaid Services
- SHIBA – Medicare assistance

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

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

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	101	225	260	87%
Referrals	3	19	50	38%
Unduplicated situation/wellness counseling	23	56	140	40%
Assistance with correspondence for Entitlement Programs	1	6	40	15%

2. GRANTS

The Greater Tacoma Community Foundation awarded THA a \$12,500 “Vibrant Communities” grant. This grant will help fund THA’s “Self-Sufficiency Continuum.” THA’s comprehensive continuum of self-sufficiency increases the movement of very low income people out of poverty by providing them with one-on-one support in developing financial literacy and in identifying and pursuing person goals for education, employment and family stability. Four existing THA programs form the Self-Sufficiency Continuum:

- Families in Transition
- Preparing for Success
- Family Self-Sufficiency
- Asset Building and Individual Development Accounts

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-5-23 (1)

DATE: May 23, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Scattered Sites: Siding and Window Replacement

Background

On April 20, 2012 THA issued an Invitation to Bid (ITB) for window and siding replacement at 10 Scattered Site public housing properties. The proposed improvements will replace inefficient windows and severely deteriorated siding.

The ITB was published on April 18, 2012 at the Tacoma Small Business Incubator; The WEBS government projects and the Blue Book websites. Bid documents were also provided to eleven plan centers.

The Housing Authority provided (49) IT's to potential bidders and Plan Centers. Two firms submitted bids on the due date of May 15, 2012 at 2:00 pm PST. One bid was responsive and responsible. Staff recommends awarding the contract to the responsive/responsible bidder Northwest Abatement Services, dba Stetz Construction.

The bid results from lowest to highest bid are as follows:

CONTRACTOR NAME	BID AMOUNT	UNIT PRICE #1	UNIT PRICE #2	UNIT PRICE #3	RESPONSIVE BID
Stetz Construction	\$244,323.00	\$6.00/sf	\$65.00/lf	\$210.00/ea	YES
Integrity Construction	NR	NR	NR	NR	NO

Stetz Construction is located in Lakewood, Washington and has experience working with WRB, windows and siding. Stetz Construction has completed similar work in public and private housing properties located throughout the Puget Sound area. Their scope of work includes new construction, demo, additions, plumbing, electrical, roofing, windows, siding, painting and

interior finishes. THA Staff interviewed several references and overall the references contacted returned acceptable responses with the company.

The budget in Capital funds for this project based on our estimate is \$360,000.00. This amount includes contingency funds of \$40,000.00.

Recommendation

Approve Resolution 2012-5-23 (1) authorizing the executive director to negotiate, and if the negotiations are successful, execute a contract with Stetz Construction in the amount of \$244,323.00 plus a not-to-exceed amount of \$45,000.00 in owner contingency.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-5-23(1) Window and Siding Replacements

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for Window and Siding Replacements;

Whereas, the timely advertisements for bids were placed in the following publications, websites and dates;

The ITB was published in the Tacoma Small Business Incubator and WEBS government projects website on April 18, 2012; Bid documents were provided to 12 plan centers and the Blue Book website also on April 20, 2012.

Whereas, (48) companies received the bid package;

Whereas, Bids were received in the following amounts;

CONTRACTOR NAME	BID AMOUNT	UNIT PRICE #1	UNIT PRICE #2	UNIT PRICE #3	RESPONSIVE BID
Stetz Construction	\$244,323.00	\$6.00/sf	\$65.00/lf	\$210.00/ea	YES
Integrity Construction	NR	NR	NR	NR	NO

Whereas, Staff determined that the lowest responsive and responsible bidder is; Stetz Construction and

Whereas, Total financing for the work is from Capital Funds;

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

1. Stetz Construction’s bid for Contract Number WA: 5–AMP6–CFP–04-12 for Window and Siding Replacement at ten properties is fair and reasonable bid
2. The executive director is authorized to negotiate, and if those negotiations are successful, to execute a contract with Stetz Construction in compliance with all bid documentation requirements in the amount of \$244,323.00 plus a Not-to-Exceed contingency of \$45,000.00.

Approved: May 23, 2012

Janis Flauding, Chairman

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-5-23 (2)

DATE: May 23, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Amendment to HVAC Contract with Holiday-Parks

Background

In December 2010 THA procured a new vendor to perform routine Heating Ventilating and Air Conditioning (HVAC) maintenance on all THA properties. The specifications for the procurement included more extensive and aggressive requirements for providing quarterly routine maintenance on all our properties owned and managed by THA.

In March 2011, THA awarded the HVAC contract to Holiday-Parks in the amount of \$100,000 for the first year of services. The first six (6) months of the contract year, the vendor saw a lot of repairs that were due to lack of maintenance from previous contracts. The remaining six (6) months, the need for repairs had diminished substantially and there is a greater focus on routine maintenance.

We now need to renew the contract. The renewal will cover the period from April 2012-March 2013. The current contract does not address routine maintenance for our boilers and or furnaces; which are mainly present at our Senior sites. The amendment will add an additional Scope of Work for routine maintenance on our boilers and furnaces. Having routine maintenance on these facilities should minimize repairs.

We also need to increase the contract amount to account for another full year of repairs and routine maintenance throughout the portfolio, to cover the costs of the additional scope of work, and to add Salishan 7 HVAC needs to the contract. The funds are included in the property budgets and should not require a budget amendment.

Recommendation

Approve Resolution 2012-5-23 (2) authorizing THA to amend Holiday-Parks' contract to add the additional Scope of Work and increase the Contract \$150,000.00, making the total Contract amount \$250,000.00.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-5-23 (2)

WHEREAS, Tacoma Housing Authority procured for routine HVAC maintenance and repair services in January 2011;

WHEREAS, the contract was signed in March 2011 and were for a duration of one year, with an option for three (3) one year extensions;

WHEREAS, the current contract with Holday-Parks, Inc. is a Not-to-Exceed \$100,000;

WHEREAS, the accumulative budget from the routine maintenance and additional repairs are near or have exceeding the \$100,000 limit authorized by the Executive Director;

WHEREAS, current and future routine HVAC maintenance and repairs services are and will be required by the Housing Authority;

WHEREAS, the original contract did not include properties with furnace or boiler repair; and

WHEREAS, the Holday-Parks, Inc. contract must be amended to add furnace and boiler routine maintenance and repairs and to increase the contract by \$150,000.

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

1. The Executive Director be authorized and directed to amend Holday-Parks' contract to add the additional Scope of Work and increase the Contract \$150,000.00, making the total Contract amount \$250,000.00.

Approved: May 23, 2012

Janis Flauding, Chair