



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

September 26, 2012



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

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

Regular Meeting BOARD OF COMMISSIONERS

WEDNESDAY, September 26, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, September 26, 2012 at 4:00 PM**

The meeting will be held at:

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

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

I, Christine Wilson, certify that on or before Friday, September 21, 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
ANNUAL MEETING
BOARD OF COMMISSIONERS
SEPTEMBER 26, 2012, 4:00 PM
902 South L Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of August 22, 2012 Annual meeting
 - 3.2 Minutes of August 22, 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 THA Resolution 2012-9-26 (1), Approval of THA's 2013 Moving to Work Plan
 - 8.2 THA Resolution 2012-9-26 (2), Stewart Court A&E services
 - 8.3 THA Resolution 2012-9-26 (3), Tenant Write Off's
 - 8.4 THA Resolution 2012-9-26 (4), Pierce County Special Program Funds Contract
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES ANNUAL SESSION WEDNESDAY, August 22, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44th Street, Tacoma, WA at 4:00 PM on Wednesday, August 22, 2012.

1. CALL TO ORDER

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

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Janis Flauding, Chair
Greg Mowat, Vice Chair
Arthur C. Banks
Stanley Rumbaugh, Commissioner
(arrived at 4:35 PM)

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Davis, REMHS Director
Barbara Tanbara, Human Resources Director
Nancy Vignec, Community Services Director
Walter Zisette, RED Director
Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:06 and proceeded.

3. DESIGNATED EXECUTIVE DIRECTOR TO BE TEMPORARY CHAIRPERSON

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

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	1

Motion approved.

4. NOMINATIONS FOR CHAIRPERSON

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

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	1

Motion approved.

5. EXECUTIVE DIRECTOR MIRRA RETURNS CHAIR TO CHAIRPERSON

Executive Director Mirra turned the chair over to Chair Flauding.

6. NOMINATIONS AND VOTE FOR VICE CHAIR

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

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None

Absent: 1

Motion carried

7. REMARKS FROM THE NEWLY ELECTED OFFICERS AND EXECUTIVE DIRECTOR

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

8. APPOINTMENT TO STANDING COMMITTEES

Commissioner Banks motioned to keep the standing committee memberships the same, Vice Chair Mowat seconded.

Finance Committee – Commissioner Mowat

Real Estate Development Committee – Commissioners Rumbaugh and Miller

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 1

Motion carried

9. BY-LAW REVIEW AND RECOMMENDATION

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

10. COMMISSIONER ANNUAL CERTIFICATION

In accordance with section 5.4 of the By-laws, the Board Secretary, Executive Director Mirra, acknowledged receipt from all Commissioners of certification of whether any conflict of interest occurred during the prior calendar year. No conflicts exist in the reported year 2011-2012.

11. ADJOURNMENT

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

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

APPROVED AS CORRECT

Adopted: September 26, 2012

Janis Flauding, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 22, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44th Street, Tacoma, WA at 4:00 PM on Wednesday, August 22, 2012.

1. CALL TO ORDER

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

2. ROLL CALL

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

PRESENT	ABSENT
---------	--------

Commissioners

Janis Flauding, Chair
Greg Mowat, Vice Chair
Arthur C. Banks
Stanley Rumbaugh, Commissioner
(arrived at 4:35 PM)

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Davis, REMHS Director
Barbara Tanbara, Human Resources Director
Nancy Vignec, Community Services Director
Walter Zisette, RED Director
Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:06 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 25, 2012. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 1

Motion approved.

4. GUEST COMMENTS

Ms. Marion Bass-Walker, resident of Salishan, stated several Salishan residents were in attendance this evening to learn the schedule for the upcoming meetings regarding the proposed changes to the THA lease and various housekeeping rules. Ms. Lisa Miller, Salishan resident, also stated her interest in the upcoming public hearings. Ms. Miller stated residents are concerned about what is or is not being proposed and these meetings will set the record straight. Ms. Sharon Renick, Salishan resident, also asked when the meetings will be held in Salishan. Director Black shared that there will be a series of public hearing addressing several topics involving the lease as well as reminders about the Salishan Association rules. The meeting in Salishan will be held September 11th at 5 PM. She encourages residents to attend and voice their opinions and concerns.

5. COMMITTEE REPORTS

Real Estate Development Committee – ED Mirra mentioned there will be a real estate transaction discussion in executive session this evening.

Finance Committee –Vice Chair Mowat reported the 2012 budget revision resolution will be proposed this evening for adoption. The budget is in good shape and he is recommending approval of the resolution.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He mentioned THA the Executive Director and Chair of LASA will attend the September board meeting. In October, Ms. Mary McBride, Regional Administrator for HUD Region X, will attend the board meeting. We are looking forward to both visits and anticipate a good exchange with the board.

Finance

Director Shalik directed the board to the finance report. He echoed Vice Chair Mowat's remarks stating THA is in good financial shape. He stated his appreciation to the board for their participation in the August 17th Study Session. He is currently working with the cabinet on the 2013 budget. Director Shalik reported that SAO office will schedule an

exit conference with the board's officers. He also reported that the auditors will have no findings. Chair Flauding thanked Director Shalik and his staff for the recent budget study session.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,152,443 for the month of July, 2012. Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved

Administration

Director Craven directed the board to his report. He announced a reorganization within his department that better streamlines the help desk support and creates the position of Applications Architect to focus on the various THA I.T. systems. These changes utilize existing staff in the department. Director Craven will also lead an interview team to interview candidates to fill the new Asset Manager position in his department. There has been a recent review of the insurance coverage for all of our properties and is currently reviewing a different insurance pool for our tax credit properties. Commissioner Mowat asked if some of these services require outside consultants. He explained that they do for some technical issues.

Real Estate Management and Housing Services

Director Black directed the board to her report. She stated the occupancy rates are trending at 98% for 2012. Staff has been working on relocating residents of Old Hillside Terrace in preparation for demolition. This process is going very well and she is grateful to staff for their ongoing work on this project. Director Black announced the promotion of Ms. Nadine Silvestre to Property Manager of the Senior/Disabled properties. Nadine brings with her a great deal of experience in property management and is a valued asset to the property management team. The Non-Elderly Disabled (NED) voucher program is picking up on the utilization of vouchers. This is testament to the relationship that Ms. Brenda Brinkley in the Rental Assistance Department has developed with DSHS. ED Mirra added that the lease up for the NED program is a big achievement. He acknowledged how hard it can be to serve this clientele, which has such high special needs. He noted that HUD is watching THA to see how we do because we received 100 NED vouchers. Only the state of New Jersey and one other very large PHA received as many. Nice work to our professional staff.

Real Estate Development

Director Zisette directed the board to his report. He announced the City of Tacoma and THA finalized the agreement for the City's grant of \$1.5 million for the Hillside Terrace project. He thanked ED Mirra and the RED team for their efforts securing this fund. ED Mirra added that the City's willingness to do this denotes its confidence in the project and in THA. Commissioner Mowat asked for an update on the Hillside Terrace oversight committee. Director Zisette stated the first meeting will be held on August 30th. The first meeting will review the goals of the committee moving forward.

Community Services

Director Vignec directed the board to her report. She introduced both Ms. Mary Syslo and Ms. Messa Green. She reported that THA recently received Honorable Mention from Pierce County Community Connections because we achieved the required benchmark of 95% data accuracy. Both Mary and Metesa's work is directly related to this success. She also presented the board with a copy of a letter written by an FIT participant thanking THA for the program. Commissioner Mowat requested to view Michael Power's PowerPoint presentation on Grade Level Reading. This past June, Michael presented to the Annie E. Casey Foundation and attendees at the Campaign for Grade Level Reading and the National Civic League in Denver. Director Vignec thanked Salishan resident Ms. Lisa Miller for her leadership and dedication to the summer youth programs in Salishan provided this summer.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-08-22 (1), APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 23

Whereas, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Office & Professional Employees International Union, Local 23 (OPEIU) expired on June 30, 2012;

Whereas, on August 16, 2012, the THA staff in the OPEIU bargaining unit have voted to ratify the tentative contract; and,

Whereas, the Board of Commissioners finds that the collective bargaining agreement is fair and reasonable and that it would serve THA's interests;

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

The Board authorizes the Executive Director to execute the collective bargaining agreement with the Office & Professional Employees International Union, Local 23.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent:

Motion Approved: August 22, 2012

Janis Flauding, Chair

8.2 RESOLUTION 2012-8-22(2), FISCAL YEAR 2012 ANNUAL BUDGET REVISION

Whereas, The Board of Commissioners of the Housing Authority of the City of Tacoma (“Authority) approved the FY 2012 Budget on December 14, 2011.

Whereas, Authority staff determined that the FY 2012 Budget should be revised on updated information on funding and expenditure needs.

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

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2012 Budget and authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	530,509
Human Resources	361,213
Finance	870.139
Administration	1,032,005
Development	2,631,100
Community Services	1,558,339
Real Estate Management Overhead	1,310,993

Rental Assistance	34,129,382
Property Management	<u>5,896,184</u>
Subtotal	48,347,864
<u>Additional Cash Outflows</u>	
Capital Expenditures	4,756,276
Debt Service	<u>517,215</u>
Subtotal	5,273,491
TOTAL APPROVED BUDGET	<u>53,621,355</u>

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

Upon roll call, the vote was as follows:

AYES: 4
 NAYS: None
 Abstain: None
 Absent:

Motion Approved: August 22, 2012

 Janis Flauding, Chair

8.3 RESOLUTION 2012-8-22(3), COMMISSIONER JOB DESCRIPTION

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

Whereas, service on the THA Board as a Commissioner is an important responsibility that a person undertakes to THA and its mission and values;

Whereas, important laws and ethical requirements govern a person's service as Commissioner;

Whereas, a written job description can help the Board and individual commissioner remain mindful of those responsibilities and requirements;

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

1. The attach draft shall be the job description of a THA Commissioner.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent:

Motion Approved: August 22, 2012

Janis Flauding, Chair

8.4 RESOLUTION 2012-08-22(4), COMPENSATION ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES

Whereas, the Housing Authority of the City of Tacoma (“THA”) has recently concluded collective bargaining negotiations with a bargaining unit of employees represented by Office and Professional Employees International Union, Local 23 (“OPEIU”) for a new Collective Bargaining Agreement (“CBA”) effective July 1, 2012.

Whereas, the OPEIU CBA has been ratified by the bargaining unit and has been approved by the THA Board of Commissioners.

Whereas, the OPEIU CBA provides bargaining unit employees a wage increase retroactive to the first pay period in July 2012 and provides additional lump sum payments as part of the overall wage settlement.

Whereas, THA has a policy and a practice of providing employees not represented by a labor organization wage increases equivalent to those negotiated in collective bargaining.

Whereas, pursuant to this policy and practice, it was understood and agreed that the compensation paid to non-represented employees beginning on July 1, 2012 was only a portion of the total compensation which would ultimately be provided, with the remaining compensation to be determined upon the conclusion of the THA/OPEIU collective bargaining process.

Whereas, the wage adjustments for non-represented employees as set forth in this resolution will provide the same economic benefit to non-represented employees as is provided to the employees represented by OPEIU pursuant to THA’s policy and practice of equalizing wage adjustments.

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

The Board authorizes the Executive Director to implement a wage increase for all non-represented employees of three percent (3%) effective upon the first full pay period in July 2012. The Executive Director is also authorized to implement the compression adjustments for the change to the new pay grades. He is also authorized to implement a special short-term wage increase of an additional three percent (3%) above the standard three percent (3%) beginning with the first full pay period in July 2012 and continuing through the completion of the last pay period in December 2012, payable in January 2013. Such special short-term wage increase will end as of the start of the first full pay period in January 2013.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent:

Motion Approved: August 22, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

The commissioners adjourned the regular meeting at 5:10 PM to discuss a possible real estate transaction for 10 minutes. The commissioners extended the executive session for 10 more minutes. The commissioners came back into the regular board meeting at 5:30 PM. Appropriate announcements were made to the area outside the room.

Commissioner Rumbaugh motioned to authorize ED Mirra to sign a purchase and sale agreement to acquire the managing member interest in the New Look Apartments. The agreement should be substantially equivalent to the key elements detailed on page two of the August 22, 2012 memorandum provided to the BOC in executive session. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None

Absent:

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:32 PM.

APPROVED AS CORRECT

Adopted: September 26, 2012

Janis Flauding, Chair

Finance Committee

Commissioner Mowat

Real Estate Development Committee

Commissioner Rumbaugh

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: September 18, 2012

To: THA Board of Commissioners

From: Michael Mirra, Executive Director

Re: Executive Director's Report:

1. **UNCERTAIN CONGRESSIONAL BUDGET FOR FY 2013 and THA's NEED TO DRAFT A 2013 BUDGET**

You may note from the news that Congress will not have a FY 2013 budget by its October 1st deadline for doing so. This is not unusual. However, this year there are some additional uncertainties. I describe some of them below. Because of them, Congress will not likely have a budget until sometime next year. Despite these uncertainties, THA must adopt its budget for 2013 by January 1st. Staff are presently drafting it. The Board has a study session in October about it.

We will use the same budget format that we have used for the past two years. I am pleased to understand that the format has served as well. It keeps the board focused on the overview picture, with the chance to delve more deeply as it wishes.

I write now to review the various versions of the congressional budget that seem in play, and what they each seem to mean for THA. Although we will not know which one of these versions, if any, will end up with the President's signature, we need to make our bets as we draft our own budge. In other words we need to choose one of them to guide our drafting.

The picture is more complicated than usual. The president has proposed a budget for HUD. Both the House and the Senate have passed versions. All that is normal. This year we must also account for a continuing resolution that has already passed both the House and the Senate that freezes appropriations at 2012 levels until March 31st. This includes a continuation of the appropriation level for public housing operation that reflects last year's big cut that HUD said was to be a one time cut in order to spend down PHA reserves. An additional uncertainty arises from HUD officials who inform us of their intention to "front load" the appropriation under the continuing resolution so as to undo that cut.

The main uncertainty, however, is the prospect of something called "sequestration". This refers to the across the board cuts that Congress mandated last year to take effect on January 1, 2013 if it does not agree on a budget by then that reduces the budget deficit by designate amounts. The across the board cuts apply to both military and civil spending. The media has been referring to these cuts as the "fiscal cliff." There would amount to about 8%.

These are the several budget versions and what we estimate they would mean for THA's operational budget. [NOTE: I must emphasis that these are estimates.]

FY 2013 Budget Version	Difference from FY 2012 Appropriation	
	\$	% (approximation)
Senate Version	\$ 1.3 million	3.3%
House Version	\$ 800,000	2%
Continuing Resolution (without the FY 2012 cut in public housing operations)	\$ 400,000	1%
Continuing Resolution (repeating FY 2012 cut)	0	0
Sequestration	- \$ 3 million	- 8%

The main judgment we must make as we draft our budget is which version of the congressional appropriation should we bet on. Making that judgment is the main topic for the Board's study session on October 5th.

2. MISCELLANEOUS

2.1 THA On Display

Several recent and upcoming events put THA and its work on display in a way that credits the vision and hard work that make that work possible. On September 12th I described some of THA's initiatives to the United States Interagency Council on Homelessness. This Council is chaired by the Secretary of Health and Human Services and co-chaired by the HUD Secretary. The Secretaries of the other federal departments constitute its membership. The Council heard about THA's work and asked me to travel to D.C. and discuss three of our initiatives: (i) our plans to redirect THA housing dollars to Pierce County for its rapid rehousing programs; (ii) THA's Education Project; (iii) the collaboration between Washington State's PHAs and DSHS to match housing with child welfare services. I shared the spotlight with Michelle Flynn of The Road Home, an impressive rapid rehousing program in Salt Lake City.

On October 9th, THA and the Tacoma School District will hos an interesting conference at McCarver Elementary School. Officials from the public housing authorities and school districts from Atlanta, Oakland, Fresno, Akron, Portland, Seattle, and King County will visit to discuss a topic that has engrossed THA for the past few years: how can a PHA use its housing resources in ways that promote school outcomes.. Senior representatives will join us from the Bill & Melinda Gates Foundation, Building Changes, and Pierce County. In addition it appears we will have the chance to welcome two special guests: Jonathan Harwitz, of the Office of Secretary for HUD, and Luke Tate, Senior Policy Advisor for the White House's Domestic Policy Council. Both of them were present when I addressed the Interagency Council on Homelessness. They heard about our October 9th convening and expressed an interest in attending.

2.2 Letter from Client

I attach a nice letter from a THA client. As you can read, he has been a THA long term housing voucher client. More recently, with the help of THA's IDA and FSS programs he has now purchased a home! He writes to thank the THA staff he credits with this success. He concludes with these words: "The Tacoma Housing Authority as a whole is one of the most beneficial entities that made my life rise above my circumstances and that has made me feel like a better person in my personal accomplishments and lifetime achievements."



August 24, 2012

The Honorable Senator Patty Murray
United States Senate
448 Russell Senate Office Building
Washington, DC 20510

The Honorable Senator Maria Cantwell
United States Senate
313 Hart Senate Office Building
Washington, DC 20510

Dear Senators Murray and Cantwell:

We are writing on behalf of our respective Public Housing Authorities and the 85,000 people living in the Puget Sound region receiving federal housing assistance to ask for your continued leadership by supporting funding of the Public Housing Operating Subsidy in the 2013 Federal Budget Continuing Resolution. On the heels of significant cuts in funding last year, each of our agencies is facing deep new cuts that affect services to countless individuals and families in our communities. The dire consequences of such cuts include ending services to elderly and disabled households, recapturing issued Section 8 vouchers, eliminating programs that serve individuals moving out of poverty and incremental decline in the conditions of our housing stock. Funding the Continuing Resolution at 2012 levels without restoring the Public Housing Operating Subsidy, combined with the ensuing 2013 Sequestration, will shred the safety net of housing for extremely low income people across Puget Sound.

In FFY 2012, HUD imposed on each local housing authority a one-time offset of "excess reserves" to cover the \$750 million gap between HUD's requested appropriations and the \$4.2 billion needed to adequately fund the Public Housing Operating Subsidy. Both the 2013 THUD Budget passed by the Senate Appropriations Committee and the 2013 Budget for HUD passed by the House of Representatives restored this one-time reduction and reflected the promise by the Administration and Congress that the local reserves offset of the federal funds would be a one-time occurrence.

Now, as Congress is expected to take up a Continuing Resolution for the period October 1, 2012 through March 31, 2013, we urge you to ensure that the federal government keeps its promise that this reduction would be a one-time cut in 2012 only. To do so, we ask for your leadership in urging your colleagues to support "exceptional treatment" of the Public Housing Operating Subsidy and inclusion of \$750 million as an "anomaly" in the 2012 Continuing Resolution.

The fiscal uncertainty of the budget and sequestration puts our housing authorities on uncertain footing in the near future. The need for low-income housing continues to increase, particularly during this prolonged recession; meeting this need is our core mission. We have already implemented cuts that threaten services to the number of low-income residents we currently serve. There is no question that if the Continuing Resolution fails to restore the local reserve offset and if sequestration, as provided in

existing law, occurs, housing authorities across the state and country will not be able to serve the low-income people we do now and will effectively close our doors to the growing number of low-income people in need of housing assistance.

You have been unfailing champions for low-income housing and services to our most vulnerable citizens. We thank you for your steadfast support. We ask you again, at a time when both Housing Authorities and the poor are facing extreme challenges, to be our voice and work to pass a Continuing Resolution that restores the federal commitment of \$750 million for public housing operations. Your work directly impacts quality of life for the Puget Sound region's low-income families.

Please do not hesitate to contact any of us or our staffs with any questions or for more information about this issue, and thank you for your continued support of affordable housing issues.

Sincerely,



Michael Mirra
Executive Director
Tacoma Housing Authority



Stephen Norman
Executive Director
King County Housing Authority



Tom Tierney
Executive Director
Seattle Housing Authority

August 24, 2012

Mr. Michael Mirra
Executive Director, Tacoma Housing Authority
902 South L Street
Tacoma, Washington 98405



Dear Mr. Mirra:

I am writing to say thank-you to the Tacoma Housing Authority for the many tireless appointments, resources that you and your staff have assisted me to now be a Homeowner. I want to personally thank my Leasing Officer Ms. Joleen Kanick for the many years that I held my Section 8 voucher in determining my annual re-certifications, interim certifications and many other resources. I have lived in my apartment for 20 years at 7333 6th Avenue #1.

Through the IDA and Family Self-Sufficiency Program I am now a homeowner. I thank Mrs. Metesa Greene for her assistance in helping me with the loan process and her encouraging words when I thought I would receive one of the homes owned by the Tacoma Housing Authority through their renovation program but due to the time restraints and the demand for homes in this market I was unable to purchase that home. But, I have successfully found the home for me and it has a two car garage which was my number one amenity that I was looking for in my home.

Huge KUDOS to Ms. Vicki Bennett my Family Self Sufficiency Case Worker for being so patient, resourceful and for providing clarity to me regarding my many questions and concerns regarding my FSS requirements, goals, medical, social security benefits, employment security and care that she showed me as my FSS Case Worker. No one has ever taken the time and effort to just listen to me as I try to receive clarity in my mind of all my many challenges in my mind Ms. Bennett allowed me to do that. You are fortunate to have her as an employee and representative for the Tacoma Housing Authority Community Services Department. I admire Ms. Bennett for her concern for people, her professionalism and willingness to patiently listen and support me as she did.

The Tacoma Housing Authority as a whole is one of the most beneficial entities that made my life rise above my circumstances and that has made me feel like a better person in my personal accomplishments and lifetime achievements.

Again, I thank you all so very much!

Sincerely,

Mr. John Boyes
3835 Spokane Street
Tacoma, Washington 98404



ADMINISTRATION REPORTS

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,239,622 for the month of August, 2012.

Approved: September 26, 2012

Janis Flauding, Chair

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

		Check Numbers			
		From	To	Amount	Totals
A/P Checking Account					
Low Rent Module Checks	Check #'s	2,611	- 2,636	5,149	
Accounts Payable Checks	Check #'s	76,880	- 77,221		
Business Support Center				193,136	Program Support
Moving To Work Support Center				57,463	
Section 8 Programs				40,968	Section 8 Operations
SF Non-Assisted Housing - N. Shirley				2	Local Funds
SF Non-Assist Housing - 9SF Homes				8,793	
Stewart Court				14,585	
Wedgewood				766	
Salishan 7				29,748	
Tacoma Housing Development Group				2,074	
Hillsdale Heights				1,025	
Salishan Developer Fee				861	
Hillside Terrace 2500 Yakima Relocation				27,207	Development
Salishan Area 3				15,982	
NSP Grant				13,111	
Development Activity				27,835	
Salishan Area 2B-Dev				8,256	
Hillside Terrace Development				86,380	
Hillside Terrace 2500 Yakima Development				151,458	
Community Services General Fund				2,396	
Paul G. Allen Foundation Grant				28	
Gates Ed Grant				1,954	
ROSS Svc Coord				499	
WA Families Fund				130	
Pierce Co. 2163 Funds				334	
WA Families Fund - Systems Innovation				192	
AMP 1 - No K, So M, No G				19,675	Public Housing
AMP 2 - Fawcett, Wright, 6th Ave				25,645	
AMP 3 - Lawrence, Orchard, Stevens				27,005	
AMP 4 - Hillside Terr - 1800/2500				53,415	
AMP 6 - Scattered Sites				47,117	
AMP 7 - HT 1 - Subsidy				9,241	
AMP 8 - HT 2 - Subsidy				43	
AMP 9 - HT 1500 - Subsidy				14	
AMP 10 - SAL 1 - Subsidy				11,013	
AMP 11 - SAL 2 - Subsidy				9,088	
AMP 12 - SAL 3 - Subsidy				8,247	
AMP 13 - SAL 4 - Subsidy				8,402	
AMP 14 - SAL 5 - Subsidy				9,508	
AMP 15 - SAL 6 - Subsidy				8,736	
Allocation Fund				72,320	
THA SUBTOTAL				999,802	
Hillside Terrace 1 through 1500				2,399	Tax Credit Projects - billable
Salishan I - through Salishan 6				1,036	
Salishan Association - Operations				8,888	
TAX CREDIT SUBTOTAL (Operations - billable)				12,323	1,012,125
Section 8 Checking Account (HAP Payments)					
SRO/HCV/TBRA/VASH/FUP	Check #'s	472,174	- 472,889	954,238	
	ACH	36,714	- 37,609	1,561,425	\$ 2,515,663
Payroll & Payroll Fees - ADP					\$ 430,307
Other Wire Transfers					
Local Funds Semi-Annual Bond Payment - Heritage				235,223	
Salishan Seven Debt Service - WCRA				19,108	
Area 3 Revenue Bonds Monthly Interest - Citibank				27,198	\$ 281,528
TOTAL DISBURSEMENTS				\$	4,239,622



TACOMA HOUSING AUTHORITY

Date: September 26, 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 August, 2012 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of July, 2012. I continue 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.

The financial report for July reflects the budgeted amounts approved by the board for the Mid Year Budget Revision. Overall, the financial health of the agency remains in very good shape. At the end of July's reporting period, THA is in very good financial shape with a surplus before capital expenditures (line 68) of \$1,889,787, and a projected actual of \$1,,574,155. Currently, the total projected THA anticipated surplus at Year End (line 71), which includes Capital Income and Expenditures, is \$1,108,155.

Below I will address other major anomalies between Budgeted and Actual numbers:

- Line 6 – HUD Grant – Community Services – The grants are tracking lower than expected, but anticipate they may be closer to budget at Year end.
- Line 7 - HUD Grant Capital Fund Operating Revenue – This category includes Debt Service payments for our Capital Fund Finance Payments for Salishan, which will not be paid until the end of the year. It also includes the Relocation payments for Hillside Terrace, which are in the initial phase. The projected actual column reflects these expenditures.
- Line 9 – Other Government Grants – This includes \$184,000 in Development for reimbursement for predevelopment costs for Hillside redevelopment from TCRA. As relocation is just commencing, by the end of the year, these funds should be expended and reimbursed.
- 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

FINANCE DEPARTMENT MONTHLY REPORT

September 2012

Page 2

the agreements than what was budgeted. This continues to trend higher than budget, even with the revision amount.

- Line 12 – Other Revenue – Developer Fee Income: This is developer fee income for the Hillside Terrace Redevelopment. No income has been booked or projected for this purpose. We will wait until the actual document signing with the investor to book this income..
- Lines 15 – 34 – Administrative Expenses: There are a number of areas that have significant variances at the moment. We will continue to monitor. We made minor revisions at mid year. We may see some increases in areas such as Staff Training, IT, and Administrative Contract, but do not see any areas of concern.
- Line 38 – Relocation Services – We are at the beginning of relocating tenants at Hillside Terrace. By year end, the majority of this category should be expended.
- Line 39 – Tenant Services Other – The overage is based on Individual Development Payouts over the budgeted amount, and also tenant training expenses above what had been budgeted. As these are reimbursed by grants, there will be corresponding income to pay for these services.
- Line 61 – HAP Payments: We are currently under budget by approximately \$550K. . This is due to both lower HAP averages and leasing %. We are slightly below, but close to our MTW baseline We are currently in a lease up period and anticipating the expenses to increase as we get further into the year.
- Lines 69 & 70 – Capital Expenditures. Unless there are contracts in place we are not projecting either revenues or expenditures for capital purposes. These funds are associated with Capital Funds where funding is received from HUD, or funds that flow through the Housing Authority for the Hillside redevelopment project. As we are now gearing up for the Hillside Redevelopment project, expenditures should increase substantially within the next few months. This category also includes the purchase of the General Partner interest in the New Look Apts. We are currently in the negotiation phase of that purchase.

Financially, we are in very good shape. As the year progresses we will continue 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.

We continue to work with HUD on reestablishing our MTW baseline amount for Housing Assistance payments. This is the issue 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. To date there has been no resolution of this issue but we are keeping on top of the situation. We have had an initial discussion with the MTW office without resolution. We will continue to process through the intricacies of this issue. Hopefully, we will reach resolution in the next couple of months.

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. AUDIT

The Washington State Auditor's Office (SAO) has completed auditing our financial statements and we are happy to report that there are no audit issues reported by the State Auditor's Office in connection with our Financial Statement and Single Audit. SAO issued our audit report on September 17th and we are currently working on entering this audit report into HUD's REAC system. We anticipate completing our REAC submission no later than September 20th and do not anticipate hearing from REAC on the status of this submission until at least November or December. The SAO is still working on the accountability portion of the audit and is expected to hold their exit conference in October or November; they will issue the accountability audit report at that time.

4. BUDGETS

With the passage of the 2012 Mid Year Budget, we immediately turned our attention to the 2013 budget process. All departments received their 2013 budget worksheets to start working on at the end of August. These initial worksheets were due back to finance on September 21 to start tabulating, with many ensuing discussions and negotiations to take place. A board study session is scheduled for October 5th to lay out the format of the 2013 budget and discuss the budget process. We will provide information on what we have heard regarding appropriations from the Federal government and how that may affect the budget process. It also provides the board the opportunity to set the direction and provide guidance for the staff for the 2013 budget process.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	July, 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	313,010	2,226,985	2,186,813	1.84%	3,817,689	3,748,822	1.84%
2 Tenant Revenue - Other	4,423	48,409	47,179	2.61%	82,987	80,879	2.61%
3 HUD grant - Section 8 HAP reimbursemer	2,788,313	20,070,674	20,125,558	-0.27%	34,126,000	34,500,957	-1.09%
4 HUD grant - Section 8 Admin fee earned	250,484	1,619,209	1,572,001	3.00%	2,695,000	2,694,859	0.01%
5 HUD grant - Public Housing subsidy	160,060	1,120,424	1,179,071	-4.97%	1,920,727	2,021,264	-4.97%
6 HUD grant - Community Services	10,488	96,735	112,677	-14.15%	165,831	193,161	-14.15%
7 HUD grant - Capital Fund Operating Reve	32,614	298,366	555,800	-46.32%	861,491	952,800	-9.58%
8 Management Fee Income	254,642	1,766,929	1,827,672	-3.32%	3,079,021	3,133,152	-1.73%
9 Other Government grants	15,324	68,377	216,228	-68.38%	326,218	370,677	-11.99%
10 Investment income	5,278	37,333	30,959	20.59%	63,999	53,072	20.59%
11 Fraud Recovery Income - Sec 8	11,529	54,133	35,000	54.67%	77,799	60,000	29.67%
12 Other Revenue- Developer Fee Income	0	0	309,167	-100.00%	0	530,000	-100.00%
13 Other Revenue	62,329	323,054	323,054	0.00%	553,807	556,643	-0.51%
14 TOTAL OPERATING RECEIPTS	3,908,494	27,730,628	28,521,179	-2.77%	47,770,569	48,896,286	-2.30%
OPERATING EXPENDITURES							
Administrative Expenses							
15 Administrative Salaries	305,191	2,092,104	2,301,160	-9.08%	3,901,359	3,944,846	-1.10%
16 Administrative Personnel - Benefits	126,978	837,086	978,706	-14.47%	1,515,005	1,677,781	-9.70%
17 Audit Fees	12,833	32,767	39,597	-17.25%	67,880	67,880	0.00%
18 Management Fees	198,842	1,394,332	1,490,226	-6.43%	2,390,283	2,554,673	-6.43%
19 Rent	23,707	165,949	163,921	1.24%	284,484	281,007	1.24%
20 Advertising	531	531	3,246	-83.64%	4,500	5,565	-19.14%
21 Information Technology Expenses	13,490	83,476	140,344	-40.52%	203,102	240,589	-15.58%
22 Office Supplies	3,711	30,838	36,388	-15.25%	52,865	62,380	-15.25%
23 Publications & Memberships	2,698	35,147	26,405	33.11%	47,147	45,265	4.16%
24 Telephone	8,108	57,978	55,781	3.94%	99,391	95,625	3.94%
25 Postage	3,067	20,072	26,531	-24.34%	34,409	45,481	-24.34%
26 Leased Equipment & Repairs	5,881	31,998	33,604	-4.78%	54,854	57,607	-4.78%
27 Office Equipment Expensed	1,456	28,504	40,863	-30.24%	48,864	70,050	-30.24%
28 Legal	7,516	42,100	56,158	-25.03%	72,171	96,270	-25.03%
29 Local Milage	828	4,915	4,795	2.50%	8,426	8,220	2.50%
30 Staff Training/Out of Town travel	2,862	51,000	94,249	-45.89%	87,429	161,570	-45.89%
31 Administrative Contracts	6,690	126,504	181,283	-30.22%	296,864	310,770	-4.47%
32 Other administrative expenses	8,669	39,703	53,336	-25.56%	68,062	91,433	-25.56%
33 Due diligence - Development projects	12,114	111,506	464,042	-75.97%	191,153	795,500	-75.97%
34 Contingency	0	0	20,417	-100.00%	0	35,000	-100.00%
35 Total Administrative Expenses	745,172	5,186,510	6,211,049	-16.50%	9,428,248	10,647,512	-11.45%

		July, 2012				Thru 12/31/2012		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	60,308	439,938	482,370	-8.80%	808,854	826,920	-2.18%
37	Tenant Service Personnel - Benefits	26,890	182,535	216,865	-15.83%	322,917	371,769	-13.14%
38	Relocation Costs	5,124	16,603	236,308	-92.97%	404,300	405,099	-0.20%
39	Tenant Service - Other	26,666	73,498	58,510	25.62%	115,997	100,302	15.65%
40	Total Tenant Services	118,988	712,574	994,053	-28.32%	1,652,068	1,704,090	-3.05%
	Project Utilities							
41	Water	10,770	71,876	72,036	-0.22%	123,216	123,490	-0.22%
42	Electricity	15,089	118,729	116,973	1.50%	203,535	200,525	1.50%
43	Gas	1,817	32,685	38,838	-15.84%	56,031	66,580	-15.84%
44	Sewer	28,266	220,916	222,991	-0.93%	378,713	382,270	-0.93%
45	Total Project Utilities	55,942	444,206	450,838	-1.47%	761,496	772,865	-1.47%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	48,150	315,141	370,129	-14.86%	610,080	634,507	-3.85%
47	Maintenance Personnel - Benefits	16,505	98,943	105,905	-6.57%	169,617	181,552	-6.57%
48	Maintenance Materials	20,892	102,556	122,487	-16.27%	210,810	209,977	0.40%
49	Contract Maintenance	70,117	431,215	459,052	-6.06%	739,226	786,947	-6.06%
50	Total Routine Maintenance	155,664	947,855	1,057,573	-10.37%	1,729,733	1,812,983	-4.59%
	General Expenses							
51	Protective Services	15,478	94,319	99,135	-4.86%	161,690	169,946	-4.86%
52	Insurance	13,106	99,571	118,322	-15.85%	185,693	202,837	-8.45%
53	Other General Expense	85,521	623,410	608,165	2.51%	1,008,703	1,042,568	-3.25%
54	Payment in Lieu of Taxes	1,199	8,391	7,089	18.37%	14,385	12,152	18.37%
55	Collection Loss	226	8,941	23,170	-61.41%	40,000	39,720	0.70%
56	Interest Expense	66,188	539,332	548,778	-1.72%	924,569	940,763	-1.72%
57	Total General Expenses	181,718	1,373,964	1,404,659	-2.19%	2,335,039	2,407,986	-3.03%
58	TOTAL OPERATING EXPENSES	\$ 1,257,484	\$ 8,665,109	\$ 10,118,171		\$ 15,906,584	\$ 17,345,436	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	22,628	52,092	-56.56%	38,791	89,300	-56.56%
60	Casualty Losses	0	0	2,917	-100.00%	0	5,000	-100.00%
61	Sec 8 HAP Payments	2,462,172	17,518,499	18,029,743	-2.84%	30,531,713	30,908,130	-1.22%
62	Total Nonroutine Expenditures	2,462,172	17,541,127	18,084,751	-3.01%	30,570,503	31,002,430	-1.39%
63	TOTAL EXPENDITURES	3,719,656	26,206,236	28,202,922	-7.08%	46,477,088	48,347,866	-3.87%
64	OPERATING SURPLUS/(DEFICIT)	<u>188,838</u>	<u>1,524,392</u>	<u>318,257</u>	<u>378.98%</u>	<u>1,293,481</u>	<u>548,420</u>	<u>135.86%</u>
65	Debt Service Principal Payments	(3,390)	(106,520)	(301,709)	-64.69%	(528,324)	(517,215)	2.15%
66	Surplus/Deficit Before Reserve Appropriations	185,448	1,417,872	16,549	8467.98%	765,157	31,205	
67	Reserve Appropriations - Operations	115,251	471,915	602,994	-21.74%	808,997	1,033,704	-21.74%
68	Surplus/Deficit Before Capital Expenditures	<u>300,699</u>	<u>1,889,787</u>	<u>619,543</u>		<u>1,574,155</u>	<u>1,064,909</u>	
69	Revenue - Capital Grants	594,379	983,472	2,091,533	-52.98%	1,868,877	3,585,485	-47.88%
70	Capitalized Items/Development Projects	(650,384)	(1,398,468)	(2,774,494)	-49.60%	(2,449,668)	(4,756,276)	-48.50%
71	Reserve Appropriations - Capital	112,876	112,876	293,295		114,791	502,791	-77.17%
71	THA SURPLUS/(DEFICIT)	<u>357,570</u>	<u>1,587,667</u>	<u>229,876</u>		<u>1,108,155</u>	<u>396,909</u>	

TACOMA HOUSING AUTHORITY			
CASH POSITION - August 2012			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		\$ 2,987,769	0.400%
Section 8 Checking		6,656,397	0.400%
THA Investment Pool		286	0.400%
THA LIPH Security Deposits		112,957	0.400%
THDG - Tacoma Housing Development Group		31,075	0.400%
LF - Stewart Court		24,748	0.400%
LF - Stewart Ct Security Deposit Account		7,315	0.400%
LF - SF 9Homes Alaska		172,068	0.400%
LF - SF 9Homes Alaska Sec Dep Acct		6,686	0.400%
LF - SFH No. Shirley		5,067	0.400%
LF - SFH N Shirley Security Deposit Acct		1,003	0.400%
LF - Wedgewood Homes		42,581	0.400%
Salishan 7		792,459	0.400%
Salishan 7 Security Deposit		26,835	0.400%
Payroll Account		5,267	0.400%
General Fund Money Market		3,521,497	0.400%
WASHINGTON STATE			
Investment Pool		\$ 1,522,181	0.180%
CHASE			
IDA Account		65,416	0.01%
TOTAL THA CASH BALANCE		\$ 15,981,607	
Less:			
MTW:			
MTW Reserves		\$ 7,024,182	
Other Restrictions:			
FSS Escrows		184,390	
VASH, FUP & NED HAP Reserves		697,213	
Mod Rehab Operating Reserves		146,196	
Security Deposit Accounts		153,634	
Salishan Sound Families - 608		182,582	
IDA Accounts - 604,605		65,416	
Paul Allen Foundation - 609		30,680	
Gates Foundation - 621 & 622		98,998	
WA Families Fund - 672 & 711		59,043	
Wedgewood Replacement Reserve		702,387	
THDG - 048		31,075	
Total - Other Restrictions		\$ 2,351,612	
Agency Liabilities:			
Windstar Loan - 042		323,891	
Citibank Loan for Area 3 - Guarantee (Current)		1,553,124	
Additional Reserve Set Aside for Area 3 Loss on sales		2,400,000	
Total - Agency Liabilities		\$ 4,277,015	
Development Set Aside for Due Diligence:		\$ 212,697	
Total Restrictions		\$ 13,865,507	
THA UNENCUMBERED CASH		\$ 2,116,100	
Agency Current Commitments:		Obligated	Balance
Salishan Campus - On hold			
Development Projects			
902 1st Floor Reconfiguration - MTW funds		400,000	51,307
Total Current Commitments outstanding			\$ 51,307

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: September 26, 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 August 2012.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
All Hillside	159	0	159	98.9%	98.9%
Family Properties	206	18	188	94.5%	95.3%
Salishan	628	19	609	98.3%	98.6%
Senior/Disabled	354	4	350	99.4%	97.9%
All Total	1,347	41	1,306	97.6%	98.2%

1.2 Vacant Unit Turn:

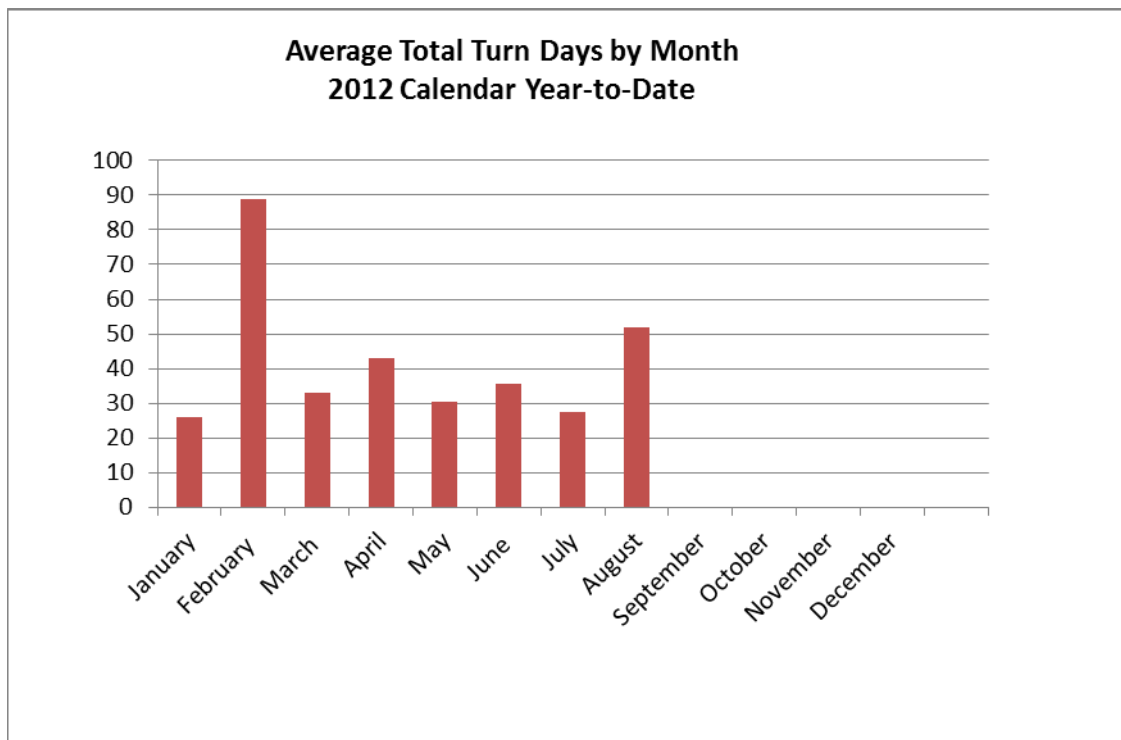
The following page includes a table with all of the units turned in fiscal year 2012. Seventeen (17) units were turned and rented in the month of August. The average unit turn for the month of August was 51.76 days and 50.20 days FYTD. We continue to have a high number of vacancies notices due to our recent voucher releases and several evictions for non-payment or serious lease violations. Some units have been left with extensive damages and/or belongings have been abandoned.

In addition, six (6) aged vacant Stewart court units were re-rented in the month of August. We have raised our rents to generate more income and changed our marketing and screening to attract a wider range of potential tenants at that property. This has impacted the time it takes to rent units but is part of a longer term strategy to improve cash flow at the property.

The maintenance department has been operating with the loss of two (2) employees which has greatly impacted the response and work force. We are working swiftly to re-

fill the vacant positions but you will see that a tremendous amount is still getting done— 17 unit turns and over 300 work orders as well as exceptional grounds service in the month of August— it is just taking a bit more time than it would if volume and staffing were more manageable.

The table below shows the calendar year trend in average unit turn days each month:



Vacant and Turned Units - for 1/1/2012 thru 8/31/2012

	Units Turned	Average Turn Days of Units Turned	Units Vacant	Average Vacant Days of Units Vacant	Units Exempt
All Hillside					
HILLSIDE TERRACE	0	0.0	3	2.7	0
HILLSIDE TERRACE 1500 Block	2	83.5	1	1.0	0
HILLSIDE TERRACE PH 1	2	60.5	0	0.0	0
HILLSIDE TERRACE PH II	2	57.5	0	0.0	0
All Hillside	6	67.2	4	2.3	0
Family Properties					
ALL SCATTERED SITES	4	146.3	1	122.0	5
BERGERSON TERRACE	6	21.3	1	31.0	0
DIXON VILLAGE	5	34.8	0	0.0	0
STEWART COURT APARTMENTS	12	62.3	6	84.7	0
Family Properties	27	60.5	8	82.6	5
Salishan					
SALISHAN I	3	53.0	0	0.0	0
SALISHAN II	8	44.0	2	31.5	0
SALISHAN III	2	49.0	0	0.0	0
SALISHAN IV	12	52.2	2	41.0	0
SALISHAN V	8	51.8	4	48.8	0
SALISHAN VI	9	34.4	4	44.5	0
SALISHAN VII	4	41.8	2	35.5	0
Salishan	46	46.2	14	42.1	0
Senior / Disabled Properties					
6TH AVE	3	26.3	1	0.0	0
E.B. WILSON	11	24.9	0	0.0	0
FAWCETT APARTMENTS	4	20.8	0	0.0	0
LUDWIG APARTMENTS	6	31.2	1	0.0	0
NORTH G ST	2	40.5	0	0.0	0
NORTH K ST	5	33.8	0	0.0	0
WRIGHT St	4	17.5	1	25.0	0
Senior / Disabled Properties	35	26.9	3	8.3	0

1.3 Work Orders:

In the month of August all 10 emergency work orders were completed within 24 hours. This month, maintenance staff completed 290 non-emergency work orders and a total of 2,872 for the calendar year. The annual average number of days to complete a non-emergency work order is 14.29. We continue to address the most pressing work orders while maintaining the grounds and our vacant units.

Work Order Completion Table:

Portfolio	Completed Work Orders							
	Emergency				Non-Emergency			
	Month		YTD		Month		YTD	
	# 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)
All Hillside								
HILLSIDE TERRACE	1	100.0%	3	100.0%	19	2.84	118	5.35
HILLSIDE TERRACE 1500 Block	1	100.0%	5	100.0%	16	3.00	45	4.71
HILLSIDE TERRACE PH 1	0	0.0%	1	100.0%	4	5.25	41	4.41
HILLSIDE TERRACE PH II	0	0.0%	6	83.3%	5	0.60	58	8.57
	2	100.0%	15	100.0%	44	2.88	262	5.81
Family Properties								
ALL SCATTERED SITES	1	100.0%	3	100.0%	14	38.86	76	21.93
BERGERSON TERRACE	1	100.0%	11	100.0%	28	3.32	142	4.85
DIXON VILLAGE	1	100.0%	1	100.0%	14	13.29	89	6.30
STEWART COURT APARTMENTS	0	0.0%	3	100.0%	19	12.16	90	13.04
	3	100.0%	18	100.0%	75	14.05	397	10.30
Salishan								
SALISHAN I	0	0.0%	1	100.0%	32	8.59	207	17.94
SALISHAN II	0	0.0%	8	100.0%	21	14.71	203	18.60
SALISHAN III	0	0.0%	2	100.0%	14	4.50	191	15.35
SALISHAN IV	0	0.0%	11	100.0%	18	15.11	240	20.60
SALISHAN V	0	0.0%	4	100.0%	16	11.63	320	20.06
SALISHAN VI	2	100.0%	4	75.0%	16	6.94	233	24.98
SALISHAN VII	0	0.0%	7	100.0%	7	14.43	127	17.05
	2	100.0%	37	100.0%	124	10.82	1,521	19.57
Senior / Disabled Properties								
6TH AVE	1	100.0%	13	100.0%	11	4.73	127	4.21
E.B. WILSON	1	100.0%	13	100.0%	12	5.67	165	8.19
FAWCETT APARTMENTS	0	0.0%	4	100.0%	6	4.50	78	12.56
LUDWIG APARTMENTS	0	0.0%	3	100.0%	2	6.00	44	4.11
NORTH G ST	0	0.0%	5	100.0%	1	1.00	77	6.38
NORTH K ST	1	100.0%	6	100.0%	8	2.50	83	4.77
WRIGHT St	0	0.0%	2	100.0%	7	4.86	118	14.64
	3	100.0%	48	100.0%	47	4.55	692	8.18
Agency Totals:	10	90.0%	116	98.3%	290	9.35	2,872	14.29

September 2012 Board of Commissioners Meeting
REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
REPORT
Page 5

Work Order Summary by Portfolio

Portfolio	Completed Work Orders							
	Emergency				Non-Emergency			
	Month		YTD		Month		YTD	
	# 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)
All Hillside								
HILLSIDE TERRACE	2	100.0%	4	100.0%	23	2.74	122	5.25
HILLSIDE TERRACE 1500 Block	1	100.0%	5	100.0%	19	4.16	49	4.96
HILLSIDE TERRACE PH 1	0	0.0%	1	100.0%	7	5.86	44	4.57
HILLSIDE TERRACE PH II	0	0.0%	6	83.3%	7	2.57	62	8.81
	3	100.0%	16	100.0%	56	3.59	277	5.88
Family Properties								
ALL SCATTERED SITES	1	100.0%	3	100.0%	18	32.50	80	21.35
BERGERSON TERRACE	1	100.0%	11	100.0%	32	3.06	146	4.75
DIXON VILLAGE	1	100.0%	1	100.0%	15	12.53	90	6.26
STEWART COURT APARTMENTS	0	0.0%	3	100.0%	25	9.76	96	12.36
	3	100.0%	18	100.0%	90	12.39	412	10.08
Salishan								
SALISHAN I	0	0.0%	1	100.0%	40	7.95	215	17.47
SALISHAN II	0	0.0%	8	100.0%	21	14.71	203	18.60
SALISHAN III	0	0.0%	2	100.0%	15	4.20	192	15.27
SALISHAN IV	0	0.0%	11	100.0%	19	14.42	241	20.53
SALISHAN V	1	100.0%	5	100.0%	17	10.94	322	19.93
SALISHAN VI	2	100.0%	4	75.0%	17	6.59	234	24.88
SALISHAN VII	0	0.0%	7	100.0%	7	14.43	127	17.05
	3	100.0%	38	100.0%	136	10.02	1,534	19.44
Senior / Disabled Properties								
6TH AVE	1	100.0%	13	100.0%	15	3.80	131	4.12
E.B. WILSON	1	100.0%	13	100.0%	12	5.67	165	8.19
FAWCETT APARTMENTS	0	0.0%	4	100.0%	8	5.38	80	12.45
LUDWIG APARTMENTS	0	0.0%	3	100.0%	3	4.33	45	4.04
NORTH G ST	0	0.0%	5	100.0%	1	1.00	77	6.38
NORTH K ST	1	100.0%	6	100.0%	9	2.56	84	4.75
WRIGHT St	0	0.0%	2	100.0%	9	7.56	120	14.68
	3	100.0%	46	100.0%	57	4.79	702	8.15
Agency Totals:	12	100.0%	118	98.3%	339	8.71	2,925	14.13

Outstanding Work Orders Table:

Open Work Orders as of August 2012					
	Open Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside					
HILLSIDE TERRACE	1	1	15	14	1
HILLSIDE TERRACE 1500 Block	0	0	6	3	3
HILLSIDE TERRACE PH 1	0	0	9	4	5
HILLSIDE TERRACE PH II	0	0	12	5	7
HILLSIDE TOTALS	1	1	42	26	16
Family Properties					
ALL SCATTERED SITES	0	0	27	2	25
BERGERSON TERRACE	0	0	12	11	1
DIXON VILLAGE	0	0	7	7	0
STEWART COURT APARTMENTS	0	0	35	33	2
FAMILY PROPERTIES TOTAL	0	0	81	53	28
Salishan					
SALISHAN I	0	0	29	26	3
SALISHAN II	0	0	9	3	6
SALISHAN III	0	1	10	7	3
SALISHAN IV	0	0	16	12	4
SALISHAN V	0	0	13	7	6
SALISHAN VI	0	0	25	13	12
SALISHAN VII	0	0	17	12	5
SALISHAN TOTALS	0	1	119	80	39
Senior / Disabled Properties					
6TH AVE	0	0	10	4	6
E.B. WILSON	0	0	17	3	14
FAWCETT APARTMENTS	0	0	7	3	4
LUDWIG APARTMENTS	0	0	17	1	16
NORTH G ST	0	0	7	2	5
NORTH K ST	0	0	9	3	6
WRIGHT St	0	0	7	1	6
SENIOR/DISABLE TOTALS	0	0		17	57
Agency Totals:	1	2	316	176	140

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 96% for the month of August 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)	130	97	3
Non-Elderly Disabled Vouchers (NED)	100	85 (13 port outs)	7
Family Unification Program (FUP)	50	41	3
McCarver Program	50	45	0
Life Manor	150	150	0

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

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 NED vouchers are moving but still slower than we would hope. The units leased and the shoppers total 100. DSHS is ready to make referrals quickly if the shoppers are unable to lease up. Unfortunately we have had several participants leave the NED program this month.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: September 26, 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. Phase II Construction

1.1.1 Area 2A, Community Core Development

The Working Group - consisting of potential tenants of the Core, residents, and other stakeholders - had its fourth and final meeting for this phase of the project on June 6. The Board approved the general Master Plan Concept at its June meeting. Feasibility studies related to THA's ability to raise the money necessary to develop the project are now being conducted. THA has procured The Alford Group to assist us in assessing financial feasibility. The first step is a Philanthropic Market Assessment to gauge how the community perceives THA as a philanthropic entity. This will take approximately 16-18 weeks to complete. We will be forming a Committee this fall to help staff in identifying names of community leaders to interview and will review the report from Alford before it goes to the Board.

1.1.2 Area 3 Lot Sales, Citibank Loan

Due to low sales activity at Salishan, Quadrant has suspended all sales activity in the community effective July 1. Staff will review quarterly market reports that Quadrant will prepare in order to assess the timing of the potential resumption of sales activity at Salishan.

The remaining Area 3 lots are listed for sale with Coldwell Banker Commercial. Coldwell Banker has assembled a sales package that it will use to attract home builders to the community. Two high capacity builders have recently contacted Coldwell Banker, expressing their interest in the Area 3 lots.

In October, staff will be meeting with CSG Advisors, THA's real estate finance consultant, to evaluate options for reaching a negotiated settlement with Citibank on the remaining balance (\$9 million) of the infrastructure loan commitment THA has with the bank.

1.1.3 Arlington Rd (Area 4):

In August 2011, staff issued an RFP for development proposals from Assisted Living Developers for this site. THA did not receive any responses. Staff will conduct an analysis of other feasible real estate development scenarios for this site, and prepare a proposal for moving forward in late 2012.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Hillside Terrace

2.1.1 General Project Activities.

Staff from throughout THA are now engaged in a multitude of activities related to this redevelopment project including: relocating current residents to comparable housing of their choice; working with City staff on utility right-of-way issues and needs; finalizing design selections so that the architect can complete detailed construction drawings; coordinating the review of draft financial documents received from funders; working with Head Start, THA's partner in the project's community center, on a Memorandum of Understanding between the agencies; preparing preliminary development and finance strategies for Phase II of the project; meeting with community leaders in the Hilltop in order to brief them on the project; and, coordinating with HUD on reviews and approvals needed from the federal government.

2.1.2 Financing.

Staff has requested the transfer of \$11,500,000 in Tax Exempt Bond Cap from the Washington State Housing Finance Commission for Phase I. THA will be the issuer of the bonds.

Staff has finalized negotiations and executed the Letters of Intent and Term Sheets with Chase Bank (Lender) and Enterprise Community Investments (Investor).

On September 14, 2012, staff submitted the Rental Term Sheet to HUD for review of the Phase I mixed finance development.

Closing on all project funding sources for Phase I of the project is scheduled for November 15, 2012.

2.1.3 Project Planning.

None to Report.

2.1.4 *Procurement.*
None

2.1.5 *Architecture.*
GGLO completed the design development phase of the project. In July 2012, the design team submitted all design packages to the City for permit review. All permits are scheduled to be issued by the end of September 2012.

2.1.6 *Construction.*
On September 17, 2012, Absher Construction, Inc. began advertising for bids. Bids are due October 9, 2012. Staff will submit the bid results and a Board resolution during the October 26, 2012 Board of Commissioners meeting requesting the HA Executive Director to enter into the construction contract with Absher.

2.1.7 *Demolition/Disposition.*
Approved by HUD in June. No new report.

2.1.8 *Community Meetings.*
Staff assembled a construction oversight committee and facilitated the first meeting on August 30, 2012. The meeting was well attended with stakeholders representing community organizations, labor, and city officials. Below is a summary of the outreach goals for the project.

Summary of Absher Construction Company's total Resident Employment, WMBE Utilization, and Apprenticeship goal commitment:

Part 1: Section 3 Employment Plan - 20 Estimated New Hires

Part 2: Section 3 Business Concerns Plan - 10%

Part 3: WMBE Business Utilization Plan - 7% /MBE; 5% /WBE

Part 4: Apprenticeship Utilization Plan - 10%

2.1.9 *Relocation.*

Site staff (Antoinette Williams, Cathy Forslund and Linda Ramsey) has met with all of the Hillside Terrace residents to review the benefit package for each household. They completed this two weeks ahead of schedule—many kudos for all of their hard work. So far, approximately 25% of households have moved out of old Hillside Terrace. Based on the relocation schedule, the Phase I area will be vacant by the end of October and the balance of the site will be vacated by mid-December.

2.1.10 *Community/Education Center.*

Staff has finalized the Memorandum of Understanding (MOU) with Tacoma Public Schools to provide the Head Start program for Hillside Terrace.

2.1.11 Project Schedule.

HILLSIDE Terrace, Phase I - MAJOR PROJECT MILESTONES THROUGH 2012, EARLY 2013

Demolition/Disposition approval received from HUD	June
Begin Tenant Relocation Process	June
Phase I Permit Package Submitted to City for Review	July
Section 3 Construction Over Sight Committee Convenes	September
Execute Construction Contract	September
Construction Bidding Process	September
Phase I Project Area Vacated	October
Close on all Financing	November
1800 & 2500 Blocks Fully Vacated	December
Construction Notice to Proceed	December
Demolition Begins	December
Infrastructure Development Begins	January
Vertical Construction Begins	March

3. CAPITAL FUNDS

3.1 Capital Fund Construction.

3.1.1. Public Housing Scattered Site Renovations

THA has categorized the work in order of importance and according to funding availability. Currently, the categories of work are as follows:

ROOF AND GUTTER REPLACEMENTS

An additional Scattered Site roof was found to be defective during cleaning and roof replacement was added to this contract.
Closeout documents are pending.

WINDOW AND SIDING REPLACEMENTS

Stetz Construction, the successful contractor began work June 18th. Six sites are completed and work is progressing at two other sites. Work is on schedule and under budget.

ROOF AND GUTTER REPAIRS

D & B Roof & Home Services, the successful contractor started work in mid-July and with additional work included the project is expected to be finished the end of September.

EXTERIOR PREP AND PAINTING

Bid documents for complete exterior siding preparation and painting at 12 Scattered Sites were advertised and made available to bidders August 24th; bids are due September 18th. The project is scheduled for award September 20th. The Pre-construction meeting is scheduled for September 24th with work to start immediately.

MISCELLANEOUS RENOVATIONS

The balance of the public housing scattered site restoration includes electrical and HVAC upgrades, structural repairs, plumbing repairs, kitchen renovation and flooring replacements. The project budget, bid specifications and scope of work are in process and will be completed by the end of September. Completion of this work required adjustments to the Capital budget that were approved at the August Board meeting.

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

4. OTHER PROJECTS

4.1 *Neighborhood Stabilization Program (NSP 1)*

The house located at 925 E. 51st is back on the market for resale. Inventory remains low at the moment but THA continues to look for new houses to purchase.

4.2 *THA Administrative Office Space*

Shinstine/Associates LLC has completed the third phase of the project. Staff moved in in mid August

4.3 *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 15-unit homeless family housing project on land owned by LASA. We will also be developing a client service center and new office space for LASA. THA will be the developer/owner of this project. LASA will provide case management services and will be the “master tenant” of the project once it is operational.

Project financing is structured as a 9% tax credit transaction. Staff submitted an

application for and received an award from Pierce County 2163 funds in the amount of \$458,697. These funds from Pierce County are only available to projects that serve homeless households. A Phase II Housing Trust Fund application was submitted in late August and staff submitted a HOME Application to the City of Lakewood in mid-September.

Led by the architecture and engineering team, we submitted for a pre-application review to the City of Lakewood. The meeting with the City was held on September 6th. In addition to the THA-LASA team, there were representatives from Planning, Zoning, Engineering, Fire, Water and Sewer Departments of the City of Lakewood. The project was very well received. There were a couple of site work related items we need to follow up on but overall we got everything we requested (i.e.. reduction in number of parking spots needed; rear set back requirements; and a design review designation). The design team meets regularly to develop the site plan and building design. There should be project elevations to review shortly.

4.4 THA Offices Parking Lots

Statewide Parking Lot Services completed Phase II of the THA parking lot improvements in August. Work included relocating and striping of the asphalt.

5. DEVELOPMENT PIPELINE PROJECTS

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 ManyLights have prepared an MOU that defines each agency's role in a potential joint venture to develop housing at Hillsdale Heights. Many Lights Board members are visiting with THA staff on Sept. 25 to discuss their specific interest in this property and to discuss their offer to Staff.

5.2 Stewart Court

ORB Architects has completed a detailed Capital Needs Assessment (CNA) for this property. The Design team worked with THA staff, using the CNA to develop the final proposed rehabilitation scope for the project, summarized here:

- **Building Envelope Improvements:**

The existing failing T-111 siding will be replaced with a fiber cement siding, not only being a sustainable product but adding curb appeal as it will have a variety of textures as well as color. During the siding replacement additional insulation will be added to improve the R-value of the walls. Gutters and downspouts will be replaced. The upper floor decks will receive a re-coat of

waterproof coating. Attic insulation will be improved to meet current energy code requirements.

- **Building Systems and General Interior Improvements:**

The existing galvanized domestic plumbing supply is failing and will be replaced with a PEX system and insulated. The existing electrical panels will be replaced and bedroom circuits will be protected with Arc Fault breakers. Smoke detectors will be replaced with dual purpose smoke detector /carbon monoxide alarms. New whole house bath fans will be installed. The interior bi-pass and bi-fold closet doors will be replaced.

- **Site Improvements:**

The parking lots will have deteriorated areas of asphalt paving cut out and replaced; then the surface of all areas will receive a seal coat and re-striping of parking stalls. The existing rock retaining walls will be repaired. Cracked treads on the exterior stairs will be removed and replaced with new precast units to match and all metal components will be cleaned and painted. Drainage issues will be addressed in several areas of the site. The ground floor unit patios and landscaping will be upgraded. A BBQ/picnic area with a gazebo type structure will be added to the site for residents use. A security vehicle entrance gate will be added to the property's existing security fence. This will enhance safety for the residents.

We do not intend to relocate residents during the construction activities as the majority of the work is on the exterior of the buildings and site work. The interior work, may require residents to stay overnight in a hotel for a night during this work.

Financing for the project includes Housing Trust Funds. Staff submitted a Stage 2 HTF application for \$482,000 on August 29.

The total project cost is \$9,596,380. Funding sources are:

THA MTW loan	\$ 191,987
Conventional loan	\$1,897,984
Housing Trust Fund	\$ 482,000
Low Income Housing Tax Credits 4%	\$2,587,518
Seller financing Note	\$3,520,000
Deferred Developer Fee	<u>\$ 816,891</u>
Total	\$9,596,380

Construction cost is \$ 3,659,519, including all contingencies and is scheduled to begin in June 2013.

Current schedule:

Update residents	October 2012
Apply for LIHTC 4% and bonds	December 2012
Issue RFP for Lender	January 2013
Issue RFP for Investor	January 2013
Lender selection	March 2013
Investor selection	March 2013
Complete Plans and Specs	March 2013
Issue ITB for General Contractor	March 2013
Selection General Contractor	May 2013
Begin Construction	June 2013

5.3 *City-Owned Brown Star Grill Properties on MLK*

The City owns this site. THA has proposed to the City and community groups a project that would put 70 workforce apartments above retail on this site. THA is continuing its consultation with the City, and with leaders of the Hilltop community. THA is also consulting with major employers on the Hilltop and with the unions representing their employees. THA is discussing the interest those employees, employers and union may have in this housing and what collaboration in its development that interest might suggest. 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 City Manager will review it.

Staff has recently begun meeting with Hilltop community representatives about the potential for preserving the exterior of the two older buildings on this site – and the impact that preserving these facades might have on a THA project at this site.

5.4 *Public Housing Conversion*

Staff is assessing the opportunity to convert some or all of THA's public housing using HUD's Section 8 Conversion program or HUD's new Rental Assistance Demonstration Program (RAD). With either program, THA would apply to HUD to dispose of certain public housing properties. Once HUD approves a proposed disposition or conversion, HUD would "turn off" the public housing operating subsidy and capital fund allocation for those units. Project-Based Vouchers would replace that funding. 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.

Earlier this month, HUD released new guidance on RAD which it began last year. The purpose of RAD is to help housing authorities to address operating losses and deferred maintenance at it public housing properties by leveraging private financial investments into public housing and by project-basing public housing subsidies now received by housing authorities. Staff is evaluating the opportunity included in the

new guidance from HUD to apply by September 24 for the limited amount of RAD-style conversions that HUD is authorized to approve.

5.5 *New Look Apartments/Alberta Canada Building Acquisition*

This 49-unit mixed-use senior housing tax credit project is at the intersection of MLK and 11th in the Hilltop. Tax credit investors represented by the National Equity Fund (NEF) own 99% of the partnership that owns the property. Martin Luther King Housing Development Association (MLKHDA) owns 1% and is also the General Partner. MLKHDA is interested in selling its 1% ownership to THA. THA has presented a purchase and sale agreement to MLKHDA for the purchase of the GP interest. Based on initial feedback from their executive director, staff expects the PSA to be signed by the MLKHDA by the end of September. This will enable THA to continue its due diligence this fall in order to close by the end of the year.

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 might 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 determine 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 three Section 3 workers and they have two MWBE subcontractors: DL Hendrix – sheetrock (7%) and Cambell-Cox – flooring (9%).

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of September 6, 2012 for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

September 2012 Board of Commissioners Meeting
REAL ESTATE DEVELOPMENT DEPARTMENT MONTHLY REPORT
Page 10

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
2008 CFP	\$1,849,412	6/13/08	\$1,849,412	100%	06/12/10	\$1,849,412	100%	06/12/12
2009 CFP	\$2,410,953	9/15/09	\$2,410,953	100%	9/14/11	\$2,406,896	99%	9/14/13
2009 CFP (1 st R)	\$703,863	9/15/09	\$703,863	100%	9/14/11	\$703,863	100%	9/14/13
2009 CFP (2 nd R)	\$54,932	9/15/09	\$54,932	100%	9/14/11	\$54,932	100%	9/14/13
2009 CFP (3 rd R)	\$2,724	4/2/10	\$2,724	100%	4/2/12	\$2,724	100%	4/2/14
2010 CFP	\$2,345,627	7/15/10	\$2,321,605	99%	7/14/12	\$731,588	31%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$196,759	16%	7/14/14
2010 CFP (2 nd R)	\$219,721	7/15/10	\$219,721	100%	7/14/12	\$0	0%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$77,810	4%	8/2/13	\$0	0%	8/2/15
2011 CFP (1 st R)	\$736,455	8/3/11	\$443,660	60%	8/2/13	\$379,659	52%	8/2/15
2011 CFP (2 nd R)	\$549,895	8/3/11	\$0	0%	8/2/13	\$0	0%	8/2/15
CFCF**	\$1,881,652	8/3/11	\$0	0%	8/2/13	\$0	0%	8/2/15
2012 CFP	\$1,593,197	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$441,922	43%	3/11/14	\$0	0%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16

** Capital Fund Community Facilities Grant



TACOMA HOUSING AUTHORITY

DATE: September 26, 2012

TO: THA Board of Commissioners

FROM: Walter Zisette
Director of Real Estate Development

RE: 2012 Changes to Washington State's Low-Income Housing Tax Credit Program

BACKGROUND

The state agency responsible for administering the federal program known as the Low Income Housing Tax Credit (LIHTC) Program is the Washington State Housing Finance Commission. Every summer the Housing Finance Commission conducts a public review of its policies that govern the allocation and administration of low income housing tax credits statewide. This year, the Housing Finance Commission is considering a range of policy changes that – if approved by its board of Commissioners on Sept. 27 – would result in some dramatic and comprehensive changes to how tax credits are distributed in the state.

According to the IRS code ("Section 42") that establishes the rules for the LIHTC Program at the federal level, the amount of tax credits that each state receives is determined by the population of that state. In 2010, each of the 6.8 million residents of the state of Washington generated \$2.20 in LIHTC annual authority, or a total of \$14.8 million for all "competitive" 9% tax credits in the state.

Two important notes:

- ⇒ \$1 of tax credit annual authority "translates" into a \$10 tax credit equity investment in a project;
- ⇒ The availability of "Non-competitive" or 4% tax credits (as we are using on Hillside Terrace, Phase I) is limited only by the availability of Tax-exempt bond financing, which is also managed by the state of Washington.

PROPOSED CHANGES TO STATEWIDE DISTRIBUTION OF TAX CREDITS

The changes being proposed for the tax credit program are the most comprehensive changes to take place in the past ten years. The most significant change being made this year is the decision by the Housing Finance Commission to distribute available tax credits by geography according to "housing

09/26/2012

need” criteria. With this change the Commission will be creating three “credit pools” or geographic set-asides within which counties will compete for tax credits according to the same point system that has been in place for a number of years. The three credit pools being created are:

1. King County will receive 37% of the state’s annual authority in 2013 (decreasing to 35% beginning in 2014). King County currently receives a set-aside equaling 40% of statewide tax credits.
2. 33 rural and semi-rural counties will receive 28% of the state’s annual authority in what is being called the “non-Metro” credit pool; and,
3. Five “Metro” Counties (Pierce, Snohomish, Clark, Whatcom and Spokane) will be eligible for 35% of statewide annual authority in 2013 (increasing to 37% in 2014). Currently, these five Metro counties do not receive any dedicated allocation of tax credits.

This policy change offers an opportunity for THA. The Metro region will represent a new tax credit “geography” within which THA will need to compete. THA projects will be more competitive for funding in the 5-county area that is the Metro Credit Pool, than they would in the current statewide Credit Pool that currently exists. One advantage that THA will have over other housing agencies in the region is our ability to access financing from sources other than tax credits. Tax credit funds, on average, equal up to 50% of Total Development Costs (“TDC”). The remaining 50% of funding must come from either: (1) private debt (10% – 20% of TDC), (2) local public sources or the State Housing Trust Fund (10% - 20% of TDC), and (3) funds contributed to the project by the project sponsor/developer (10% - 20% of TDC).

THA’s competitive advantage in the Metro region will come from the following advantages it will have as a “member” of the newly formed Metro region:

- Local funders in Pierce County have a history of funding LIHTC projects at higher levels than do local funders in the other four counties of the Metro region.
- THA (due partly to its MTW flexibilities) has the ability to provide critical funding investments in its tax credit projects, at a level that most nonprofits and housing authorities working in the other four Metro Counties cannot match.
- THA has more experience in development, and a stronger balance sheet (critical to attracting financing) than just about any agency in the five county region.

This change also highlights challenges for THA that exists whenever the demand for housing resources exceeds the supply (as is always the case in affordable housing finance):

- With the creation of Credit Pools, the THA’s competitive environment for housing resources has shifted. Staff will need to very closely track the demand for tax credits (and other housing resources) each year to determine what project types and point totals will be necessary in order to compete for funding in the newly formed Metro region; and,
- Staff will need to work closely with funders at all levels to ensure that project finance proposals are aligned with the priorities of funders.

PROPOSED CHANGES TO TAX CREDIT ALLOCATION CRITERIA

The point system that the Housing Finance Commission uses to score and prioritize projects is also changing this year. Here is a summary of the major changes being proposed for the Project Allocation Criteria that the Commission uses to award tax credits to project proposals:

- Points or priorities proposed for elimination from the tax credit program include:
 - Housing Need points
 - 75% Farmworker projects
 - Washington Quality Management Award Program
 - Leveraging of Public Resources.
- Projects with the following characteristics will benefit from new incentives being added to the tax credit Project Allocation Criteria:
 - Projects that use of tax credits efficiently, leveraging other sources of funding with tax credits;
 - Projects able to secure state and federal funding commitments for their projects;
 - Projects located near job centers and transit-oriented development areas.
 - Projects receiving a significant award of public funds from a local housing funder.

WHAT IS PIERCE COUNTY'S FAIR SHARE OF TAX CREDIT RESOURCES?

The statewide changes to tax credit policy have given local funders, nonprofit developers, and THA reason to consider what the appropriate amount of tax credits should be for Pierce County projects. Here is how staff have made his calculation:

1. The federal government allocates tax credits to states based on the population of the state;
2. In 2013, for each resident of a state, the federal government gives \$2.20 in tax credits;
3. Each county in the state contributes to the total amount of tax credits available in the state based upon its own local population;
4. The 2011 population of Pierce County = 807,000
5. $807,000 \times \$2.20 = \$1,775,400$ in annual tax credit authority – distributed by the Housing Finance Commission each year to eligible projects;
6. Multiply \$1,775,400 in annual authority times 10 years (i.e., the tax credit compliance period) to determine the total amount of project equity from tax credits generated by the residents of Pierce County each year:

\$17,754,000

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: September 28, 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 August and for the calendar year 2012.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	12	68	130	52%
Clients who received employment services	15	153	100	153%
Clients enrolled in employment readiness soft skills workshops	2	49	80	61%
Clients completed employment readiness soft skills workshops	1	25	50	50%
Enrolled in job readiness training	4	11	20	55%
Job placement	1	16	35	46%
WorkSource Participants Assisted	8	58	35	166%
Entered Apprenticeship	0	0	3	0%
Earned income increased	7	18	35	51%

1.2 Education

Bates Technical College continued offering GED classes on-site at the Family Investment Center. Bates also offers an ESL class three days a week at the FIC. The class focuses on clients entering health care professions, however, anyone interested in ESL instruction is welcome to attend.

Activities	Month	YTD	Annual Goal	% of Goal
Participating in ESL classes	10	16	15	107%
Completes one or more ESL levels	0	1	5	20%
Participants attending GED classes	19	149	75	199%
Completes one or more GED tests	12	12	8	150%
Attains GED	0	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	20		2		3	
	Month	YTD	Month	YTD	Month	YTD
Entrances	0	5	0	0	1	1
Graduations	3	4	0	1	0	1
Exits	0	0	0	0	0	1
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	23
Number of successful completions (eviction averted)	2	7
Number terminated	1	8

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	19
Number of successful completions	0	1
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.

All McCarver Program parents participated in monthly parenting classes with a trainer from the Puget Sound Educational Service District. The classes helped the parents improve communication skills, discipline, and building positive connections with the school.

Activities	Month	YTD	Annual Goal	% of Goal
Families participating	45	49	50	98%
Families able to pay 20% of their rent	0	0	50	0%
Adults enrolled in education program	1	34	30	113%
Adults complete education program	1	6	20	30%
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%

Activities	Baseline 2010-2011	2011-2012
Turnover rate at McCarver Elementary	107%	96.6

Some data we will track 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.

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.

Activities	Month	YTD	Annual Goal	% of Goal
First year cohort enrolled (2011)	0	25	25	100%
First year cohort completed (fall 2012)	0	3	15	20%
Second year cohort 2012 referrals	0	16	40	40%
Second year cohort 2012 enrolled	0	26	25	104%

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	98	131	153	86%
Graduates	1	12		
Removed/Voluntarily Withdrawn	1	21	n/a	
New Contracts Signed	3	22		
Escrow Balance	\$202,402.61			

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. THA entered into a new contract with Bates Technical College for parenting and life skills classes to be taught during the 2012-2013 school year to FIT participants.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	10	25	40%
Life Skills Completion	0	4	15	27%
Parenting Enrollment	0	12	25	48%
Parenting Completion	0	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	7	64	90	71%
Financial Literacy Completion	3	33	72	46%
Credit Counseling Enrollment	0	0	20	0%
Credit Counseling Completion	0	0	10	0%
Homeownership Counseling	11	68	79	86%
Individual Development Account Participants	12	19	18	106%
Qualified Withdrawals	1	4	18	22%
Home Purchase	0	1	8	13%
Other Asset Purchases	1	4	10	40%
VITA Tax Returns for THA clients	0	35	90	39%
EITC Received (PH only)	0	15	95	16%
Tax Returns for all clients served at VITA Site	0	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.

We will begin the 2012-2013 school year with two new AmeriCorps volunteers.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation (cumulative visits)	56	1315	1200	110%

1.12 Youth Activities

Our summer youth programming included the Brown Bags and Books summer program in Salishan, and a free lunch program at Bergerson Terrace and Hillside Terrace. At Bergerson Terrace the computer lab was also open after lunch.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	0	20	10	200%
Summer youth programming	173	60	40	150%
Youth leadership mentoring	0	6	45	13%

The Brown Bags and Books program at Salishan was a big success this year. In addition to the free lunches and healthy snacks provided every weekday by St. Leo's Food Connection and arts and crafts activities supervised by Lisa Miller and other residents, Tacoma Public Library came out on Wednesdays with their summer reading program. Two other highlights of the program this year were:

- On August 17 Tacoma Fire Department brought a bright red fire truck out to the program and allowed children to spray the water hose and climb on the truck.



- On August 29, Communities in Schools brought a bus stuffed with free backpacks to Salishan along with a special guest – Rhubarb, the mascot of the Tacoma Rainiers. Over 300 children received backpacks stuffed with school supplies. Many THA staff turned out to help.



1.13 Senior and Disabled Services

The Senior and Disabled Services Program Specialist had 123 client contacts (89 unduplicated) in the month of August. There were 21 unduplicated home visits. Twenty three residents received 1:1 situational and wellness counseling.

In August, the Specialist referred clients to the following services:

- Molina Medicare
- United Way
- Goodwill

BASH, a home delivery food bank, resumed delivery to the Senior & Disabled buildings. Two hundred tenants received food baskets.

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 Specialist updates the bulletin boards with calendars regarding scheduled building activities, food bank sites and information and Where to Turn resource booklets.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	89	269	260	103%
Referrals	3	33	50	66%
Unduplicated situation/wellness counseling	23	89	140	64%
Assistance with correspondence for Entitlement Programs	2	8	40	20%

2. GRANTS

The Bill & Melinda Gates Foundation invited THA to submit an application for \$150,000 to further our educational initiatives. The Foundation also invited proposals for similar amounts from Seattle Housing Authority and King County Housing Authority. The Foundation plans to make a similar amount available to each of the three housing authorities in each of the next 3 – 5 years.

THA's proposal requests funding to support planning and development of the Scholar Incentive Program. The incentive program will be aimed at improving academic achievement, graduation rates and college preparation/enrollment. The program will identify a series of pay points for engaging in specific activities tied to academic success, or achieving specific academic outcomes. These activities and achievements will help students succeed in school, graduate with a 2.0 or higher grade point average, and take necessary college preparatory coursework. In turn, these achievements will help qualify students for use of Washington State's College Bound Scholarship.

Foundation support will pay for staff, supplies, and development of a data collection system to both manage and evaluate the program. THA will contribute a 1:1 cash match to pay the cash incentives to students. Multiple partners will provide advising, academic support and mentoring for Scholar Incentive participants.

This proposal will support student success, and help us learn more about effective strategies to increase student engagement in learning and student achievement through use of carefully targeted incentives. The project will target THA public housing and Housing Choice Voucher middle-school aged students who are enrolled in the College Bound Scholarship program.

The Scholar Incentive Program will provide students with incentive funds that will be tied to a series of pay points for engaging in activities, or achieving outcomes, that will help students succeed in school and graduate with a 2.0 or higher grade point average, while taking necessary college prep coursework, so that they are prepared to use the College Bound Scholarship to pursue higher education.

The program will link students with school district, educational service providers and college based advising and academic supports to help students achieve their academic goals.

Examples of possible pay points, which will be finalized during the first year's planning phase, include:

- Attendance
- Avoiding discipline infractions
- Maintaining or increasing grades to targeted levels
- Increasing test scores
- Taking challenging course, such as Advanced Placement and International Baccalaureate courses
- Taking SAT and ACT tests
- Completing the FAFSA application

Funds requested from the Gates Foundation will support staffing by a Youth Asset Building Specialist, data collection and IT costs associated with data collection, and supplies. The cash incentives for students will be provided by THA. Costs of academic support, mentoring and other student supports will be supported by project partner agencies as in-kind donations.

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (1)

DATE: September 26, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of THA's 2013 Moving to Work Plan

Each year, THA proposes new MTW activities intended to meet the statutory goals of the MTW program:

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

Staff has gone through a robust community and staff consultation process that has led to eight (8) proposed activities for FY2013.

All activities outlined in the plan were covered in the August board study session that was held to discuss the proposed activities.

Highlights of the plan include:

- The Housing Opportunity Program (HOP) that limits time on the program for work-able families to five years and changes the subsidy structure to a fixed subsidy for all new admissions. This program will replace the Housing Choice Voucher waiting list; it will not impact Public Housing new admissions.
- Provide Moving to Work service grants for service partners.
- A Community enrichment activity that would enable THA to pursue endeavors such as a Children's Individual Development Accounts (IDA).
- Simplifying the leasing process in the Housing Choice Voucher program.
- Modifying the Family Self Sufficiency (FSS) program for Housing Choice Voucher and Public Housing.

- Interim rent reductions will only be processed if the adjusted income decreases by 20% and limited to two for Housing Choice Voucher and Public Housing participants.
- Changing the recertification cycle to triennials for senior/disabled population for the Housing Choice Voucher and Public Housing programs.
- Increase minimum rents to \$75 for work-able households for the Housing Choice Voucher and Public Housing programs.

Any adopted changes that are approved by the board and HUD will be updated in THA's policy documents the Administrative Plan (Section 8) and the Admissions and Continued Occupancy Policy (ACOP-Public Housing).

The draft plan can be found at:

http://www.tacomahousing.org/about/MTW/FY13_Annual_Plan_Draft.pdf

Section VII will continue to be modified until the Plan submission due date on October 15, 2012. This is the Sources and Uses section of the plan and cannot be finalized without more clarity about the 2013 budget.

Community and Staff Consultation

THA has spent most of the year planning for and preparing the annual 2013 Moving to Work (MTW) plan. During the planning process, there has been a wide range of community and staff input. There were three staff brainstorming sessions along with meetings with the Landlord Advisory Committee and the SAFE committee to gather ideas for potential activities. Based on feedback from those meetings, staff agreed to consider eight activities.. After receiving approval from the Cabinet to go through the public hearing process, THA has taken the following actions to receive additional feedback:

- Three additional staff feedback sessions.
- Meeting with Northwest Justice Project on June 6, 2012.
- Meeting with the Tacoma Area Coalition of Individuals with Disabilities (TACID) on June 13, 2012.
- Meeting with Pierce County Aging and Long Term Care on June 23, 2012.
- Direct mailings to all THA landlords, all waitlist households that would be affected by proposed changes and to all current THA residents.
- A focus group with households off of THA's 2012 Voucher waitlist who could be affected by proposed changes.
- Public Hearing for those who would be affected from the voucher waitlist on July 9, 2012.
- Public Hearing for those who would be affected from the voucher waitlist on July 12, 2012.
- Public Hearing for landlords on July 18, 2012.
- Public Hearings for current residents and all interested parties on August 14, 2012.
- Public Hearings for current residents and all interested parties on August 16, 2012.
- Staff also held 11 public hearings at each public housing site in late August and September.

Feedback from staff, program participants, and advocates has been mostly supportive of the eight proposed activities. A full list of public comments is included in the draft plan on THA's website.

Recommendation

Approve Resolution 2012-9-26 (1) authorizing the Executive Director to submit the attached draft Housing Authority of the City of Tacoma's Fiscal Year 2013 Moving to Work (MTW) Plan with the understanding that Section VII will continue to be modified until the Plan submission due date on October 15, 2012.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (1)

Annual Moving to Work Plan Certifications of Compliance

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized representative, if there is no Board of Commissioners, I approve the submission of the attached Annual Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2013, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to solicit invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local government to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 24.100.
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

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

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

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

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

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

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

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

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

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

Housing Authority of the City of Tacoma

WA005

PHA Name

PHA Number/HA Code

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

Name of Authorized Official

Title

Submitted



Tacoma Housing Authority

2013 MOVING TO WORK ANNUAL PLAN



Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405
(253) 207-4421
www.tacomahousing.org

Tacoma Housing Authority Board of Commissioners

Janis Flauding, Chairman

Greg Mowat, Vice Chair

Stanley Rum Baugh

Dr. Arthur C. Banks

Executive Director

Michael Mirra

Senior Management Team

Ken Shalik
Director of Finance

April Black
Director of Real Estate Management and Housing Services

Walter Zisette
Director of Real Estate Development

Nancy Vignec
Director of Community and Supportive Services

Barbara Tanbara
Director of Human Resources

Christine Wilson
Executive Administrator / Civil Rights Compliance Coordinator

Todd Craven
Director of Administration

Josh Crites
Planning and Policy Analyst

TABLE OF CONTENTS

SECTION I: INTRODUCTION AND OVERVIEW	- 1 -
SECTION II: GENERAL THA OPERATING INFORMATION	4
SECTION III – NON-MTW RELATED HOUSING AUTHORITY INFORMATION (OPTIONAL)	5
SECTION IV – LONG-TERM MTW PLAN (OPTIONAL)	6
SECTION V – PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED	12
SECTION VI – ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED	28
SECTION VII –SOURCES AND USES OF FUNDING	31
SECTION VIII – ADMINISTRATIVE INFORMATION	32
APPENDIX A: BOARD RESOLUTION AND CERTIFICATION OF COMPLIANCE	33
APPENDIX B: PUBLIC HEARING NOTICE AND EVIDENCE OF COMMUNITY AND RESIDENT PARTICIPATION	34
APPENDIX C: IMPACT ANALYSIS FOR FIVE YEAR ASSISTANCE PROGRAM:	53
APPENDIX D: REPLACEMENT HOUSING FACTOR PLAN (RHF PLAN)	63
APPENDIX E: LOCAL ASSET MANAGEMENT PLAN	66
CAPITAL FUND DOCUMENTS	67

SECTION I: INTRODUCTION AND OVERVIEW

INTRODUCTION

THA's vision, mission, and strategic objectives fall perfectly in line with the MTW demonstration project. The purposes of the MTW program are to give PHAs and HUD the flexibility to design and test various approaches for providing and administering housing assistance that accomplish the three primary MTW statutory objectives:

- *Objective 1:* Reduce cost and achieve greater cost effectiveness in federal expenditures;
- *Objective 2:* Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- *Objective 3:* Increase housing choices for low-income families.

THA has mirrored these objectives as it sets its goals for the MTW program. Doing so will further the mission, shared by THA and the MTW statute, to create housing for people in need, to help them become self-sufficient and to get it done efficiently. This work will advance the day when, in the words of THA's vision statement, everyone will have an adequate home with the support they need to succeed as "parents, students, wage earners and neighbors."

GOALS AND OBJECTIVES

THA's MTW Goals

The MTW objectives for this demonstration project fit THA's strategic direction very well. THA understands the following shared goals:

- Goal 1: Increase THA's administrative efficiency; and
- Goal 2: Encourage economic self-sufficiency among THA's participants;
- Goal 3: Increase housing options for low-income households residing in THA's jurisdiction

Following is a brief summarization of each proposed initiative as a quick point of reference:

THA proposes to stop admitting households to the traditional tenant based Section 8 program in 2013. The program would be replaced by a time limited flat subsidy program. See below.

1. **Housing Opportunity Program (HOP)** - THA proposes to admit all new participants to this time limited fixed subsidy program. Senior/disabled households would be excluded from the time limits. Work-able households would turn over their assistance after the five year term ends. THA would have a hardship policy for these households at the end of the program. The fixed subsidy would de-couple HAP assistance from income. Subsidy amounts will be 50% of the payment standard:

SUBSIDY AMOUNT					
Voucher Size	1	2	3	4	5
Proposed MTW Subsidy Amount (50% of payment standards)	390	486	709	798	921

2. **Provide Moving to Work Service Grants for service partners-** THA would provide grants to service agencies to assist THA families.
3. **Community Enrichment Activity-** THA would use MTW funds to help fund activities that will increase asset building in the community. Potential activities include Individual Development Accounts (IDAs) for children or adults and microloans for THA households to start small businesses.
4. **Eliminate the 40% rule-** The 40% rule stops housing choice voucher households from initially leasing up if it would cost more than 40% of their income. Once a household is on the program, they can go as high as they want. The proposed change would leave the choice up to the client from the start.
5. **Change the way the Family Self Sufficiency (FSS) Program is operated-** The FSS program would eliminate escrows and allow families to earn money for meeting set out goals. Earning money would be de-coupled from income. There would be a ceiling on how much a family could earn in the FSS program. All new tenant based voucher FSS participants would be subsidized for five years with an expectation that they are self-sufficient at the end of the program.
6. **Change the recertification cycle to triennials for Senior/Disabled population-** This activity is being re-proposed from the 2011 plan. The only changes are to the recertification cycle.
7. **Increase minimum rents to \$75 for work-able households-** THA proposes to increase the minimum rents for all work-able households. Work-able populations could receive a hardship waiver from minimum rents if they met certain criteria. The activity is meant to:
 - Encourage work-able households to increase earned income

-
- Encourage work-able households to work with community services in order to gain educational/job training skills
8. **Change the Interim Policy-** Currently a MTW household is limited to three interims within the recertification cycle. THA would change that number to two interims per recertification cycle. THA would also increase the percentage a household would need to achieve an interim decrease from 10% to 20% of adjusted income.

SECTION II: GENERAL THA OPERATING INFORMATION

HOUSING STOCK INFORMATION

1. Number of public housing units – **817**
2. Capital Fund Expenditures – **\$526,080** or **31%** of Capital Funds on Hillside Terrace Community Center Building
3. New public housing units – **0**
4. Number of public housing units to be removed **0**
5. Number of MTW HCV units authorized – **3,693** (This number includes the tenant protection vouchers being converted to MTW vouchers in FY 2012)
6. Number of non-MTW HCV units authorized – **440**

Authorized Non-MTW Vouchers	
Program	Number of Units
Non-MTW Enhanced/Protection	104*
Mod Rehab	81
VASH	105
FUP	50
NED	100
Total:	440

*These vouchers will be converted to MTW in one year

7. Number of HCV units to be project-based – **None**

LEASING INFORMATION PLANNED

1. Anticipated total number of MTW PH units leased in Plan year – **817**
2. Anticipated total number of non-MTW PH units leased in Plan year – **0**
3. Anticipated total number of MTW HCV units leased in Plan year – **3,693** (This number includes the enhanced and project-based vouchers converted to MTW during Fiscal Year 2012)
4. Anticipated total number of non-MTW HCV units leased in Plan year – **440**
5. THA historically has maintained a near 100% lease up rate in its programs. THA does not anticipate any issues with leasing in FY 2013.
6. Optional: Number of project-based vouchers at start of plan year – **648**

WAITING LIST INFORMATION

THA has a centralized waitlist for the Housing Choice Voucher Program. THA did institute a purge on the HCV waitlist in early 2012 and a lottery was run. THA switched to site based waitlist for its PH waitlist in early 2012.

The HCV waiting list currently contains **1003 families**. The public housing waiting list currently contains **4562 families**.

SECTION III – NON-MTW RELATED HOUSING AUTHORITY INFORMATION (OPTIONAL)

THA chooses not to report in this section

SECTION IV – LONG-TERM MTW PLAN (OPTIONAL)

THA has established four long-term goals for its MTW program that reflect both the MTW statutory objectives established by HUD and THA's priority for using its MTW flexibility in line with its own strategic objectives:

Goal 1: Increase THA's administrative efficiency;

Goal 2: Encourage economic self-sufficiency among THA's participants;

Goal 3: Increase housing opportunities for low-income households residing in THA's jurisdiction; and,

Goal 4: Monitor program effectiveness and performance through a "digital dashboard."

THA looks forward to determining effective uses of MTW authority for these purposes. Some notable examples of its plan appear below. Some of them seem replicable in other places or on a larger scale. When that is the case, we say so **in bold**.

Goal 1: Increase THA's Administrative Efficiency:

THA is eager to explore the full limits of MTW flexibility to make itself into a more efficient property manager and manager of programs. THA began its MTW career, for example, focused on reducing unnecessary annual certifications for senior or disabled households, and de-linking annual inspections from annual recertifications so our inspectors can more efficiently cover the geographic spread of units. The fungibility of funds also gives THA more flexibility that has helped assign resources in a more efficient alignment to need. Over the longer term, THA will study the full range of leading edge strategies and systems. We are eager for such an assessment unencumbered by those HUD rules and reporting systems that do not always relate to a well-run property.

Goal 2: Encourage Self-Sufficiency among THA's Participants

The MTW statutory objective of economic self-sufficiency for assisted households nicely complements THA's view of supportive services for its residents and voucher families. THA provides supportive services that allow tenants to succeed as tenants. Yet, as its strategic directives contemplate for the non-disabled and non-elderly households with children, THA wants them also to succeed as "parents, students and wage earners." THA wants them to come into its housing programs and prosper so they can live without assistance. In this way, it wants its housing programs to be a transforming experience for them and for their time with us to be temporary. Supportive services make this transformation much more likely. In this way, THA regards itself as much more than a landlord.

THA's long term strategies to get this done include the following:

- Regulatory reform for rent and definition of income

THA's proposed initial MTW plan included rent reforms for all MTW families. Over the longer term, THA expects that this search will continue with increasing refinement and increasingly widespread application. **Although effective reforms of this sort must account for local factors, success in one place will be interesting in others. THA has certainly studied the experience of other MTW agencies. If THA is successful, other agencies will study our experience.**

- Supportive Services to Spur Economic Self-Sufficiency

THA seeks to provide supportive services to help families prosper. These efforts strive to keep people in school, get them back to school, get them into job training, teach them English, get job skills, find a job, keep a job, get their drivers' license, clean up their credit, save money, and buy a house. THA intends to explore how MTW status can get this done better and in a more sustained way.

THA, in particular, is interested in finding out if MTW is useful for two types of self-sufficiency initiatives. **First**, we hope That MTW will help THA finance the supportive services and staff these self-sufficiency efforts require. The fungibility of funds that it confers will help do this. **If this works, it will be very interesting to that portion of the affordable housing industry that seeks to provide supportive services.**

Second, THA seeks to better link its housing resources with the supportive services of other organizations. Such linkage makes both the housing and the services more effective. Such leveraging of effect makes these linkages a very good use of a housing dollar.

- THA 's Education Project

THA's Education Project and THA's initial MTW plan to support that project are a very good example of how THA regards its mission and the MTW flexibility this mission requires. The goal of this project is to improve the educational outcomes of the children THA houses or whose families receive its rental assistance and to improve the outcomes of the public schools that serve THA communities. THA focuses on education for three main reasons. **First**, educational success is an important part of self-sufficiency and a meaningful life. **Second**, educational success is a good proxy for other important outcomes that are harder to measure. THA spends considerable time and effort assisting families address problems of drug or alcohol dependency, domestic abuse and other maladies. This work is important. But it is hard to tell if it is effective. Tracking educational outcomes can help. The family afflicted in these ways must be making some progress if its child's reading levels are improving. **Third**, the success of Tacoma's public schools is essential to the health of THA's communities. For example, THA owns and is building mixed-income communities. Their financial and social success requires them to attract middle income households whose incomes allow them to live elsewhere. Yet, even if these properties are lovely and well managed, middle income families will not move in or will not stay if the local public school is failing. For this reason, THA has a direct stake in the success of those schools.

THA's Education Project seeks to test three propositions that should be very interesting to HUD, other public housing authorities and other school districts:

-
- That THA , and other public housing authorities, in how it provides housing and supportive services to needy families, can improve educational outcomes for their children and the outcomes of the schools that serve its communities;
 - That THA , and other public housing authorities, should find out the effective ways to do this;
 - That THA should then embed these strategies into its normal program operations as part of the appropriate mission of an alert and engaged public housing authority.

THA believes that its Education Project will pioneer the effort to determine a PHA's role in spurring educational success of residents and of local schools. Any success will have obvious and crucial pertinence throughout the nation. PHAs may turn out to be singularly placed for such experiments. They have the physical communities that can be the staging ground for initiatives, especially those that are most successful if identified with a discrete community. They are already engaged in the lives of families in ways that give them an influence. They are stable and enduring organizations prepared for a long term effort.

By its Education Project, THA seeks to determine the influence it can have and to exercise it effectively.

The Education Project has many elements to it. Some do not require MTW status. Others require MTW flexibility and our initial MTW plan launched them. Here are three examples:

Linking Housing Assistance with School Programs: THA will determine whether it should or could expect its families to cooperate with their children's schooling as a condition of receiving housing assistance. Coupled with supportive services to help the families comply, such a linkage will help raise educational expectations generally. This can be an important contribution to educational success because expectations are critical.

Matching Housing Assistance with Academic Support Services and Scholarships: Several notable public and private efforts provide very valuable support to students in Tacoma's public schools. For example, the private College Success Foundation (CSF) provides mentoring and support to selected promising low-income high schoolers in each of Tacoma's five mainline high schools. The students chosen for this assistance are fortunate. Yet, a notable minority of them have serious housing problems that imperil their ability to comply with the program and receive its benefit. Providing housing assistance in such cases is a good use of a housing dollar because it leverages valuable academic services. The normal rules of the public housing or voucher programs do not make it an easy match for programs like CSF. For example, the wait list rules are difficult to adjust. The rules do not permit THA to limit the assistance to the duration of the student's participation in the education program and then to reassign the assistance to the next cohort of students. THA is looking forward to collaborating with organizations like CSF in designing its housing contribution to the success of participating students.

McCarver Elementary School Initiative: THA spent more than a year planning this innovative effort to reform a public elementary school. McCarver's student population is among the city's poorest. It has the most homeless students. In part because of these problems, more than 100% of its student population turns over during each school year. This instability greatly detracts from the prospects for good school outcomes. In this initiative, THA will provide rental assistance to 50

McCarver families who are homeless or at risk of homelessness. Their children comprise about a quarter of the school population. This assistance will last for as long as their children are enrolled in McCarver for a maximum of five years. Families also receive a wide array of supportive service from nonprofit service providers. The parents of these families also commit to important efforts. They commit to participating fully in their children's education. This includes: making sure their children attend school every day and on time, providing their children with home work space and home work time every day, attending each parent-teacher-student conference, and participating actively in the PTA. The parents also commit to their own education and employment prospects. A robust range of services are available to help them do this. THA also had expectations of the school district. In response, the district has committed the investment to turn McCarver into an International Baccalaureate Primary Program. This will greatly raise standards for both teachers and students. THA has designed a detailed data and evaluation effort around this Initiative to track a variety of metrics. Funds from the Bill & Melinda Gates Foundation and local government support this initiative. PHAs from other parts of the country are watching to see our results.

Goal 3: Increase Housing Opportunities for Low-income Households Residing in THA's Jurisdiction

To meet this goal, THA plans to address the following issues and activities:

- Serve More Households

Over the longer term, but starting right away, THA will seek to determine if the flexibility and efficiencies of MTW status will allow it to serve more households. Several examples of how this may work bear mention. **First**, saving administration costs of running the Housing Choice Voucher program may allow THA to transfer administrative funds to HAP funds to pay for more vouchers. **Second**, MTW fungability will allow THA to redirect savings in HAP expenditures to assist more families or to sustain public housing operations. **These strategies should be available to other PHAs.**

- Increase Housing Supply

MTW status will allow THA to project base more vouchers. This is an important development strategy that allows THA and other nonprofit developers to finance the construction of new housing, to preserve existing affordable housing, and to ensure the long term affordability of both types. THA has used this to very good effect in Tacoma, e.g., Eliza McCabe Homes (Intercommunity Mercy Housing), Hillside Gardens (same), Guadalupe Vista (Catholic Community Services), Harbor View Manor (ABHOW), New Look Apartments (MLK Housing Development Association). Banks have learned how to lend against the long-term rental stream that a long term HAP contract denotes. This financing not only gets the housing built but makes it affordable to households down to zero income. It also locks in this deep affordability for a long time. Additionally, these arrangements usually leverage supportive services as well. In all these ways, project-basing is a very good use of a housing dollar and MTW will allow THA to do more of it. **This use of project basing vouchers should also be applicable in other jurisdictions.**

- Increase housing throughout the continuum of need

THA is very interested in using its MTW status to provide housing and services along more parts of the housing continuum. Generally, THA has been focused on providing permanent housing to

households headed by adults capable of living independently, perhaps with light assistance. THA is interested in better providing or arranging more intensive supportive services to serve a wider variety of needs.

The effort to do this elicits an important feature of how THA views supportive services generally. In general, there are two views of supportive services in the affordable housing industry. By one view, supportive services are a sideshow. They are interesting but, by this view, the housing provider has no particular role in providing them. According to this view, housing providers are primarily landlords. In contrast, THA, and most MTW agencies, have a different view. It goes like this: supportive services are a necessary companion to the housing they provide. Their necessity derives from whom we house, and why. We house some of our community's neediest households – seniors aging in place, disabled persons trying to live independently, and families coming from trauma, such as homelessness and domestic violence. These households need help to succeed as tenants.

THA provides considerable services for these purposes. It seeks to do more. MTW flexibility will make this easier to do in the following possible ways:

Sustainable Source of Funding for Services: THA looks forward to finding out if the financial flexibility and efficiencies that MTW allows will make it easier to fund supportive services within a building from the operating funds assigned to that building. As HUD realizes, regarding supportive services as an “above the line” expense for a building is the elusive ambition of all housing providers interested in supportive services. Perhaps MTW flexibility will make this more attainable. **If MTW provides this ability to sustain supportive services then it would greatly interest many other PHAs.**

Homeless Youth: Tacoma has a serious and growing problem of homelessness among unaccompanied youth. These youth are not with adults. They are not in foster care. They are not in school. They constitute a first rate child welfare disaster for our community. Using state funds, and in collaboration with service partners, THA participates in an “Independent Youth Program” that serves these youth. THA provides the rental assistance and partners provide the wrap around services. It is a very good model. However, the state funds are ending. Unfortunately, except for a limited number of FUP vouchers, THA's mainline federal housing resources are not well designed to be helpful in such programs. THA will be very interested in finding out if MTW flexibility will better equip THA to participate in a collaborative community response to this growing emergency. For example, using MTW flexibility, THA is participating with Washington State's child welfare agency to provide rental assistance to teenagers aging out of foster care and who would otherwise face homelessness. **Most other cities see a significant population of homeless, unaccompanied youth. A successful model of intervention would interest many other PHAs.**

Disaster Relief: THA had an interesting and frustrating experience during the Hurricane Katrina disaster that makes it eager for MTW flexibility so it can be more helpful with the next disaster. Hurricane Katrina caused the largest loss of housing from a single event in American history. Afterward, the South Puget Sound area received several hundred families from the Gulf Coast. THA helped to coordinate the effort to receive them. The FEMA assistance never proved very effective. THA, and other providers, filled in as best as their program rules permitted. THA wrote about the experience in a report: *THA Review of Its Katrina Relief Plan 2006 (THA 2006)*. It is available at <http://www.tacomahousing.org/about/reports.html>. As the report makes clear,

although THA did help several dozen households, its federal rules were not flexible enough to respond effectively or quickly. THA means to find out how MTW will better equip its ability to respond to the next disaster. **Whether PHAs can or should become sources of emergency assistance in a mass disaster is a question that will surely recur with the next calamitous hurricane, earthquake or flood. Innovative answers should interest the entire PHA community.**

People Coming from Correctional or Psychiatric Institutions: The Tacoma area has more than its full share of people discharged from correctional institutions and psychiatric institutions. (It is home to large correctional institutions, including the state's only women's prison. It is also home to the state's largest psychiatric hospital.). As HUD knows well, people discharged from these places have serious housing needs. They are also among the hardest to house. It is clear that the normal programmatic templates are not suited to the challenge. THA intends to examine its role in fulfilling this need. MTW flexibility will no doubt be very useful, especially in partnerships with service providers, rules of occupancy, and terms of assistance. **Many successful models exist to effectively serve these difficult populations. It is a separate question on how mainline federal housing programs like public housing and the Housing Choice Voucher program could or should adapt to the purpose. Effective answers will be interesting and transferable to many other PHAs.**

Drug or Alcohol Dependent Adults: People afflicted with drug or alcohol dependency present a housing challenge that also requires flexibility that MTW may provide.

Goal 4: Monitor Program Effectiveness and Performance through a "Digital Dashboard."

THA intends to design a digital dashboard to track the various performance measures it will chose for its strategic objectives and operations. We mention this separately because it will be a critical tool in assessing MTW effectiveness, as well as overall agency success. Even at this time, however, THA has a detailed list of metrics to track. Baselines have already been established for most activities and methods put in place to extract the required data from THA's various systems. THA recently entered into a new contract with the consultant who performed the impact analysis for the agency and part of the scope of work includes defining the logic required for the THA dashboard in order for THA move forward into the development phase.

The purpose of the digital dashboard is to place various performance measures and the results front and center. Some performance measures most pertinent to MTW will include changes in the following:

- Earned income among various work-able populations
- Savings rates
- Educational outcomes
- Number of households of various subpopulations served
- Various metrics indicating housing stability
- Per unit costs of operations
- Per voucher cost of operations
- Metrics of individual properties and portfolio aggregates (vacancy rates, unit turns, work orders, rent collections, turnover rates, maintenance expenses, etc.)

A successful dashboard will allow staff to see the “needle” or gauge change as they succeed or fail at their work. It will place the important measures prominently in view. This system will change department meetings, cabinet meetings and board meetings. The focus of these meetings can then be where it belongs - on how we are doing and why or why not. This in turn will become a valuable source of data for program design – exactly what a creative MTW agency needs in order to make good use of MTW flexibility.

An effective digital dashboard should be applicable to nearly every other PHAs. They collect or should collect similar data. They should value similar performance measures. They share with all organizations a pressing need for a greater focus on outcomes.

SECTION V – PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

Proposed MTW Activities			
Proposed MTW Activity	Statutory Objective		
	Reduce Cost and Achieve Greater Cost Effectiveness	Encourage Self-Sufficiency	Increase Housing Choices
Calendar Year 2013 (January 1, 2013 to December 31 , 2013)			
5. Triennial recertification's for senior/disabled (Re-Proposed)	X		
6. Increase work-able minimum rents to \$75 (Re-Proposed)	X	X	
8. Change the Interim Policy on interim decreases and number of interim (Re-Proposed)	X	X	
17. Five Year Assistance Program	X	X	X
18. Eliminate the 40% Rule	X		X
19. Modify the FSS Program	X	X	
20. MTW Seed Grants		X	
21. Community Enrichment Activity		X	

5. Re-proposed: Local Policies for Fixed Income Households:

Description of MTW Activity:

THA proposed this activity in its original plan. The only change THA would like to make is to have the recertifications for fixed income households triennially instead of biennially. The language for the original activity has been repeated below but with the changes mentioned above called out in bold and underline.

Under this plan households in which all adult members are either elderly or disabled and at least 90% of total household income comes from a fixed source such as social security, SSI, or pension will be subject to the following rent policy:

- Complete recertification reviews once every three years instead of every year (triennials recertifications) with no “off-year” COLA-related rent adjustments unless interim is triggered
- Eliminate elderly/disabled deduction;
- Eliminate dependent deduction;
- Eliminate medical deductions below \$2500 and implement bands so that allowable medical expenses between \$2500 and \$4999 would receive an allowance of \$2500; expenses between \$5000 and \$7499 would receive \$5000; and over \$7500 would receive \$7500. The 3% of gross income medical expense threshold would no longer be used.
- Implement 28.5% TTP to help offset the elimination in the elderly/disabled deduction and simplification of medical expense allowances.
- Implement a tiered rent model based on adjusted income bands.
- Implement local verification policies as outlined in Activity 9.
- Implement minimum rent of \$25 (and therefore eliminate utility allowance reimbursements)

Below is a summary of this initiative’s components:

Modeling Components	2010	Proposed MTW (all yrs)
Rent calculation methodology	Standard	Tiered
TTP%	30.0%	28.5%
Minimum TTP	25.0%	0.0%
Minimum rent	\$25	\$25
Utility reimbursements	Yes	No
UA structure	HUD-based	Simplified
Bedroom definition for UAs	Actual unit size	Lower of voucher or unit
Elderly/disabled deduction	\$400	\$0
Dependent deduction	\$480	\$0
Childcare deduction	Yes	Yes
Deduction for child support paid	No	Yes
Medical deduction (traditional)	Yes - if >3% GI	Bands: \$2500 min
PH fixed rent	Yes	No
Recertification schedule	Annual	Triennial
Off-year COLA adjustments	n/a	Only if interim triggered

Relation to Statutory Objective:

This activity will reduce costs and achieve greater cost effectiveness in federal expenditures. This activity will significantly streamline the recertification process for staff and make the process easier for residents to understand.

Anticipated Impact:

THA anticipates this activity will streamline existing income verification and rent calculation procedures; significantly reducing administrative time.

Anticipated Schedule:

THA implemented most parts of this activity in 2012. The triennials would be implemented in 2013.

Baselines, Benchmarks and Metrics:

THA has changed the metrics to match with HUD's proposed menu of standard metrics. This included the deletion of the Annual Section 8 subsidy and public housing rent roll for elderly disabled households. Those metrics did not tie into any of the three main MTW objectives. Metrics for staff time savings and other administrative savings remain but have been changed to match the standard metrics.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Dollars saved as a result of triennial recertifications (S8)	\$32,375	\$10,792	TBD	12/31/2013
Hours saved by going to a triennial recertification schedule (S8)	1375.4	458.5	TBD	12/31/2013
Decrease in unit cost (postage) related to mailing recertification documents (Section 8 only)	\$1,111	\$370	TBD	12/31/2013

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

Staff time to conduct recertifications will be tracked through assigning a value to the time it takes to process an annual, multiplied by the number of annuals completed. The dollar value is collected from the HR department. All information about the number of annual processed will come from the VisualHomes software system. All data will be transferred to a scorecard and kept in a centralized space in SharePoint.

Description of Authorization or Regulation Waived:

Standard MTW Agreement: Attachment C Sections C.4 and D.1.c.

Agency's Board approval of policy:

This policy was originally approved by the board at the August 24, 2011 meeting. The board re-approved this activity at the September 2012 board meeting.

Impact analysis on family contributions:

Most elderly/disabled households will benefit financially (and shelter burdens should decrease) from this policy as their rent will decrease under the tiered methodology and will not increase in the off-years.

- 137 elderly/disabled households (2%) are projected to see rent increases >\$50 in years 1-2 (127 Section 8 and 10 Public Housing).
- Average elderly/disabled household rent burden ((rent + utility allowance)/gross income) expected to decrease 1.3% in first year for Section 8 and 1.0% for Public Housing households.

Annual reevaluation of rent reform initiative:

THA has reviewed this activity and decided to use a triennial recertification instead of a biennial.

Criteria to be used to consider hardship cases:

All families negatively impacted by any of THA's MTW activities will fall under a single hardship policy. This policy and the hardship criteria are described at the end of Section V of this plan, Proposed MTW Activities. The hardship policy has been changed in a way that will benefit those who qualify. Please read the hardship policy for more details.

6. Re-Proposed Local Policies for Work-Able Households (HCV/PH)

Description of MTW activity:

THA proposes to increase the minimum rents in 2013. The original plan had the minimum rents increasing in the 3rd year to \$50. THA is proposing to increase the minimum rents to \$75 in 2013. The original approved plan language is repeated below but with the changes called out in bold and underline. Minimum rents will be examined annually.

THA will implement local rent calculation policies for both the public housing and Housing Choice Voucher program for work-able households. THA will implement the following policies:

- Complete recertification reviews once every 2 years instead of every year (biennial recertification's) with no "off-year" rent adjustments unless interim is triggered.
- Eliminate elderly/disabled deduction.
- Eliminate dependent deduction.
- Implement TTP % of 28.5% of adjusted income.
- Implement tiered rent structure (see example table).
- Implement local interim processing and verification policies as outlined in Activity 8.
- THA will examine the minimum rents every year and decide to if an increase is needed

Example:

Potential minimum rents	Year 1	Year 2
Work able member households	\$25	\$75

Table 1: Minimum Rents

- Utility allowance reimbursements would be eliminated upon implementation of minimum rents.
- At the time of initial implementation (January 1, 2012), households subject to the new minimum rents would be given 90 days' notice of their rent increase.
- Allow child support paid by adult household members to be included as an eligible expense.
- Fixed rents (public housing; non-tax credit) will be eliminated and these households will be transitioned onto the same MTW work-able rent calculation as other households.

Relation to statutory objective:

This activity serves the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures. It also addresses the MTW statutory objective to give incentives to families with children whose head of household is either working, seeking work, or is participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient.

Below is a summary of this initiative's components:

Modeling Components	2010	Years 1	Years 2-3	Year 5+
Rent calculation methodology	Standard	Tiered	Tiered	Tiered
TTP%	30.0%	28.5%	28.5%	28.5%
Minimum TTP	\$25	\$0	\$0	\$0
Minimum rent	n/a	\$25	\$75	\$100
Utility reimbursements	Yes	No	No	No
UA structure	HUD-based	Simplified	Simplified	Simplified
Bedroom definition for UAs	Unit	Lower of voucher or unit	Lower of voucher or unit	Lower of voucher or unit
Elderly/disabled deduction	\$400	\$0	\$0	\$0
Dependent deduction	\$480	\$0	\$0	\$0
Childcare deduction	Yes	Yes	Yes	Yes
Deduction for child support paid	No	Yes - all payments	Yes - all payments	Yes - all payments
PH fixed rent	Yes	No	No	No
Recertification schedule	Annual	Biennial	Biennial	Biennial

An example of a tiered rent table is below:

Household Income	0-1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Less than \$7,000	\$25	\$25	\$25	\$25	\$25
\$7,000 - \$7,999	\$25	\$25	\$25	\$25	\$25
\$8,000 - \$8,999	\$25	\$25	\$25	\$25	\$25
\$9,000 - \$9,999	\$44	\$25	\$25	\$25	\$25
\$10,000 - \$10,999	\$67	\$27	\$25	\$25	\$25
\$11,000 - \$11,999	\$91	\$51	\$25	\$25	\$25
\$12,000 - \$12,999	\$114	\$74	\$26	\$25	\$25
\$13,000 - \$13,999	\$137	\$97	\$49	\$25	\$25
\$14,000 - \$14,999	\$161	\$121	\$73	\$25	\$25
\$15,000 - \$17,499	\$184	\$144	\$96	\$35	\$25
\$17,500 - \$19,999	\$242	\$202	\$154	\$93	\$45
\$20,000 - \$24,999	\$301	\$261	\$213	\$152	\$104
\$25,000 - \$29,999	\$417	\$377	\$329	\$268	\$220
\$30,000 - \$34,999	\$534	\$494	\$446	\$385	\$337
\$35,000 - \$39,999	\$651	\$611	\$563	\$502	\$454
\$40,000 - \$44,999	\$767	\$727	\$679	\$618	\$570
\$45,000 - \$49,999	\$884	\$844	\$796	\$735	\$687
\$50,000 - \$54,999	\$1,001	\$961	\$913	\$852	\$804
\$55,000 - \$59,999	\$1,117	\$1,077	\$1,029	\$968	\$920
\$60,000 - \$64,999	\$1,234	\$1,194	\$1,146	\$1,085	\$1,037
\$65,000 - \$69,999	\$1,351	\$1,311	\$1,263	\$1,202	\$1,154
\$70,000 - \$74,999	\$1,467	\$1,427	\$1,379	\$1,318	\$1,270
\$75,000+	\$1,584	\$1,544	\$1,496	\$1,435	\$1,387

Anticipated impacts:

THA projects that this activity will significantly reduce staff time and other operating costs such as postage, copying, office equipment use, etc. It will reduce unnecessary intrusions into tenant privacy and pride because THA will not have to inquire with their employers and asset sources to verify private information and reveal to third parties that the tenant is receiving THA assistance.

Anticipated Schedule:

THA has initiated most of the activities in 2012 and would implement the higher minimum rent in 2013.

Baselines, Benchmarks and Metrics:

THA has made changes to the metrics to align with the proposed HUD menu of standard metrics. THA has eliminated the metrics on annual Section 8 subsidy for work-able populations and public housing rent roll for work-able populations and replaced those numbers with standard metrics from the HUD menu.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmarks Achieved?
Average earned income of households as a result of tiered rent with minimum rents	\$9,231	5% increase annually	TBD	TBD
Dollars saved as a result of biennial recertifications	\$75,337	\$37,668.60	TBD	TBD

Staff hours saved as a result of biennial recertifications	\$4062	2031	TBD	TBD
Decrease in per unit cost to operate a unit as result of minimum rent increase	\$641	\$5 per unit decrease	TBD	TBD

Undesirable outcomes may include:

- ✓ Shelter burden may increase to the point where households are unable to pay the minimum rent.
- ✓ Shelter burden will be tracked for households that currently receive a utility reimbursement and/or have gross income less than \$5,000 and therefore may see a rent increase in excess of the proposed minimum rents.
- ✓ THA will see a slight increase in HAP (and decrease in rent roll) due to foregone rent resulting from the allowance of working family medical expenses and child support payment expenses. We do not expect this impact to be material and will monitor the number of claims; and if necessary alter the policy.
- ✓ Large families will see an impact from the elimination of the dependent deduction (even with the reduced TTP% offset) and therefore shelter burdens will also be monitored for households with four or more members.
- ✓ See comprehensive MTW hardship policy at the end of Section V.

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will track the metrics outlined above related to rent reform for the work-able population. This data is already tracked in either THA's existing systems or through its financial analysis activities (agency-related HAP and annuals processed). THA will take all data collected and keep it in a centralized scorecard.

Description of Authorization or Regulation Waived:

Standard MTW Agreement: Attachment C Section C.4, C.11, D.1.c, D.2.a, D.3.a, and D.3.b.

Agency's Board approval of policy:

This policy was approved by the board at the September 2012 board meeting.

Impact analysis on family contributions:

THA anticipates rent amounts and rent burdens to increase on work-able families in 2013. That does not take into account the increase in earned incomes that are expected but hard to predict.

Annual reevaluation of rent reform initiative:

THA has decided to increase the minimum rent in 2013.

Criteria to be used to consider hardship cases:

All families negatively impacted by any of THA's MTW activities will fall under a single hardship policy. This policy and the hardship criteria are described at the end of Section V of this plan, Proposed MTW Activities.

8. Re-Proposed – Local Interim Processing and Verification Policies (HCV/PH)

Description of MTW Activity:

THA proposes to change the interim policy that it put into place in late 2011. Most of the policy will be the same. THA proposes to change the percentage to get a decrease from 10% to 20% and the number of interims allowed biennially to two instead of three. The original approved language is repeated below but with the changes highlighted in bold and underline.

Rent Increases

THA will not perform interim increases in rent between regularly scheduled recertifications, except for:

- If an additional family member with income is added to the household
- Family Self-Sufficiency clients who wish to have their escrow payments increased;
- Families who have previously had an interim reduction in rent since their last recertification; and
- “Zero income” families reporting new income.

This “no increase” policy will encourage participants to maintain or increase earnings and save the amount that would have been charged due to an increase in rent.

Rent Reductions

Interim reductions in rent will be made, but limited to reduce administrative costs to THA and to provide incentives to employed families to remain employed. For households who are not elderly or disabled, interim adjustments will be limited as follows and require MTW flexibility:

- Households may only request an interim reduction up to two times between regularly scheduled recertification periods (every two years since all households will be on a biennial recertification cycle)
- The rent reduction will only be implemented if the adjusted income will decrease by 20% or more;
- No reduction based upon loss of job will be processed until THA receives documentation of eligibility or ineligibility for unemployment benefits;
- Decreases in public assistance income that are the result of a finding of fraud or a failure to comply with work/school requirements will not be processed.
- New rent portion will only be processed if the decrease in income is expected to last for longer than ninety (90) days
- THA will apply payment standards at interim recertification's if the new payment standard is higher.

Relation to statutory objective:

This activity serves the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

Anticipated impacts:

THA projects that this activity will significantly reduce staff time and other operating costs such as postage. It will also reduce unnecessary intrusions into tenant privacy and pride because THA will not have to inquire with their employers and asset sources to verify private information and reveal to third parties that the tenant is receiving THA assistance.

Anticipated Schedule:

THA implemented most of the changes in 2011/2012. The changes to the percentages and number of interim decreases allowed would take effect in 2013.

Metrics, baselines and benchmarks:

THA has made changes to the metrics to track the total number of interims being processed a year. By using this metric, THA can track how many staff hours are being saved and assign a monetary value to that. The metrics below conform to the proposed HUD standard metrics menu.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Hours saved as a result of interim activity	3207	962	TBD	TBD
Dollars saved as a result of activity	\$65,423	\$19,626	TBD	TBD

Data collection metrics and products:

THA has set up a report that tracks the number of interims. The information comes out of THA's VisualHomes database and is extracted using Crystal Reports. This information is transferred to a scorecard which allows THA to assign a time and dollar value to the number of interims being completed. Staff time to complete an interim comes from a staff time survey that will be updated when needed. The cost of completing an interim comes from salary information from the HR department. The information will be updated annually.

Authorization cited

Standard MTW Agreement: Attachment C Section C.4, C.11, D.1.c, D.2.a, D.3.a, and D.3.b.

17. Housing Opportunity Program (HOP)

THA will stop enrolling households in the traditional Section 8 program in 2013. The Section 8 program would be replaced by a five year assistance program. All current households would be grandfathered into the Section 8 program. THA will implement a term limit on housing assistance for work-able applicants pulled from the waiting list beginning on January 1st 2013, excluding elderly and disabled (including all portability vouchers). All households will receive a fixed subsidy. The goal is to help our participants achieve true self sufficiency by assisting them with their housing needs for a specific term. This will incentivize our participants to focus on securing better employment and prepare them for a better future. Families will be given notices at every annual recertification indicating the number of years remaining on their term limited subsidy along with continuous referral services to a variety of available resources.

Relation to Statutory Objective:

The activity addresses the MTW statutory objective to give incentives to families with children whose head of household are either working, seeking work, or are participating in job training,

educational or other programs that assist in obtaining employment and becoming economically self-sufficient. It will also allow THA to serve

Anticipated Impact:

The anticipated impact of this activity is an increase in participation in self-sufficiency activities by participants. The time limit of assistance will encourage families to get involved in many services referred by the Agency to aid in the path to self-sufficiency. This could result in participants seeking better employment or removing barriers to better opportunities. Some residents may use this as an opportunity to prepare themselves for home ownership by saving funds or repairing bad credit. THA anticipates it will help reduce costs and achieve greater cost effectiveness in federal expenditures because the subsidy will be fixed. That will eliminate the need for complex rent calculations. Because subsidies will be turned over more rapidly, THA anticipates serving more households off the waitlists in the future.

Anticipated Schedule:

THA anticipates implementing the program for all new admissions in January of 2013.

Baselines, Benchmarks, and Metrics:

THA proposes to use metrics from HUDS proposed standard metrics menu

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Increase in average earned income	\$9,231	10% increase in earned income for workable households on Five Year program	TBD	TBD
Decrease in average time on waitlist	2.85 Years	2 Years by 2018-THA will report on these numbers every year	TBD	TBD
Number of households participating in job training activities	0	50% of all new admissions in the program	TBD	TBD

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will use our VisualHomes software to extract the information to track these metrics. All information will be imported into a scorecard for easy access and recording.

Description of Authorization or Regulation Waived:

Attachment C (D) 2 (a) (d)

Rent Reform initiative-

a. Board Approval-attached in appendices

-
- b. Impact analysis-attached in the appendices
 - c. Annual Re-evaluation- An -evaluation of this policy will be completed on an annual basis
 - d. Hardships-attached in the appendices (This hardship policy is separate from the hardship c policy being used for THAs original rent reform.)
 - e. Transition Period- Effective for new-admissions to HCV program in 2013. This will not affect current residents.

18. Eliminate the 40% Rule

THA proposes to waive the current 40% cap on the percentage of income spent on rent. Our goal is to allow for maximum resident choice in the voucher program and substantially increase the participant's ability to understand the program and lease up more quickly.

THA has seen that the voucher program has been extremely confusing for participants. Despite using multiple tools to simplify the process, many participants leave the voucher briefing unsure about how to apply the information as they begin their search. As a result, the number of calls THA fields during the lease up process is heavy. We want participants to be confident about their choices in the market.

Relation to Statutory Objectives:

This activity will reduce costs and achieve greater cost effectiveness in federal expenditures by reducing calls to Section 8 staff during the lease up period. The change will make it much easier to understand the lease up process. Increase housing choices for low-income households.

Anticipated Impacts:

THA anticipates that this will activity will:

- Increase housing choice
- Simplify the process for participants
- Decrease the amount of time it takes to locate and lease a unit

Anticipated Schedule:

THA anticipates it will meet these goals by the end of 2013

Baselines, Benchmarks, and Metrics:

THA has matched the metrics for this activity to HUDs proposed standard metrics menu.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Dollars saved as result of activity	\$612	\$0	TBD	TBD
Hours saved on explaining the 40% rule	30	0	TBD	TBD

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will use our VisualHomes database to pull information for this activity. THA will use staff time surveys to answer the questions regarding staff time savings and HR information to assign for the cost of staff. All information will be stored in a scorecard for easy accessibility and tracking.

Authorization(s) to Conduct the Activity:

MTW Agreement, Attachment C, Statement of Authorizations, Section: D.2.a.

19. Modify the Family Self Sufficiency (FSS) Program:

THA proposes to modify the way the FSS program handles the escrow payments. THA would change the admissions process by doing the following:

- Not participating or dropping out of the FSS program would result in housing being terminated
- The FSS would be time limited (5 years) to match the five year assistance program that all tenant based new admissions would be coming onto.

The new escrow calculation methodology would be as follows:

As stated above, to support the full spectrum of self-sufficiency activities needed for a participant to become self-sufficient, THA has designed a savings calculation method in which families may qualify for one or more pay points. Pay points will be calculated and credited at the end of the FSS contract term and only if the family provides credible and verifiable documentation showing they qualify for each of the pay point credit types. The maximum pay point credit and pay out at graduation will be \$8500 per family. Because pay points are calculated and credited at the end of the FSS contract term, interim withdrawals will be eliminated.

Relation to Statutory Objective:

This activity will help move work-able families towards self-sufficiency

Anticipated Impact:

THA anticipates that the agency will achieve cost effectiveness by reducing the time spent in calculating escrow credit and servicing escrow accounts.

Anticipated Schedule:

THA anticipates it will meet these goals by the end of 2013

Baselines, Benchmarks, and Metrics:

THA has matched the metrics for this activity to HUDs proposed standard metrics menu.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Staff hours saved as a result of the activity	780	78	TBD	TBD
Dollars saved as a result of this activity	\$15,826	\$1583		
Increase in average earned income of households as a result of this activity	\$9231	10% yearly increase	TBD	TBD
Enrolled in educational program	0	10	TBD	TBD
Enrolled in Job Training Program	0	20	TBD	TBD

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will use our VisualHomes database for pulling data. We will use Crystal Reports to extract the information. The Community Services Department will track the number of educational program and job training programs enrolled in and completed. All data pulled would be centralized in a scorecard.

Description of Authorization or Regulation Waived:

MTW Agreement, Attachment C, Statement of Authorizations, Section E.

20. MTW SEED GRANTS

THA will provide seed grants to partner service agencies if needed to increase capacity to serve THA households. The grants would only be specific to helping work-able households increase earned income and becoming self-sufficient.

Relation to Statutory Objectives:

Help work able households move towards self-sufficiency.

Anticipated Impact:

THA anticipates that this activity will help the agency reach its goal of having work-able households increase their earned income and work towards self-sufficiency.

Anticipated Schedule:

THA would implement this activity in 2013. It is expected that partnerships and grants would be lined up throughout the year. The expectation is that THA would see an improvement in earned income of those households working with service providers within a year of the grants being set up.

Baselines, Benchmarks, and Metrics:

THA has matched the metrics for this activity to HUDs proposed standard metrics menu.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Enrolled in educational program	(0)	20	TBD	TBD
Enrolled in Job Training Program	(0)	50	TBD	TBD
Increase in participants earned income	\$9231	10% increase	TBD	TBD

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will work with partners to have report that will show how many housing authority families receive services from the provider who receives the grant. All information will be centralized in a scorecard.

Authorization to Conduct the Activity:

MTW Agreement, Attachment C, Statement of Authorizations, Section: (B) 1. (b).iii

21. COMMUNITY ENRICHMENT ACTIVITY

THA will provide use MTW flexibility to create programs that will enrich THA resident's lives. The activities will need to help households increase earned income

Relation to Statutory Objectives:

Help work able households move towards self-sufficiency.

Anticipated Impact:

THA anticipates that this activity will help the agency reach its goal of having work-able households increase their earned income and work towards self-sufficiency.

Anticipated Schedule:

Beginning January 1, 2013

Baselines, Benchmarks, and Metrics:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Enrolled in IDA Program	12	20	TBD	TBD
Increase in average savings of household due to IDA program	\$500	\$500 per household	TBD	TBD

Data Collection Process and Proposed Metrics to Measure Achievement of Statutory Objectives:

THA will show how many housing authority families receive services by tracking it in our database and through partnerships with other service providers.

Authorization to Conduct the Activity:

MTW Agreement, Attachment C, Statement of Authorizations, Section: (B) 1. (b).iii

Changes to THA's Original Hardship Policy

THA's Hardship Policy: THA created a hardship tracking system that automatically tracks the hardship when it is approved and also triggers an automatic email to community services to contact the family for services. THA has made changes to the hardship policy and it is mentioned below. The key changes are THA will lower any approved hardship to zero rent. The family still needs to qualify by shelter burden, but the new hardship amount will not be based on shelter burden as it was before. The result of this change will be a benefit to a family who receives a hardship and works with community services.

Hardship Policy

MTW Hardship Requirements:

Elderly/Disabled Households

Individuals in the Elderly/Disabled group must meet one of the following requirements:

- Changes will require household to pay more than **40%*** of their income as rent.
- Household has zero income.

If the aforementioned criteria are met, households must then provide documentation that applications have been submitted for all of the following, as applicable:

- Does the household qualify for low-income energy assistance through external agencies? Ineligibility would need to be documented by each of the agencies serving Pierce County, Washington (Metropolitan Development Council, Tacoma Public Utilities, and).
- For disabled households, has the household applied for social security?
- For households with children, has the household applied for child support?
- For households with children, has the household applied for TANF?
- For households with excessively high and/or ongoing medical expenses, has household applied for any relevant state assistance, assistance from providers, drug companies, etc.

Work-Able Households

Individuals in the Work-Able group must meet one of the following requirements:

- Changes will require household to pay more than **50%*** of their income as rent.
- Household has zero income.

If the aforementioned criteria are met, household must then provide documentation that applications have been submitted for all of the following, as applicable:

- Has the HH submitted an application through WorkSource?
- For households that recently lost earned income, has HH applied for unemployment?
- For disabled households, has HH applied for social security?
- For households with children, has the household applied for child support?
- For households with children, has HH applied for TANF?

During the hardship exemption period, the family's monthly rent portion will be reduced to zero. All work-able families who are approved for the hardship exemption will be transferred to a designated caseworker who will work with them and be the nexus between the families and the resident services to be provided by THA or its affiliates. The purpose of this caseworker will be to assist the families in regaining employment and/or receiving benefits for which they qualify. At the point the exemption ceases, the family will be responsible to pay their true rent portion or the minimum rent for the household, whichever is higher.

Medical expenses: If a family has extremely high medical expenses, the expenses deduction will be considered on a case by case basis in the form of a Reasonable Accommodation.

In extraordinary cases, the hardship review committee may make a final recommendation to the Executive Director, or designee, who will have final approval when circumstances call for a deviation from this policy. Possible remedies may include entry into the Elderly/Disabled

population, a permanent hardship, or an extension of the existing hardship beyond the first 6-consecutive month period.

SECTION VI – ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED

Activity Number	Initiative Description	Statutory Update	Plan Year	Status Update
1	Extend allowable tenant absences from unit for active duty soldiers	Encourage self sufficiency	2011	Implemented July 2011. THA has not had the need to use this activity as of yet. THA is tracking this metric with a scorecard.
2	McCarver Elementary School Project: Housing and Education	Increase housing choices for low income families, encourage self-sufficiency	2011	The McCarver Special Housing Program began accepting families in the fall of 2011. As of June 30, 2012, 45 families (69 McCarver students) were housed. Baseline data on the performance of students of participating families were collected in the fall of 2011. Most of the measures are reported annually by Tacoma Public Schools (TPS); therefore the first opportunity to measure the academic growth of the students will be upon the release of the spring 2012 data. These data will be made available by TPS in September 2012
3.	Local Project Based Voucher Program	Reduce costs and achieve greater cost effectiveness	2011	THA has implemented parts of this activity in 2011. THA stopped giving tenant based vouchers to those in project based units. THA has also started inspecting all of its project based units. THA is proposing to change the metrics for this activity to more closely align with the proposed HUD standard metrics menu. The metrics would be as follows: Number of affordable units created, dollars saved in HQS exams, and amount of leveraged dollars by project basing vouchers. THA requests to waive reporting on sub-activities a-j in future plans and reports.
4	Allow Transfers Between Public Housing and Voucher lists	Increase housing choices	2011	Implemented in Spring 2012. THA has issued vouchers for households who could not be served in a reasonable amount of time with a traditional housing unit.

Activity Number	Initiative Description	Statutory Update	Plan Year	Status Update
5	Local Policies for Fixed-Income Households	Reduce costs and achieve greater cost effectiveness	2011	Implemented in 2012. THA is asking to change recertification cycle for fixed income households in 2013 plan.
6	Local Policies for Work-Able Households	Encourage self Sufficiency, Reduce costs and achieve greater cost effectiveness	2011	Implemented in 2012. Biennials will start in 2013. THA has instituted a caseload optimization to create a nearly perfect smooth distribution of recertifications to go along with the new cycle.
7	Local Income and Asset Policies	Reduce costs and achieve greater cost effectiveness	2011	Implemented July 2011. THA will change the following metrics to match more closely with the proposed HUD standard metrics. THA will track hours saved, EIVs completed, and dollars saved. THA will be able to fully report on all of these metrics in all reports in the future.
8	Local Interim Processing and Verification policies	Reduce costs and achieve greater costs effectiveness	2011	Implemented in Late 2011. THA has re-proposed this activity in the proposed section of this plan. The metric changes are mentioned in that activity.
10	Special Program Vouchers	Increase housing choices for low income households	2011	THA has not used the approval as of this writing, but is actively looking for opportunities partner with our service partners. THA may use activity 4 from the 2012 plan to identify a partner.
11	Simplified Utility Allowance	Reduce costs and achieve greater cost effectiveness	2011	This activity has been successfully implemented in November of 2011. THA will now track hours saved and dollars saved as metrics. This will be fully reported on in the 2012 plan and beyond.
12	Local Policy for Port-Outs	Reduce costs and achieve greater cost effectiveness	2012	This activity was implemented in February of 2012. THA requests to change the baseline number of port outs to 260 from 200. THA used a baseline number in July of 2011. THA had seven more months of port outs before the policy was implemented which drove the baseline higher. THA has also changed the metrics to match up with HUDs standard metrics. THA will track the number of port outs, the dollars saved by processing less port

Activity Number	Initiative Description	Statutory Update	Plan Year	Status Update
				outs and the hours saved. The other metrics associated with the activity will no longer be reported on.
15	Regional Approach to MTW dollars	Increase housing choices for low income households and reduce costs and achieve greater cost effectiveness	2012	THA is working with the county to begin using this program. THA will use MTW dollars to work with the county to fund rapid re-housing programs in the region. THA will increase the amount of funding to this program. THA will continue to look at the activity on a year to year basis but could greatly increase the amount of MTW funds contributed in future years. THA has also changed the metrics for this activity to match the HUD standard metrics. THA will track dollars leveraged, decrease in cost to operate unit, number of households receiving services aimed at promoting self-sufficiency and number of new units at created at or below 80% affordability. For now, these units will be rapid rehousing units aimed at homeless prevention.
16.	Creation and Preservation of Affordable Housing	Increase Housing Choices	2012	THA has implemented this activity. The agency is using MTW funds on local-non-traditional affordable housing units in its Hillside Terrace development.

Not Yet Implemented Activities

Activity Number	Description	Why on Hold	Update	Timeline	Changes/Modifications
9.	Modified Housing Choice Voucher Inspection Process	City code updates	THA still plans to implement this activity after inspectors are bet THA would like to have the flexibility to implement biennial inspections without any restrictions.er trained on city code.	2013 or 2014	THA would like to have the flexibility to implement biennial inspections without any restrictions.

13	Local Blended Subsidy	THA is looking at increasing its baseline to see if this activity would then be feasible.	Unsure of when this activity could or would be implemented.	This activity has not been implemented. THA plans on going over its baseline of households served which will open up the possibility of using this activity in the future	None
14.	Special Purpose Housing	THA has not found a partner to use this activity with yet.	Still plan on using it in the future.	2013 or 2014	None

Closed Out Activities

Activity Number	Description	Why Closed	Year
-----------------	-------------	------------	------

N/A

SECTION VII –SOURCES AND USES OF FUNDING

SECTION VIII – ADMINISTRATIVE INFORMATION

- A. Resolution signed by the Board of Commissioners: **See Appendix A**
- B. THA will use annual MTW Reports as its evaluation mechanism.
- C. Evidence of Community and Resident Participation: **See Appendix B**
- D. Impact Analysis: **See Appendix C**
- E. Updated RHF Plan: **See Appendix D**
- F. Updated Local Asset Management Plan: **See Appendix E**
- G. CFP Documents: **Appendix F**

APPENDIX A: BOARD RESOLUTION AND CERTIFICATION OF COMPLIANCE

To Be Added After Board Approval

APPENDIX B: PUBLIC HEARING NOTICE AND EVIDENCE OF COMMUNITY AND RESIDENT PARTICIPATION

SOURCE OF COMMENT	DATE	2013 MTW Activity	Staff Response	Our Response
Staff	5/17/2012	Modifying FSS Program	Doesn't the IDA currently work like that?	They put money in, and we match it.
Staff	5/17/2012	Modifying FSS Program	If they accept this escrow change, who will manage it?	Community Service Staff
Staff	5/17/2012	Modifying FSS Program	Will there be any programs that will be specific to people who are just 'teetering on the edge' of public housing? Ex. Making 15 an hour, and lose child care assistance, what can we do to assist them through the process of being self-sufficient?	Buffer Service? Structured into service grant? Another 'FSS type' plan for such people?
Staff	5/17/2012	Time Limited Rental Assistance	What are we going to do to help people through this 5 year process?	Community Services (Career and Education)
Staff	5/17/2012	Providing MTW Service Grants	What will the community service model be to ensure that families are being provided the right services? What will 'community service' be coming up with?	There will be someone available to provide steps when the voucher program rolls out.
Staff	5/17/2012	Fixed Subsidy	What percentage of income will the one bedroom market rate be with the new payment standard?	We'll watch these numbers closely and adjust accordingly if needed.
Staff	5/17/2012	Time Limited Rental Assistance	What about families' transitioning from homelessness? Is 5 years enough? FIT program?	That's a different program and would not be affected by these changes.
Staff	5/17/2012	Time Limited Rental Assistance	There should not be time limits on senior/disabled. Lack of personal support.	THA is not going to put time limits on senior/disabled households.
SOURCE OF COMMENT	DATE	2013 MTW Activity	NW Justice Response: Steve Parsons & Jennifer Bell Lawyers	Our Response
Northwest Justice	6/6/2012	Time Limited Rental Assistance	Do we have stats providing people leaving due to income vs. terminations?	THA does not collect that information at this time.
Northwest Justice	6/6/2012	Time Limited Rental Assistance	Definition of "Work-Able"? Grievance Process?	The definition of work-able is in THA's Administrative and ACOP plans. Grievance Policy is also contained in those documents.
Northwest Justice	6/6/2012	Time Limited Rental Assistance	What about people currently disabled but without income and waiting on SSI?	A household would need to meet the definition of disabled to not have the time limits applied.
Northwest Justice	6/6/2012	Time Limited Rental Assistance	Ability to move from/to "work-able" status within 5 years?	If a household's status changes, they will be able to move from the work-able group to senior/disabled and vice versa during the five years
Northwest Justice	6/6/2012	Time Limited Rental Assistance	Should it be on income? What about families with disabled family members? (i.e. Single mother with disabled child)	The definition of a senior/disabled household will have to be met in order to not have the time limits applied.
Northwest Justice	6/6/2012	Fixed Subsidy	Applied across the board? Should be different for senior/disabled.	Impact Analysis shows that the senior/disabled population will be less effected than the work-able population.

Northwest Justice	6/6/2012	Fixed Subsidy	Very low income & senior/disabled should be excluded	THA is looking to create one new program where all subsidy
Northwest Justice	6/6/2012	Fixed Subsidy	Broke Amendment? - Can you bypass this?	Having a fixed subsidy is an allowable activity under the Moving to Work program. The MTW agreement is online at www.tacomahousing.org and can be viewed there.
Northwest Justice	6/6/2012	Fixed Subsidy	Fair Housing Issues?	THA will follow all fair housing rules and regulations in the implementation of any programs.
Northwest Justice	6/6/2012	Fixed Subsidy	What would be the result if existing residents were placed under new subsidies?	As a whole, the average rents would increase by less than \$100 for most voucher sizes. Senior/Disabled households would see less of an increase vs. workable.
Northwest Justice	6/6/2012	Fixed Subsidy	Emergency fund for people would lose jobs?	The subsidy would be fixed and not change during the course of the program.
Northwest Justice	6/6/2012	Fixed Subsidy	Create a system where people who cannot afford subsidy could continue assistance by actively searching out jobs.	THA will help with employment resources, but the subsidy will stay static and not change.
Northwest Justice	6/6/2012	Providing MTW Service Grants	Contribute to: Low-cost Day Care? Mental Health or Rehab clinics	THA would use this grant program on employment, education and credit counseling. The agency would consider other grants if a need arises.
Northwest Justice	6/6/2012	Community Enrichment	Could money be directed to fixed subsidy?	The money for any type of community enrichment activity would not
Northwest Justice	6/6/2012	Community Enrichment	How much \$ would be needed for a micro loan to actually assist?	THA is still looking into this.
Northwest Justice	6/6/2012	Community Enrichment	Any evidence in micro-loan programs?	THA is looking into this.
Northwest Justice	6/6/2012	Community Enrichment	Regulatory issues of providing loans? RCW 35?	THA is looking into this.
Northwest Justice	6/6/2012	Modifying FSS Program	Bypassing waitlist through referral? Ethical for people currently waiting?	THA has taken this out of the proposed activity.
Northwest Justice	6/6/2012	\$75 Min Rent	Definition of "Work-Able" needed.	THA has a senior/disabled definition in both of its policy documents.
Northwest Justice	6/6/2012	Home Ownership Policy	Needs more specifics	This activity is not being used in the MTW plan this year.

Northwest Justice	6/6/2012	General	Any oversight into compliance with service providers?	THA would set out goals that would need to be met and providers would have to make monthly or quarterly reports to THA.
SOURCE OF COMMENT	DATE	2013 MTW Activity	TACID RESPONSE: Mary Beth Quinsey Housing & Employment Program Manager	Our Response
TACID	6/13/2012	Fixed Subsidy	Since many of our people rely on SSI as a main source of income, it may be difficult for people only getting \$694.	After looking at the rents of households with \$694, we can determine that flat subsidy would have those households paying very comparable rents.
TACID	6/13/2012	Fixed Subsidy	This would allow more control for budgeting. Makes sense and efficient.	
TACID	6/13/2012	Service Grants	With only having a PT Employment Specialist, access to more funds (through such grants); this would then allow for a FT position and better coverage.	THA will work through the funding process after reevaluating plan approval.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Landlord Response: Dan White Whitehouse Properties, LLC Northwest Quality Homes, LLC	Our Response
Landlord	6/21/2012	Fixed Subsidy	Landlords are comforted in knowing that they will always be paid as rent is adjusted due to income.	Landlords will be able to anticipate what the monthly payment from the housing authority will be long term. Proper tenant screening along with that knowledge will help ensure tenant and landlord success.
Landlord	6/21/2012	Fixed Subsidy	The added costs of Section 8 due to housing rules and administrative costs are balanced with income stability; with the new vouchers the incentive to accept new Section 8 clients will be eliminated.	Landlords will be able to anticipate what the monthly payment from the housing authority will be long term. There will no longer be rent changes that make it hard to anticipate who will be paying what month to month. All landlords will know the subsidy amount from the start and must determine if the voucher holder can make up the difference by screening them.
Landlord	6/21/2012	Fixed Subsidy	All of the conditions of these vouchers (should) be included in the landlord package as to identify the risks the landlord is taking and to differentiate a "new voucher" from an "old voucher".	THA will ensure all landlords know the difference between the programs and can tell a fixed subsidy household vs. an income based household.
Landlord	6/21/2012	Fixed Subsidy	Need to have a warning in place so a Landlord can identify what type of program the client is covered under.	The subsidy will NOT be a voucher and a landlord will be able to tell the difference between the subsidy types.
Landlord	6/21/2012	Fixed Subsidy	Under what criteria is a household "work able" and how does one move from one category to the other?	THA has policy documents that determine work able vs. senior disabled. The definitions are within those documents.

Landlord	6/21/2012	Fixed Subsidy	Under the fixed subsidy proposal only working families with a relatively high income could make this work.	THA will be able to serve more households with this program using a shallower subsidy. If a household increases their income, they will not have a rent increase allowing them to keep the increase of earned income.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Public Hearing: 7-9-2012	Our Response
Public	7/9/2012	5 Year Time Limit	Are people able to reapply after the 5 years?	Yes
Public	7/9/2012	5 Year Time Limit	What if people become disabled after entering program?	The household can have the five year time limit removed.
Public	7/9/2012	Home Ownership Policy	What about home ownership? Is there a 5 year limit?	No time limits currently. The proposed changes would allow for a down payment assistance plan with no monthly payment.
Public	7/9/2012	5 Year Time Limit	Is the Salishan community going to turn into only Senior/Disabled once the time limit is in place?	THA strives to maintain a comparable mix of households to when it entered the MTW program.
Public	7/9/2012	5 Year Time Limit (Waitlist)	Readjust the numbers people are assigned since the lottery, because people who are eligible should be in their own group.	The lottery function in the software does not allow for that.
Public	7/9/2012	5 Year Time Limit (Waitlist)	Why are 'we' still assigned the same lottery number after the purge?	You were assigned a random number. Only those who are eligible are pulled from the waitlist. That drastically decreases the total number of eligible households for the program.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Meeting with Pierce County and Aging and Long Term Care	Our Response
Pierce County and Aging and Long Term Care	7/24/2012	Time limits	WHY GRANDFATHER CURRENT SECTION 8 CLIENTS?	We are not saying they will be grandfathered forever but it's easier to manage if we begin with all new admissions. Aiming for a January 1, 2013 date.
Pierce County and Aging and Long Term Care	7/25/2012		WHO DETERMINES WORK ABLE HOUSEHOLDS?	THA has policy documents that determine work able vs. senior disabled. The definitions are within those documents.

Pierce County and Aging and Long Term Care	7/26/2012		WHAT IF THEY LEAVE THE 5-YEAR PROGRAM?	If someone leaves before the five year time limit ends, they would be off the program. In order to go back on the program, they would need to reapply when the program is open and wait for their name to come to the top of the waitlist.
Pierce County and Aging and Long Term Care	7/27/2012		How long does it take once you're on the waitlist	The average time has been 5-7 years. THA believes these numbers will go down households begin timing off the program.
Pierce County and Aging and Long Term Care	7/28/2012		WHAT ABOUT MOVING TO DIFFERENT COUNTIES?	THA has a local policy on port outs that restricts who can port a voucher out. The same will hold true of the five year assistance program. A household will not be able to take their assistance out of the county unless they meet the criteria assigned.
Pierce County and Aging and Long Term Care	7/29/2012		WHAT IS THE BIGGEST BARRIER for your family's success?	Meaningful employment, daycare and transportation issues. THA will work with our households on removing these barriers during their five years.
Resident Phone Call	8/9/2012	MTW 2013	Will I have to get out in five years? I am a veteran	The five year program will not apply to you.
Resident Email	8/13/2012	MTW 2012	Hi I am a single mother of three boys. I'm currently on Tacoma housing and I qualified for a two bedroom. It is hard cramming everything in a two-bedroom apartment. When there is four people living in it. My thought about that is if you can find anything within the price of the voucher you should be able to get any room size home. How many rooms shouldn't be an issue just the rent. I would love for that to change. I found nice three bedroom homes within my voucher price range but I couldn't get it because it was a three bedroom home.	If you find a unit within the proper price range of your voucher, you can lease up.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Public Hearing: 8-14-2012	Our Response
Public	8/14/2012	Triennials	Annuals need to be more precise and clear on dates and follow up.	We will follow up with staff.
Public	8/14/2012	Minimum Rents	Do we need to report income increases?	No, with the new triennial model, we will review at the time of recertification.

Public	8/14/2012	General	If MTW began in 2012, where is the money?	Went to community services and more vouchers.
Public	8/14/2012	General	Where can I see results of 2012 MTW report?	Have not yet put together current year report.
Public	8/14/2012	General	Are bands available to be viewed?	Online at the 2011 MTW Report.
Public	8/14/2012	General	Why review each year? (minimum rents)	Rather not have a set increasing schedule, so we may be able to adjust increases accordingly.
Public	8/14/2012	General	How do I get on Resident Advisory Board?	Notify Josh Crites via email regarding RAB.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Public Hearing: 8-16-2012	Our Response
Public	8/16/2012	Time limits	What if I'm on a project based voucher?	Current tenants will not be affected.
Public	8/16/2012	Time limits	What if I get offered a voucher, while I'm on a project based one?	Unless you accept the voucher, you will not be affected.
Public	8/16/2012	Voucher Size/Amount	Can I use a 1 Bd voucher towards a 2 Bd and pay the difference?	Yes, that's the reasoning for removing the 40% rule.
Public	8/16/2012	Annuals	Does the triennial/biennial change annual inspections?	Not at this time.
Public	8/16/2012	Time limits	What about a household with one senior/disabled and one workable?	Dependent on income.
SOURCE OF COMMENT	DATE	2013 MTW Activity	Public Hearing: 09/11/2012	Our Response
Public	9/11/2012	Flat Subsidy	That means that if your income goes up your rent doesn't go up?	That is correct for the proposed new HOP program.
Public	9/11/2012	Time Limits	So will they pay market rate after those 5 years? (Referring to time limited households)	The household can choose to stay in their unit at market rate if they would like to.
Public	9/11/2012	Flat Subsidy	If you are already on Section 8 you don't get that deal.(Referring to flat subsidies)	THA is currently not proposing to apply any of the new program rules to the current Section 8 population.

Public	9/11/2012	FSS	So for a person currently on the FSS program, you made a statement that there will be some changes to the program? I don't think that it's fair that I'm not at 5 years but I'm almost at it and there are changes? I'm almost done with my 5 years. I've got 2 years to go and I had to set goals already and I've already met most of them and I only have a few to go so it's not fair to make changes.	A current FSS household would keep all of the escrow they have earned up to the end of this year and still be able to earn additional escrow under the new model starting in 2013
Public	9/11/2012	Lottery	Are there still people in the lottery system that is still on the waiting list?	THA took all of the remaining persons on its voucher waitlist and put them into the lottery at the start of 2012. There are still households on that waitlist and they are being actively pulled.
Public	9/11/2012	Time limits	Does that include elderly, old people? Referring to time limits)	Senior and disabled households will not have time limits applied to them.
Public	9/11/2012	Rent question	Where I work is mandatory overtime. How can I tell them that I can't work the overtime because I have my review coming up?	THA does not recommend a household cut back on work to keep the rent lower. A household only pays 28.5% of household income towards rent and anything else is kept by the household. Increasing income allows a household to work towards becoming more self-sufficient which is a goal of THA.
Public	9/11/2012	Past MTW changes and FSS	I really have enjoyed the program and when I read the proposal, I was like "where is that meeting?" I only have 1 goal to go and now they're going to change things. Especially when you don't know how it's going to change things. That's why I called my manager. You propose these changes in policy and we don't hear about them until the annual review and then it hits like a bombshell. They had this change about Moving to Work and no one told me that my rent would be based on my income but no one told me until my annual review when it was suddenly my rent went up \$300. And I'd been calling and calling and no one told me anything. I could have been warned and been prepared for the shock. My thing is about detailed communication. You have meetings and changes and not telling us the tenant. Now I'm afraid to go to my annual review because now I have a son in college and he's working but it's not much. Is that going to be taken into account?	THA has held multiple public hearings and sent out multiple mailers for any proposed MTW policy change. If a household's rent went up dramatically in public housing, it would be because of an increase in income. For the FSS program, THA is proposing to allow all current households to keep any escrow earned so far and continue to earn additional escrow but under a pay point system.

PLEASE WRITE CLEARLY

Page 41

PLEASE WRITE CLEARLY

Page 42

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work Plan
Date: Monday July 9, 2012 9:00 a.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Linda D. Smith	1718 So 40th	N/A	253-348-1269	lmsmith@tahw.com
Guadalupe Hottel	Interpreter	Language Bank	253-693-6151	
Trunkle	Tacoma WA 98405		253 472 0294	
Hoa Le	3708 E 1st Tacoma WA 98404		253 223 9045	

268
Email

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work Plan
Date: Monday July 9, 2012 9:00 a.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Kristine Robbins	802 E. 34th St #6 Tacoma WA 98404	N/A	(253) 2673273	littlemisskriss@yahoo
Lee Sublett	10608 Park Ave S Tacoma, WA 98444	Tacoma Community Housing House	(253) 531-5693	Sublettlee@gmail
VAN MAK	4336 E		486-0186	
KAREN CARREAU	4201 E R St			
C. Castillo	Interpacer	TCH		
Svetlana Vladica	4901 S. 56 St. #B7 Tacoma WA 98409		(253) 583-6302	vladica@gmail.com
Jessie Ezell-Smith	5414 S. M. St. Apt. 15 Tacoma, WA 98408	TCH	253-861-2550	Interz@hotmail.com

PLEASE WRITE CLEARLY

Page 45

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work Plan
 Date: Thursday July 12, 2012 6:00 p.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
MARYNA MARYNOVA (Interpreter) Ukrainian		THE LANGUAGE BANK	(253) 593-6101	
Chantha Khem (Interpreter) Cambodian		The Language Bank	253-222-5326	
Tsui STAGGS Vietnamese interpreter		The Language Bank	253-224-2787	
Latoyna Charles				
OK Hui Joudy	1410 62nd Ave E #112 Fife WA 98424		(103) 568-5369	
George Boger			(253) 460-8519	
C. CASILLO	Interpreter	TCH	(253) 593-6101	

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work Plan
Date: Thursday July 12, 2012 6:00 p.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
JIMMY W. JAMES OZANICH	1223 South J STREET APT. 2 TACOMA, WA 98405		253-272-0544	-
Lee Sublett	10608 PARK AVE. S TACOMA, WA 98444		(253) 531-5693	-
April Nimick				aprilavon7@yahoo.com
LINDSEA LINDSEA	1216 N. 6TH ST. APT 3 TAC 98403		253 627 1408	

* If new *

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work 2013 Hearings
Date: Tuesday, August 14th 1:00 p.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
USA MULLER	4314 SALISHA ST	SAUSHAN	267-3910	1samiller9@yahoo.com
Epic Lane	902 S L ST	THA		elane@tacomahousing.org
Suk Blattler		Language Bank	(253) 593-6101	sbgrace@msn.com
Sonita Pheng-Lor	TC H	The Language Bank		
ROBERTA WATKINS	3815 NORTH DEAN ST TACOMA WA 98407	SELF ADVOCATE	253-3503-0822	NANPE112@12ayano.com
			253-439-8867	NANPE112@12ayano.com

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work 2013 Hearings
Date: Tuesday, August 14th 1:00 p.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Josh Cikes	902 S. L	THA	274-5581	jci.ksc@tacomahousing.org
Denise Dickel	1202 W. Pearl St. apt. EE102 Tacoma, WA 98406		253-759-4389	
JESU Delgado	1715 E 46th TACOMA WA 98404	Sec. B	253.267-5178	
Samuel Potts		the Language Bank Interpreter	253-298-8782	
Tuoi Staggs		Language Bank Vietnamese interpreter	253.224-2789	
Luvmila Holter	L. St. Tacoma, WA Interpreter	Language Bank RUSSIAN Interpreter	263-593-6101	
Linda J. Song	8329 N. 26th apt C-3	Current Resident Self	253-759-3180	

MTW Hearings



Project: Tacoma Housing Authority Moving to Work 2013 Hearings
Date: Thursday, August 16th 6:00 p.m.

PLEASE WRITE CLEARLY

Jenavie	7030 S. 125th St		253 566428	
Williamson	Tac WA 98465			
Marie	7086 25th St		0	
Malden				
Dore E. Nichols	1411 East 11th St		253-592-2276	
Guadalupe Holter	So. S. St. Tacoma	Language Bank	253-593-6101	
Alexandria Smith	6365 R St Tacoma	Uruguayan Interpreter	253-219-7190	
C. Castillo		TC4 Interpreter		

Moving to Work/Lease/Non-Smoking Public Meeting

**Date: August 30, 2012**

PLEASE WRITE CLEARLY

[illegible]

Moving to Work Public Meeting



Project: Tacoma Housing Authority Moving to Work 2013 Hearings
Date: Thursday, August 16th 6:00 p.m.

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Toshi Crisp				
Carolyn Jordan	2324 S. G St.		678-3972	youremphair@aol.com
Sharon Rerick	4015 EAST 12th St			NASHARONROAD@aol.com
Tuoi Staggs	Vietnamese interpreter	Language Bank		
Charitha Khem	Cambodian Interpreter	LB		
Turcan Sergei	1223 E 56th St Tacoma WA 98404	Russian		
Kee Sublett	1908 Park Ave S Tacoma WA 98404	LB	531-5293	

Moving to Work/Lease/Non-Smoking Public Meeting



Date: August 30, 2012

PLEASE WRITE CLEARLY

[illegible]

Moving to Work/Lease/Non-Smoking Public Meeting



Date: September 13, 2012

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Kayla n Andara	3218 S. Monroe St. #60 Tacoma, WA 98409	Self	253-292-1693	trebke@comcast.net
Nordina Brown	7902 27th St N University Place, WA	THA	(253) 307-6740	NBROWN@tacomahousing.org
Orlando Supply	5305 Orachua 23 Tacoma WA 98467			

Living Apartments

PLEASE WRITE CLEARLY

[illegible]

Moving to Work/Lease/Non-Smoking Public Meeting



Date: August 28, 2012

PLEASE WRITE CLEARLY

			JERRY FORCER	
			Joni Ensign	
			Maryann Sims 307	
			Goldie L. Warren	
			Darlene Pottenger #305	
			Theresa H. #101	
			W. J. Woodward #301	
			Emma Mellon #312	
			THANH NGUYEN 313	
			Gussie Bennett G-12	
			Ethan Trelease 108	
			Mabel B. H. #207	

Moving to Work/Lease/Non-Smoking Public Meeting



Date: August 28, 2012

PLEASE WRITE CLEARLY

NAME	ADDRESS	COMPANY NAME	PHONE/FAX	E-MAIL ADDRESS
Shelia Bass	401 N. G ST #112			
Scott E. Banks	401 N G ST #301		253-572-9019	
Glenn Vign	308 N. G. ST			
HEIDI HENSON		Tree Free Alliance of Pierce County	253.223.7538	basefootheidi@gmail.com
EMINE BERRY	401 N G St. Apt 111		253-572-0975	berry.emine60@yahoo.com

Public Hearing

Salishan, 9/11/12 at 5pm

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Heidi Finden	4140 Ct Q	253-448-1665
Lisa Miller	4314 Salishan Blvd	267-3910
Matt Rosenolt	4349 E. R ST	(253) 476-3444
Deborah Martin	4343 E. R. ST	
Timothy S. Hahn	4343 E. R. ST	
Landra Turner	5307 So. Orchard St #30	253-376-0202

Fawcett St Public Hearing 9/11/12 1pm

[illegible]

Public Hearing

Wright Ave Apartments 9/11/12 at 3:00 pm

<u>name</u>	<u>Address</u>	<u>Phone</u>
Annie Burris	6025 Wright Ave #208	253-777-7047
Naomi Boggan	6025 Wright Ave #303	253-617-5015
Doris Jones	6025 Wright Ave #317	253) 539-8152
Rick Jones	" "	475 5306
Hope Rehn	6025 Wright Ave. 112	253-472-1530

APPENDIX C: IMPACT ANALYSIS FOR FIVE YEAR ASSISTANCE PROGRAM:

THA will implement a five year term limit with fixed subsidy, on housing assistance for applicants pulled from the Housing Opportunity Program (HOP) waiting list beginning on January 1, 2013. Fixed income households will be included in the fixed subsidy but not time limits. This activity matches well with THA's goal is to help our participants achieve true self sufficiency by assisting them with their housing needs for a specific term. This will incentivize our participants to focus on securing better employment, save for a home and prepare them for a better future. Families will be given notices at every annual recertification indicating the number of years remaining on their term limited subsidy and will be given resources and assistance to move them towards their goals.

Participant Impact –

The subsidy provided will be fixed and work-able households will be timed off the program after five years. The average number of years that current participants have been on our program is 8 years. The proposed fixed subsidy was calculated by looking at our current payment standards and the average HAPS by bedroom size. THA will use a shallower subsidy in order to issue more HOP subsidies. The table below shows our current payment standards, average HAPS for each voucher size and THA's proposed fixed subsidy. THA will monitor lease up rates, time of lease ups and use opportunity mapping to ensure households are able to find safe, decent and sanitary housing.

Voucher Size	1	2	3	4	5
Proposed MTW Subsidy Amount (50% of payment standards)	390	486	709	798	921
Average HAP currently	\$492	\$633	\$940	\$1,040	\$1,095
As a % of payment standard	63%	65%	66%	65%	60%
THA Payment Standards	\$780	\$973	\$1418	\$1596	\$1843

The five year term limit will create a sense of urgency in our participants and help them define their goals and work towards self-sufficiency. At the initial HOP subsidy briefing, THA will have employment/education partners present. All households who are receiving a HOP subsidy will have the opportunity to set an appointment with a local employment/education professional for an initial assessment before leaving. THA will also have other partnering employment agencies at the briefing to match families up with employment services. Families will find the unit search process simplified due to the fixed subsidy amounts. The fixed subsidy will eliminate the utility allowance and make it is simpler for households to know what subsidy they have. It also prepares them for future apartment searches and teaches them to budget and choose their unit wisely. THA will no longer refer to a voucher but use the term HOP subsidy. Households will be issued a document stating what the subsidy is for their housing search.

Agency Impact –

THA anticipates serving more families with our MTW funds as participants are termed out hence decreasing the wait time for assistance for the families on our waiting list. There is a

tremendous demand for assistance. THA will also be able to serve additional households because of the shallower subsidy being used in the Housing Opportunity Program. THA anticipates issuing 20 additional HOP subsidies each year in addition to the HOP subsidies that will be used to fill numbers due to attrition.

The fixed subsidy will also result in administrative efficiencies due to the reduction in staff hours spent on the recertification process. The annual income and other data will still be reported and EIV will be pulled..

Hardship Policy –

A hardship policy has been established that defines the circumstances under which households may request an extension to the term limit. Families that would like to request a term limit extension need to apply eight months prior to the end of term. A committee will be established to review each request and the families will be provided an opportunity to present justification for their request. If approved by the committee, a three month extension may be granted to the family.

APPENDIX D: REPLACEMENT HOUSING FACTOR PLAN (RHF PLAN)

First Increment Funding

THA has received first increment RHF funds as a result of the disposition of 512 public housing units at the Salishan site and 38 PH units at Hillside Terrace 2300 Block. THA began receiving the first increment of RHF funds in 2004. THA is utilizing a portion of these funds to repay a Capital Funding Financing Plan Bond that was used to assist with the financing of the rebuilding of the Salishan neighborhood. THA plans to utilize the remaining RHF funds pursuant to Option 3 of THA's MTW Agreement. THA intends to combine RHF funds into the MTW Block Grant. THA intends to accumulate the RHF grants for up to five years, and be eligible for the second increment of RHF funds.

The subject grants are:

Grant Number	Amount	Project-Increment
WA19R005501-10	\$1,337,436	Salishan (198 units) Year 5 out of 5 Salishan (29 units) Year 3 out of 5 Salishan (191 units) Year 3 out of 5 Salishan (37 units) Year 3 out of 5 Salishan(57 units) Year 1 out of 5
WA19R005501-11	\$734,132	Salishan (29 units) Year 4 out of 5 Salishan (191 units) Year 4 out of 5 Salishan (37 units) Year 4 out of 5 Salishan(57 units) Year 2 out of 5
WA19R005501-12	(Estimated) \$659,086	Salishan (29 units) Year 5 out of 5 Salishan (191 units) Year 5 out of 5 Salishan (37 units) Year 5 out of 5 Salishan(57 units) Year 3 out of 5
WA19R005501-13	(Estimated) \$337,939	Salishan(57 units) Year 4 out of 5 Hillside Terrace 2500/1800 (104 units) Year 1 out of 5
WA19R005501-14	(Estimated) \$119,643	Salishan(57 units) Year 5 out of 5 Hillside Terrace 2500/1800 (104 units) Year 2 out of 5
WA19R005501-15	(Estimated) \$218,296	Hillside Terrace 2500/1800 (104 units) Year 3 out of 5
WA19R005501-16	(Estimated) \$218,296	Hillside Terrace 2500/1800 (104 units) Year 4 out of 5
WA19R005501-17	(Estimated) \$218,296	Hillside Terrace 2500/1800 (104 units) Year 5 out of 5
1st Increment before deductions	\$4,061,420	
Minus CFFP Bond Payment	\$1,082,341	
Final Total 1st Increment	\$2,979,079	

This funding will be used to fill gaps in financing as needed to develop affordable housing units at the in Tacoma, Washington. THA will ensure that the requisite number of affordable housing units required under the “Proportionality Test” will be developed.

It is THA’s understanding from the information posted on the HUD Capital Fund webpage that the obligation end date for these funds will be October 2016 and the disbursement date will be October 2018.

Second Increment Funding

THA has received second increment Replacement Housing Factor (RHF) funds as a result of the disposition of 38 public housing units at Hillside Terrace 2300 Block and 512 public housing units at Salishan. THA plans to utilize these RHF funds pursuant to Option 3 of THA’s MTW Agreement. THA intends to combine RHF funds into the MTW Block Grant. THA intends to accumulate the RHF grants for up to five years.

The subject grants are:

Grant Number	Amount	Project-Increment
WA19R005502-10	\$99,262.84	Hillside Terrace (14 units) Year 2 out of 5 Hillside Terrace (24 units)Year 1 out of 5
WA19R005502-11	\$551,768	Hillside Terrace (14 units) Year 3 out of 5 Hillside Terrace (24 units)Year 2 out of 5 Salishan (198 units) Year 1 out of 5
WA19R005502-12	\$495,364	Hillside Terrace (14 units) Year 4 out of 5 Hillside Terrace (24 units)Year 3 out of 5 Salishan (198 units) Year 2 out of 5
WA19R005502-13	(Estimate) \$1,034,807	Hillside Terrace (14 units) Year 5 out of 5 Hillside Terrace (24 units)Year 4 out of 5 Salishan (198 units) Year 3 out of 5 Salishan (29 units) Year 1 out of 5 Salishan (191 units) Year 1 out of 5 Salishan (37 units) Year 1 out of 5
WA19R005502-14	(Estimate) \$1,005,421	Hillside Terrace (24 units)Year 5 out of 5 Salishan (198 units) Year 4 out of 5 Salishan (29 units) year 2 out of 5 Salishan (191 units) Year 2 out of 5 Salishan (37 units) Year 2 out of 5

Grant Number	Amount	Project-Increment
WA19R005502-15	(Estimate) \$1,074,688	Salishan (198 units) Year 5 out of 5 Salishan (29 units) Year 3 out of 5 Salishan (191 units) Year 3 out of 5 Salishan (37 units) Year 3 out of 5 Salishan (57 units) Year 1 out of 5
WA19R005502-16	(Estimate) \$659,086	Salishan (29 units) Year 4 out of 5 Salishan (191 units) Year 4 out of 5 Salishan (37 units) Year 4 out of 5 Salishan (57 units) Year 2 out of 5
WA19R005502-17	(Estimate) \$659,086	Salishan (29 units) Year 5 out of 5 Salishan (191 units) Year 5 out of 5 Salishan (37 units) Year 5 out of 5 Salishan (57 units) year 3 out of 5
WA19R005502-18	(Estimate) \$119,643	Salishan (57 units) Year 4 out of 5
WA19R005502-19	(Estimate) \$119,643	Salishan (57 units) Year 5 out of 5
2nd Increment before deductions	\$5,818,762.00	
Minus CFFP Bond Payment	\$2,015,062	
Final Total 2nd Increment	\$3,803,700.	

THA will ensure that the requisite number of affordable housing units required under the “Proportionality test” will be developed.

It is THA’s understanding from the information posted on the HUD Capital Fund webpage that the obligation end date for grant numbers WA19R005502-10 through WA19R005502-14 is October 2016. The disbursement end date will be October 2018. The obligation end date for grant numbers WA19R005502-15 through WA19R005502-19 is October 2021. The disbursement end date will be October 2023. THA will develop new units in accordance with the requirements found in THA’s MTW Agreement and will meet the newly established obligation and disbursement deadlines

THA confirms its RHF Amendment was submitted to HUD on March 1st 2012. THA is in compliance with the obligation and expenditure deadlines on all of its Capital Fund Grants and is current on its LOCCS reporting. THA understands that it must obtain a firm commitment of substantial additional funds other than public housing funds to meet the leverage requirement. When the leveraged funds are secured, THA will submit written documentation confirming the funding.

APPENDIX E: LOCAL ASSET MANAGEMENT PLAN

To be included when finished by Finance

APPENDIX F: CAPITAL FUND DOCUMENTS

Included as separate attachment because of size

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (2)

DATE: September 26, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Architecture & Engineering Services for Stewart Court Apartments - Contract Amendment

Background

This resolution extends the architect contract to cover the next phase of work at Stewart Court Apartments. Resolution 2012-2-22 (1) authorized the Executive Director to negotiate and award a contract for architectural and engineering services for the Stewart Court apartments with ORB Architects.

THA's Asset Management committee completed the development of a revitalization plan for the Stewart Court Apartments with the assistance of ORB Architects, who performed the Capital Needs Assessment and provided assistance with the preparation of the Housing Trust Fund Stage 2 application. This work was completed for \$32,000.

The scope of work for Stewart Court Apartments includes high priority exterior upgrades such as new siding, insulation, gutters and down spouts and site work, as well as replacing the electrical panels and domestic water supply system. ORB will be providing architectural, electrical engineering, geotechnical, civil engineering, Evergreen Standards documentation, and survey as well as construction oversight services for the project. The total for this phase of work is \$369,926.

The first phases of the additional work – Schematic Design and Design Development will be completed in FY 2012. The value of this work is \$138,000 and is covered in the FY 2012 Agency revised budget. The remaining work will be completed in FY 2013 and will be included in the FY 2013 Agency budget.

Board Resolution

The subject resolution seeks Board Approval to authorize staff to sign a contract amendment with ORB Architects to increase the contract amount by \$369,926 to a total not-to-exceed of \$401,926.

Recommendation

Approve Resolution 2012-9-26 (2) authorizing Executive Director or his designee to increase the contract amount for the Architectural and Engineering Services for Stewart Court Apartments project by \$369,926 for a total amount not-to-exceed of \$401,926 with ORB Architects.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (2)

Architectural and Engineering Services for Stewart Court – Contract Amendment

WHEREAS, on February 22, 2012 The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract to ORB Architects for Architectural and Engineering (A&E) services for Stewart Court Apartments;

WHEREAS, the first focus of the work was the Capital Needs Assessment, scope definition and assistance with the Housing Trust Fund Stage 2 application in an amount not-to-exceed of \$32,000;

WHEREAS, the construction scope has been defined and the cost for the associated A&E services is \$369,926;

WHEREAS, the work to be completed in FY 2012 is covered in the Agency 2012 budget and remaining work will be included in the FY 2013 Agency budget;

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

Authorizes Executive Director or his designee to increase the contract amount for the Architectural and Engineering Services for Stewart Court Apartments project by \$369,926 for a total amount not-to-exceed of \$401,926 with ORB Architects.

Approved: September 26, 2012

Janis Flauding, Chair

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (3)

DATE: September 26, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of tenant account receivable write offs

Background

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

Until we write off tenant accounts receivable balances as a bad debt, these balances stay on the active tenant ledger in our accounting system and General Ledger (GL). The receivable balance also remains as part of our tenant receivables that we report to HUD in our year-end financials. Once we write off the debt, we can remove from THA's receivable balance and assign it to the collection agency for collection purposes. THA receives 50% of any proceeds that the collection agency recovers.

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

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

Recommendation

Approve Resolution 2012-9-26 (3) authorizing THA to write off tenant accounts totaling: \$60,417.41.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (3)

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

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

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

Accounts to be written off and sent to collections		
Project or Section 8	TENANT #	BALANCE DUE
Fawcett Apts.	139340	\$39.82
Hillside Terrace Apts.	133648	\$436.94
Scattered Sites	132825	\$2,266.54
	109468	\$2,772.42
	127277	\$930.54
		\$5,969.50
Stewart Court Apts.	XX001166	\$3,455.43
	XX000270	\$201.05
	XX000987	\$2,845.62
	XX000725	\$2,863.14
		\$9,365.24
Salishan 7	XX001038	\$3,376.30
Section 8	117775	\$7,452.00
	00000779	\$91.20
	134328	\$5,302.00
	131102	\$7,678.00
	132025	\$6,660.00
	146090	\$386.00
	103598	\$1,138.00
	132162	\$969.00
	210016 OWNER	\$6,814.00
	00003448	\$47.00
	128248	\$1,004.00
		\$37,541.20
Total to Write off and send to collections		\$56,729.00

Accounts to be written off and not sent to collections		
Project or Section 8	TENANT #	BALANCE DUE
North K St. Apts.	130863	\$ 132.90
	124899	\$11.42
		<i>\$144.32</i>
EB Wilson Apts.	140887	\$116.86
	124651	\$30.89
	144457	\$2.09
	140853	\$91.77
		<i>\$241.61</i>
Fawcett Apts.	132382	<i>\$92.74</i>
Wright St. Apts.	130830	<i>\$112.95</i>
Ludwig Apts.	107653	<i>\$77.76</i>
G St. Apts.	133324	\$219.66
	143256	\$573.70
		<i>\$793.36</i>
6th Ave. Apts.	443	\$95.72
	132359	\$151.83
	143559	\$102.65
	126162	\$33.47
		<i>\$383.67</i>
Section 8	4615	\$26.00
	100283	\$1,816.00
		<i>\$1,842.00</i>
Amount to be written off and not sent to collections*		<i>\$3,688.41</i>

*This total includes accounts where tenant is deceased or the balance is under \$30.

Approved: September 26, 2012

Janis Flauding, Chair

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (4)

DATE: September 26, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Pierce County Special Program Housing Contract—Youth and Young Adults

Background

THA's 2012 Moving to Work Plan included an activity to allow THA to develop a regional approach for administering its special purpose housing programs. Under this activity:

THA would be allowed to use the competitive funding process established by the local government jurisdiction (Pierce County Consortium) to award THA funds/resources for sponsor based housing. THA would commit MTW dollars and or housing units to be awarded through the locally established funding cycle. This would allow THA to "pool" resources with the local jurisdiction to meet the local needs as prioritized through city and or county planning process. THA would ensure that grantees serve households below 80% AMI and would establish mandatory reporting and audit guidelines to monitor the success of the program. THA would have an audit system in place to ensure compliance with rules and regulations including PIH Notice 2011-45.

This resolution will allow THA to use this MTW flexibility to contract with Pierce County's Community Connections division. This contract will serve young adults (ages 18-24) who are unaccompanied by a parent or guardian and are without shelter where appropriate care and supervision are available, whose parent or legal guardian is unable or unwilling to provide shelter and care, or who lacks a fixed, regular, and adequate nighttime residence. Each young adult must show some evidence that they can successfully live independently. Short term rental assistance will be provided for at least 20 young adults. The program will provide up to \$500 per month per youth or young adult for up to 24 months.

Other City, County, State and Federal funds that are received by Pierce County will be used for supportive services and administrative support needed to administer this contract. All THA funds will be used for rental assistance.

Pierce County Community Connections and its subgrantees will report on the following outcomes for households served by this contract:

- Changes in household income for all household members; and
- Changes in household earned income for all household members; and
- Housing status at three, six, and twelve months after assistance ends.

THA will use these outcomes to measure its success in using Moving to Work flexibility to meet its three MTW statutory objectives. The goal is to increase housing choice for homeless youth and young adults in Tacoma and to help them prosper..

THA also hopes to realize increased administrative efficiency by using Pierce County's existing processes to procure service providers and administer and oversee these housing dollars.

We also hope to see an increase in the number of households that can be served with THA's rental assistance by offering shorter term, shallower subsidies to these youth and young adults.

Recommendation

Approve Resolution 2012-9-26 (4) authorizing the Executive Director to execute a contract with Pierce County in the amount of \$187,500 for the purpose of providing rental assistance to homeless unaccompanied youth and young adults.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (4)

WHEREAS, Tacoma Housing Authority (THA) has an approve Moving to Work (MTW) activity allowing it to use a regional approach for administering its special purpose housing programs ;

WHEREAS, Pierce County has been selected as the entity to oversee some of THA's special programs, select qualified service providers to administer the programs, and comply with all State and Federal regulations connected with THA's Moving to Work funds;

WHEREAS, Pierce County has conducted a competitive process and selected qualified service providers to administer these funds for rental assistance for homeless unaccompanied youth and young adults;

WHEREAS, this contract is intended to provide rental assistance for at least 20 homeless unaccompanied youth and young adults each year;

WHEREAS, this contract will have a term of October 1, 2012 through December 31, 2013 and may be extended for one year terms upon mutual agreement by Pierce County and THA;

WHEREAS, the contract amount exceeds the \$100,000 spending limit for the Executive Director.

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

1. Authorizes Executive Director be authorized and directed to execute a contract with Pierce County in the amount of \$187,500 for the purpose of providing rental assistance to homeless unaccompanied youth and young adults.

Approved: September 26, 2013

Janis Flauding, Chair