



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

MAY 22, 2024



**Tacoma
Housing
Authority**

REGULAR MEETING

BOARD OF COMMISSIONERS

MAY 22, 2024

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, May 22, 2024, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

<https://us02web.zoom.us/j/88074347981> | **Meeting ID:** 880 7434 7981 | **Dial:** (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street, Room 800 Tacoma, WA 98402	CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	1715 East Madison Street Seattle, WA 98122	cw11@kstwtv.com
KNKX	930 Broadway Tacoma, WA 98402	info@knkx.org
Tacoma News Tribune	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	newstips@thenewstribune.com

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Initiatives Officer

902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | www.tacomahousing.org



AGENDA

TACOMA HOUSING AUTHORITY REGULAR BOARD OF COMMISSIONERS MEETING MAY 22, 2024, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room

ZOOM: <https://us02web.zoom.us/j/88074347981> / MEETING ID: 880 7434 7981

DIAL: (253) 215-8782

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Minutes of February 28, 2024—Regular Session

3.2. Minutes of March 27, 2024—Regula Session

4. GUEST COMMENTS

5. COMMITTEE REPORTS

5.1 Real Estate Development Committee

5.2 Finance and Audit Committee

5.3 Community Partnerships and Advocacy Committee

5.4 Education, Housing, Services, and Partnerships Committee

5.5 Diversity, Equity, Inclusion, and Belonging Committee

6. MOTION

6.1 To authorize THA to host a Pizza and Ice Cream event and approve a paid half day on May 24, 2024

6.2 To Overturn Hearing Decision

7. FINANCE REPORT

7.1. Ratifying Cash Disbursement for March 2024

7.2. Ratifying Cash Disbursement for April 2024

8. AGENCY MONTHLY REPORT

9. NEW BUSINESS

9.1 2024-05-22 Agency-Wide Rest and Wellness Day

10. EXECUTIVE SESSION

10.1 To discuss legal matters with legal counsel representing the agency

10.2 To review the performance of a public employee

11. COMMENTS FROM THE COMMISSIONERS

12. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES

BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, MARCH 27, 2024

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, March 27, 2024.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:50 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh	
	Commissioner Michael Purter
Commissioner Shennetta Smith	
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
	Adam Ydstie, Policy, Innovation, and Evaluation Director
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
Marquis Jenkins, Property Management Director	
Richard Deitz, Finance Director	
	Sharrall Madden, Human Resources Director
William Morse, Director/CIO	

Chair Hodge declared there was a quorum present at 4:51 pm and proceeded.

3. EXECUTIVE SESSION

The Board went into executive session at 4:51 pm for 21 minutes to discuss with legal counsel potential litigation and came back into regular session at 5:12 pm.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 28, 2024. Commissioner Rumbaugh moved to adopt the minutes. Chair Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

5. GUEST COMMENTS

None.

6. COMMITTEE REPORTS

There were no committee meetings this month, but the Real Estate Development Committee did have an informal discussion regarding Housing Hilltop.

7. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. Tacoma Housing Authority (THA) paid for elevator work for The Rise but will be reimbursed for that through the partnership.

6.1 RATIFYING CASH DISBURSEMENT FOR FEBRUARY 2024

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,385,503 for the month of February 2024. Chair Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

8. AGENCY MONTHLY REPORT

8.1 PRESENTATION: THA PARTNERSHIPS AND SERVICES

Directors Hanauer and Jenkins presented the Arlington Youth Drive presentation. Tacoma Housing Authority (THA) owns 3.5 acres called Arlington Drive near its community of New Salishan and set out to develop a Youth Campus on that property with 12-bed Crisis Residential Center (CRC)/HOPE Center, 58 rental apartments, supportive services, and a potential third building for job training. THA brought on a partner provider early in the process to help design the building and services. The project cost is \$25M, with financing from the State of Washington (\$5M), City of Tacoma (\$2.8M), and Pierce County (\$670k). The remaining \$16.53 million came from other funding sources. There is 24/7 on-site wraparound services and organized events at Arlington Apartments. 44 youth were diverted from homelessness through the CRC/HOPE Center in 2022/2023.

8.2 GENERAL AGENCY UPDATES

THA learned last week that it will be receiving the Shining Star Community Partner award from Tacoma Public Schools for Client Support and Empowerment (CSE) to support students and schools at properties. CSE and Rental Assistance (RA) will represent THA at the TPS Board meeting.

Executive Director (ED) Black shared a picture of Housing Hilltop. Housing Hilltop is making great progress. Other development projects are also moving along nicely. THA is currently in the dark period of Yardi as we convert over to the new system. Training is going well, and staff adjusted the office hours to accommodate the learning required. Staff will do Housing Assistance Payments (HAP) in that system in May. The federal budget passed before the government shutdown. THA also received Moving to Work (MTW) contract extension through 2038. The contract was set to expire in 2028. Senator Patty Murray led that charge in Congress and ED Black and other staff were able to thank her in person.

9. NEW BUSINESS

9.1 ADOPTION OF THA POLICY F-25 ELECTRONIC FUND TRANSFERS

RESOLUTION 2024-03-27 (1)

(Adoption of THA Policy F-25 Electronic Fund Transfers)

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

WHEREAS, the Housing Authority of the City of Tacoma (the "Authority) receives and disburses funds by means of wire and other electronic communication; and

WHEREAS, state law (RCW 39.58.750) requires that the transfer of funds by wire or other electronic communication shall follow the standards set forth by the State Auditor; and

WHEREAS, the State Auditor’s Budgeting, Accounting and Reporting System (BARS) Manual 3.8.11.10 recommends adopting policies for electronic funds transfer transactions; now, therefore, be it

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

Authorizes THA’s Executive Director to adopt and implement THA’s Policy F-25 Electronic Fund Transfers.

Commissioner Rumbaugh motioned to approve the resolution. Chair Hodge seconded the motion.

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

Motion approved: March 27, 2024

Dr. Minh-Anh Hodge, Chair

9.2 INVESTMENT OF MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL

RESOLUTION 2024-03-27 (2)

(Investment of monies in the Local Government Investment Pool)

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the Housing Authority of the City of Tacoma (THA), to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the THA shall be first duly authorized by the THA Board, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS, THA will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of THA has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein;

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of THA monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Finance Director and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that THA designates the Executive Director, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

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

AYES: 4
NAYS: None

Abstain: None
Absent: 1

Motion approved: March 27, 2024

Dr. Minh-Anh Hodge, Chair

9.3 APPROVAL FOR UP TO 116 PROPERTY BASED SUBSIDIES ON HOUSING HILLTOP
NORTH AND SOUTH

RESOLUTION 2024-03-27 (3)

(APPROVAL FOR UP TO 116 PROPERTY BASED SUBSIDIES ON HOUSING HILLTOP NORTH & SOUTH)

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

WHEREAS, Tacoma Housing Authority obtained MTW Approval in 2018 to implement its Property Based Subsidy program; and

WHEREAS, THA's approval permits the agency to provide subsidies on properties owned in whole or in part by THA or with other private owners; and

WHEREAS, Adding Property Based Subsidies to Housing Hilltop North and South will make the units accessible to households with incomes below 60% AMI; and

WHEREAS, The contract term will be determined through discussions with the investors; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to execute a Property Based Subsidy Contract with Housing Hilltop LLLP for up to 116 units.

Chair Hodge motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

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

Motion approved: March 27, 2024

Dr. Minh-Anh Hodge, Chair

10. COMMENTS FROM COMMISSIONERS

Commissioner Rumbaugh mentioned the good session in DC. Secretary Donovan spoke and continues to support affordable housing in his new role. It was a good conference with informative financing

strategies. He added that ED Black, in conjunction with others presented about how THA rolls housing into education support and mental health support. *“April did well and made THA look great.”*

Chair Hodge missed this in-person meeting in DC but is looking forward to the next visit. She is thrilled and pleased about Arlington Drive. She thanked staff for all the good news and all the work they do every day. Commissioner Smith had a chance to see April and staff last year. She stated that each individual at THA know their stuff and makes everyone look good. Vice Chair Young thanked staff again for everything. Arlington is a great reminder of the great work staff do.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:10 pm.

APPROVED AS CORRECT

Adopted: April 24, 2024

Dr. Minh-Anh Hodge, Chair



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, APRIL 24, 2024

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 pm on Wednesday, April 24, 2024.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh (arrived late at 4:55 pm)	
Commissioner Michael Purter	
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
	Aley Thompson, Deputy Executive Director
Sha Peterson, Executive Initiatives Officer	
	Adam Ydstie, Policy, Innovation, and Evaluation Director
	Amber Prentice, Rental Assistance Director
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
	Marquis Jenkins, Property Management Director
Richard Deitz, Finance Director	
	Sharrall Madden, Human Resources Director
William Morse, Director/CIO	

Chair Hodge declared there was a quorum present at 4:47 pm and proceeded.

3. NEW BUSINESS

8.1 JAMES CENTER NORTH—AVIVA CROSSING

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

WHEREAS, THA is facilitating the development of several parcels at James Center North / Aviva Crossing to be developed as affordable housing; and

WHEREAS, the development of those parcels requires numerous infrastructure improvements, including the upgrade and realignment of the utilities on site and on neighboring properties; and

WHEREAS, execution of a series of easements and agreements is necessary to permit and to coordinate payment for and maintenance of those infrastructure improvements; and

WHEREAS, other documents, including but not limited to those associated with THA and partner developer project financing, may also need to be executed; now, therefore, be it

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

This resolution authorizes *THA's Executive Director to execute all necessary documents with developer partners, funders, and regulatory authorities to carry out the development at the James Center North/Aviva Crossing site.*

Vice Chair Young motioned to approve the resolution. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: April 24, 2024

Dr. Minh-Anh Hodge, Chair

4. ADJOURNMENT

There being no further business to conduct, the meeting ended at 4:59 PM.

APPROVED AS CORRECT

Adopted: May 22, 2024

Dr. Minh-Anh Hodge, Chair



**Tacoma
Housing
Authority**

Real Estate Development Committee

Commissioner Stanley Rumbaugh
Commissioner Shennetta Smith

Finance Committee

Chair Minh-Anh Hodge
Vice Chair Derek Young

Community Partnerships and Advocacy Committee

Commissioner Pastor Michael Purter
Commissioner Shennetta Smith

Education, Housing, Services and Partnerships Committee

Chair Minh-Anh Hodge
Vice Chair Young

Diversity, Equity and Inclusion Committee

Chair Minh-Anh Hodge
Commissioner Shennetta Smith



MOTION

Date: May 22, 20224

To: THA Board of Commissioners

MOTION

Move to authorize Tacoma Housing Authority (THA) to recognize the exceptionally hard work of staff by hosting a Pizza and Ice Cream event hosted by the Employee Appreciation Committee and approve a paid half day on May 24, 2024.

- Say goodbye to OpenDoor;
- Celebrate successful Yardi conversion and making May HAP payments;
- Celebrate successful conversion to Apricot;
- Congratulate maintenance team on hug progress on unit turns; and
- Recognize staff's leasing efforts.

RATIONALE

To recognize THA staff for all their success and hard work.

Approved: May 22, 2024

Dr. Minh-Anh Hodge, Chair



MOTION

Date: May 22, 20224

To: THA Board of Commissioners

MOTION

Move to authorize Tacoma Housing Authority (THA) to overturn the hearing officer decision in the case involving termination of voucher assistance for customer T0004617.

RATIONALE

THA has discovered it allowed the hearing officer to exceed its authority by having the case heard by the hearing officer prior to allowing the customer to have an informal settlement talk, as required by THA's Grievance Procedures.

Approved: May 22, 2024

Dr. Minh-Anh Hodge, Chair



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: May 22, 2024

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,135,065 for the month of March 2024.

Approved: May 22, 2024

Dr. Minh-Anh Hodge, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of March 2024

		Check Numbers			
		From	To	Amount	Totals
A/P Checking Accounts					
Accounts Payable Checks	Check #'s	97,117	-	97,177	
Accounts Payable ACHs	ACHs	2,852	-	2,917	
Business Support Center				675,603	Program Support
Moving To Work Support Center				107,542	
Moving To Work Buildings (used by Support Center)				14,108	
Tax Credit Program Support Center				47,275	
Section 8 Programs				105,000	Section 8 Operations
Salishan 7				27,432	Properties
James Center				9,619	Development
Housing Hilltop LLLP				15,335	
Hillsdale Heights				2,475	
Bus Development Activity				17,036	
CS General Business Activities				6,885	Client Support
SAFE/TRAC				440	
Department of Commerce Funding for Crisis Residential Center				170,713	
Community Services MTW Fund				3,654	
Education Private Grants (Gates, etc.)				925	
COT-Community Wellness Program				1,250	
AMP 6 - Scattered Sites				8	Public Housing
AMP 9 - HT 1500 - Subsidy				1,436	
THA SUBTOTAL				1,206,738	
Hillside Terrace 2 & 1500				1,169	Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				2,522	
Housing Hilltop LLLP				20,496	
Arlington Youth Campus				727	
Court F (The Rise)				1,025	
Renew Tacoma Housing				8,839	
Salishan 1 - Salishan 6				8,059	
TAX CREDIT SUBTOTAL (Operations & Development - billable)				42,837	1,249,575
Section 8 Checking Account (HAP Payments)					
SRO/HCV/VASH/FUP/NED	Check #'s	488,173	-	488,287	191,457
	ACHs	40,286	-	41,194	4,525,189
					\$ 4,716,646
Payroll & Payroll Fees - ADP					\$ 1,168,844
TOTAL DISBURSEMENTS					\$ 7,135,065



MOTION

Date: May 22, 2024

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$8,473,466 for the month of April 2024.

Approved: May 22, 2024

Dr. Minh-Anh Hodge, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of April 2024

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Accounts					
Accounts Payable Checks	Check #'s	97,178	-	97,249	
Accounts Payable ACHs	ACHs	2,918	-	3,002	
Business Support Center				1,614,414	Program Support
Moving To Work Support Center				210,069	
Moving To Work Buildings (used by Support Center)				20,094	
Tax Credit Program Support Center				97,573	
Section 8 Programs				116,633	Section 8 Operations
Arlington Crisis Residential Center				20	Properties
Hillsdale Heights				46	
Highland Crest Apts				24	
Hilltop Lofts				12	
James Center				57	
Outrigger				10	
Prairie Oaks Operations				693	
Salishan 7				36,309	
Alberta J Canada Bldg				24	
James Center				5,966	
Housing Hilltop LLLP				64	
Hillsdale Heights				475	
Bus Development Activity				3,945	
SAFE/TRAC				60	Client Support
Department of Commerce Funding for Crisis Residential Center				135,505	
Community Services MTW Fund				3,308	
Education Private Grants (Gates, etc.)				2,088	
COT-Community Wellness Program				500	
AMP 6 - Scattered Sites				18	Public Housing
AMP 9 - HT 1500 - Subsidy				2,738	
THA SUBTOTAL				2,250,644	
Hillside Terrace 2 & 1500				4,386	Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				11,139	
Housing Hilltop LLLP				102,718	
Arlington Youth Campus				4,106	
Court F (The Rise)				3,062	
Renew Tacoma Housing				18,277	
Salishan 1 - Salishan 6				11,267	
TAX CREDIT SUBTOTAL (Operations & Development - billable)				154,955	
Section 8 Checking Account (HAP Payments)					
SRO/HCV/VASH/FUP/NED	Check #'s	488,288	-	488,421	402,624
	ACHs	41,195	-	42,103	4,463,419
					\$ 4,866,043
Payroll & Payroll Fees - ADP					\$ 1,201,824
TOTAL DISBURSEMENTS					\$ 8,473,466



TACOMA HOUSING AUTHORITY

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Date: May 22, 2024

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the April 2024 disbursement report for your approval.

The Finance Department is submitting the financial statement for the period ending March 31, 2024. The financials represent a snapshot of where we currently stand financially and offer an early indication of areas that may require additional attention. These financials represent a small period of time and, as a result, are prone to significant variances related to timing issues and other temporary anomalies. We do our best to consider the impact of these anomalies on our financials as we make projections about where we will finish the year. We also know that our plans and expectations will continue to change throughout the year, and we will update our projections to reflect these changes.

As previously noted, first-quarter numbers can be significantly impacted by temporary timing differences that will resolve over the course of the year. The delay in HAP funding, in particular, is creating the current deficit of \$3,493,021, as shown on Line 46 – Operating Surplus/(Deficit). A supplemental MTW draw request of \$3,728,000 was funded in April related to our activity in Q1. If this amount were included, it would have resulted in a positive Operating Surplus/(Deficit) (Line 46) and a positive THA Surplus/(Deficit) (Line 55), which currently shows a deficit of \$3,631,744. We anticipate finishing the year with an operating surplus of \$297,223, as displayed on Line 51.

The 2024 budget included significant loan retirements, acquisition funding and property sales. To date, very little of this activity has occurred. We have updated our forecasts to reflect our current expectations. The most significant change has occurred in the reduction in the anticipated sales proceeds associated with the James Center lots. This reduction may require additional use of reserves to pay down the associated loans.

For this report, general themes and notable items will be addressed.

- *Line 1, HAP reimbursements* – We are significantly under budget year to date; however, as noted above, this is primarily due to the MTW draw being received in April rather than March. Overall, MTW spending was slightly below what was budgeted, so we did not have the expenses to draw additional funds. On May 9th, we received our 2024 funding notice from HUD, which included a 15.43% Renewal Inflation Factor with 99.5% proration. This will give THA access to an additional \$8.07 million in MTW funds above what was budgeted for 2024. The impact of this increase is further discussed in the Budget section of this report.

- *Line 2 – Section 8 Admin Fee Earned* – THA received an additional \$391,334 related to 2023 Administrative Fees from HUD in February, resulting in higher than anticipated administrative fee revenue.
- *Line 3 – Community Services* – This line item relates to the HUD Family Self-Sufficiency Grant. THA was awarded a grant of \$245,195 for 2024, but similar to last year, we have yet to be able to draw down funds due to technical issues.
- *Line 12 – T/C Waterfall Payments* – Historically, this was budgeted based on what THA anticipated to receive in payments from THA’s Low Income Housing Tax Credit (LIHTC) partnerships during the budget year. To bring the LIHTC partnerships more in line with THA, we are now showing current-year performance, which is under what was anticipated but not as significantly as it appears. A good portion of the cash flow is expected after the project-based voucher rents are increased on September 1st. This increase only impacts the HAP that THA pays and not our clients.
- *Lines 15 – 25 – Administrative Expense* – Similar to prior years, nearly every category of *Administrative Expense* is running under budget. In general, expenses are running closer to the budgeted amount than in previous years. Historically, we have had a significant variance in *Administrative Salaries*, but we are running relatively close to budget due to the lower number of vacant positions.
- *Lines 26 – 29 – Tenant Service* – The Tenant Service area is under budget overall for the first quarter. The most significant variance is in *Tenant Service - Other*, which reflects underspending on grant-funded contracts.
- *Line 30 – Utilities* – This line item is for utilities at 902, the FIC, and the other THA-owned properties. The overage is spread relatively evenly among the properties, with the largest overage being at 902.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – This category is running over budget, and we anticipate this trend will continue throughout the year. A large portion of the overage is the result of charges and staffing time budgeted in the LIHTC properties being charged to THA. The maintenance expenses related to 902, FIC, and James Center are all running below budget. These savings are offset by overages at Salishan 7, Highland Crest, and Outrigger.
- *Line 36 – Protective Services* – The majority of the costs in this category relate to security patrols for THA properties. Each property is traditionally charged based on the time the security firm spends at that property. THA changed security firms in mid-December of 2023, and the new firm was delayed in providing a schedule outlining where the security guards spent their time. Once the new vendor provides this reporting, most of the costs in this category will be distributed to the LIHTC portfolio.
- *Line 38 – Other General Expense* – The overage in this area is a result of the full amount of the leasehold excise taxes being due in the first quarter. This variance will diminish as we progress through the year.
- *Line 43 – Section 8 HAP Payments* – This line item is currently running slightly over budget due to a faster than anticipated rise in per voucher costs for traditional tenant-based vouchers.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 3.00%. The Washington State Local Government Investment Pool currently provides a return rate of 5.41%.

3. AUDIT

The Washington State auditors have not yet provided a start date to begin work on the audit for 2023. We anticipate that the Washington State auditors will continue doing most of their work remotely. They will most likely work on the Single audit concurrently with the financial audit and finish up with the Accountability audit. The entrance conference will be determined after the auditors let us know when they will officially start working on the audit.

4. BUDGETS

We anticipate proposing a budget amendment within the next few months to account for several significant changes. HUD released THA's annual funding table in the beginning of May. The table included a Renewal Inflation Factor of 15.43% with a 99.5% proration. This increase will provide THA with an additional \$8 million in available funding above what was budgeted for 2024. These additional funds will impact our upcoming negotiations with our unions regarding an annual increase. We did not budget an increase because we did not anticipate receiving additional funding. As noted in the *Financial Statement* section, our voucher spending is trending higher than was anticipated. This additional funding will provide THA with the opportunity to further serve our Section 8 clients. THA's role in the infrastructure work at Aviva Crossing (James Center) has changed since the Board adopted the budget, and we will likely propose an adjustment to account for these changes.

5. SYSTEM CONVERSION AND FUTURE REPORTING

THA as an Agency has transitioned over to Yardi. Unlike the rest of the Agency, the Finance Department will need to continue working in Intacct for several months to close out April. This close will be more in line with a full year-end close rather than a quicker monthly close. The initial financial balances will not be in Yardi until this process is completed and the data is converted. We cannot begin closing financial periods in Yardi until this process is complete. The Yardi closing process will initially take longer as we learn the system and work through the additional challenges that come with any new system. As a result, future reporting will be delayed. Different types of reporting will be impacted differently. The monthly Cash Disbursement report will likely only be slightly delayed, but it may not look the same. The Cash Position and quarterly financials will be delayed because they require the initial balances from Intacct.

6. YEAR END UPDATE

There is no update at this time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		March-24				Thru 12/31/2024		
		CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP reimbursement	13,326,766	13,326,766	17,995,025	-25.94%	73,289,806	72,904,879	0.53%
2	HUD grant - Section 8 Admin fee earned	1,724,019	1,724,019	1,459,893	18.09%	5,872,074	5,839,573	0.56%
3	HUD grant - Community Services	0	0	61,250	-100.00%	245,915	245,000	0.37%
4	HUD grant - Public Housing subsidy	3,264	3,264	3,075	6.15%	12,300	12,300	0.00%
5	HUD grant - Capital Fund Operating Revenue	0	0	3,525	-100.00%	14,100	14,100	0.00%
6	Other Government Grants	591,709	591,709	578,750	2.24%	2,315,000	2,315,000	0.00%
7	Tenant Revenue - Dwelling rent	847,119	847,119	863,311	-1.88%	3,458,945	3,453,245	0.17%
8	Tenant Revenue - Other	82,912	82,912	48,916	69.50%	220,649	195,664	12.77%
9	Management Fee Income	897,343	897,343	937,544	-4.29%	3,679,105	3,750,175	-1.90%
10	Other Revenue	924,865	924,865	525,932	75.85%	2,405,663	2,103,726	14.35%
11	Other Revenue - Developer Fee Income	0	0	0	N/A	0	0	N/A
12	Other Revenue - T/C Waterfall Payments	205,430	205,430	468,750	-56.17%	1,875,000	1,875,000	0.00%
13	Investment income	234,958	234,958	194,060	21.07%	845,849	776,240	8.97%
14	TOTAL OPERATING RECEIPTS	18,838,384	18,838,384	23,140,031	-18.59%	94,234,406	93,484,902	0.80%
OPERATING EXPENDITURES								
<i>Administrative Expenses</i>								
15	Administrative Salaries	2,835,423	2,835,423	2,907,893	-2.49%	11,491,693	11,499,299	-0.07%
16	Administrative Personnel - Benefits	866,778	866,778	971,093	-10.74%	3,536,454	3,857,674	-8.33%
17	Audit Fees	0	0	28,350	-100.00%	113,400	113,400	0.00%
18	Management Fees	170,425	170,425	207,825	-18.00%	783,956	831,299	-5.70%
19	Office Expense	710,376	710,376	905,457	-21.55%	3,551,879	3,621,828	-1.93%
20	Legal	93,598	93,598	87,875	6.51%	327,594	351,500	-6.80%
21	Travel/Training	47,112	47,112	145,800	-67.69%	484,512	583,200	-16.92%
22	Other administrative expenses	613,999	613,999	725,382	-15.36%	2,748,836	2,901,528	-5.26%
23	Due diligence - Perspective Development	24,321	24,321	137,500	-82.31%	550,000	550,000	0.00%
24	Contingency	0	0	26,250	-100.00%	105,000	105,000	0.00%
25	Total Administrative Expenses	5,362,032	5,362,032	6,143,425	-12.72%	23,588,324	24,414,727	-3.38%

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	March-24				Thru 12/31/2024			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
26	Tenant Service - Salaries	456,844	456,844	474,050	-3.63%	1,882,199	1,896,199	-0.74%
27	Tenant Service Personnel - Benefits	162,948	162,948	171,004	-4.71%	671,344	684,016	-1.85%
28	Tenant Service - Other	550,340	550,340	677,978	-18.83%	2,685,360	2,711,911	-0.98%
29	Total Tenant Services	1,170,132	1,170,132	1,323,032	-11.56%	5,238,903	5,292,127	-1.01%
Utilities								
30	Total Project Utilities	128,444	128,444	120,149	6.90%	493,777	480,595	2.74%
Ordinary Maintenance & Operations								
31	Maintenance Salaries	316,858	316,858	218,950	44.72%	1,040,903	875,870	18.84%
32	Maintenance Personnel - Benefits	72,623	72,623	71,301	1.85%	269,742	288,205	-6.41%
33	Maintenance Materials	72,711	72,711	47,596	52.77%	216,858	190,379	13.91%
34	Contract Maintenance	219,274	219,274	231,316	-5.21%	912,181	925,263	-1.41%
35	Total Routine Maintenance	681,467	681,467	569,162	19.73%	2,439,684	2,279,717	7.02%
General Expenses								
36	Protective Services	55,865	55,865	8,130	587.15%	32,520	32,520	0.00%
37	Insurance	150,290	150,290	165,034	-8.93%	658,934	660,136	-0.18%
38	Other General Expense	166,092	166,092	120,125	38.27%	458,148	480,501	-4.65%
39	Interest Expense	137,468	137,468	164,108	-16.23%	571,668	567,866	0.67%
40	Total General Expenses	509,715	509,715	457,398	11.44%	1,721,270	1,741,023	-1.13%
41	TOTAL OPERATING EXPENSES	\$ 7,851,790	\$ 7,851,790	\$ 8,613,165	-8.84%	\$ 33,481,958	\$ 34,208,189	-2.12%
Nonroutine Expenditures								
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	89,873	89,873	24,125	272.53%	62,662	96,500	-35.07%
43	Sec 8 HAP Payments	14,389,742	14,389,742	14,267,585	0.86%	60,392,563	59,112,400	2.17%
44	Total Nonroutine Expenditures	14,479,615	14,479,615	14,291,710	1.31%	60,455,225	59,208,900	2.10%
45	TOTAL EXPENDITURES	22,331,405	22,331,405	22,904,875	-2.50%	93,937,183	93,417,089	0.56%
46	OPERATING SURPLUS/(DEFICIT)	(3,493,021)	(3,493,021)	235,155	-1585.41%	297,223	67,814	338.29%
47	Debt Service Principal Pymt/Loan Payoffs	(88,997)	(88,997)	(982,187)	-90.94%	(3,928,748)	(3,928,748)	0.0%
48	Surplus/Deficit Before Reserve Appropriations	(3,582,018)	(3,582,018)	(747,032)	379.50%	(3,631,525)	(3,860,934)	-5.94%
49	Reserve Appropriations - Operations/Loan Payoff	0	0	375,000		2,000,000	1,500,000	
50	Surplus/Deficit Before Capital Expenditures	(3,582,018)	(3,582,018)	(372,032)		(1,631,525)	(2,360,934)	
51	Capitalized Items/Development Projects	(5,763)	(5,763)	(1,118,750)	-99.48%	(4,475,000)	(4,475,000)	0.00%
52	Reserve for Replacement	(43,963)	(43,963)	(43,963)	0.00%	(175,852)	(175,852)	0.00%
53	Revenue - Capital Grants/Sale of Property	0	0	1,013,750	-100.00%	2,555,000	4,055,000	-36.99%
54	Reserve Appropriations - Capital	0	0	1,000,000	-100.00%	4,000,000	4,000,000	0.00%
55	THA SURPLUS/(DEFICIT)	(3,631,744)	(3,631,744)	479,005		272,623	1,043,214	

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2024

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	5,552,252	3.00%
Section 8 Checking	6,893,858	3.00%
THA Affordable Housing Proceeds-Salishan	2,038,039	3.00%
THA Scattered Sites Proceeds	6,083,926	3.00%
FSS Escrows	137,502	3.00%
FSS Forfeitures	50,115	3.00%
Note Fund Account	106	3.00%
THDG - Tacoma Housing Development Group	1,000,882	3.00%
Salishan 7 Operations	1,709,175	3.00%
Salishan 7 Security Deposit	32,158	3.00%
Salishan 7 Replacement Reserve	678,106	3.00%
Salishan 7 Operating Reserve	210,486	3.00%
North Highland Operations	188,621	3.00%
North Highland Security Deposit	30,467	3.00%
North Highland Capital Reserve	406,225	3.00%
Highland Crest Operations	1,064,699	3.00%
Highland Crest Replacement Reserve	413,662	3.00%
Highland Crest Security Deposit	40,303	3.00%
Outrigger Operations	658,944	3.00%
Outrigger Replacement Reserve	361,553	3.00%
Outrigger Security Deposit	26,780	3.00%
Prairie Oaks Operations	285,562	3.00%
Prairie Oaks Replacement Reserve	55,565	3.00%
Prairie Oaks Security Deposit	6,633	3.00%
Payroll Account	20,693	3.00%
HOME STREET BANK		
James Center North Operations	515,932	0.00%
James Center North Security Deposit	77,937	0.00%
WASHINGTON STATE		
Investment Pool	\$ 8,890,762	5.41%
1. TOTAL THA CASH BALANCE	\$ 37,430,944	
Less:		
2. Total MTW Cash Balance	\$ 1,082,723	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)	\$ 356,723	
3. MTW Cash Held By HUD	\$ 10,376,949	
4. Non MTW Cash Restrictions/Obligations		
<i>4.1 Non MTW Operational Restrictions</i>		
4.10 HUD Restricted - Lot and Property Sales	\$ 8,121,965	
4.101 Area 2B Sales Proceeds (Afford Hsg)	2,038,039	
4.102 Scattered Sites Proceeds (Afford Hsg)	6,083,926	
4.20 THA Property Accounts Reserved	\$ 13,360,939	
4.201 Security Deposit Accounts	214,278	
4.202 Highland Crest Operations Reserves	520,000	

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2024

4.203 Highland Crest Replacement Reserves	413,662		
4.204 James Center North Operations Reserves (Debt Svc)	1,000,000		
4.205 James Center North Capital	297,049		
4.206 Outrigger Operations Reserve	150,000		
4.207 Outrigger Replacement Reserves	361,553		
4.208 Prairie Oaks Operations Reserves	177,000		
4.209 Prairie Oaks Replacement Reserves	55,565		
4.210 Salishan 7 Operations Reserves	750,000		
4.211 Salishan 7 Replacement Reserves	678,106		
4.212 North Highland Court Operations Reserves	50,000		
4.213 North Highland Capital Reserve	406,225		
4.214 Housing Hilltop Loan Reserve	8,287,500		
4.30 Rental Assistance Reserves		\$ 1,296,975	
4.301 Mod Rehab Operating Reserves	13,554		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP Reserves	1,095,805		
4.303 FSS Escrows	187,616		
4.40 Prepaid Grants		\$ 1,319,748	
4.401 TPS Interlocal (CS-2017-011)	141,211		
4.402 Balmer Foundation - Education Prog (CS-2020-005)	7,061		
4.403 College Spark (PI-2018-005)	52,848		
4.404 GTCF Grant (PI-2019-005)	77,290		
4.405 Ballmer Foundation - COVID Rent Assist (RA-2020-003)	40,456		
4.406 THDG	1,000,882		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 24,099,627	
4.70 Agency Contracted or Budgeted Commitments Remaining		\$ -	
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 24,099,627	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 12,248,594	
6. Development Advances - Project Reimbursement upon draw		\$ -	
6.01 Housing Hilltop LLLP	-		



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: May 22, 2024
Re: Agency Monthly Report

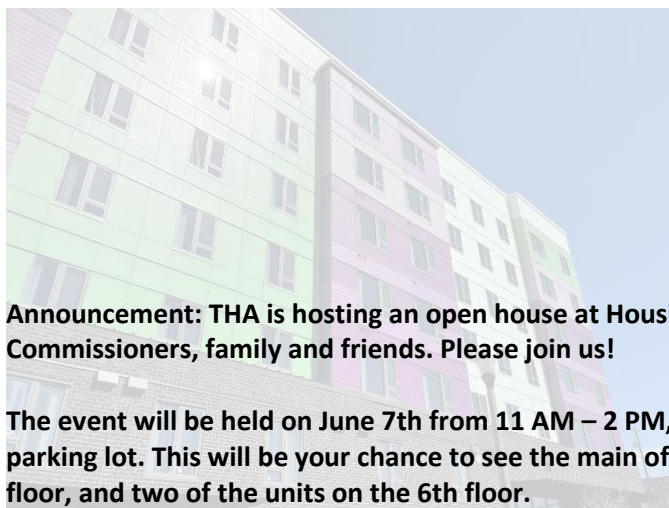
THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

In this report you will find our agency highlights for the month of May. The agency updates are categorized as they relate to our long-term goals:

- Increase the amount of available housing for low-income families
- Increase housing access and stability
- Embed principles of diversity, equity, inclusion and belonging (DEIB) in THA's program, culture, and priorities
- Make THA a great place to work

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.



Announcement: THA is hosting an open house at Housing Hilltop South. This event is for staff, Commissioners, family and friends. Please join us!

The event will be held on June 7th from 11 AM – 2 PM, and you're welcome to park in the HHT South parking lot. This will be your chance to see the main office of the building, the courtyard on the 2nd floor, and two of the units on the 6th floor.

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INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

- Construction
 - South - 97% complete.
 - North - 78% complete.
- Budget
 - Currently tracking to finish the project approximately 253k under budget.
 - \$1,733,600 contingency remaining (59% used).
- South Building
 - Certificate of Occupancy (COO) expected on 5/31/24.
 - Move-ins targeted to begin 6/10/24.
- North Building
 - COO expected 11/20/24.
 - Move-ins targeted to begin 12/1/24.

- Property Management
 - FPI is actively leasing and will move into leasing office in June.
 - They have currently received 10 applications for June move ins and are expected to have the South building fully occupied by 10/31/24.

- Commercial
 - Marketing materials for South building space is in final legal review and is expected to be distributed by 5/21/24.
 - TUPAC is expected to take possession of commercial space in the North building at the end of 2024 and begin build out of the space.

Aviva

- Site
 - The boundary line adjustment (BLA) has been officially recorded and title has been updated.
 - THA is currently working with Enterprise and WSHFC on collateral release and funding will come from section 18 proceeds.
 - THA is continuing to work with site neighbors to resolve the 12 easements that affect the various parcels.
 - The RPF process for the lower parcel is still under way and interviews have been conducted. Final analysis is in process.

- Koz
 - Expected to break ground November 2024.

- Mercy
 - Expected to break ground October 2024.

- Infrastructure

At the April Board meeting we discussed the increasing infrastructure costs and how it may impact THA's share of the costs. The table below shows the updated project costs with the current gap and the additional funding being pursued to close the gap for THA and Mercy.

The cost share terms are being negotiated now. The biggest issue is the timing of additional funding commitments and payments. We are currently looking at bridging the costs for the Mercy portion (which is the eligible portion and which Mercy increased to reduce our obligation by ~\$1 million) with THA’s restricted Section 32 Funds. These funds have the potential to be fully repaid as we are pursuing additional funding beyond the gap amount, though we will not have commitments on those other funds in time for cost share execution and the commencement of the first phase of utility work. PIE is working to confirm that our MTW Plan supports the use of these funds at Aviva.

The THA and Koz portion of the costs due this summer will not be able to be financed with Section 32 Funds, which means, until additional funds are raised for that work, these will need to be paid for with unrestricted funds, expected to be \$700,000 - \$1,000,000 this summer. Mercy is asking legal if this summer’s work can be considered theirs which would allow us to gap all upcoming costs with Section 32 dollars (MTW Plan permitting). The fundraising plan calls for a reimbursement of THA’s out of pocket portion, so if the upcoming work can be considered Mercy’s there is a scenario where no unrestricted funds are applied to the project, even temporarily.

Updated Estimate		Updated Estimate - Proposed Funding	
	\$ 8,041,131.00		\$ 8,041,131.00
	\$ 828,236.00		\$ 828,236.00
	\$ 311,470.00		\$ 311,470.00
	\$ 130,800.00		\$ 130,800.00
	\$ 184,995.00		\$ 184,995.00
	\$ 81,350.00		\$ 81,350.00
	\$ 35,400.00		\$ 35,400.00
	\$ 9,613,382.00		\$ 9,613,382.00
MHNW Share	\$ 4,806,691.00	MHNW Share	\$ 4,806,691.00
Housing Funds - already awarded	\$ 1,806,691.00	Housing Funds - Original Budget	\$ 1,806,691.00
CHIP and EPA Funds - loan from THA	\$ -	CHIP and EPA Funds - awarded	\$ -
CHIP - applied 10/23	\$ -	Bridge to CHIP - applying 10/24	\$ 1,000,000.00
		New Requested funds - permanent	\$ 2,000,000.00
(gap)/contingency	\$ (3,000,000.00)	(gap)/contingency	\$ -
THA Share	\$ 4,806,691.00	THA Share	\$ 4,806,691.00
KOZ Contribution	\$ 720,490.18	Koz + latecomers	\$ 846,934.00
CHIP and EPA Funds - awarded	\$ 2,959,757.00	CHIP and EPA Funds - awarded	\$ 2,959,757.00
CHIP - applied 10/23	\$ -	CHIP - applying 10/24	\$ 1,000,000.00
gap/contingency	\$ (1,126,443.82)	(gap)/contingency	\$ -

Hillside 2300 & Sals 1 - 3

- Resyndication analysis is still underway.
- Full project plan to be completed by December 2024.
- Anticipated construction start date October and end date May 2027.

Hillside 1500

- Redevelopment analysis underway.
- Plan expected to be completed by December 2024.
- Anticipated project start date will be in 2026 or 2027.

Hillsdale Heights

- Monthly meetings being held with stakeholders, various city, county, and utility representatives to continue moving the project forward. The current focus is site utility work, roads, etc. to ensure the infrastructure is fully addressed for the needs of the project.

INCREASE HOUSING ACCESS AND STABILITY

MTW Reporting & Substantially the Same Requirements

We received some great news about our FY22 MTW Compliance. We were found to be compliant in all five required areas. Of note is our Substantially the Same (StS) requirement. HUD has determined that in 2022 we were compliant with StS, reaching 100%. This far exceeds our minimum requirement in which we were approved to serve 95% of StS.

Many thanks to the PIE team for tracking this data and ensuring our reporting is thorough and timely.

Time will tell but we expect continued compliance in our FY23 Report and even the forthcoming 2024 report. This is due to the incredible work that the Rental Assistance, Eligibility, and Property Management teams are doing to improve our leasing numbers and unit turns, as well as new project-based vouchers and project-based subsidies units coming down the line.

Yardi Implementation

Yardi went live as planned in late April. THA has successfully used the system to pay third-party landlords and post accurate rents for our residents. While there is still much work to do to get the system fully operational, these tasks were the most critical that needed to be accomplished for this conversion to be a success.

This is a major milestone for the agency that would not have been accomplished without the many hours the dedicated THA spent, including nights and weekends, to ensure success. This team was made up of members from throughout the agency and mainly included staff from IT, PIE, RA, PM, Finance and CSE. This is a comprehensive conversion that covered all aspects of the agency except HR. This is a particularly notable success because it is the first time Yardi has gone live with all of its modules at once at an agency.

At this point, there is nothing known that would cause THA to want to revert to our old system, OpenDoor.

For the next month, THA will focus on cleaning data, making sure accounts payable is working properly and ensuring that payroll runs correctly. We will also be working to ensure all the many functions of the system are working correctly including maintenance, inspections, reasonable accommodation and more.

In June, the agency will begin Phase II of the project to get to items not included in this go-live. This will include go-lives for the SharePoint file structure, incidents, on-line RFTA and more.

Finally, this will set the agency up for the successful deployment of HUDs new data reporting standards going live in October and January.

This project has taken a significant amount of staff time and resources to bring to success. It was only possible because of the partnership and collaboration of team members from throughout the agency.

Property Management has started to receive NSPIRE inspections and notifications for several properties. As of now Salishan 4, Bay Terrace 1 and 2 have all been inspected. Any deficiencies were corrected within 24hrs or 2 weeks depending on the level of severity. The Management team and maintenance team have been working hard to complete all work and prepare for future inspections. NSPIRE is a new inspection model that HUD and WSHFC have adopted with implementation starting this year. We

appreciate the collaboration with the residents at all properties as we adjust to the new inspection requirements.

The turn team has been working hard to get units ready for future occupants. As of May, we only have 4 units in repair make ready status which is a huge shift from last year. Thank you to the turn team for all your work getting us to this point.

EMBED PRINCIPLES OF DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) IN THA'S PROGRAMS, CULTURE, AND PRIORITIES

Physical Accessibility Audit

The contractor has begun their work on the accessibility audit.

MAKE THA A GREAT PLACE TO WORK

Special Pause to Celebrate in May

We will be closing our offices at 11:30 on Friday, May 24th and gathering at the FIC at noon that day for a pizza and ice cream party hosted by our amazing Employee Appreciation Committee.

During our time together on May 24th we'll:

- Say goodbye to OpenDoor. OpenDoor was a tool that helped use serve thousands of people during the time we had it. Unfortunately, OpenDoor couldn't keep up with the changing times—most notably, new HUD regulations, reporting forms, and inspection processes. So, we'll close this chapter together.
- Celebrate our successful Yardi conversion and making May HAP payments! What a huge lift from EVERY person. Staff are learning and have more to do but we need to celebrate our wins
- Celebrate the successful conversion to Apricot. This is going to be a great tool for our CSE staff to serve customers and track data related to their work.
- Congratulate our Maintenance Team on their huge progress on unit turns. Our unit turns and leasing are very important to our tax credit investors and our ability to maintain that funding. Having units ready also means we can serve a family in need faster.

- Recognize our leasing efforts. We are currently moving in more families each month than we ever had in the past. This means so much in the lives of the families we are here to serve. It's also very complicated given the different funding we must comply with.

Mid-Year Employee Appreciation Celebration

The annual mid-year Employee Appreciation event is a key initiative in our employee engagement strategy and serves as an opportunity to recognize and celebrate the hard work and dedication of our staff. This year's celebration will be on July 19th at Swan Creek Park. The committee has been working diligently to ensure this event is a success and hopes that this event will not only boost staff morale but also foster a sense of camaraderie among the departments. It is the committee's hope that this appreciation event will further reinforce THA's commitment to its employees and contribute to a positive work environment.

Coffee and Donuts with the Leadership Team

The Leadership Team has scheduled a quarterly Coffee and Donuts with staff. This informal gathering is part of our ongoing efforts to foster open communication and build stronger relationships within THA. We held the first event at 902 with 46 attendees. The next one is scheduled at the FIC on June 13th. These sessions provide an opportunity for our staff to interact directly with the leadership team in a relaxed setting. We believe that these interactions can lead to better understanding, collaboration, and mutual respect among all levels at THA. We anticipate that these sessions will be a positive experience for all participants and will contribute to our ongoing efforts to create a supportive and inclusive work environment.

Popcorn Wednesdays

The Employee Appreciation Committee will be hosting Popcorn Wednesday on the first Wednesday of every month starting in June. The locations will rotate between 902, FIC, and Bay Terrace. The intent of the event is to allow for more informal interactions and relationship building across departments.

A LOOK AHEAD: JUNE BOARD FOCUS

Our June Board meeting will be focused on phase 1 annual planning.

ADVOCACY ITEMS

Acquisition

We are working with the Association of Washington Housing Authorities (AWHA) on developing a new acquisition fund at the state level that would provide very favorable permanent public financing to help fill gaps in commercial debt financing. This is an ongoing and complicated effort, but has the backing of the Governor's staff, multiple legislators, and the Housing Finance Commission.

We are currently drafting a white paper that outlines the need and our proposed tools for solving the gaps and stabilizing units and rents locally and will present to legislators and staff for review shortly.

Affordable Housing Consortium Hilltop Walking Tour

Many THA staff and over 50 community members joined the AHC/THA Hilltop tour of affordable housing projects as one of the events for Affordable Housing Week. We toured Koz, Mercy Housing Northwest's Rosa Franklin, Housing Hilltop North and South, Hilltop Lofts, AJC, and ended in a reception at Rite Aid/TUPAC. It was a great turnout, and the group was able to see some of the finished ground floor units at HHT South.



TACOMA HOUSING AUTHORITY

NEW BUSINESS



RESOLUTION 2024-05-22(1)

Date: May 22, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Additional Rest and Wellness Day for THA Staff

This resolution would add establish July 5, 2024, as a Rest and Wellness Day for Tacoma Housing Authority (THA) staff.

BACKGROUND

THA staff have accomplished a number of milestones in the first quarter of 2024. These include:

- THA has successfully converted all tenant data to Yardi and made housing assistance payments to landlords.
- THA has completed its conversion to Apricot.
- The Maintenance Team is caught up on unit turns.
- We are currently moving in more families each month than we ever had in the past.

Whereas in previous years, THA has budgeted for special recognition awards and merit-based pay increases, THA was unable to include these items in the 2024 budget because of the uncertainty of the 2024 federal budget. To account for this, I am proposing non-monetary

recognition in the form of an additional Rest and Wellness Day. This day would be July 5, 2024. The designation of this day will be for 2024 only.

Finally, the focus on the mental health and wellbeing of staff is a best practice within the public service field, and this in one way we are promoting this wellbeing.

RECOMMENDATION

Authorize THA's Executive Director to provide July 5, 2024, as an additional Rest and Wellness Day.



RESOLUTION 2024-05-22 (1)

Additional Rest and Wellness Day for THA Staff

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

WHEREAS, THA may provide additional paid time off; and

WHEREAS, THA will provide one additional Rest and Wellness day in 2024; and

WHEREAS, there is no financial impact to THA; now, therefore, be it

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

Authorize THA's Executive Director to provide July 5, 2024, as an additional Rest and Wellness Day.

Approved: May 22, 2024

Dr. Minh-Anh Hodge, Chair