

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, April 28, 2021 3:30 p.m.
Via Zoom

AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY’S AGENDA
4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON March 31, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,276,472.72 FOR MARCH 2021
6. CONSIDER A MOTION APPROVING RESOLUTION 1903
7. CONSIDER A MOTION APPROVING RESOLUTION 1904
8. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE
 - c. EXECUTIVE DIRECTOR
 - i. Introduction of proposed new Resident Commissioner
 - d. SECTION 8
 - e. MAINTENANCE
 - f. CONTRACTS AND PROCUREMENT
 - g. REPORTS OF COMMITTEES
9. COMMISSIONER’S CORNER
10. EXECUTIVE SESSION

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

11. ADJOURNMENT

The Pierce County Housing Authority Board of Commissioner will hold its meetings to ensure essential Housing Authority functions continue, however due to Governor Inslee’s [Emergency Proclamation 20-25 Stay Home – Stay Healthy](#) issued on March 23, 2020, in-person attendance by members of the public is NOT permitted at this time.

During this public health emergency, we will only accept public comment at Director@pchawa.org. Submit public comments any time before the Board of Commissioner’s meeting adjourns. All written comments will be part of the record. If you make public comments before noon on the day of the Board meeting, Board members will receive them prior to the meeting.

Board Minutes

PIERCE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING

Wednesday, March 31, 2021 3:30 p.m.

Via Zoom

AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY’S AGENDA
4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON February 24, 2021.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON March 5, 2021.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,448,273.71 FOR FEBRUARY 2021
7. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE
 - c. EXECUTIVE DIRECTOR
 - d. SECTION 8
 - e. MAINTENANCE
 - f. CONTRACTS AND PROCUREMENT
 - g. REPORTS OF COMMITTEES
8. COMMISSIONER’S CORNER
9. EXECUTIVE SESSION

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

10. ADJOURNMENT

The Pierce County Housing Authority Board of Commissioner will hold its meetings to ensure essential Housing Authority functions continue, however due to Governor Inslee’s [Emergency Proclamation 20-25 Stay Home – Stay Healthy](#) issued on March 23, 2020, in-person attendance by members of the public is NOT permitted at this time.

During this public health emergency, we will only accept public comment at Director@pchawa.org. Submit public comments any time before the Board of Commissioner’s meeting adjourns. All written comments will be part of the record. If you make public comments before noon on the day of the Board meeting, Board members will receive them prior to the meeting.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE PIERCE
COUNTY HOUSING AUTHORITY

February 24, 2021
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Smith
Commissioner Walton
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Financial Officer
Rodd Kowalski, Director of Operations
Tamara Meade, Director of Supported Housing Programs
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:33 pm. Roll call was taken.

There was public comment. Bianca Williams commented that she disapproves on how her annual income is being calculated.

Chairperson Martinez asked to review and approve the agenda. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on February 24, 2021. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the special board meeting held on March 5, 2021. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for February. Commissioner Smith so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked for the introduction of staff. Thomas Gaynor, the new maintenance specialist was introduced. Laurie Cruz & Stephanie Neuman, both housing specialists were introduced.

Chairperson Martinez asked for the finance report. Moreen went over the cash positions for the period ending in February 2021. Commissioner Walton wanted to know about apartments general fund. Moreen said the new software was paid out of that and the general fund. Commissioner Walton wanted to know how much comes out of each area? Moreen said it is based on units per property. Moreen then went over disbursements for the period ending in February 2021. Chairperson Martinez said funds for insurance are paid yearly. Commissioner Walton asked what was general operation? Moreen said those are the vendor bills. Commissioner Walton wanted to know why it is different from previous. Moreen said she will need to look up the information. Commissioner Smith said there was a big insurance payment for malfeasance. She said last month there was several large bills that were reviewed. Commissioner Smith said we will need to look at last month's narrative for an explanation. Chairperson Martinez said we will need more clarity. Moreen said she will need to look into it. Moreen then went over the January financial statement. Jim is working on a more detailed budget report for each property. Printout says November in error. It should say January.

Chairperson Martinez asked for the Executive Director report. The response was turned in to the auditors in time. Jim put in an ad for a financial controller.

Chairperson Martinez asked for the Section 8 report. Tamara went over breakdown of Yardi charges. Tamara went over her two-year tool. HUD is projected to fund us 30 million for the year. 350 applicants were notified last week and are going through the process of eligibility. Tamara gave an update on the Orting tiny homes - 5 will be for VASH vouchers of the 30. With the CARES funding, we will supply all of the mini fridges for the units since it is a community kitchen on site. Looking to add roughly 400 vouchers to the program this year. Yardi is going well, set up is almost complete. Will have the first conversion soon. Commissioner Smith asked about FMC tab red section is this the impact of the admin fee not being 100%? The red is HAP expenses but they just got the schedule and it hasn't been updated yet. Tamara went over her summary report.

Chairperson Martinez asked for the maintenance report. Victor went over his maintenance report. Commissioner Smith asked if there is any work at Montgrove? She sees that occupancy is a little low. Victor the smaller properties are covered by one staff member and they are currently hiring for that position.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his contracting/procurement, affordable housing, and delinquency and occupancy report.

Chairperson Martinez asked for the report of committees. There was none.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Smith and Jeanne have begun work on the anonymous reporting system. Walton got message from Bianca and public comments. what is the expectation for the board on follow-up? It is the Boards prerogative regarding public comment. There is a policy and procedure in place but tenant wants to work outside of those policy procedures which the Housing Authority cannot do. Tamara explained in broad strokes the procedure. It is up to the board on how to handle. It is a difficult situation due to confidential information involved. A third party review is the next step. It has been offered and declined by the tenant.

No executive session was needed.

Meeting adjourned at 5:05 pm.

PIERCE COUNTY HOUSING AUTHORITY
Report of Cash Disbursements
Period Ending March, 2021

Below are the cash disbursements for the month of March, 2021

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Mar-21	Feb-21
Apts General	US Bank	394.33	546.60	-	\$940.93	\$1,066.60
General Operation	US Bank	455,670.79	153,134.20	1,318.80	\$610,123.79	\$568,745.59
Payroll	US Bank	-	127,435.14	-	\$127,435.14	\$133,752.00
Section 8 HAP	US Bank	2,515,138.85	-	-	\$2,515,138.85	\$2,541,846.35
S8 FSS	US Bank	13,652.55	-	-	\$13,652.55	\$0.00
LIPH Management	US Bank	3,229.00	-	-	\$3,229.00	\$3,502.98
FNMA T&I Escrow	Greystone	-	5,952.46	-	\$5,952.46	\$197,141.00
TOTAL		2,988,085.52	287,068.40	1,318.80	\$3,276,472.72	\$3,448,273.71

DISBURSEMENTS audited by the Auditing Officer as required by RCW 42-24-090, have been recorded on a listing which has been made available to the Board of Commissioners of the Housing Authority of Pierce County.

Dated this day, April 28, 2021 the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: **\$3,276,472.72**

<http://www.leg.wa.gov/>



<http://www.leg.wa.gov/>

[42.24.080](#) << [42.24.090](#) >> [42.24.100](#)

RCW 42.24.090

Municipal corporations and political subdivisions -- Reimbursement claims by officers and employees.

No claim for reimbursement of any expenditures by officers or employees of any municipal corporation or political subdivision of the state for transportation, lodging, meals or any other purpose shall be allowed by any officer, employee or board charged with auditing accounts unless the same shall be presented in a detailed account: PROVIDED, That, unless otherwise authorized by law, the legislative body of any municipal corporation or political subdivision of the state may prescribe by ordinance or resolution the amounts to be paid officers or employees thereof as reimbursement for the use of their personal automobiles or other transportation equipment in connection with officially assigned duties and other travel for approved public purposes, or as reimbursement to such officers or employees in lieu of actual expenses incurred for lodging, meals or other purposes. The rates for such reimbursements may be computed on a mileage, hourly, per diem, monthly, or other basis as the respective legislative bodies shall determine to be proper in each instance: PROVIDED, That in lieu of such reimbursements, payments for the use of personal automobiles for official travel may be established if the legislative body determines that these payments would be less costly to the municipal corporation or political subdivision of the state than providing automobiles for official travel.

All claims authorized under this section shall be duly certified by the officer or employee submitting such claims on forms and in the manner prescribed by the state auditor.

[1995 c 301 § 73; 1981 c 56 § 1; 1965 c 116 § 2.]

Date: 04/20/2021
Time: 5:05:17 PM
By: dxs

A/P Trade Report

Page: 1
Rpt: G:\HMS\REPORTS\aptrade.qrp

A/Employee			
Name	Check Date	Check #	Check Amount
Bobbie Jones	03/02/2021	6941	\$189.68
Patti Carson	03/24/2021	6971	\$131.04
Kristina Hansen	03/30/2021	6983	\$17.36
Bobbie Jones	03/30/2021	6985	\$353.92
Total For : A/Employee			\$692.00

PIERCE COUNTY HOUSING AUTHORITY
Report of Cash and Investments
Period Ending March, 2021

Account Name	Bank	Balance	
		Mar-21	Feb-21
General Operating Accounts			
Apartments General	US Bank	\$ 188,662.05	\$ 106,779.28
Payroll	US Bank	97,151.19	100,697.72
General Operation	US Bank	758,353.18	899,388.00
US Bank Municipal Investment	USBank (TVI)	105,526.82	105,526.38
PCHA Special Item	US Bank	1,415,455.59	1,415,449.58
Homeownership	US Bank	451,453.00	450,750.09
Tenant Trust Accounts			
Damage Deposits	US Bank	250,639.67	249,709.30
Hud Trust Accounts			
Section 8	US Bank	3,813,053.17	3,588,385.08
LIPH Management	US Bank	1,138,333.29	1,083,247.35
LIPH Damage Deposits	US Bank	40,250.00	40,850.00
Section 8 FSS	US Bank	397,999.60	399,575.42
LIPH FSS	US Bank	38,024.13	37,343.98
Rural Development Funds			
Rural Development (Orting) Reserve	US Bank	86,256.75	86,256.39
FNMA Loan Reserve Account (Restricted)			
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,642.02	59,640.19
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,910.89	18,910.31
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,287.39	26,286.58
CR Replacement Reserve	Greystone (TTE)	188,795.69	188,789.90
DM Replacement Reserve	Greystone (TTE)	75,293.50	75,291.19
LV Replacement Reserve	Greystone (TTE)	98,876.91	98,873.88
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	29,962.93	21,662.41
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	1,821.70	-
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	2,604.67	-
FNMA Reserve Total		\$ 502,195.70	\$ 489,454.46
TOTAL PCHA		\$ 9,283,354.14	\$ 9,053,413.03

Apartments General

An account used primarily for receipt of revenues from apartments finance with the 1998 Pooled Housing Refunding Revenue Bond ('98 Bond Projects) and Orting Senior Apartments. Recordkeeping segregates funds for subsequent distribution to designated programs and specific uses in accordance with bond and loan regulatory agreements.

Payroll

General operating account used for payment of employee wages.

General Operation

General operating account used for payment of goods and services and non-compensation payroll related liabilities for all PHA programs.

PCHA Special Item

PCHA net proceeds collected from fraud recovery.

Homeownership

Account used primarily for receipt of revenues from 5H Homeownership notes. Use of proceeds are regulated by 24 CFR 906.3 and 906.31 which state: § 906.3 Requirements applicable to homeownership programs previously approved by HUD. (a) Any existing section 5(h) or Turnkey III homeownership program continues to be governed by the requirements of part 906 or part 904 of this title, respectively, contained in the April 1, 2002, edition of 24 CFR, parts 700 to 1699. The use of other program income for homeownership activities continues to be governed by agreements executed with HUD. § 906.31 Requirements applicable to net proceeds resulting from sale. (a) PHA use of net proceeds. The PHA must use any net proceeds of any sales under a homeownership program remaining after payment of all costs of the sale for purposes relating to low-income housing and in accordance with its PHA plan.

Damage Deposits and Damage Deposit Investments

Trust account used to retain apartment tenant deposits as security for performance of the tenant's obligations during the lease/rental agreement period. Funds are restricted from general use in accordance with RCW 59.18.270.

Section 8 General Operating

Account used for receipt of revenues for the PHA's Section 8 programs, disbursements for housing assistance related payments to landlords, participants and receiving PHAs, and for distribution to the PHA's General Operating account for payment of administrative costs of the associated programs, predominantly Housing Choice Vouchers (HCV). Since 2004, all HCV housing assistance funding is restricted for use to pay current or future housing assistance and all administrative fee funding may only be used to cover costs incurred to perform PHA HCV administrative responsibilities in accordance with HUD regulations and requirements.

LIPH Management

An account used primarily for receipt of revenues for the PHA's Low-Income Public Housing (LIPH) program, and for distribution to the PHA's General Operating account for specific LIPH program uses in accordance with HUD regulations and requirements. A minor amount is disbursed to program participants for utility assistance payments. This account also retains proceeds from land sales in the LIPH program which are restricted for capital improvement projects.

LIPH Damage Deposits

Trust account used to retain LIPH participant deposits as security for performance of the tenant's obligations during the lease/rental agreement period. Funds are restricted from general use in accordance with RCW 59.18.270.

Section 8 and LIPH FSS

Trust account used to retain S8 and LIPH FSS participant escrow balances.

Rural Development (Orting) Reserve

A reserve account funded through contributions from project operating funds. It is used primarily to pay for large planned expenses for maintenance and improvements of capital items. The project's reserves must be held in a supervised account that requires the Rural Development approval for all withdrawals.

LLC Replacement Reserve and Restabilization Reserve

Reserve accounts individually funded through loan proceeds of the Chateau Rainier, DeMark and Lakewood Village LLCs, for the specific purposes outlined in the FNMA loan agreement. Funds are legally restricted and unavailable for use in daily routine operations. Funds are held by the lender and are expected to remain on account through the life of the loan term.

Resolution # 1904

WHEREAS, the Pierce County Housing Authority desires to achieve and maintain HUD program operating reserves of 1 or more

WHEREAS, the Board of the Pierce County Housing Authority has reviewed the PHA shortfall improvement plan to access funding for immediate needs based on Tier 2 Criteria established in PIH Notice 2020-16

WHEREAS, the Pierce County Housing Authority desires to achieve and maintain HUD program operating reserves of 1 or more

NOW THEREFORE BE IT RESOLVED, the Board of Directors of the Pierce County Housing Authority approves the PHA shortfall improvement plan as presented and this approval be duly recorded and spread across the minutes of the Pierce County Housing Authority Commission on this 28th day of the month of April in the year 2021.

Ayes: _____ Nays: _____ Abstentions: _____

To this Resolution we set our hands:

Chairman

Resolution of Recognition and Appreciation

WHEREAS, the Pierce County Housing Authority has been fortunate to have Rodd Kowalski as a dedicated employee to carry out our mission of serving the people of Pierce County and

WHEREAS, Rodd has served tirelessly for 27 years during difficult and challenging times

WHEREAS, his service and dedication to mission has assisted the Authority help thousands of deserving families obtain affordable and decent housing

WHEREAS, we, as members of the Pierce County Housing Authority Commission wish to extend our utmost appreciation for the work that Rodd performed in his service to the Authority and our community,

WHEREAS, the Board wishes to extend our sincere best wishes for every happiness in his new adventure after leaving our employment,

NOW THEREFORE BE IT RESOLVED, that the Pierce County Housing Authority Commission recognizes and appreciates:

Rodd Kowalski's 27 years of Service

and wishes him well in all future endeavors, and, further, that this resolution of Appreciation and Support be duly recorded and spread across the minutes of the Pierce County Housing Authority Commission on this 28th day of the month of April in the year 2021.

Ayes: _____ Nays: _____ Abstentions: _____

(Optional) To this Resolution we set our hands and seals:

Chairman

Tausha Blaksley



EDUCATION

Clover Park Tech

2009 - 2010

Received my bookkeeping certificate.

Bookkeeping I & II, electronic business math, accounting spreadsheets, Microsoft word, PowerPoint & Access, principles of accounting, QuickBooks, payroll & business taxes.

OPTUM Health

2010 - 2010

Received my peer support counselor certification.

WORK EXPERIENCE

Crescent Realty, Real Estate Broker

April 2017–Present

My job duties range from clerical data entry, editing and executing contracts, facilitating a transaction from start to finish, social media presence, client interaction in person, written and verbal communication. I teach several real estate related classes, that I have created and organize. I also run a support group for women that want to be successful.

Sharp Plumbing, Office Manager

2014–2016

Clerical duties to include QuickBooks, scheduling appointments, invoicing, client communication, taxes and much more.

A Common Voice, Certified Peer Counselor & Office Manager

2010–2016

Clerical duties to include start up of office, organizing files and client information, answering phones, intakes, assigning responsibility, teaching classes.

Peer support duties to include client interaction, assist with coordination of juvenile court system for parents, assist in attending and preparation for IEP/504 meetings at school. Various other duties

PROFILE

I am excited to be given an opportunity to be a part of the Pierce County Housing Authority Board. As a PCHA recipient for 12 years now, I have moved from poverty as a single mother, to a home owner and business owner, and am very successful now thanks to the assistance and teachings at PCHA, hard work, dedication, and joy of life, and am eager to have an opportunity to be a part of the board and give back what was given to me.

CONTACT

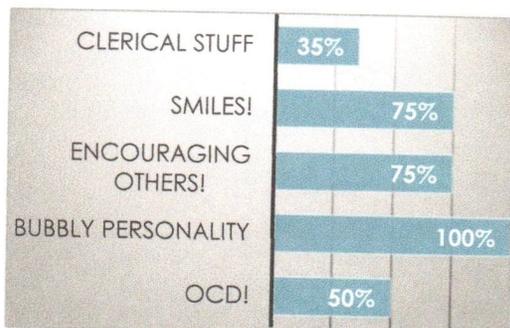
PHONE:
253-278-3945

EMAIL:
TaushaBlaksley@gmail.com

ADDRESS:
1721 150th Street South
Spanaway, WA 98387

HOBBIES

Kick Boxing!
Photography
Any children activities
Nature walks





To: Honorable Chair and Members of the Board of Commissioners

From: Moreen Forde, Acting Chief Financial Officer

Date: April 22, 2021

Re: Budget Variance Report for February 28, 2021

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results for the period of February 28, 2021. These numbers are draft and subject to change.

It is important to note that the financial report includes three limited liability corporations (LLC) properties that make up the Greystone properties. During 2014, the Authority established three separate Limited Liability Companies: Chateau Rainier Apartments LLC, DeMark Apartments LLC and Lakewood Village Apartments LLC, for the purpose of debt refunding. The refunding occurred in 2015 and the Authority transferred all assets and liabilities to these three separate legal entities.

DISCUSSION

Overview

Year-to-date variances are as follows:

- Operating Revenues are under budget by \$56,752 (1%).
 - Rental Income is under budget by \$53,791.
 - Other Income is under budget by \$2,961.
- Operating Expenses are over budget by \$54,884 (1%)
 - Central Administration expenses are under budget.
 - Utilities are slightly over budget.
 - Maintenance Costs are over budget.
 - Wages and Benefits on Site are under budget.
 - General Taxes, Insurance is under budget.
 - HAP/FSS Payments are on budget.
 - Independent Audit Costs are over budget.
 - Vendor, Lender, Professional & Other Fees are over budget.
- Profit before non-Operating Revenues/Expenses is under budget by \$111,636 (19%)
- Net Operating Income after Operating Costs is under budget by \$123,956.

Operations - Revenue

Rental income (Total Tenant Revenue) of \$1,154,835 is under budget by \$53,791(4%); and other income is under budget \$2,961 (12%). The budget for Housing Assistance Payments (HAP) and Low-Income Public Housing (LIPH) Operating Grants are reported as the actual amounts received from HUD since the amounts received from HUD are based on appropriations. Other income includes such items as fraud recovery from unreported income from families, fees from administering vouchers for other housing authorities (Portability) and forfeitures from the Family Self Sufficiency (FSS) program.

HCV administrative fee income is reported at the amount received from HUD. The factors that affect how much administrative fee PCHA receives are (1) the percentage of proration HUD announces (79% for the period of January – May; 81% for the period of June – October and 80% for November and December. (2) The number of units leased as of the first of each month. For the past several years, administrative fees from HUD have not been fully funded for the Housing Programs Department, this practice by HUD has pushed the Section 8 program into a deficit position. This deficit position has created an inter-program balance that, in time, will need to be reimbursed.

Operations - Expenses

Total Operating expenses are more than the year-to-date budget by \$54,884 (less than 1%). A contributing factor to this overage in expenses is independent audit costs as well as utilities costs being over budget significantly. Maintenance costs was also over budget by \$121,784. Management implemented daily cleaning instead of twice weekly cleaning.

Statement of Net Position

Currently PCHA has sufficient cash flow to timely pay vendors as their invoices come due and meet the salary and benefit liability of the current staff, basically maintain day-to-day operations.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Nan McKay and Associates (NMA) has taken on the role of Acting Finance Director and continues to provide consulting services. They also prepare and submit the HUD's monthly Voucher Management System (VMS) to REAC.

PCHA's audit for the 2019 financial statement is completed and the Financial Data Schedule (FDS) was submitted to REAC and is now in review status.

The unaudited submission for calendar year 2020 financial statements were submitted and approved by the Real Estate Assessment Center (REAC).

Respectfully submitted,

Moreen Forde
Acting Chief Financial Officer

Attachment:

- Year to date financials budget to actual

Pierce County Housing Authority
Statement of Revenues, Expenses and
February 28, 2021

	2021					2020				
	TOTAL PHA-WIDE CURRENT YEAR				Variance %	TOTAL PHA-WIDE PRIOR YEAR				Variance %
	February-21	Y-T-D	BUDGET	VARIANCE		February-20	Y-T-D	BUDGET	VARIANCE	
Operating Revenues:										
Rent Income	\$ 573,038	\$ 1,154,835	\$ 1,208,626	\$ 53,791	4%	\$ 607,581	\$ 1,195,343	\$ 1,096,036	\$ (99,307)	-9%
Other Income	11,020	22,035	24,996	2,961	12%	4,896	8,915	112,164	103,249	92%
Housing Assistance Grants	2,383,574	4,767,148	4,767,148	-	0%	2,459,816	4,685,076	4,685,076	-	0%
FSS Grant	4,304	26,285	26,285	-	0%	23,723	23,723	23,723	-	0%
Admin Operating Grant	183,862	367,724	367,724	-	0%	167,094	334,188	334,188	-	0%
LIPH Operating Grant	28,201	56,402	56,402	-	0%	31,111	62,200	62,200	-	0%
TOTAL OPERATING REVENUES	\$ 3,183,999	\$ 6,394,429	\$ 6,451,181	\$ 56,752	1%	\$ 3,294,221	\$ 6,309,445	\$ 6,313,387	\$ 3,942	0%
Operating Expenses:										
Central Administration	\$ 110,509	\$ 206,690	\$ 224,602	\$ 17,912	8%	\$ 158,462	\$ 275,633	\$ 321,392	\$ 45,759	14%
Utilities	115,787	157,243	145,566	(11,677)	-8%	76,990	157,776	148,180	(9,596)	-6%
Maintenance Costs	138,299	302,526	180,742	(121,784)	-67%	79,377	173,215	446,944	273,729	61%
Wages & Benefits On Site	189,596	423,539	462,060	38,521	8%	243,466	477,107	410,916	(66,191)	-16%
General-Taxes, Insurance	36,601	71,173	107,052	35,879	34%	31,795	67,320	164,574	97,254	59%
Housing Assistance/FSS Payments	2,395,965	4,729,779	4,729,779	-	0%	2,305,676	4,538,894	4,538,894	-	0%
Independent Audit Costs	1,923	24,215	12,000	(12,215)	-102%	12,471	12,753	15,648	2,895	19%
Vendor, Lender, Professional & Other Fees	4,871	9,864	8,344	(1,520)	-18%	24,391	72,441	7,292	(65,149)	-893%
TOTAL OPERATING EXPENSES	\$ 2,993,551	\$ 5,925,029	\$ 5,870,145	\$ (54,884)	-1%	\$ 2,932,628	\$ 5,775,139	\$ 6,053,840	\$ 278,701	5%
PROFIT (LOSS) AFTER OPERATING COSTS	\$ 190,448	\$ 469,400	\$ 581,036	\$ 111,636	19%	\$ 361,593	\$ 534,306	\$ 259,547	\$ (274,759)	-106%
Non Operating Revenues (Expenses):										
Special Items	\$ (150)	\$ (3,867)	\$ (3,867)	\$ -		\$ -	\$ -	\$ -	\$ -	0%
Gain (Loss) on Disposition of Assets	(501)	(3,033)	-	3,033	0%	1,251	2,403	2,403	-	0%
Investment/Interest Earnings	52	172	8,106	7,934	98%	486	885	28,048	27,163	97%
Depreciation	(131,988)	(264,219)	(264,428)	(209)	0%	(133,354)	(266,527)	(266,336)	191	0%
Interest Expense	(80,836)	(161,792)	(160,230)	1,562	-1%	(82,317)	(164,761)	(169,308)	(4,547)	3%
NET OPERATING INCOME (NOI)	\$ (22,975)	\$ 36,661	\$ 160,617	\$ 123,956	77%	\$ 147,659	\$ 106,306	\$ (145,646)	\$ (251,952)	173%
Capital Contributions	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 209,050	\$ 209,050	\$ -	
Operating Transfers In (out)	-	-	-	-		-	-	-	-	
Prior Period Adjustment	-	-	-	-		-	-	-	-	
YTD CHANGE TO NET ASSETS	(22,975)	36,661	160,617	123,956	77%	147,659	315,356	63,404	(251,952)	-397%

Contracting/Procurement

April 2021

Real – Estate Services RFP

The RFP was posted on the PCHA Web Page 7-9-20, questions were due by 7-20-20 and an addendum will be posted (if necessary) on 7-22. One offer was received for the RFP and I am beginning the initial review for compliance. Award will be made to Kidder Mathews 1st week of February. A real estate services agreement is being drafted to cover the range of services we intend to utilize the real estate firm to perform. Expected to deliver final draft to Kidder Mathews for their review and signature on 3/25/21. Contract has been executed and is ready for use.

Public Housing - Repositioning

I have been working on the relocation plan and relocation budget estimates that will help us prepare for the relocation costs and options the families may need.

The real estate services proposal includes appraisal services. Once the contract is awarded, I can begin setting up the appraisal process for all of the homes. Set up of the appraisals is planned for week of 4-26-21. Timeline for completion will be dependent on the Consultant and PCHA schedules.

The application is progressing. The main components needed are Letter of support from Appropriate Government official, appraisals and deed of trust documents for each home

LIPH 005 Septic Replacement 2020

The septic system at this home has failed and will require replacement. Vic has the service company on relief pumping until the design and installation can be completed. I have been working with Pierce County to complete the Environmental Review in order to allow the design phase to continue by digging a perk test hole. The designer and installer are standing by to move ahead as soon as the Environmental Clearance is obtained.

The signed Environmental Review approval letter was received 4-22-21. Work order documents are being prepared for the Contractor NW Cascade under state contract #01818.



Report of Maintenance Division

April 2021

Staff Projects

- I. Brookridge (69 units)
7314A was completed to make ready status. New exterior signage was installed at various locations throughout the property. 31 work orders were completed this month.

- II. Chateau Rainer (248 units)
F103, H103, and R308 were completed to make ready status. Sidewalk repairs were completed to alleviate trip hazards. 42 work orders were completed this month.

- III. Lakewood Village (136 units)
B302, E104, and K304 were completed to make ready status. New exterior LED lighting was installed at "D" building. New seasonal foliage was planted to improve curb appeal. 28 work orders were completed this month.

- IV. LIPH (124 units)
124 is in the process of being completed to make ready status which included removal of a large wooden deck, replacement of exterior siding, and complete repainting of the exterior. 16 work orders were completed this month.

- V. Village Square (38 units)
29 was completed to make ready status. 15 work orders were completed this month.

Training and Development

- I. This month's safety meeting will cover "Roofing Fall Protection" which will explain why fall protection is required, when it is required, and how to use and maintain fall protection equipment.

Victor Lovelace Maintenance Manager Pierce County Housing Authority

1525 108th St S Tacoma, WA 98444-2613

Voice 253.620.5400 ext. 1459

Fax 253.548.0556

vlovelace@pchawa.org

Pierce County Housing Authority- Supported Programs April 2021 Board Report

Vouchers- March 2021

Current Vouchers Housed (Annual Contribution Contract 2946)

- 2613
 - 2584 under contract, 29 housed- waiting on contract execution
 - 138 in PCHA owned properties
 - 233 Participants that have Ported Out to other PHA's (Included in our voucher count and HAP expense, but pay the Receiving Housing Authority an administrative fee)
- 122 Port In Vouchers (Housed in our jurisdiction but not part of our voucher count or HAP expense but PCHA earns an administrative fee for administering the voucher under our policies and procedures)

Vouchers issued and looking for housing

- 45
 - 9 VASH (1 Relocating and 8 New Issues)
 - 31 Relocations/Movers
 - 5 New admission-HCV

Subsidy-March 2021

Avg. Rental Subsidy by Bedroom

- 0 BR-\$529
- 1 BR-\$665
- 2 BR-\$782
- 3 BR-\$1138
- 4 BR-\$1445
- 5 BR-\$1326
- 6 BR-\$2239

PUC -March

\$900

HCV Leasing and Spending Projection - The Goods

PHA Name		HA of Pierce County		PHA Number	WA054		Utilization Report: HCV Utilization Report January 2021				Print	TYT Guide	TYT Videos		
							Save	Access Additional Tools	Disclaimer						
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections					
ACC	Current Year (2021)	Year 2 (2022)	Year 3 (2023)	HAP		Success Rate	67%	Annual Turnover Rate	4.7%	2021		2022			
Beginning ACC Vouchers	2,946	2,946	2,946	Year 2 (2022) Rebenchmark	100.0%				PIC EOP % as of 2/28/2021 (122 EOPs): 4.67%	UML % of ACC (UMA)	91.2%	92.7%			
Funding Components	Current Year (2021)	Year 2 (2022)	Year 3 (2023)	Year 3 (2023) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 2.79 months)				HAP Exp as % All Funds	96.2%	99.5%			
Initial BA Funding (net offset)	\$29,598,631	\$29,503,334	\$30,528,675	Year 2 (2022) % 'Excess' Reserves Offset	25.0%	% leased in 30 days	27%			HAP Exp as % of Eligibility only	99.7%	103.5%			
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2023) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	23%			End of Year Results					
Set Aside Funding	\$0			Administrative Fees		% leased in 60 to 90 days	16%			Projected 12/31 Total HAP Reserves	\$1,171,652	\$146,311			
New ACC Units Funding	\$0	\$0	\$0	Year 1 (2021)	81.0%	% leased in 90 to 120 days	12%			HAP Reserves as % of ABA (Start: 3.6%)	4.0%	0.5%			
Total ABA Funding Provided	\$29,598,631	\$29,503,334	\$30,528,675	Year 2 (2022)	80.0%	% leased in 120 to 150 days	22%			"Excess" Reserves Subject To Offset	\$0	\$0			
PHA Income	\$3,360	\$0											End of Year 3 Results (2023)		
Total Cash-Supported Prior Year-End Reserves	\$1,072,995	\$1,171,652	\$146,311	HUD-Held Reconciliation Cash Sufficiency Check							\$1,501,232	4.9%	Projected Total HAP Reserves ===== Reserves % BA		
Total Funding				HUD-established CYE HHR	\$926,497	HUD-established CYE HHR									
				HUD-estimated Net Excess Cash	\$146,498	\$146,625	PHA-Held Cash 12/31/2019 (VMS)			Administrative Fees Analysis	See Detail	2021	2022		
Total Funding Available	\$30,674,986	\$30,674,986	\$30,674,986	HUD-Reconciled	\$1,072,995	\$1,073,122	HUD-Reconciled (Cash Capped)		CARES Act Admin Fees (2020)	<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$2,220,212)	\$2,058,371	\$2,065,857	
				Lower of H17/I17 (May Override)	\$1,072,995		Lower of H17/I17 (May Override)		\$943,860	\$90.17	\$84.18	Expense	\$1,843,888	\$1,759,644	
Set-Aside	UC-2a	LTAL-5	FY20 - UC	HUD-Reconciled Excess Cash v PHA RNP (12/31/2020)							Expense %	89.6%	85.2%		
Likely Eligible?				HUD v. PHA difference: (\$127.00) or 0% of Eligibility	\$146,625	<--VMS EOY RNP ===== EOY Excess Cash -->	\$146,498			WA054 has a cost per UML of \$66.67 compared to its Earnings/UML & Size peer group of \$55.00 (a difference of 17.5%) and its state peer group (of all PHAs in the state) of \$64.98 (a difference of 2.5%). Based on the most recent, official (end of fiscal year) UNP, WA054 has a projected 2021 Calendar Year-End (CYE) UNP of (\$361,797) (or -17.6% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of (\$55,584) (or -2.7% of CY 2022 Earned Admin Fees).					

HCV Leasing and Spending Projection - The Goods

2021	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
Jan-21	2,946	2,610	\$2,372,025					2,610	\$2,372,025	\$909		88.6%	96.2%	88.6%	96.2%
Feb-21	2,946	2,594	\$2,361,058					2,594	\$2,361,058	\$910		88.3%	95.9%	88.1%	95.7%
Mar-21	2,946	2,589	\$2,329,437					2,589	\$2,329,437	\$900		88.2%	95.4%	87.9%	94.4%
Apr-21	2,946	2,581	\$2,328,389	45				2,581	\$2,328,389	\$902		88.0%	95.2%	87.6%	94.4%
May-21	2,946	0	\$0	250	37	8	-10.1	2,616	\$2,375,357	\$908	\$908	88.2%	95.4%	88.8%	96.3%
Jun-21	2,946	0	\$0	50	2	52	-10.2	2,660	\$2,425,870	\$912	\$912	88.5%	95.9%	90.3%	98.4%
Jul-21	2,946	0	\$0	25	2	52	-10.4	2,704	\$2,474,088	\$915	\$915	89.0%	96.5%	91.8%	100.3%
Aug-21	2,946	0	\$0		2	43	-10.6	2,738	\$2,510,724	\$917	\$917	89.5%	97.2%	92.9%	101.8%
Sep-21	2,946	0	\$0		2	36	-10.7	2,765	\$2,543,982	\$920	\$920	90.0%	97.8%	93.9%	103.1%
Oct-21	2,946	0	\$0		2	44	-10.8	2,800	\$2,578,724	\$921	\$921	90.5%	98.5%	95.0%	104.5%
Nov-21	2,946	0	\$0		2	9	-11.0	2,800	\$2,593,107	\$926	\$926	90.9%	99.1%	95.1%	105.1%
Dec-21	2,946	0	\$0		2	4	-11.0	2,795	\$2,610,575	\$934	\$934	91.2%	99.7%	94.9%	105.8%
Total	35,352	10,374	\$9,390,909	370	51	248	-84.9	32,252	\$29,503,334	\$915		91.2%	99.7%		
2022															
Jan-22	2,946				1	0	-10.9	2,785	\$2,600,179	\$934	\$934	94.5%	105.8%	94.5%	105.8%
Feb-22	2,946				1	0	-10.9	2,775	\$2,589,829	\$933	\$933	94.4%	105.5%	94.2%	105.3%
Mar-22	2,946				1	0	-10.9	2,765	\$2,579,522	\$933	\$933	94.2%	105.3%	93.9%	104.9%
Apr-22	2,946				1	0	-10.8	2,755	\$2,569,260	\$932	\$932	94.0%	105.1%	93.5%	104.5%
May-22	2,946				1	0	-10.8	2,746	\$2,559,042	\$932	\$932	93.9%	104.9%	93.2%	104.1%
Jun-22	2,946				1	0	-10.8	2,736	\$2,548,867	\$932	\$932	93.7%	104.7%	92.9%	103.7%
Jul-22	2,946				1	0	-10.7	2,726	\$2,538,737	\$931	\$931	93.5%	104.5%	92.5%	103.3%
Aug-22	2,946				1	0	-10.7	2,716	\$2,528,650	\$931	\$931	93.4%	104.3%	92.2%	102.8%
Sep-22	2,946				1	0	-10.6	2,707	\$2,518,606	\$931	\$931	93.2%	104.1%	91.9%	102.4%
Oct-22	2,946				1	0	-10.6	2,697	\$2,508,605	\$930	\$930	93.0%	103.9%	91.5%	102.0%
Nov-22	2,946				1	0	-10.6	2,687	\$2,498,647	\$930	\$930	92.9%	103.7%	91.2%	101.6%
Dec-22	2,946				1	0	-10.5	2,678	\$2,488,732	\$929	\$929	92.7%	103.5%	90.9%	101.2%
Total	35,352	0	\$0	0	12	0	-128.8	32,773	\$30,528,675	\$932		92.7%	103.5%		

Graphs

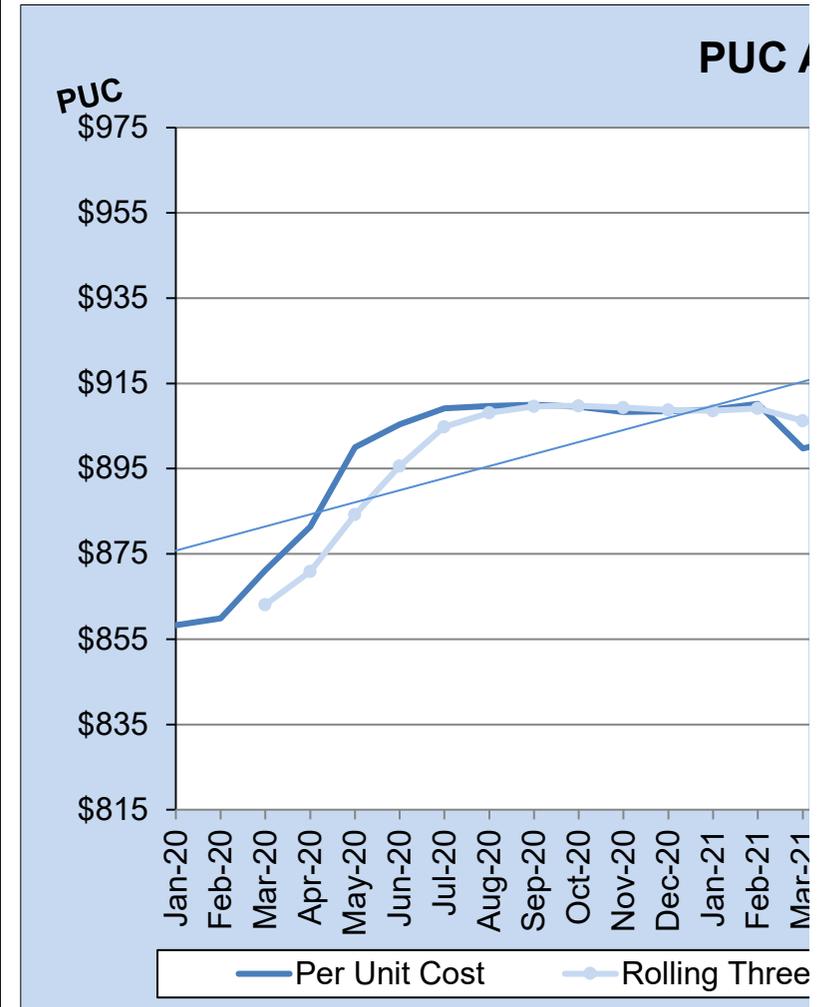
FINANCIAL - Beginning Year: Cash & Investments (VMS) of \$146,625 compares to RNP (VMS) of \$146,625. Current: Note negative UNP of \$-56,692. VMS Cash & Investments of \$180,793 compares to VMS RNP plus UNP of \$180,793. SPVs: Additional SPV leasing should focus on the 87 unleased VASH vouchers and the 4 unleased NED vouchers. PBVs: Currently, the PHA reports 189 leased PBVs, for a leased PBV rate of 90%. Additional leasing should focus on the 20 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 30 PBVs under AHAP.

Comments (VMS
Comments in
Note)

HCV Leasing and Spending Projection

PUC Analysis

Year	Month	ACTUAL Leased Units	Actual HAP	Per Unit Cost	Monthly Change	Rolling Three Month Average
2020	J	2,682	\$2,301,896	\$858.28		
2020	F	2,674	\$2,299,410	\$859.91		
2020	M	2,667	\$2,323,370	\$871.15	↗ 1.31%	\$863.11
2020	A	2,661	\$2,345,498	\$881.43	↗ 1.18%	\$870.83
2020	M	2,659	\$2,393,205	\$900.04	↗ 2.11%	\$884.21
2020	J	2,650	\$2,399,160	\$905.34	↗ 0.59%	\$895.61
2020	J	2,649	\$2,408,371	\$909.16	↗ 0.42%	\$904.85
2020	A	2,635	\$2,396,987	\$909.67	↗ 0.06%	\$908.06
2020	S	2,628	\$2,391,515	\$910.01	↗ 0.04%	\$909.62
2020	O	2,616	\$2,379,355	\$909.54	↘ -0.05%	\$909.74
2020	N	2,605	\$2,366,171	\$908.32	↘ -0.13%	\$909.29
2020	D	2,600	\$2,362,001	\$908.46	↗ 0.02%	\$908.77
2021	J	2,610	\$2,372,025	\$908.82	↗ 0.04%	\$908.53
2021	F	2,594	\$2,361,058	\$910.20	↗ 0.15%	\$909.16
2021	M	2,589	\$2,329,437	\$899.74	↘ -1.15%	\$906.26
2021	A	2,581	\$2,328,389	\$902.13	↗ 0.26%	\$904.02
2021	M					
2021	J					
2021	J					
2021	A					
2021	S					
2021	O					
2021	N					
2021	D					
2022	J					
2022	F					
2022	M					
2022	A					
2022	M					
2022	J					

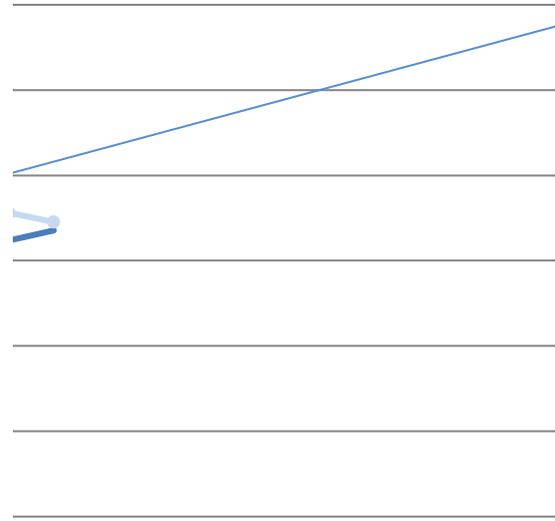


Remove Abated Units from PUC

Choose PUC Method Average Monthly Change Material New Units at a Material New PUC?

HCV Leasing and Spending Projection

Analysis



Apr-21
May-21
Jun-21
Jul-21
Aug-21
Sep-21
Oct-21
Nov-21
Dec-21
Jan-22
Feb-22
Mar-22

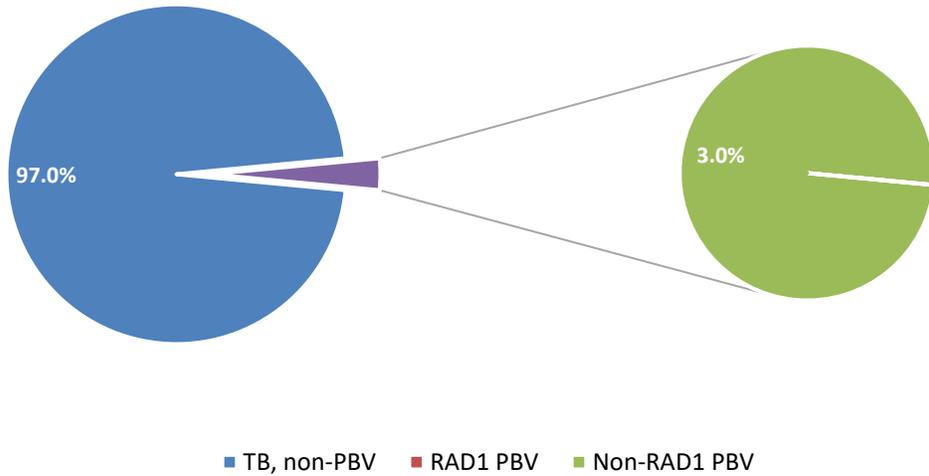
Month Average — Linear (Per U

R-Squared, last 6 months

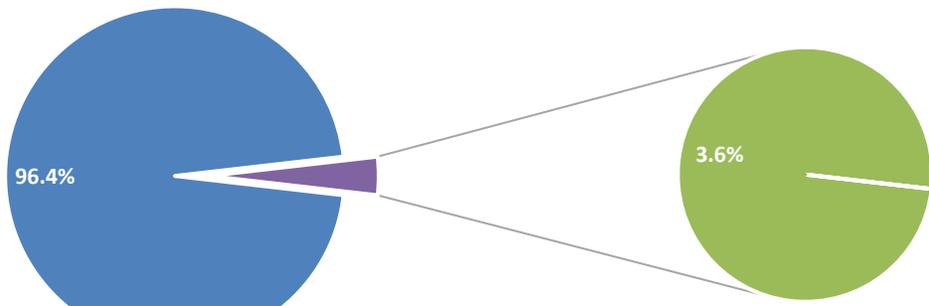
VMS Fields	CURRENT		
Number of PBV Under AHAP	30		
PBV Under HAP - Leased	189		
PBV Under HAP - Not Leased	20	9.6% Vacant PBV	
PBV Vacancy Payments			
RAD - Comp 1 UMLs		0	HUD- Anticipated UMAs
RAD - Comp 1 HAP			
RAD - Comp 2 UMLs			
RAD - Comp 2 HAP			
VMS Data Analysis			
Leased PBV, but NO unleased PBV?			
More RAD leased than PBV leased (RAD is subset of PBV)?			
Not reporting any RAD1, when RAD1 exists?			
Not reporting any RAD2, when RAD2 exists?			
Underreporting PBVs (leased and unleased) when RAD1/2 exists?			
Underreporting PBV Under HAP - Not Leased based on RAD underleased?			
PIC Data Analysis			



YTD Program Allocation, by HAP (PBV Estimated with PIC PUC)



YTD Program Allocation, by Units

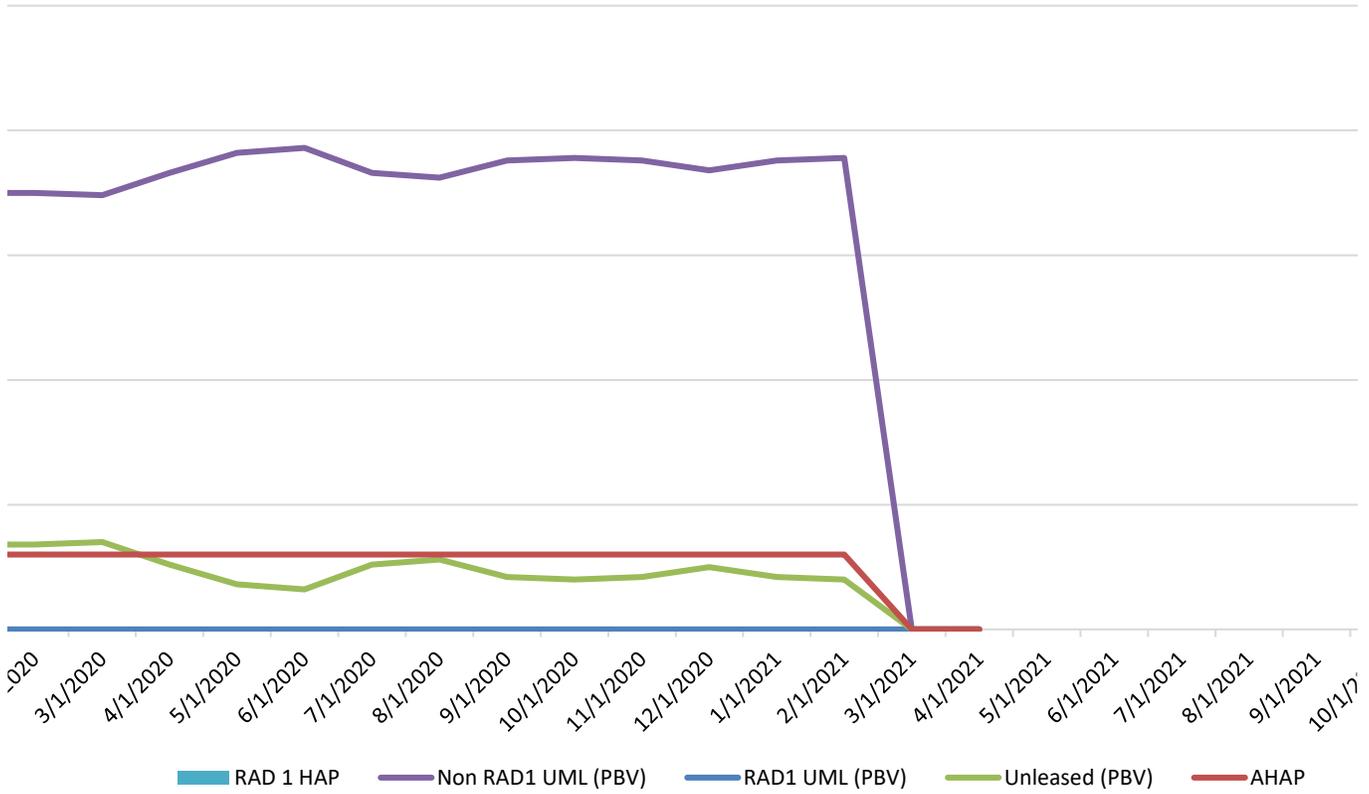




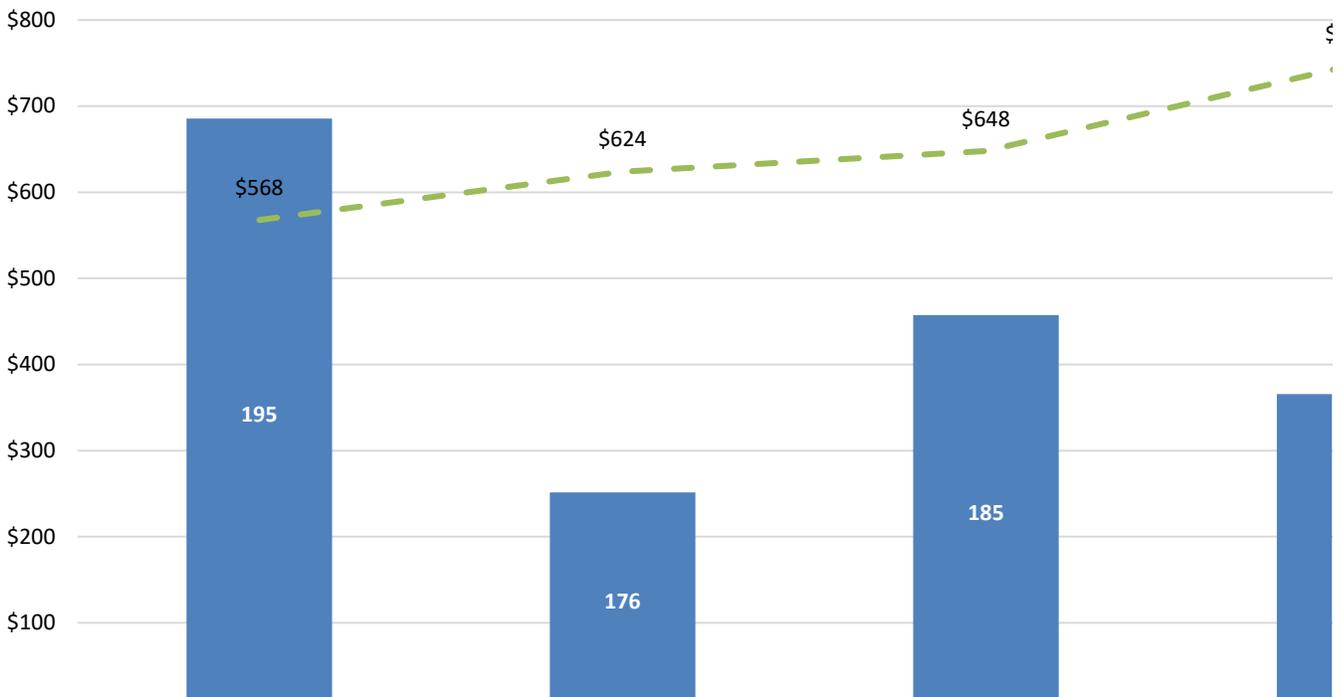
■ TB, non-PBV ■ RAD1 PBV ■ Non-RAD1 PBV

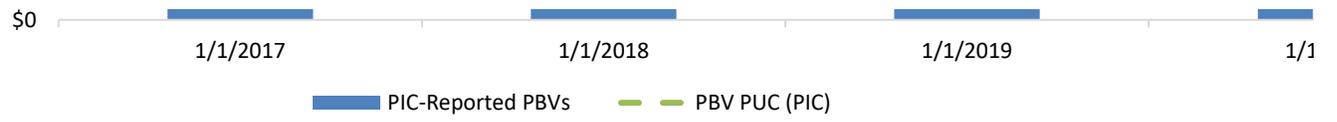
ect-Based Information

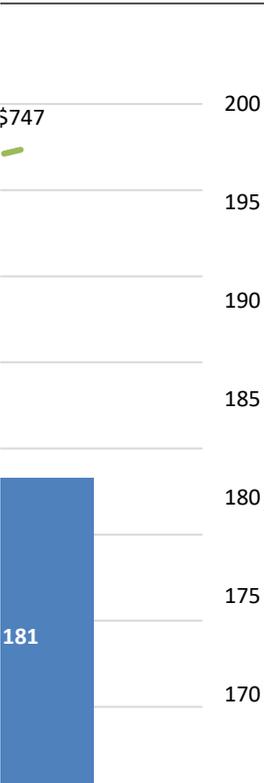
Project-Based, VMS



PIC PBV Data







1/2020 165

Quality Assurance Check			
P H A : W A O 5 4	Topic	TYT Input	QA Question
	Success Rate (Cell K5)	67%	Have you obtained the actual PHA success rate, rather than use the default 70%? Please address in the checklist if you use the default success rate rather than obtaining a success rate from the PHA.
	Time from Issuance to HAP Effective Date (Cells K8 -K12)	2.79	Have you obtained the actual time it takes from issuance to HAP effective date, rather than use the default 2.28 months? Please address in InfoPath if you use the default time from issuance to HAP.
	PHA-Reported RNP v. FMC Excess Cash	1.00	If the PHA-Reported RNP is materially more/less than FMC - have you determined why? Please address in the checklist.
	End Of Participation Rate (Cell M5)	4.7%	Have you validated the auto-populated EOP rate with the PHA, i.e. checked in with them to see if the number is reasonable? Does it reflect PIC?
	Per Unit Cost Used in Projection	See "PUC.RB Analysis" Tab	Have you determined that the last actual PUC is reasonable going forward (see "PUC Analysis" Tab)? Did you discuss with the PHA? If needed, have you used the Manual PUC Override (Column M)?
	Utilization Performance: 2021 - Proj. Year End HAP Reserves %	4.0%	If 12/31 HAP Reserves show red (based on PHA size), have you discussed leasing potential or potential shortfall issues with the PHA? Please address in checklist.
	Utilization Performance: 2022 - Proj. Year End HAP Reserves %	0.5%	Ideally, you and the PHA have discussed tentative leasing plans into Year 2. Is this reflected in an issuance scenario?
	Vouchers on the Street	370	Have the most recent month's uncontracted vouchers on the street (in VMS) been entered in Column F - unless you have obtained from the PHA the ongoing number of vouchers actually issued for the last several months?
	Issuance/Leasing Scenario		Has a projected leasing scenario been discussed with the PHA for the current year? For the following year? Is this displayed in the forecast in the form of future months issuances in Column F? Please discuss.

Data Upload

VMS Data Collection Report

From	1/1/2021
To	2/1/2021
As of	4/5/2021
PHA Code	WA054
PHA Name	HA Of Pierce County
PHA Type	Combined
Point of Contact	Jim Stretz
Point of Contact Phone	(253) 620-5406
E-mail	jimstretz@comcast.net

	Jan-21
Rental Assistance Component 1 (RAD1)	
Rental Assistance Component 1 (RAD1 - HAP)	
Rental Assistance Component 2 (RAD2)	
Rental Assistance Component 2 (RAD2 - HAP)	
Litigation	
Litigation HAP	
Homeownership	24
Homeownership HAP	\$21,556
New This Month	
Moving To Work	
Moving To Work HAP	
One Year Mainstream - MTW	
One Year Mainstream - MTW (HAP)	
Family Unification - Non MTW	
Family Unification - Non MTW (HAP)	
Family Unification Pre2008 - MTW	
Family Unification Pre2008 - MTW (HAP)	
Family Unification 2008/Forward - MTW	
Family Unification 2008/Forward - MTW (HAP)	
Non Elderly Disabled - Non-MTW	198
Non Elderly Disabled - Non-MTW (HAP)	\$160,868
Non Elderly Disabled 2008 Forward - MTW	
Non Elderly Disabled 2008 Forward - MTW (HAP)	
Portable Vouchers Paid	212
Portable Voucher Paid HAP	\$266,659
HOPE VI	
HOPE VI HAP	
Tenant Protection	35
Tenant Protection HAP	\$29,566
Enhanced Vouchers	
Veterans Affairs Supported Housing (VASH) Voucher	182
Veterans Affairs Supported Housing (VASH) HAP	\$123,789
DHAP to HCV Vouchers Leased	
DHAP to HCV Voucher HAP	
All Other Vouchers	1,954
All Other Vouchers HAP	\$1,740,183
MTW - Family Unification 2008/Forward HAP expenses after the First of the Month	
MTW - Family Unification pre-2008 HAP After the First of the Month	
MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month	
MTW - VASH HAP Expenses after the First of the Month	
MTW - One year Mainstream HAP After the First of the Month	

FSS Escrow Deposits	\$12,959
All Voucher HAP Expenses After the First of Month	\$8,511
Total Vouchers	2,605
HAP Total	\$2,364,091
Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	2,587
HA Owned Units Leased - included in the units leased above	139
New vouchers issued but not under HAP contracts as of the last day of the month	22
Portable Vouchers Administered (Port In)	104
Total HAP for Portable Units Administered	\$120,570
5 Year Mainstream	
5 Year Mainstream HAP	
Number of PBVs under AHAP and not under HAP	30
Number of PBVs under HAP and leased	188
Number of PBVs under HAP and not leased	21
Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense	
Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense(HAP)	
Fraud Recovery Total Collected This Month	\$1,207
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	
FSS Escrow Forfeitures This Month	\$863
Number of Hard to House Families Leased	
Number of LBP Initial Clearance Tests	
Number of LBP Risk Assessments	
Portable HAP Costs Billed and Unpaid - 90 Days or older	
FSS Coordinator Expenses Covered by FSS Grant	
FSS Coordinator Expenses Not Covered by FSS Grant	
Non - MTW Administrative Expenses	\$176,056
Audit	\$10,596
Unrestricted Net Position (UNP) as of the Last Day of the Month	(\$34,722)
Restricted Net Position Funds (RNP) as of the Last Day of the Month	\$215,891
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$215,891
MTW - HCV Administrative Expenses	
MTW - Public Housing Rehabilitation	
MTW - Debt Service Repayment	
MTW - Development Activities	
MTW - Local Housing Program	
Unspent Fund Source (HCV, CAP, OP or MTW)-1	
Type of Account-1	
Activity-1	
Funds Committed-1	
Type of Commitment-1	
Date of Commitment-1 (MM/DD/YYYY)	
Funds Obligated-1	
Type of Obligation-1	
Date of Obligation-1 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-1	
Projected Date of Full Expenditure-1 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-2	
Type of Account-2	
Activity-2	
Funds Committed-2	
Type of Commitment-2	

Date of Commitment-2 (MM/DD/YYYY)	
Funds Obligated-2	
Type of Obligation-2	
Date of Obligation-2 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-2	
Projected Date of Full Expenditure-2 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-3	
Type of Account-3	
Activity-3	
Funds Committed-3	
Type of Commitment-3	
Date of Commitment-3 (MM/DD/YYYY)	
Funds Obligated-3	
Type of Obligation-3	
Date of Obligation-3 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-3	
Projected Date of Full Expenditure-3 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-4	
Type of Account-4	
Activity-4	
Funds Committed-4	
Type of Commitment-4	
Date of Commitment-4 (MM/DD/YYYY)	
Funds Obligated-4	
Type of Obligation-4	
Date of Obligation-4 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-4	
Projected Date of Full Expenditure-4 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-5	
Type of Account-5	
Activity-5	
Funds Committed-5	
Type of Commitment-5	
Date of Commitment-5 (MM/DD/YYYY)	
Funds Obligated-5	
Type of Obligation-5	
Date of Obligation-5 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-5	
Projected Date of Full Expenditure-5 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-6	
Type of Account-6	
Activity-6	
Funds Committed-6	
Type of Commitment-6	
Date of Commitment-6 (MM/DD/YYYY)	
Funds Obligated-6	
Type of Obligation-6	
Date of Obligation-6 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-6	
Projected Date of Full Expenditure-6 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-7	
Type of Account-7	
Activity-7	
Funds Committed-7	
Type of Commitment-7	

Date of Commitment-7 (MM/DD/YYYY)	
Funds Obligated-7	
Type of Obligation-7	
Date of Obligation-7 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-7	
Projected Date of Full Expenditure-7 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP, or MTW)-8	
Type of Account-8	
Activity-8	
Funds Committed-8	
Type of Commitment-8	
Date of Commitment-8 (MM/DD/YYYY)	
Funds Obligated-8	
Type of Obligation-8	
Date of Obligation-8 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-8	
Projected Date of Full Expenditure-8 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-9	
Type of Account-9	
Activity-9	
Funds Committed-9	
Type of Commitment-9	
Date of Commitment-9 (MM/DD/YYYY)	
Funds Obligated-9	
Type of Obligation-9	
Date of Obligation-9 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-9	
Projected Date of Full Expenditure-9 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-10	
Type of Account-10	
Activity-10	
Funds Committed-10	
Type of Commitment-10	
Date of Commitment-10 (MM/DD/YYYY)	
Funds Obligated-10	
Type of Obligation-10	
Date of Obligation-10 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-10	
Projected Date of Full Expenditure-10 (MM/DD/YYYY)	
Unspent Fund Source (HCV, CAP, OP or MTW)-11	
Type of Account-11	
Activity-11	
Funds Committed-11	
Type of Commitment-11	
Date of Commitment-11 (MM/DD/YYYY)	
Funds Obligated-11	
Type of Obligation-11	
Date of Obligation-11 (MM/DD/YYYY)	
Funds Expended from Commitment/Obligation-11	
Projected Date of Full Expenditure-11 (MM/DD/YYYY)	
Expense Amount 1	
Expense Description 1	
Expense Amount 2	
Expense Description 2	
Expense Amount 3	

Expense Description 3	
Expense Amount 4	
Expense Description 4	
Expense Amount 5	
Expense Description 5	
MTW - Other - PHA to identify the type of expense incurred Amount - 6	
MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 6	
MTW - Other - PHA to identify the type of expense incurred Amount - 7	
MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 7	
MTW - Other - PHA to identify the type of expense incurred Amount - 8	
MTW - Other Comments Description (PHA to identify the type of expenses incurred) - 8	
Comments	
Disaster Name	
Disaster Families Assisted (UML)	
Disaster Families Assisted (HAP)	
Disaster Security Deposit	
Disaster Security Deposit Returned	
Disaster Utility Deposit	
Disaster Utility Deposit Returned	
Disaster Administrative Expenditures	
Disaster Broker Fee	
Name of HA Point of Contact	Jim Stretz
Point of Contact Phone	(253) 620-5406
Ext.:	1406
Point of Contact E-mail Address	jimstretz@comcast.net
Name of Authorized HA Official	James Stretz
Official Housing Authority E-mail Address	jstretz@pchawa.org
FMC Financial Analyst	James Rhoads
E-mail Address	James.C.Rhoads@hud.gov
FA Phone Number	(515) 284-4319
Ext.	
Field Office Code	0APH
Field Office Name	SEATTLE HUB OFFICE
Field Office Point of Contact	ROSANNE CHAVEZ
FO POC E-mail Address	ROSANNE.CHAVEZ@HUD.GOV
FO POC Phone Number	(206) 220-6210
Ext.	
Technical Assistance Center	1-888-245-4860
Date	3/21/2021

