

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, May 26, 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 April 28, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,240,709.63 FOR APRIL 2021
6. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 – Tamara Meade
 - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
 - e. EXECUTIVE DIRECTOR – Jim Stretz
 - f. REPORTS OF COMMITTEES
7. COMMISSIONER’S CORNER
8. EXECUTIVE SESSION - Personnel Discussion

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.

9. 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

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BOARD OF COMMISSIONERS REGULAR MEETING**
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3. CONSIDER A MOTION APPROVING TODAY’S AGENDA
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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

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

April 28, 2021
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
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 3:35 pm. Roll call was taken.

There was no public comment.

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

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 March 31, 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 checked="" type="checkbox"/>	<input 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 March. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 Resolution 1903. Commissioner Brammall so moved. Commissioner Smith seconded the motion. All the Commissioners thanked Rodd for his service. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 Resolution 1904. Commissioner Brammall so moved. Commissioner Smith seconded the motion. Tamara Meade went over the shortfall improvement plan. Commissioner Smith asked for a better understanding for the cause of the shortfall that can be provided at a later date. Tamara Meade stated she will have more information for the next board meeting. This is part of the application process. The Housing Authority was told it qualified and it was recommended that they apply. This is specific to public housing not the voucher program. Chairperson Martinez asked what the funds if received could be used for? Tamara Meade is still reading through the paperwork and will have an update at the next board meeting. The resolution was edited to remove a duplicate sentence. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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. There was no new staff to introduce.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Chairperson Martinez wanted to ask about the increase he was seeing? Moreen said the increase was utilities at the Fife property. The utility bill is paid every two months. Jim explained that utility rates have increased about 10%.

Chairperson Martinez asked for the Executive Director report. Jim introduced the proposed Resident Commissioner, Tausha Blaksley. She is a participant of the Homeownership program. The Pierce County Council still needs to do their review and approval process before it is official. She attended today’s meeting in an observatory capacity. Tausha introduced herself and told the Board a little bit about herself. Commissioners Smith and Brammall are on the committee to help orient new commissioners and they look forward to supporting her. Jim gave an update regarding Tacoma Housing Authority wanting to amend their jurisdiction boundaries.

Chairperson Martinez asked for the Section 8 report. Tamara shared pictures of the new Orting Veterans Village. All 35 units were inspected. A couple of the units did fail but it was for minor issues. The corrections should be done by Friday. The Housing Authority hopes to start housing as early as next week. 10 vouchers will be with VASH and the other 25 will be project-based vouchers. Commissioner Smith is hoping in six

months' time to do some kind of story since the project looks promising. Tamara went over her two-year tool. Commissioner Smith had a question about the negative UMP she was seeing in the tool. Tamara said that it contains old information. Chairperson Martinez wanted know how many VASH vouchers the Housing Authority currently has. Tamara said there was 269 with 73 still available. Commissioner Walton wanted to know how many applicants were on the waitlist? Tamara said there is currently 8000 on the waitlist. Commissioner Walton wanted to know what is the average time someone is in the program. Tamara has not run the report in a long time but can do that. She commented that 81% of participants are disabled or elderly and may not have the opportunity to become self-sufficient.

Chairperson Martinez asked for the maintenance report. Victor went over his written report. Commissioner Smith asked if the safe streets program was at the Brookridge apartments? Victor said the program is only at Demark. He is looking to get more communities involved. Chairperson Martinez asked if work orders are going to fall behind now that the county is back in phase 2. The department is still doing emergency work orders only.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his written report. Chairperson Martinez wanted an update on the sprinkler heads. 106 still need to be replaced and entry into the unit will be required.

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

Chairperson Martinez asked for the Commissioner's Corner report. There was none.

No executive session was needed.

Meeting adjourned at 4:55 pm.

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

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

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Apr-21	Mar-21
Apts General	US Bank	795.00	562.50	-	\$1,357.50	\$940.93
General Operation	US Bank	421,049.29	162,735.01	1,238.42	\$585,022.72	\$610,123.79
Payroll	US Bank	-	121,657.88	-	\$121,657.88	\$127,435.14
Section 8 HAP	US Bank	2,501,532.85	-	-	\$2,501,532.85	\$2,515,138.85
S8 FSS	US Bank	11,816.17	-	-	\$11,816.17	\$13,652.55
LIPH Management	US Bank	3,729.00	-	-	\$3,729.00	\$3,229.00
FNMA T&I Escrow	Greystone	-	15,593.51	-	\$15,593.51	\$5,952.46
TOTAL		2,938,922.31	300,548.90	1,238.42	\$3,240,709.63	\$3,276,472.72

NOTE: Escrow Disbursements for Property Tax 1st Half

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, May 26, 2021 the Board of Commissioners
of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: **\$3,240,709.63**

<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: 05/06/2021
Time: 8:49:32 AM
By: dxs

A/P Trade Report

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

A/Employee			
Name	Check Date	Check #	Check Amount
Bobbie Jones	04/20/2021	7017	\$12.00
Total For : A/Employee			<u>\$12.00</u>



To: Honorable Chair and Members of the Board of Commissioners

From: Moreen Forde, Acting Chief Financial Officer

Date: May 24, 2021

Re: Budget Variance Report for March 31, 2021

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results for the period of March 31, 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 \$62,073 (about 1%).
 - Rental Income is under budget by \$68,619.
 - Other Income is over budget by \$6,546.
- Operating Expenses are over budget by \$26,772 (less than 1%)
 - Central Administration expenses are under budget.
 - Utilities are slightly over budget.
 - Maintenance Costs are over budget.
 - Wages and Benefits on Site are over 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 \$88,845 (9%)
- Net Operating Income after Operating Costs is under budget by \$234,259.

Operations - Revenue

Rental income (Total Tenant Revenue) of \$1,744,321 is under budget by \$68,619(4%); and other income is over budget \$6,546 (17%). 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 \$26,772 (less than 1%). A contributing factor to this overage in expenses is independent audit costs, Wages and Benefits as well as utilities costs being over budget. Maintenance costs was also over budget by \$64,540. 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). Currently, Urlaub and Associates are preparing the annual financial report for fiscal year ending December 31, 2020 which is due to the SAO on May 30, 2021.

Respectfully submitted,

Moreen Forde
Acting Chief Financial Officer

Attachment: Year to date financials budget to actual

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

Account Name	Bank	Balance	
		Apr-21	Mar-21
General Operating Accounts			
Apartments General	US Bank	\$ 248,393.39	\$ 188,662.05
Payroll	US Bank	101,356.56	97,151.19
General Operation	US Bank	652,962.90	758,353.18
US Bank Municipal Investment	USBank (TVI)	105,527.25	105,526.82
PCHA Special Item	US Bank	1,415,461.40	1,415,455.59
Homeownership	US Bank	452,855.85	451,453.00
Tenant Trust Accounts			
Damage Deposits	US Bank	252,374.47	250,639.67
Hud Trust Accounts			
Section 8	US Bank	3,951,340.41	3,813,053.17
LIPH Management	US Bank	1,151,572.43	1,138,333.29
LIPH Damage Deposits	US Bank	39,650.00	40,250.00
Section 8 FSS	US Bank	398,323.10	397,999.60
LIPH FSS	US Bank	39,004.28	38,024.13
Rural Development Funds			
Rural Development (Orting) Reserve	US Bank	86,257.10	86,256.75
FNMA Loan Reserve Account (Restricted)			
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,644.05	59,642.02
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,911.53	18,910.89
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,288.28	26,287.39
CR Replacement Reserve	Greystone (TTE)	196,539.05	188,795.69
DM Replacement Reserve	Greystone (TTE)	75,296.06	75,293.50
LV Replacement Reserve	Greystone (TTE)	98,880.27	98,876.91
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	37,091.69	29,962.93
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	-	1,821.70
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	2,353.89	2,604.67
FNMA Reserve Total		\$ 515,004.82	\$ 502,195.70
TOTAL PCHA		\$ 9,410,083.96	\$ 9,283,354.14

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.

Significant Items of Interest

May 2021

Public Housing - Repositioning

The RFP for Real Estate Services 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 Award and accepted with Kidder Mathews. A real estate services agreement executed and the first meeting held Wed 5-26-2021

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 the County "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.

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.

Greystone Required Capital Improvements

Award of Emergency Vouchers



Report of Maintenance Division

May 2021

Staff Projects

- I. Brookridge (69 units)
7312C and 7318B were completed to make ready status. Roof repairs were completed at 7302 & 7306 buildings. 17 work orders were completed this month.

- II. Chateau Rainer (248 units)
C104, G103, J202, M101, and R105 were completed to make ready status. As a preventative measure deadbolt trim rings were installed at P, Q, and R buildings due to a break in which entry was made by vandalizing the deadbolt. The perimeter fencing was repaired at the southwest side of the property. 95 work orders were completed this month.

- III. Demark (93 units)
C103 was completed to make ready status. New tub surround and plumbing tree were installed at A205. 16 work orders were completed this month.

- IV. Lakewood Village (136 units)
B201, D102, D303, E301, H301, and H301 were completed to make ready status. 20 work orders were completed this month.

- VI Low Income Public Housing (124 units)
148 is in the process of being completed was completed to make ready status. Completed trash out at 16. 14 work orders were completed this month.

Training and Development

- I. This month's safety meeting will cover "Lock Out Tag Out" will explain procedures used to ensure that equipment is shut down and inoperable until maintenance or repair work is completed. They are used to keep employees safe from equipment or machinery that could injure or kill them if not managed correctly.

Pierce County Housing Authority

Statement of Revenues and Expenses
March 31, 2021

	2021					2020				
	TOTAL PHA-WIDE CURRENT YEAR				Variance	TOTAL PHA-WIDE PRIOR YEAR				Variance
	March-21	Y-T-D	BUDGET	VARIANCE	%	March-20	Y-T-D	BUDGET	VARIANCE	%
Operating Revenues:										
Rent Income	\$ 589,487	\$ 1,744,321	\$ 1,812,940	\$ 68,619	4%	\$ 592,446	\$ 1,787,788	\$ 1,644,045	\$ (143,743)	-9%
Other Income	22,006	44,041	37,495	(6,546)	-17%	6,639	15,554	168,245	152,691	91%
Housing Assistance Grants	2,380,436	7,147,584	7,147,584	-	0%	2,308,199	6,993,275	6,993,275	-	0%
FSS Grant	8,496	34,781	34,781	-	0%	-	23,727	23,727	-	0%
Admin Operating Grant	274,755	642,479	642,479	-	0%	168,532	502,720	502,720	-	0%
LIPH Operating Grant	32,327	88,729	88,729	-	0%	15,846	78,046	78,046	-	0%
TOTAL OPERATING REVENUES	\$ 3,307,507	\$ 9,701,935	\$ 9,764,008	\$ 62,073	1%	\$ 3,091,662	\$ 9,401,110	\$ 9,410,058	\$ 8,948	0%
Operating Expenses:										
Central Administration	\$ 101,288	\$ 315,343	\$ 336,902	\$ 21,559	6%	\$ 119,972	\$ 396,331	\$ 482,089	\$ 85,758	18%
Utilities	55,679	221,903	218,346	(3,557)	-2%	81,592	239,368	222,270	(17,098)	-8%
Maintenance Costs	119,433	335,653	271,113	(64,540)	-24%	91,319	264,533	670,417	405,884	61%
Wages & Benefits On Site	239,753	710,276	693,095	(17,181)	-2%	222,305	700,199	616,374	(83,825)	-14%
General-Taxes, Insurance	37,613	108,786	160,580	51,794	32%	47,202	114,522	246,862	132,340	54%
Housing Assistance/FSS Payments	2,358,308	7,088,087	7,088,087	-	0%	2,327,238	6,866,132	6,866,132	-	0%
Independent Audit Costs	5,293	29,508	17,999	(11,509)	-64%	8,354	21,107	23,473	2,366	10%
Vendor, Lender, Professional & Other Fees	5,988	15,852	12,514	(3,338)	-27%	13,886	85,605	10,937	(74,668)	-683%
				-						
TOTAL OPERATING EXPENSES	\$ 2,923,355	\$ 8,825,408	\$ 8,798,636	\$ (26,772)	0%	\$ 2,911,868	\$ 8,687,797	\$ 9,138,554	\$ 450,757	5%
PROFIT (LOSS) AFTER OPERATING COSTS	\$ 384,152	\$ 876,527	\$ 965,372	\$ 88,845	9%	\$ 179,794	\$ 713,313	\$ 271,504	\$ (441,809)	-163%
Non Operating Revenues (Expenses):										
Special Items	\$ (421)	\$ (4,288)	\$ (3,867)	\$ 421		\$ 499,640	\$ 499,640	\$ 499,640	\$ -	0%
Gain (Loss) on Disposition of Assets	(372)	(3,405)	-	3,405	0%	(4,710)	(2,304)	(2,304)	-	0%
Investment/Interest Earnings	49	222	8,106	7,884	97%	207	1,092	42,072	40,980	97%
Depreciation	(131,752)	(395,971)	(264,428)	131,543	0%	(133,209)	(399,731)	(399,731)	-	0%
Interest Expense	(80,715)	(242,506)	(240,345)	2,161	-1%	(82,191)	(246,952)	(246,952)	-	0%
NET OPERATING INCOME (NOI)	\$ 170,941	\$ 230,579	\$ 464,838	\$ 234,259	50%	\$ 459,531	\$ 565,058	\$ 164,229	\$ (400,829)	-244%
Capital Contributions	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 209,050	\$ 209,050	\$ -	
Operating Transfers In (out)	-	-	-	-		-	-	-	-	
Prior Period Adjustment	-	-	-	-		-	-	-	-	
YTD CHANGE TO NET ASSETS	170,941	230,579	464,838	234,259	50%	459,531	774,108	373,279	(400,829)	-107%

Pierce County Housing Authority- Supported Programs May 2021 Board Report

Vouchers- April 2021

Current Vouchers Housed (Annual Contribution Contract 2946)

- 2622
 - 2607 under contract, 15 housed- waiting on contract execution
 - 140 in PCHA owned properties
 - 228 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)
- 117 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

- 43
 - 6 VASH (1 Relocating and 5 New Issues)
 - 29 Relocations/Movers
 - 8 New admission-HCV

Subsidy/Tenant Portion Averages-April 2021

Avg. Rental Subsidy by Bedroom Avg. Tenant Portion

- | | |
|---------------|------------|
| • 0 BR-\$529 | 0 BR-\$251 |
| • 1 BR-\$658 | 1 BR-\$220 |
| • 2 BR-\$784 | 2 BR-\$295 |
| • 3 BR-\$1139 | 3 BR-\$435 |
| • 4 BR-\$1451 | 4 BR-\$464 |
| • 5 BR-\$1292 | 5 BR-\$736 |
| • 6 BR-\$2239 | 6 BR-\$345 |

PUC -April

\$903

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - Housing Choice Vouchers (tenant based)						
Total # Households in the project	1948	26	711	263	360	368
Females (HOH)	1622	18	592	238	310	295
Males (HOH)	326	8	119	25	50	73
Elderly	500	6	110	49	88	134
Non Elderly	1448	20	601	214	272	234
Disabled	939	12	227	132	167	227
Not Disabled	1009	14	484	131	193	141

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - Project Based Vouchers						
Total # Households in the project	190	38	115	23	8	6
Females (HOH)	159	33	91	21	8	6
Males (HOH)	31	5	24	2		
Elderly	38	2	17	7	6	6
Non Elderly	153	36	98	16	2	1
Disabled	71	15	42	9	4	1
Not Disabled	119	23	73	14	4	5

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - VASH						
Total # Households in the project	193	32	112	36	13	0
Females (HOH)	39	7	20	8	4	0
Males (HOH)	154	25	92	28	9	0
Elderly	89	17	47	15	10	0
Non Elderly	104	15	65	21	3	0
Disabled	138	25	76	27	10	0
Not Disabled	55	7	36	9	3	0

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - Tenant Protection						
Total # Households in the project	25		20			5
Females (HOH)	17		13			4
Males (HOH)	8		7			1
Elderly	12		8			4
Non Elderly	13		12			1
Disabled	9		6			3
Not Disabled	16		14			2

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - Homeownership						
Total # Households in the project	24	0	0	1	14	9
Females (HOH)	21	0	0	1	12	8
Males (HOH)	3				2	1
Elderly	7				2	5
Non Elderly	17			1	12	4

Disabled	13		8	5
Not Disabled	11	1	6	4

		< 1 year	1-5 years	6-10 years	11-15 years	16-20 years
Project - NED						
Total # Households in the project	191		76	16	94	3
Females (HOH)	132		55	14	59	2
Males (HOH)	59		21	2	35	1
Elderly	38		6	5	27	
Non Elderly	153		70	11	67	3
Disabled	187			76	16	90
Not Disabled	4				4	

21-25 year: > 25 years

136	84
112	57
24	27
58	55
78	29
103	71
33	13

21-25 year: > 25 years

* Sumner Commons is 32 units for elderly, they have been on contract for since this accounts for the participants longer than average of 1-5 years
Participants can graduate to HCV after 12 months and would be included in the i

21-25 year: > 25 years

0	0
0	0
0	0
0	0
0	0
0	0
0	0

21-25 year: > 25 years

21-25 year: > 25 years

0	0
---	---

** this is counting years on the program total but make sense as a whole becaus

21-25 year: > 25 years

2
2

2
3 2

ie they remain program eligible as long as they own the home

<u>Project</u>	<u>Move Out Reasons</u>	<u># of HH in the last 18 months</u>
VASH	O HAP termination	10%
	Absorbed by another HA	2%
	Passed Away	9%
	Non Compliance	12%
	Skip	4%
	Self Termination	7%
	Voucher Expired	3%

<u>Project</u>	<u>Move Out Reasons</u>	<u># of HH in the last 18 months</u>
NED	O HAP termination	
	Absorbed by another HA	1%
	Passed Away	6%
	Non Compliance	1%
	Skip	1%
	Self Termination	2%
	Voucher Expired	
	Evicted	1%

<u>Project</u>	<u>Move Out Reasons</u>	<u># of HH in the last 18 months</u>
Project Based	O HAP termination	1%
	Absorbed by another HA	1%
	Passed Away	3%
	Non Compliance	8%
	Skip	1%
	Self Termination	6%
	Evicted	4%

<u>Project</u>	<u>Move Out Reasons</u>	<u># of HH in the last 18 months</u>
HCV(Tenant Based)	O HAP termination	1%
	Absorbed by another HA	6%
	Passed Away	5%
	Non Compliance	5%
	Skip	2%
	Self Termination	5%
	Voucher Expired	2%
	DRA- Non Compliance	1%
	Over Income	1%

****EOP - End of Participation**

Feb HCV Leasing and Spending Projection - The Goods

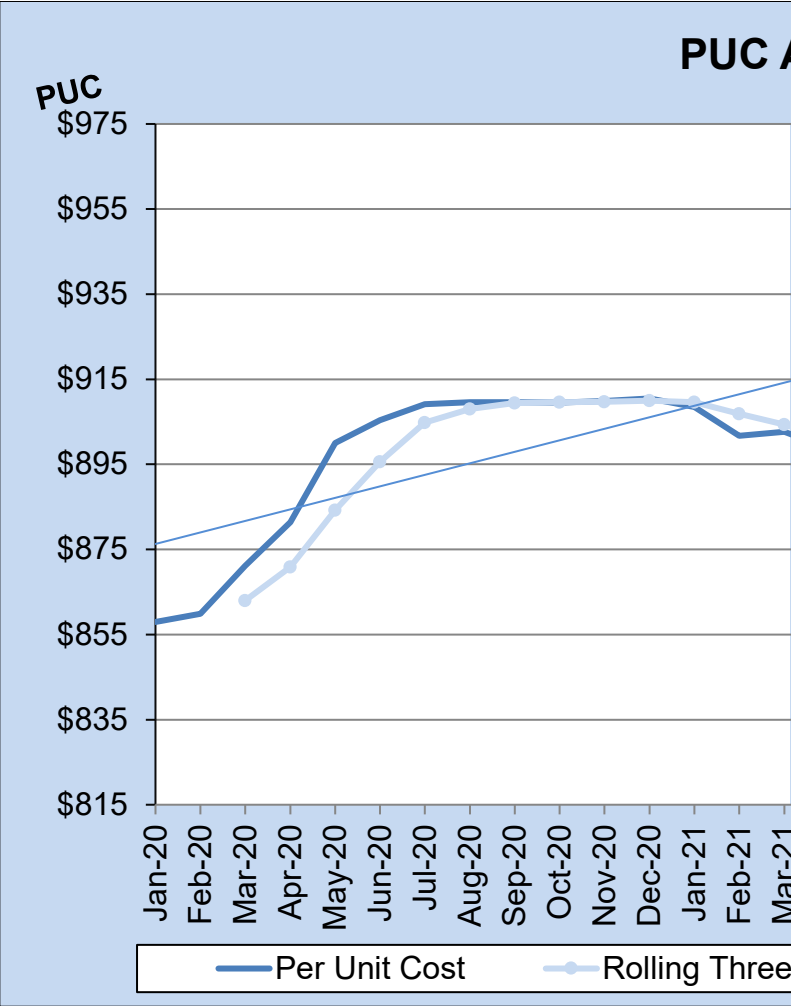
						Utilization Report:		UtilizationReport					Print	TYT Guide	TYT Videos	
	PHA Name	HA of Pierce County		PHA Number	WA054			Save	Access Additional Tools	Disclaimer						
	ACC/Funding Information					Funding Proration/Offset Levels			Program Projection Variables					Leasing and Spending Outcomes: Current and Following Year Projections		
	ACC	Current Year (2021)	Year 2 (2022)	Year 3 (2023)		HAP			Success Rate	68%	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 4/30/2021 (122 EOPs): 4.67%		UML % of ACC (UMA)	90.9%	93.3%
	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: 2.71 months)					HAP Exp as % All Funds	95.5%	99.5%
	Initial BA Funding (net offset)	\$29,598,631	\$29,284,771	\$30,508,619		Year 2 (2022) % 'Excess' Reserves Offset	25.0%		% leased in 30 days	28%				HAP Exp as % of Eligibility only	98.9%	104.2%
	Offset of HAP Reserves	\$0	\$0	\$0		Year 3 (2023) % 'Excess' Reserves Offset	0.0%		% leased in 30 to 60 days	30%				End of Year Results		
	Set Aside Funding	\$0				Administrative Fees			% leased in 60 to 90 days	6%				Projected 12/31 Total HAP Reserves	\$1,372,392	\$148,544
	New ACC Units Funding	\$0	\$0	\$0		Year 1 (2021)	82.0%		% leased in 90 to 120 days	15%				HAP Reserves as % of ABA (Start: 3.6%)	4.6%	0.5%
	Total ABA Funding Provided	\$29,598,631	\$29,284,771	\$30,508,619		Year 2 (2022)	80.0%		% leased in 120 to 150 days	21%				"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	\$1,055,172	\$1,372,392	\$148,544		HUD-Held Reconciliation Cash Sufficiency Check								\$1,435,945	4.7%	Projected Total HAP Reserves ===== Reserves % BA
						HUD-established CYE HHR	\$926,497		HUD-established CYE HHR							
	Total Funding					HUD-estimated Net Excess Cash	\$146,498	\$128,675	PHA-Held Cash 12/31/2020 (VMS)			Administrative Fees Analysis See Detail		2021	2022	
	Total Funding Available	\$30,657,163	\$30,657,163	\$30,657,163		HUD-Reconciled	\$1,072,995	\$1,055,172	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)	\$2,203,814	\$2,206,815
						Lower of H17/I17 (May Override)	\$1,055,172		Lower of H17/I17 (May Override)		\$943,860	\$95.58	\$89.23	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)						WA054 has a cost per UML of \$72.80 compared to its Earnings/UML & Size peer group of \$76.14 (a difference of -4.6%) and its state peer group (of all PHAs in the state) of \$65.55 (a difference of 10%).		Expense %	83.7%	79.7%
	Likely Eligible?	-	-	-		HUD v. PHA difference: \$17,823.00 or 0.1% of Eligibility	\$128,675	<--VMS EOY RNP ===== EOY Excess Cash -->	\$146,498			Based on the most recent, official (end of fiscal year) UNP, WA054 has a projected 2021 Calendar Year-End (CYE) UNP of \$356,463 (or 16.2% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of \$803,634 (or 36.4% of CY 2022 Earned Admin Fees).				

Feb 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	2,611	\$2,372,025					2,611	\$2,372,025	\$908		88.6%	96.2%	88.6%	96.2%
	Feb-21	2,946	2,607	\$2,350,822					2,607	\$2,350,822	\$902		88.6%	95.7%	88.5%	95.3%
	Mar-21	2,946	2,601	\$2,347,904					2,601	\$2,347,904	\$903		88.5%	95.6%	88.3%	95.2%
	Apr-21	2,946	2,582	\$2,320,426					2,582	\$2,320,426	\$899		88.3%	95.2%	87.6%	94.1%
	May-21	2,946	0	\$0	71	39	0	-10.1	2,611	\$2,370,686	\$908	\$908	88.3%	95.4%	88.6%	96.1%
	Jun-21	2,946	0	\$0	175	1	14	-10.2	2,615	\$2,379,787	\$910	\$910	88.4%	95.6%	88.8%	96.5%
	Jul-21	2,946	0	\$0	150	1	48	-10.2	2,654	\$2,420,158	\$912	\$912	88.6%	95.9%	90.1%	98.1%
	Aug-21	2,946	0	\$0		1	67	-10.4	2,711	\$2,478,235	\$914	\$914	89.1%	96.5%	92.0%	100.5%
	Sep-21	2,946	0	\$0		1	45	-10.6	2,747	\$2,516,023	\$916	\$916	89.5%	97.1%	93.2%	102.0%
	Oct-21	2,946	0	\$0		1	34	-10.8	2,771	\$2,546,614	\$919	\$919	90.0%	97.7%	94.1%	103.2%
	Nov-21	2,946	0	\$0		1	40	-10.9	2,801	\$2,580,162	\$921	\$921	90.5%	98.3%	95.1%	104.6%
	Dec-21	2,946	0	\$0		1	21	-11.0	2,813	\$2,601,930	\$925	\$925	90.9%	98.9%	95.5%	105.5%
	Total	35,352	10,401	\$9,391,177	396	46	269	-84.2	32,124	\$29,284,771	\$912		90.9%	98.9%		
	2022															
	Jan-22	2,946				1	0	-11.0	2,803	\$2,592,637	\$925		95.1%	106.2%	95.1%	106.2%
	Feb-22	2,946				1	0	-11.0	2,793	\$2,583,380	\$925		95.0%	106.0%	94.8%	105.9%
	Mar-22	2,946				1	0	-10.9	2,783	\$2,574,160	\$925		94.8%	105.9%	94.5%	105.5%
	Apr-22	2,946				1	0	-10.9	2,773	\$2,564,976	\$925		94.6%	105.7%	94.1%	105.1%
	May-22	2,946				1	0	-10.9	2,763	\$2,555,828	\$925		94.5%	105.5%	93.8%	104.7%
	Jun-22	2,946				1	0	-10.8	2,753	\$2,546,715	\$925		94.3%	105.3%	93.5%	104.4%
	Jul-22	2,946				1	0	-10.8	2,743	\$2,537,639	\$925		94.1%	105.1%	93.1%	104.0%
	Aug-22	2,946				1	0	-10.7	2,734	\$2,528,598	\$925		94.0%	104.9%	92.8%	103.6%
	Sep-22	2,946				1	0	-10.7	2,724	\$2,519,592	\$925		93.8%	104.7%	92.5%	103.2%
	Oct-22	2,946				1	0	-10.7	2,714	\$2,510,622	\$925		93.6%	104.5%	92.1%	102.9%
	Nov-22	2,946				1	0	-10.6	2,705	\$2,501,686	\$925		93.5%	104.4%	91.8%	102.5%
	Dec-22	2,946				1	0	-10.6	2,695	\$2,492,786	\$925		93.3%	104.2%	91.5%	102.1%
	Total	35,352	0	\$0	0	12	0	-129.6	32,982	\$30,508,619	\$925		93.3%	104.2%		
Graphs			SPVs: Additional SPV leasing should focus on the 87 unleased VASH vouchers and the 4 unleased NED vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$180,793 compares to RNP (VMS) of \$180,793. Current: VMS Cash & Investments of \$180,793 compares to VMS RNP plus UNP of \$180,793. 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. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.													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	2,683	\$2,301,896	\$857.96		
2020	F	2,674	\$2,299,410	\$859.91		
2020	M	2,667	\$2,323,370	\$871.15	↗ 1.31%	\$863.01
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	2,636	\$2,397,747	\$909.62	↗ 0.05%	\$908.04
2020	S	2,630	\$2,392,175	\$909.57	↘ 0.00%	\$909.45
2020	O	2,617	\$2,380,252	\$909.53	↘ 0.00%	\$909.57
2020	N	2,605	\$2,370,173	\$909.86	↗ 0.04%	\$909.65
2020	D	2,607	\$2,373,642	\$910.49	↗ 0.07%	\$909.96
2021	J	2,611	\$2,372,025	\$908.47	↘ -0.22%	\$909.61
2021	F	2,607	\$2,350,822	\$901.73	↘ -0.74%	\$906.90
2021	M	2,601	\$2,347,904	\$902.69	↗ 0.11%	\$904.30
2021	A	2,582	\$2,320,426	\$898.69	↘ -0.44%	\$901.04
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

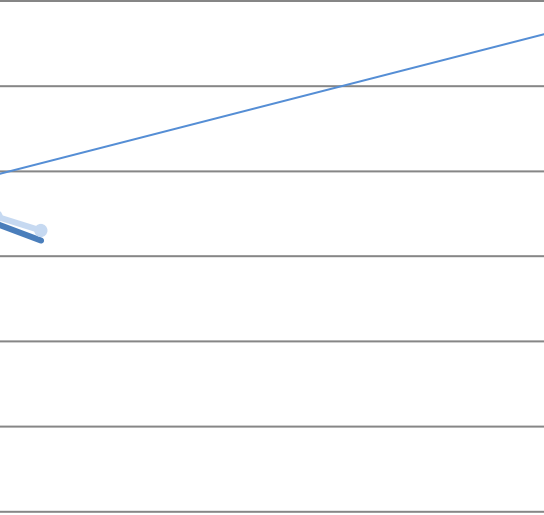
Choose PUC Method

Last Actual (Default)

Material New Units at a Material New PUC?

HCV Leasing and Spending Projection

Analysis

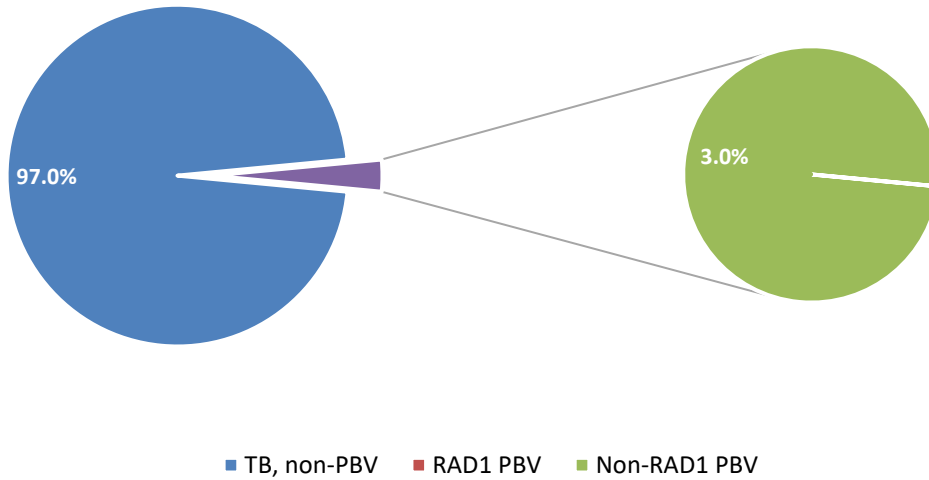


Month Average	Linear (Per U)
Apr-21	
May-21	
Jun-21	
Jul-21	
Aug-21	
Sep-21	
Oct-21	
Nov-21	
Dec-21	
Jan-22	
Feb-22	
Mar-22	

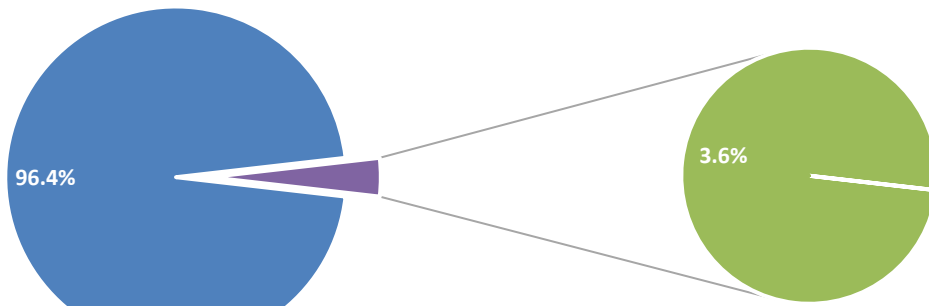
R-Squared, last 6 months

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	0		
RAD - Comp 1 UMLs	0	0	HUD- Anticipated UMAs
RAD - Comp 1 HAP	\$0		
RAD - Comp 2 UMLs	0		
RAD - Comp 2 HAP	\$0		
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

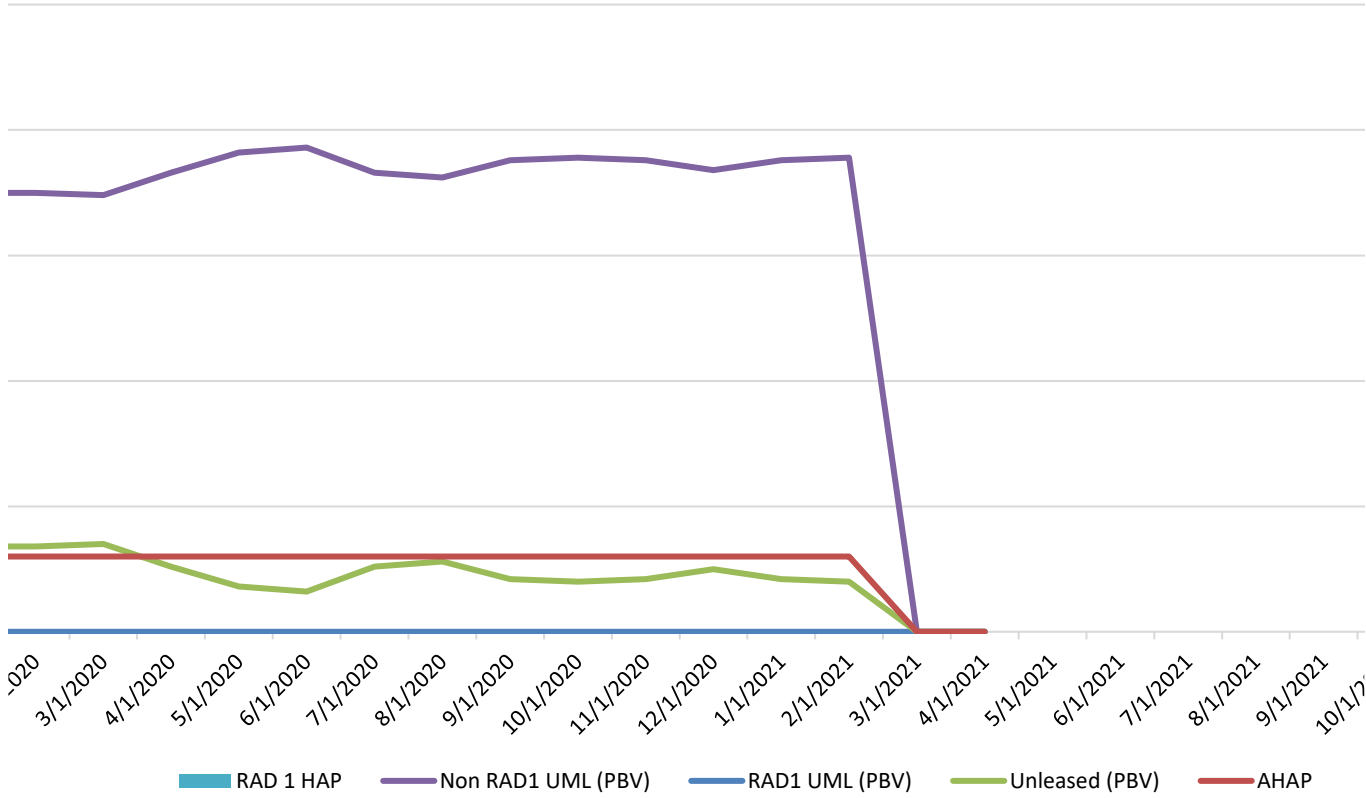




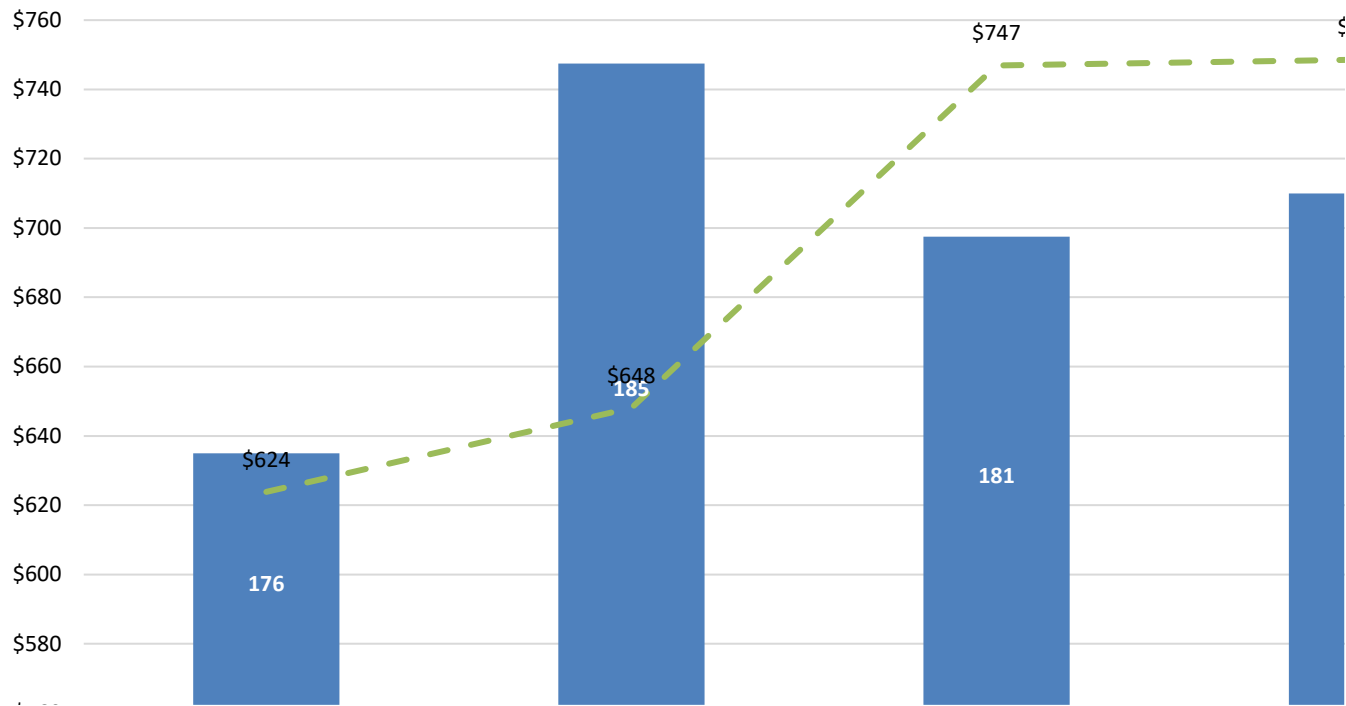
■ TB, non-PBV ■ RAD1 PBV ■ Non-RAD1 PBV

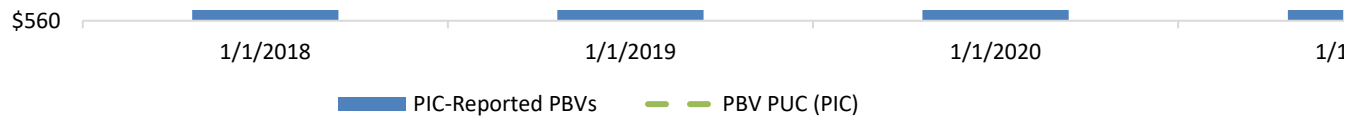
ect-Based Information

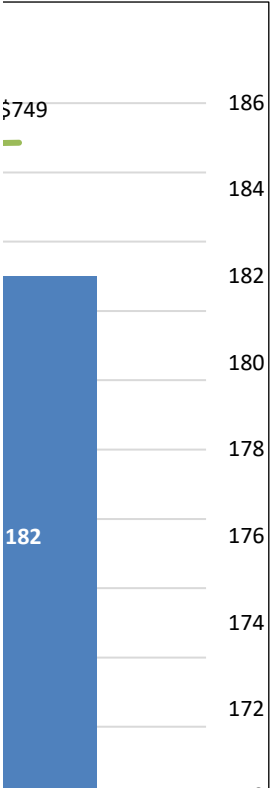
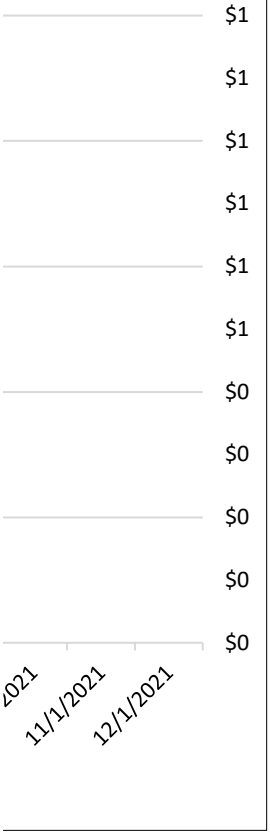
Project-Based, VMS

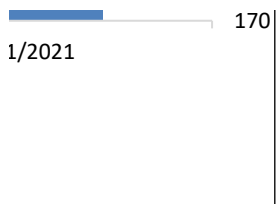


PIC PBV Data









Import DCR		Additional Disbursement for WA054 (HA of Pierce County) - FYE 12/31 (Obligations/Disbursements As of May 10, 2021)									
Housing Assistance Payments (HAP)											
Owner	PHA HELD									E	
Category (BOM: Beginning of Month EOM: End of Month)	Calculated BOM "Excess Cash"	Actual/Projected Disbursements (HUD to PHA)	Actual/Projected Expenses (PHA to landlords)	Disbursements Minus Expenditures	Fraud Recovery/ FSS Forfeitures (VMS)	Calculated EOM "Excess Cash"	Reported EOM RNP (VMS)	Difference	Actual/Projected UMLs	BOM HHR	Obligations (in HUD's systems)
Years	2020/2021										
January-21	\$146,498	\$2,383,574	\$2,372,025	\$11,549	\$2,070	\$160,117	\$215,891	(\$55,774)	2,611	\$926,497	\$2,438,042
February-21	\$160,117	\$2,383,574	\$2,350,822	\$32,752	\$1,290	\$194,159	\$180,793	\$13,366	2,607	\$980,965	\$2,438,042
March-21	\$194,159	\$2,380,436	\$2,347,904	\$32,532	\$0	\$226,691	\$0	\$226,691	2,601	\$1,035,432	\$2,462,531
April-21	\$226,691	\$2,380,436	\$2,320,426	\$60,010	\$0	\$286,701	\$0	\$286,701	2,582	\$1,117,527	\$2,438,183
May-21	\$286,701	\$2,216,208	\$2,370,686	(\$154,478)	\$0	\$132,223	\$0	\$132,223	2,611	\$1,175,274	\$2,438,183
June-21	\$132,223	\$2,362,706	\$2,379,787	(\$17,081)	\$0	\$115,143	\$0	\$115,143	2,615	\$1,397,248	\$2,495,998
July-21	\$115,143	\$0	\$2,420,158	(\$2,420,158)	\$0	(\$2,305,016)	\$0	(\$2,305,016)	2,654	\$1,530,541	\$2,495,998
August-21	(\$2,305,016)	\$0	\$2,478,235	(\$2,478,235)	\$0	(\$4,783,251)	\$0	(\$4,783,251)	2,711	\$4,026,539	\$2,495,998
September-21	(\$4,783,251)	\$0	\$2,516,023	(\$2,516,023)	\$0	(\$7,299,273)	\$0	(\$7,299,273)	2,747	\$6,522,538	\$2,495,998
October-21	(\$7,299,273)	\$0	\$2,546,614	(\$2,546,614)	\$0	(\$9,845,888)	\$0	(\$9,845,888)	2,771	\$9,018,536	\$2,466,554
November-21	(\$9,845,888)	\$0	\$2,580,162	(\$2,580,162)	\$0	(\$12,426,049)	\$0	(\$12,426,049)	2,801	\$11,485,090	\$1
December-21	(\$12,426,049)	\$0	\$2,601,930	(\$2,601,930)	\$0	(\$15,027,979)	\$0	(\$15,027,979)	2,813	\$11,485,090	\$1
January-22	(\$11,485,091)	\$0	\$2,592,637	(\$2,592,637)	\$0	(\$14,077,728)	\$0	(\$14,077,728)	2,803	\$11,485,091	\$0
February-22	(\$14,077,728)	\$0	\$2,583,380	(\$2,583,380)	\$0	(\$16,661,108)	\$0	(\$16,661,108)	2,793	\$11,485,091	\$0
March-22	(\$16,661,108)	\$0	\$2,574,160	(\$2,574,160)	\$0	(\$19,235,268)	\$0	(\$19,235,268)	2,783	\$11,485,091	\$0
April-22	(\$19,235,268)	\$0	\$2,564,976	(\$2,564,976)	\$0	(\$21,800,244)	\$0	(\$21,800,244)	2,773	\$11,485,091	\$0
May-22	(\$21,800,244)	\$0	\$2,555,828	(\$2,555,828)	\$0	(\$24,356,072)	\$0	(\$24,356,072)	2,763	\$11,485,091	\$0
June-22	(\$24,356,072)	\$0	\$2,546,715	(\$2,546,715)	\$0	(\$26,902,787)	\$0	(\$26,902,787)	2,753	\$11,485,091	\$0
Total for CY 2021		\$14,106,934	\$29,284,771		\$3,360						\$24,665,528
Total		\$14,106,934	\$44,702,467		\$3,360						\$24,665,528
Color Key:		= Beginning Balance for the Year			= Calculated Fields			= VMS Data / or Projected Data			= HUDCAPS Data
General Comments:											

Category	Amount	Comments	
Proposed Advance:	(\$286,701)		
Adjustments		Carry Forward?	
Prior Period			
HUD			
PHA			
BA Detail	SPV's		

Save and Submit

Additional Information

HHR/Current BA Available?

Frontload Request to OPS?

Referral to FO or SPT?

Additional Disbursement Needed?

STIMATED HUD HELD	
Actual/Projected Disbursements (HUD to PHA)	Receipt of Funds (RF)
2020/2021	
\$2,383,574	\$0
\$2,383,574	\$0
\$2,380,436	\$0
\$2,380,436	\$0
\$2,216,208	\$0
\$2,362,706	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$14,106,934	
\$14,106,934	

	Date
No	

HCV Leasing and Spending Projection

PHA Code:	WA054
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Administrative Program Projections	
Earned Admin Fees (FYE20 to 12/31/2021)	\$2,203,814
Expenses (FYE20 to 12/31/2021)	(\$1,843,888)
2021 Operating Surplus/(Deficit) [from prior FYE]	\$359,926
2020 VMS FYE-Reported UNP	(\$3,463)
2021 Projected Surplus/(Deficit) [from prior FYE]	\$356,463
2021 UNP as a Percent (%) of Admin Fee	16.2%

Based on
PHA's
last FYE
UNP

Program Projections Details	
FYE	4
2020 Admin Earnings	\$2,220,212
2020 Admin Fee Monthly Earnings	\$185,018
2021 Admin Fee Monthly Earnings	\$183,651
2022 Admin Fee Monthly Earnings	\$183,901
2021 Average Admin Monthly Expense	(\$153,657)
2022 Average Admin Monthly Expense	(\$146,637)

Month	Admin Expense	UNP Balance	Admin Fee	Difference	HUDCAPS	
	VMS/Projected	VMS/Projected	Actual/Projected	Fee v. Expense	Obligations	Disbursements
Jan-20	\$142,790	(\$884,751)	\$167,094	\$24,304	\$167,094	\$167,094
Feb-20	\$99,524	(\$889,748)	\$167,094	\$67,570	\$167,094	\$167,094
Mar-20	\$172,376	(\$858,344)	\$168,532	(\$3,844)	\$168,532	\$168,532
Apr-20	\$93,744	(\$736,520)	\$259,922	\$166,178	\$259,922	\$259,922
May-20	\$155,961	(\$698,537)	\$579,092	\$423,131	\$579,092	\$579,092
Jun-20	\$138,906	(\$660,907)	\$174,307	\$35,401	\$174,307	\$174,308
Jul-20	\$147,363	(\$542,752)	\$229,709	\$82,346	\$229,709	\$229,709
Aug-20	\$143,739	(\$470,550)	\$707,607	\$563,868	\$707,607	\$707,607
Sep-20	\$140,586	(\$312,471)	\$265,858	\$125,272	\$265,858	\$265,858
Oct-20	\$150,788	(\$267,546)	\$174,307	\$23,519	\$174,307	\$174,307
Nov-20	\$145,112	(\$196,026)	\$183,862	\$38,750	\$183,862	\$183,862
Dec-20	\$144,513	(\$3,463)	\$183,862	\$39,349	\$183,862	\$183,862

Month of Data:	2
----------------	---

Administration Fee Earnings Projections (Prorated)			
CY 2021			
Category	UMLs	Per Unit Admin Fee	Admin Fee
<=7200 UMLs	7,200	\$78.38	\$564,304
>7200 UMLs	24,924	\$73.17	\$1,823,679
		UMA Cap	35,352
		Total UMLs	32,124
*adjusted for Ports		*CY 2021 Total	\$2,203,814
CY 2022			
Category	UMLs	Per Unit Admin Fee	Admin Fee
<=7200 UMLs	7,200	\$76.46	\$550,541
>7200 UMLs	25,782	\$71.38	\$1,840,443
		UMA Cap	35,352
		Total UMLs	32,982
*adjusted for Ports		*CY 2022 Total	\$2,206,815

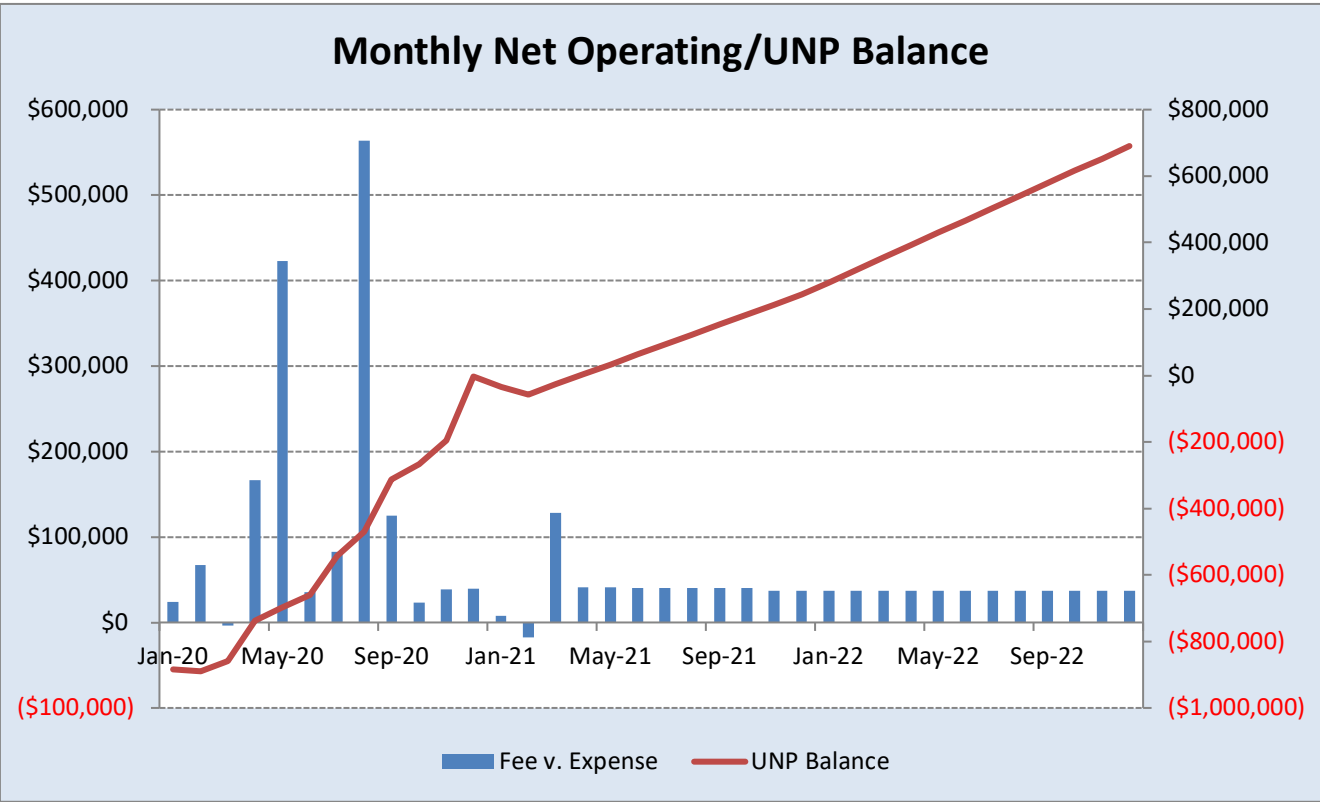
Based on the most recent, official (end of fiscal year) UNP, WA054 has a projected 2021 Calendar Year-End (CYE) UNP of \$356,463 (or 16.2% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of \$803,634 (or 36.4% of CY 2022 Earned Admin Fees).

CY 2020	CY 2021	CY 2022
FYE:	1: 3/31; 2: 6/30; 3: 9/30; 4: 12/31	

Cost Per UML - Peer Groups Comparison		
Category	\$/UML	% +/-
WA054	\$72.80	-
Peer		
Earnings/UML & Size	\$76.14	-4.59%
All PHAs in State	\$65.55	9.96%

Ports			
Category	Current Month	Annual Estimate	Net Earnings Adjust
Port-Ins	108	1,296	\$58,152
Ports-Outs	212	2,544	(\$283,023)
Total	-	-	(\$224,871)
Unleased PBV Earnings			
Average YTD		Annual Estimate	
240		\$40,702	

Show/Hide National Admin Fee Schedule



HCV Leasing and Spending Projection

Jan-21	\$176,056	(\$34,722)	\$183,862	\$7,806	\$183,862	\$183,862
Feb-21	\$201,462	(\$56,692)	\$183,862	(\$17,600)	\$183,862	\$183,862
Mar-21	\$146,637	(\$26,698)	\$274,755	\$128,118	\$274,755	\$274,755
Apr-21	\$146,637	\$3,296	\$187,750	\$41,113	\$187,750	\$187,750
May-21	\$146,637	\$33,289	\$187,750	\$41,113	\$187,750	\$187,750
Jun-21	\$146,637	\$63,283	\$187,193	\$40,556	\$187,193	\$187,193
Jul-21	\$146,637	\$93,277	\$187,193	\$40,556	\$187,193	\$187,193
Aug-21	\$146,637	\$123,271	\$187,193	\$40,556	\$187,193	\$187,193
Sep-21	\$146,637	\$153,265	\$187,193	\$40,556	\$187,193	\$187,193
Oct-21	\$146,637	\$183,259	\$187,193	\$40,556	\$187,193	\$187,193
Nov-21	\$146,637	\$213,252	\$183,651	\$37,014	\$0	\$0
Dec-21	\$146,637	\$243,246	\$183,651	\$37,014	\$0	\$0
Jan-22	\$146,637	\$280,510	\$183,901	\$37,264	\$0	\$183,862
Feb-22	\$146,637	\$317,775	\$183,901	\$37,264	\$0	\$183,862
Mar-22	\$146,637	\$355,039	\$183,901	\$37,264	\$0	\$274,755
Apr-22	\$146,637	\$392,303	\$183,901	\$37,264	\$0	\$187,750
May-22	\$146,637	\$429,567	\$183,901	\$37,264	\$0	\$187,750
Jun-22	\$146,637	\$466,832	\$183,901	\$37,264	\$0	\$187,193
Jul-22	\$146,637	\$504,096	\$183,901	\$37,264		
Aug-22	\$146,637	\$541,360	\$183,901	\$37,264		
Sep-22	\$146,637	\$578,624	\$183,901	\$37,264		
Oct-22	\$146,637	\$615,889	\$183,901	\$37,264		
Nov-22	\$146,637	\$653,153	\$183,901	\$37,264		
Dec-22	\$146,637	\$690,417	\$183,901	\$37,264		

Oct HCV Leasing and Spending Projection

7s	Enter First Year			2020												2021												2022			
Issuance Month	VOS Issued	VOS Leased	VOS Failed	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Jan-20	16	12	4		2	4	2	1	3																						
Feb-20	22	14	8			7	2		1	4																					
Mar-20	9	6	3					4			2																				
Apr-20	17	13	4					3	4	1	4	1																			
May-20	8	2	6						1	1																					
Jun-20	7	6	1							2	1		2	1																	
Jul-20	23	13 (yet)	7								3	2	2	4	2																
Aug-20	20	15 (yet)	3									6	3	1	3	2															
Sep-20	23	14 (yet)	6										2	4	2	3	3														
Oct-20	19	13 (yet)	1											4	5	2		2													
Nov-20	7	3 (yet)													3																
Dec-20	14	0 (yet)																													
Jan-21		0																													
Feb-21		0																													
Mar-21		0																													
Apr-21		0																													
May-21		0																													
Jun-21		0																													
Jul-21		0																													
Aug-21		0																													
Sep-21		0																													
Oct-21		0																													
Nov-21		0																													
Dec-21		0																													
Total	185	53	43	0	2	11	4	8	9	8	10	9	9	14	15	7	3	2	0	0	0	0	0	0	0	0	0	0	0	0	

Summary Results							
Issuance Month	Success Rate	% in 30 days	% in 30-60 Days	% in 60-90 Days	% in 90-120 Days	% in 120-150 Days	Avg. Months
Jan-20	75.0%	16.7%	33.3%	16.7%	8.3%	25.0%	2.9
Feb-20	63.6%	50.0%	14.3%	0.0%	7.1%	28.6%	2.5
Mar-20	66.7%	0.0%	66.7%	0.0%	0.0%	33.3%	3.0
Apr-20	76.5%	23.1%	30.8%	7.7%	30.8%	7.7%	2.7
May-20	25.0%	50.0%	50.0%	0.0%	0.0%	0.0%	1.5
Jun-20	85.7%	33.3%	16.7%	0.0%	33.3%	16.7%	2.8
Jul-20							
Aug-20							
Sep-20							
Oct-20							
Nov-20							
Dec-20							
Jan-21							
Feb-21							
Mar-21							
Apr-21							
May-21							
Jun-21							
Jul-21							
Aug-21							
Sep-21							
Oct-21							
Nov-21							
Dec-21							
Cumulative	67.1%	28.3%	30.2%	5.7%	15.1%	20.8%	2.7

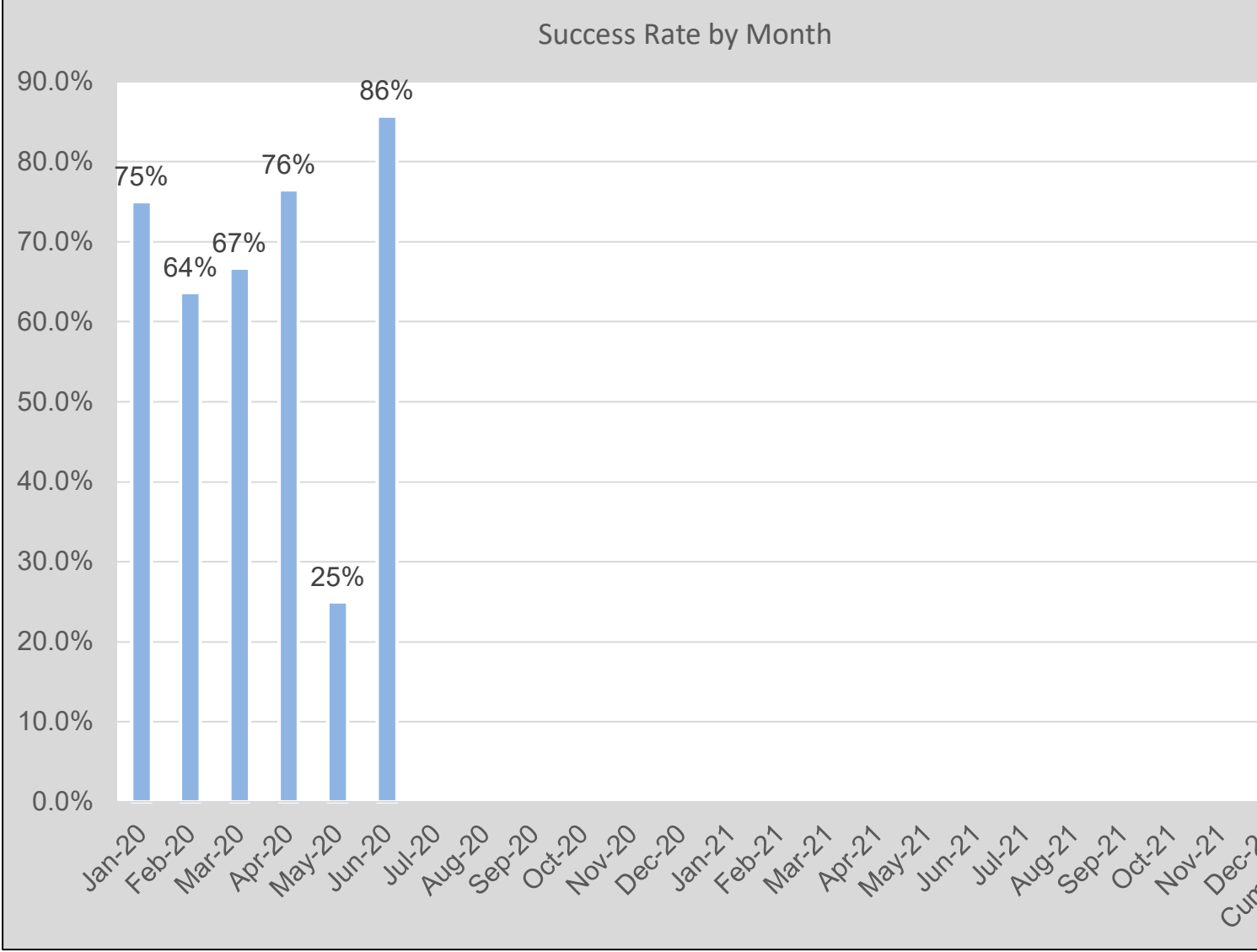
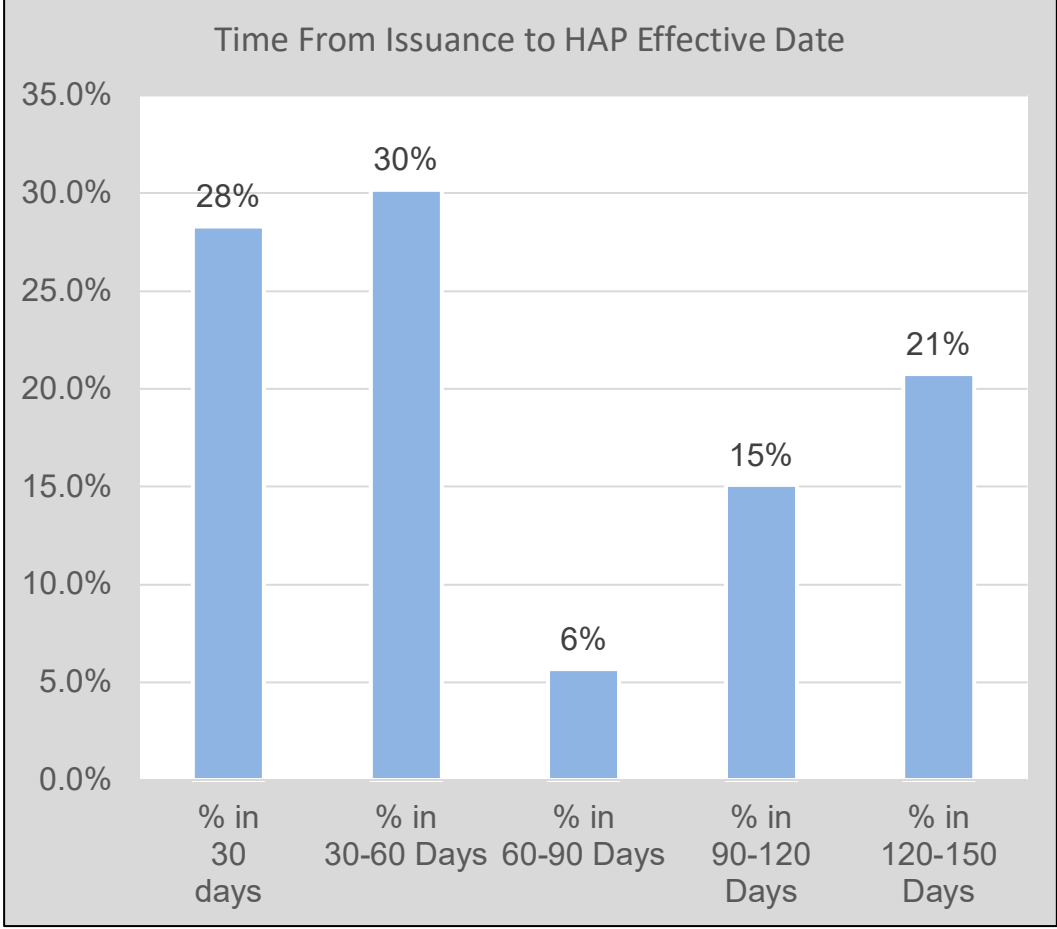
Move Success Rate and Time from Issuance to HAP to the Projection Tab

Need more than 150 days? Check this out.

How about changing the Success Rate at a certain point in the future? Yes, sir!

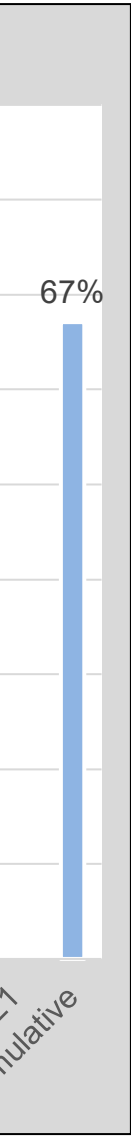
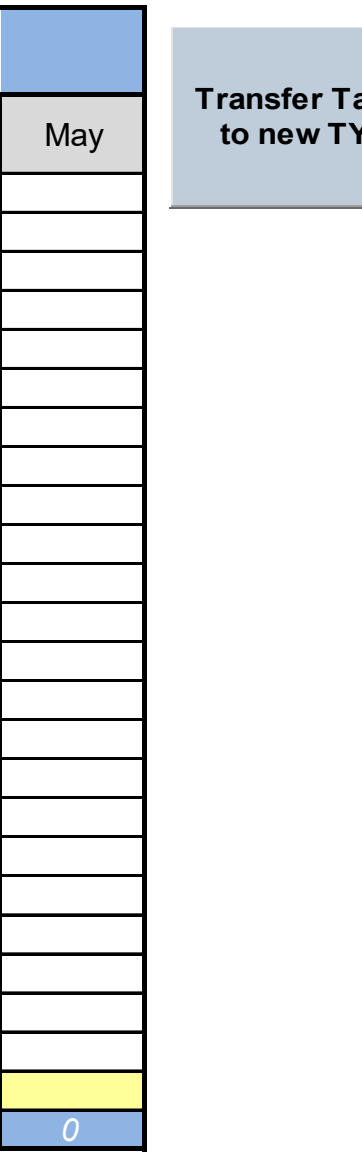
What about different types of vouchers with different types of rates? Bring it!

Wait List Success Rate				
Month	Pulled	Issued	Failed	%
Jan-20				
Feb-20				
Mar-20				
Apr-20				
May-20				
Jun-20				
Jul-20				
Aug-20				
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Jan-21				
Feb-21				
Mar-21				
Apr-21				
May-21				
Jun-21				
Wait List Success Rate				



Oct HCV Leasing and Spending Projection

Oct HCV Leasing and Spending Projection



Oct HCV Leasing and Spending Projection

May 10, 2021

James Stretz, Executive Director
Ha Of Pierce County (WA054)

Dear Executive Director:

I am pleased to notify you that your public housing agency (PHA) is eligible for new Emergency Housing Vouchers (EHVs) and funding as authorized by the American Rescue Plan Act of 2021 (Public Law No: 117-2). The American Rescue Plan Act allowed the Department of Housing and Urban Development (HUD) to allocate additional vouchers to PHAs through an allocation formula designed to direct emergency vouchers to the PHAs operating in areas where the EHV's eligible populations have the greatest need while also taking into account PHA capacity and the requirement to ensure geographic diversity, including rural areas. The EHVs are provided to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

The following table provides the details for your agency's EHV award:

Emergency Housing Vouchers Award			
Initial Award Amount	Effective Date	Contract Term	Number of Units
\$685,836	7/1/2021	18	62

The effective date of your EHV award will be July 1, 2021 with the exception of certain fees with an effective date of June 1, 2021 as detailed below. These dates cannot be changed. HUD is providing 12 months of budget authority upfront and will provide additional budget authority as necessary based upon actual PHA needs. Once funding for the award has been fully processed, the FMC will provide your agency with an amended Consolidated Annual Contributions Contract (CACC) that reflects the obligation of funds and monthly disbursements will be scheduled. Three months of HAP disbursements will automatically be scheduled beginning July 1, 2021 equal to 1/12th of the initial award. Future disbursements will be calculated using actual HAP expenses incurred.

Your agency must follow applicable Housing Choice Voucher (HCV) program requirements, when administering EHV, including the regulations at 24 CFR part 982, and the requirements in Notice PIH 2021-15 (HA), referred to hereafter as Implementation Notice.

The following table provides the details of your agency's administrative fees and other eligible fees under this award:

EHV Eligible Fees		
Category	Effective Date	Fee Amount
Preliminary Fee	6/1/2021	<i>\$400 x Unit Allocation Accepted</i>
Placement/Issuance Reporting Fee ¹	After Reporting Received by HUD ¹	<i>\$500 for HAP contracts in place by 11/1/21; \$250 for HAP contracts in place by 1/1/22; \$100 for each voucher leased provided PHA reported the EHV issuance date in PICNG within the qualifying time period.</i>
On-going Administrative Fee ²	7/1/2021	<i>Column A Admin Fee Rate x Unit Allocation Accepted</i>
Service Fee ³	6/1/2021	<i>\$3,500 x Unit Allocation Accepted</i>
Total		

¹ The fee is dependent upon the timeframe in which an EHV family is placed under a HAP contract. \$500 for each EHV family placed under a HAP contract that is in place no later than four months from the award date (11/1/21), \$250 for each EHV family under a HAP contract that is in place no later than six months from the award effective date (1/1/22). An additional \$100 will be provided if the PHA reports or reported the voucher issuance date for a leased voucher in the forthcoming PIC-NG system within 14 days of the later of the voucher issuance date or when PIC-NG system becomes available for reporting. This Issuance Fee can be earned at any time that the voucher is placed under lease, regardless of whether the leased voucher also qualified for the \$500 or \$250 component of the fee. Initially HUD will provide these fees based on information reported in VMS with the exception of the \$100 issuance fee. HUD will collect issuance data in PICNG, once the system is in place later in 2021.

² PHAs will receive the full Column A administrative fee amount for each EHV that is under HAP contract as of the first day of each month and reported in VMS. PHAs will receive an initial advance for the first 3 months as per Notice PIH 2021-15 (HA).

³ One-time fee will be provided for every unit allocation accepted.

Two types of EHV-related funding, preliminary fees and service fees, will be provided in advance in accordance with [Notice PIH 2021-15 \(HA\)](#). The eligible uses of these funds are described in the [Notice PIH 2021-15 \(HA\)](#).

Leasing and expenses for these vouchers should be reported in the Voucher Management System (VMS) under the appropriate fields. The VMS is being updated to reflect fields that will be used to capture this information and additional details will be provided once the fields are available.

This letter has indicated the specific number of vouchers allocated to your PHA in accordance with the allocation formula set forth in [Notice PIH 2021-15 \(HA\)](#). To accept or decline this award, you must respond to HUD by May 24, 2021 using the attached method. While PHAs are encouraged to accept the entire EHV allocation, the PHA may choose to accept a lower number of vouchers than the number offered by HUD in the notification, but not less than the minimum allocation of 25 EHV's, or 15 EHV's, as applicable. Your PHA may also request that if available, HUD provide any additional vouchers that result from reallocation.

Additional information regarding EHV's can be found at: www.hud.gov/EHV, including details on an introductory webinar for PHAs on EHV's that HUD will offer on May 11, 2021 at 4pm ET. Additional support and technical assistance will be offered to support participating communities.

With your direct effort, EHVs will help people experiencing or at risk of homelessness, survivors of domestic violence, and victims of human trafficking.

To accept or decline this award by May 24, 2021, please complete, sign, and email your response EHVawards@hud.gov. If you have any questions regarding the EHV Program, please email EHV@hud.gov.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Bastarache".

Danielle Bastarache
Deputy Assistant Secretary for
Public Housing and Voucher Programs

Attachment

Directions:

1. Accept or Decline vouchers by responding to PHA options in questions 1—3 below.
2. Sign the document by double clicking the “Public Housing Executive Director” signature line.
3. When completed, save as a word file (do not alter file name).
4. Reply to original email from EHVawards@hud.gov, attach this saved file, and send before May 24, 2021.

Read the PHA options below and indicate the number of EHV vouchers accepted by the PHA.

PHA Options (select a response in the “Choose an item” drop down):

- **Decline, No Vouchers** — PHA does not want any EHV Vouchers.
- **Accept Full Allocation** — PHA wants the full amount as allocated in this letter.
- **Accept Full Allocation, plus more** — PHA wants the full amount as allocated in this letter plus, any additional EHV vouchers that HUD may provide. (HUD expects to have a small amount of additional vouchers to reallocate in early June because of awards declined by other PHAs.)
 - If accepting a full amount **plus more**, up to how many more?
 - **Only if the PHA requests additional** EHV than awarded in this letter, indicate the maximum number of additional vouchers your PHA would accept.
- **Accept, a Lesser Amount** — PHA wants to accept a lesser amount than allocated in this letter, but not less than the minimum allocation of 25 EHV or 15 if your initial allocation was less than 25.
 - If accepting a **lesser amount**, how many?
 - **Only if the PHA is accepting a lesser amount** of EHV than awarded in this letter, indicate the number of vouchers PHA wants to accept, which is less than the award but not less than the applicable minimum allocation.

PHA Accept or Decline Response	
PHA Code	WA054
EHV Award	62
1. PHA options to accept or decline award	Accept Full Allocation, Plus More
2. If accepting a Full Allocation, plus more , up to how many?	70
3. If accepting a Lesser Amount , how many?	

James W Stretz Executive Director

If you have any questions about this process, please email EHV@hud.gov and write “EHV Award Letter Response Assistance” in the subject line.