

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, September 29, 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 August 26, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,243,391.01 FOR AUGUST 2021
6. CONSIDER A MOTION APPROVING RESOLUTION 1905
7. CONSIDER A MOTION APPROVING RESOLUTION 1906
8. CONSIDER A MOTION APPROVING RESOLUTION 1907
9. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 – Tamara Meade
 - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
 - e. AFFORDABLE – Tina McCleod
 - f. PROJECTS – Sean McKenna
 - g. EXECUTIVE DIRECTOR – Jim Stretz
 - h. REPORTS OF COMMITTEES
10. COMMISSIONER’S CORNER
11. 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.

12. 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, August 25, 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 July 28, 2021.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 20, 2020
6. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 23, 2020
7. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 24, 2020
8. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,117,511.13 FOR JULY 2021
9. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 – Tamara Meade
 - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
 - e. AFFORDABLE – Tina McCleod
 - f. EXECUTIVE DIRECTOR – Jim Stretz
 - g. REPORTS OF COMMITTEES

10. COMMISSIONER’S CORNER

11. EXECUTIVE SESSION

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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.

12. 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

August 25, 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
Victor Lovelace, Maintenance Director
Tina McCleod, Director of Operations
Sean Mckenna, Director of Project Management

Chairperson Martinez called the meeting to order at 3:34 pm. Roll call was taken.

There was public comment from Bianca Williams.
Email from Bianca Williams:
Good afternoon Board of Commissioners.

On July 23rd, I sent in a change of circumstance reporting a temporary leave of absence from work for 4-6 weeks, effective July 30th. I provided a letter from the employer who explained the leave of absence and that there was a decrease in wages. The employer also mentioned that an application for FMLA was done, and awaiting a response.

PCHA seemed to focus mainly on the FMLA that had just been applied for and they disregard the documentation of the job ending and the paystub showing deceased wages.

On July 29th, my housing specialist sent me a letter requesting an award letter from FMLA that did not exist. She said it was a required document and that she could not move forward until it was received. The conundrum with her request is that there was no award letter. The application was just submitted and had not yet been processed. How could she hold up the help needed based on FMLA benefits that had not been received?

This request for an award letter that did not yet exist is a red flag for me and I hope it is for you too. Because of this request, it halted the adjustment to our rent being done during the time of a hardship and here's the caveat, it's based on income that did not exist yet and that which could not be anticipated.

The approval for FMLA was received on August 20th. And now it appears that she intends to use the FMLA benefits that was issued on August 18th for August 1st; which is not accurate because the FMLA benefits were not approved or issued.

Chairperson Martinez asked to review and approve the agenda. Jim asked for changes to be made to the agenda: Tamara is not available to go over her report and Sean McKenna will give a report. 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 July 28, 2021. Commissioner Brammall 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 the minutes of the special board meeting held on November 20, 2020. There were three days of interviews done for hiring the Executive Director. These were conducted as special meetings. The minutes were not submitted for review and approval. Commissioner Brammall 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 the minutes of the special board meeting held on November 23, 2020. 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 special board meeting held on November 24, 2020. Commissioner Brammall so moved. Commissioner Smith 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 ratifying the payment of cash disbursements for July. 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 for the introduction of staff. Nathan Orello in the maintenance department and Sean McKenna the new director of project management was introduced.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Chairperson Martinez more information regarding the utilities we are paying for the tenants. Jim stated the practice has been to keep the unit lit and functional and when people got behind, we were picking up the utilities to keep them from getting shut off. It is practice that has been going for some time but went up during covid. Christina wen over the legal aspects as to why we do it.

Chairperson Martinez asked for the Section 8 report. Tamara was not available to go over her report. Jim gave an update on the emergency vouchers. Commissioner Smith asked for a glossary of the abbreviations for the two-year tool if one was available. The commissioners voiced concerns about the rise in rent and people having trouble finding units. Jim said PCHA is planning on adding a landlord liaison soon. Currently there is a review process regarding raising the payment standards.

Chairperson Martinez asked for the maintenance report. Victor went over his written report.

Chairperson Martinez asked for the affordable housing report. Christina went over her written report. She gave an update on the parking lot repaving project. Her focus is on transferring existing disabled tenants to ground floor units when available who have already asked for one previously. She gave an update on the plan to charge a utility allowance and rent increases.

Chairperson Martinez asked for the Executive Director report. Jim had Sean go over special projects - largest project is the disposition. Sean went over the process going forward with repositioning the 125 LIPH units. He will complete conditions need assessment and then appraisal and relocation budget. He will help other departments where/when he can. Jim went over the letters/email from the county executive and the emails from the SAO.

Chairperson Martinez asked for the report of committees. Commissioner Brammall expressed concern regarding Pierce County procrastinating on getting new commissioners.

Executive Session – For 30 minutes to discuss litigation matters. Commissioners returned from executive session at 5:47 pm.

Meeting adjourned at 5:48 pm.

PIERCE COUNTY HOUSING AUTHORITY

Report of Cash and Investments

Period Ending August, 2021

Account Name	Bank	Balance		
		Aug-21	Jul-21	Variance
General Operating Accounts				
Apartments General	US Bank	\$ 130,754.25	\$ 276,670.37	\$ (145,916.12)
Payroll	US Bank	98,089.18	94,569.28	3,519.90
General Operation	US Bank	233,230.72	149,764.93	83,465.79
US Bank Municipal Investment	USBank (TVI)	105,529.00	105,528.56	0.44
PCHA Special Item	US Bank	1,415,485.24	1,415,479.23	6.01
Homeownership	US Bank	456,261.49	455,460.56	800.93
Tenant Trust Accounts				
Damage Deposits	US Bank	260,616.74	261,791.73	(1,174.99)
Hud Trust Accounts				
Section 8	US Bank	4,979,902.73	4,715,580.64	264,322.09
LIPH Management	US Bank	1,292,397.18	1,308,965.27	(16,568.09)
LIPH Damage Deposits	US Bank	39,050.00	40,250.00	-
Section 8 FSS	US Bank	391,609.74	393,013.43	(1,403.69)
LIPH FSS	US Bank	43,473.95	42,310.77	1,163.18
Rural Development Funds				
Rural Development (Orting) Reserve	US Bank	86,258.53	86,258.17	0.36
FNMA Loan Reserve Account (Restricted)				
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,650.03	59,648.51	1.52
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,913.43	18,912.95	0.48
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,290.92	26,290.25	0.67
CR Replacement Reserve	Greystone (TTE)	227,507.72	219,765.17	7,742.55
DM Replacement Reserve	Greystone (TTE)	75,303.62	75,301.70	1.92
LV Replacement Reserve	Greystone (TTE)	98,890.19	98,887.67	2.52
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	70,293.77	61,993.25	8,300.52
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	19,290.72	13,975.43	5,315.29
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	22,608.05	17,544.51	5,063.54
FNMA Reserve Total		618,748.45	592,319.44	26,429.01
TOTAL PCHA		\$ 10,151,407.20	\$ 9,937,962.38	\$ 241,073.83

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.



To: Honorable Chair and Members of the Board of Commissioners

From: Moreen Forde, Acting Chief Financial Officer

Date: September 22, 2021

Re: Budget Variance Report for July 31, 2021

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results for the period of July 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 \$135,533 (about 1%).
 - Rental Income is under budget by \$146,997.
 - Other Income is over budget by \$11,464.
- Operating Expenses are over budget by \$79,311 (less than 1%)
 - Central Administration expenses are under budget.
 - Utilities are 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 under budget.
 - Vendor, Lender, Professional & Other Fees are over budget.
- Profit before non-Operating Revenues/Expenses is under budget by \$214,844 (10%)
- Net Operating Income after Operating Costs is under budget by \$218,184.

Operations - Revenue

Rental income (Total Tenant Revenue) of \$4,083,198 is under budget by \$146,997 (3%); and other income is over budget \$11,464 (13%). 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 and (2) The number of units leased as of the first of each month. On August 26, 2021, HUD issued a notice and a recalculation of administrative fees for January through June 2021 revising the proration percentage to 84.650%. Pierce County Housing Authority adopted a new allocation policy in CY 2020 and as a result the Administrative Fee account is accumulating equity.

Operations - Expenses

Total Operating expenses are more than the year-to-date budget by \$79,311 (0%). Contributing factor to this overage in expenses are the maintenance costs as well as utilities costs being over budget. Maintenance costs was over budget by \$1214,277 due to work orders are being performed again and upgrading the office space; utilities are over budget by \$32,880 because the City FIFE has double the costs for utilities.

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 was approved by REAC.

The unaudited submission for calendar year 2020 financial statements were submitted and approved by the Real Estate Assessment Center. The audit of the 2020 financial statement has commence. OMB has extended the due date for the 2020 audited submission to REAC until March 31, 2022.

Respectfully submitted,

Moreen Forde
Acting Chief Financial Officer

Attachment: Year to date financials budget to actual

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

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

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Aug-21	Jul-21	Variance
Apts General	US Bank	1,367.32	528.40	-	1,895.72	522.40	1,373.32
General Operation	US Bank	485,340.88	164,994.95	1,114.44	651,450.27	546,365.33	105,084.94
Payroll	US Bank	-	129,804.08	-	129,804.08	130,646.04	(841.96)
Section 8 HAP	US Bank	2,445,768.57	-	-	2,445,768.57	2,436,255.82	9,512.75
S8 FSS	US Bank	10,491.37	-	-	10,491.37	-	10,491.37
LIPH Management	US Bank	3,981.00	-	-	3,981.00	3,721.54	259.46
TOTAL		2,946,949.14	295,327.43	1,114.44	\$3,243,391.01	\$3,117,511.13	125,879.88

NOTE: Gen Ops Disb includes \$82,198.75 to GA Jorgensen Co for Demark Parking Lot Paving

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, September 29, 2021 the Board of Commissioners
of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: **\$3,243,391.01**

<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: 09/20/2021
Time: 12:50:23 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	08/03/2021	7168	\$127.68
	Ebonique M Moore	08/03/2021	7170	\$130.48
	Patti Carson	08/17/2021	7190	\$43.68
	Hyrum Montague	08/24/2021	7205	\$12.50
Total For : A/Employee				<u>\$314.34</u>

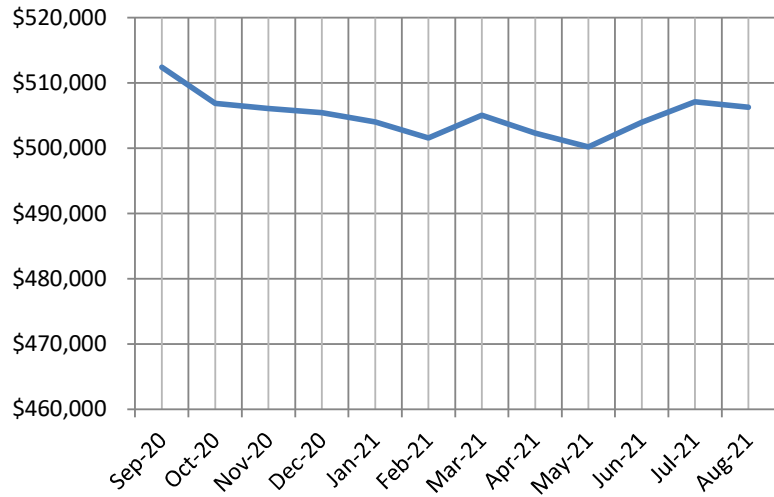
Occupancy and Leasing

Occupancy Statistics Apartments	Resident Manager in Charge	Total Units Available	8/2021 Total # Rented Units	PHA Occupancy %	Total Vacant PB S8 Units	PHA Adjusted Occupancy %	Market Avg Occupancy %	Occupancy October 15, 2021
Brookridge	Ebonique Moore	67	67	100%	-	100%	99%	94%
Chateau Rainier	Patti Carson	248	241	97%	1	98%	97%	97%
DeMark	Ebonique Moore	93	88	95%	3	98%	97%	96%
Hidden Village	Ebonique Moore	26	24	92%	-	92%	93%	96%
Lakewood Village	Marquez Taylor	136	134	99%	-	99%	98%	97%
Oakleaf	Marquez Taylor	26	25	96%	-	96%	92%	96%
Montgrove Manor	Ebonique Moore	30	28	93%	-	93%	97%	93%
Village Square	Marquez Taylor	38	37	97%	-	97%	97%	97%
Totals		664	644	97%	4	98%	97%	96%

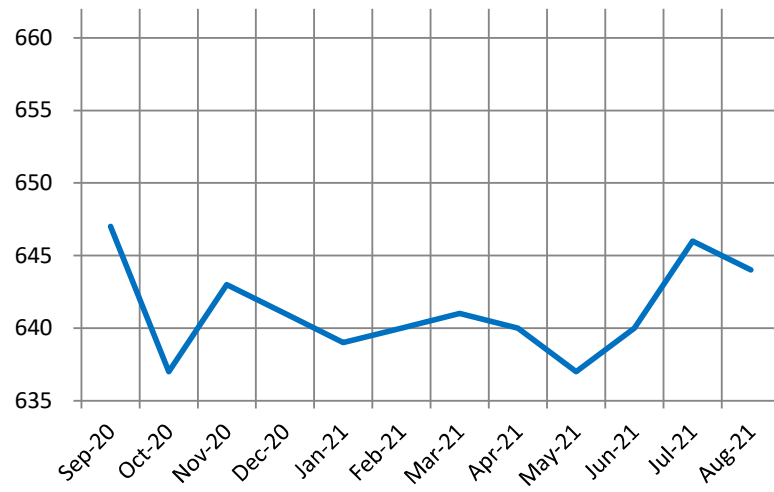
Turn-over Statistics	Trailing 12 Months Move Outs:	109	16%
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Occupancy Statistics Assisted Housing		Total Units Available	8/2021 Total # Rented Units	PHA Occupancy %	Total Units Under Modernization	PHA Adjusted Occupancy %
Orting	Ariel Daniels	20	18	90%	-	90%
LIPH	Ariel Daniels	124	121	98%	-	98%
Totals		144	139	97%	-	97%

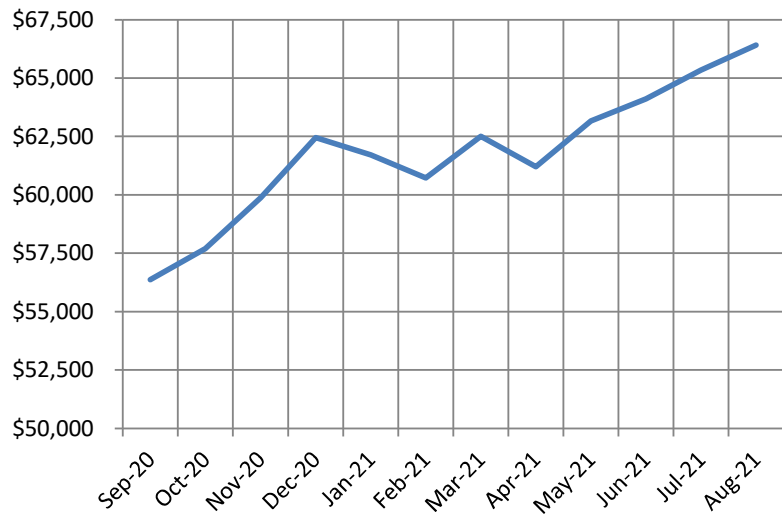
Affordable Housing Rent Income



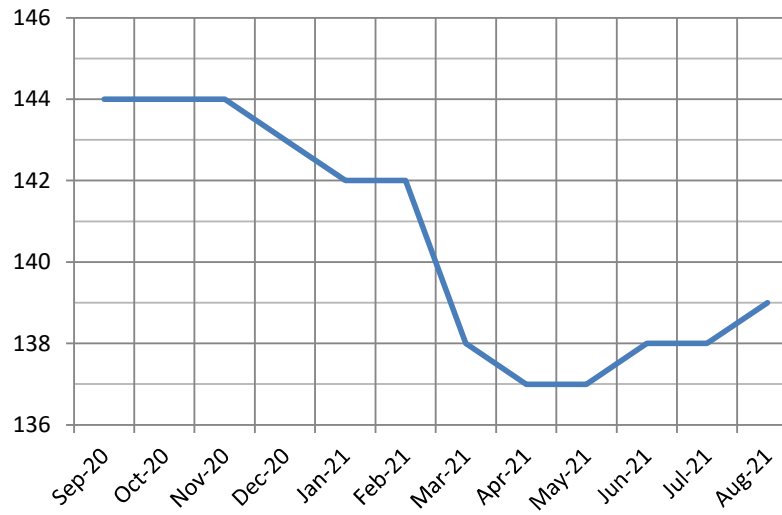
Affordable Housing Occupancy



Assisted Housing Rent Income



Assisted Housing Occupancy



	Apr-21		May-21		Jun-21		Jul-21		Aug-21		Average
Rent Roll Apartments Trailing History	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Average Monthly Rent Roll
Brookridge	\$ 42,210	\$ 167,554	\$ 41,135	\$ 208,689	\$ 42,478	\$ 251,167	\$ 43,050	\$ 294,217	\$ 43,050	\$ 337,267	\$ 42,192
Chateau Rainier	202,905	815,597	201,869	1,017,466	202,193	1,219,659	205,397	\$ 1,425,056	205,393	\$ 1,630,449	204,242
DeMark	73,030	292,659	74,515	367,174	74,340	441,514	73,560	\$ 515,074	74,540	\$ 589,614	73,795
Hidden Village	14,400	58,819	14,400	73,219	13,800	87,019	13,800	\$ 100,819	13,800	\$ 114,619	14,552
Lakewood Village	120,571	482,803	118,979	601,782	121,160	722,942	121,160	\$ 844,102	118,965	\$ 963,067	121,076
Oakleaf	13,230	53,555	13,230	66,785	13,230	80,015	13,335	\$ 93,350	13,880	\$ 107,230	13,361
Montgrove Manor	12,150	48,600	12,150	60,750	12,150	72,900	12,150	\$ 85,050	12,745	\$ 97,795	12,006
Village Square	23,818	93,388	23,915	117,303	24,640	141,943	24,640	\$ 166,583	23,915	\$ 190,498	23,885
Total Apartments Trailing History	\$ 502,314	\$ 2,012,975	\$ 500,193	\$ 2,513,168	\$ 503,991	\$ 3,017,159	\$ 507,092	\$ 3,524,251	\$ 506,288	\$ 4,030,539	\$ 505,108

Rent Roll Assisted Housing Trailing History	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Average Monthly Rent Roll Rent Roll
Orting	\$ 11,070	\$ 45,000	\$ 11,070	\$ 56,070	\$ 11,070	\$ 67,140	\$ 11,070	\$ 78,210	\$ 11,070	\$ 89,280	\$ 11,540
LIPH	50,138	201,148	52,089	253,237	53,040	306,277	54,276	\$ 360,553	55,341	\$ 415,894	\$ 50,257
Total Asst Housing Trailing History	\$ 61,208	\$ 246,148	\$ 63,159	\$ 309,307	\$ 64,110	\$ 373,417	\$ 65,346	\$ 438,763	\$ 66,411	\$ 505,174	\$ 61,797

	Sep-20		Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21	
Rent Roll Apartments Trailing History	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll
Brookridge	\$ 42,650	\$ 386,063	\$ 42,450	\$ 428,513	\$ 42,450	\$ 470,963	\$ 41,484	\$ 512,447	\$ 41,620	\$ 41,620	\$ 41,620	\$ 83,240	\$ 42,104	\$ 125,344
Chateau Rainier	208,533	1,878,977	203,579	2,082,556	203,279	\$ 2,285,835	205,061	2,490,896	205,220	205,220	203,994	409,214	203,478	612,692
DeMark	73,555	661,911	74,450	\$ 736,361	73,555	\$ 809,916	74,371	884,287	72,660	72,660	73,470	146,130	73,499	219,629
Hidden Village	15,840	139,827	14,760	\$ 154,587	14,400	\$ 168,987	15,000	183,987	15,000	15,000	15,000	30,000	14,419	44,419
Lakewood Village	122,284	1,093,142	122,999	\$ 1,216,141	123,655	\$ 1,339,796	120,910	1,460,706	121,525	121,525	120,080	241,605	120,627	362,232
Oakleaf	13,275	118,621	13,275	\$ 131,896	13,275	\$ 145,171	13,275	158,446	13,275	13,275	13,275	26,550	13,775	40,325
Montgrove Manor	11,250	105,359	11,424	\$ 116,783	11,550	\$ 128,333	12,048	140,381	12,150	12,150	12,150	24,300	12,150	36,450
Village Square	24,989	209,129	23,915	\$ 233,044	23,915	\$ 256,959	23,305	280,264	22,580	22,580	21,970	44,550	25,020	69,570
Total Apartments Trailing History	\$ 512,376	\$ 4,593,029	\$ 506,852	\$ 5,099,881	\$ 506,079	\$ 5,605,960	\$ 505,454	\$ 6,111,414	\$ 504,030	\$ 504,030	\$ 501,559	\$ 1,005,589	\$ 505,072	\$ 1,510,661

Rent Roll Assisted Housing Trailing History	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll	Rent Roll	YTD Rent Roll
Orting	\$ 12,300	\$ 110,709	\$ 12,300	\$ 123,009	\$ 12,300	\$ 135,309	\$ 12,300	\$ 147,609	\$ 12,045	\$ 12,045	\$ 10,815	\$ 22,860	\$ 11,070	\$ 33,930
LIPH	44,073	391,801	45,393	437,194	47,574	484,768	50,147	534,915	49,665	49,665	49,905	99,570	51,440	151,010
Total Asst Housing Trailing History	\$ 56,373	\$ 502,510	\$ 57,693	\$ 560,203	\$ 59,874	\$ 620,077	\$ 62,447	\$ 682,524	\$ 61,710	\$ 61,710	\$ 60,720	\$ 122,430	\$ 62,510	\$ 184,940

	Apr-21		May-21		Jun-21		Jul-21		Aug-21		Average	
Occupancy Apartments Trailing History	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	Average Monthly Occupancy	Average Monthly Occupancy %
Brookridge	66	99%	64	96%	67	100%	67	100%	67	100%	66	99%
Chateau Rainier	240	97%	239	96%	240	97%	241	97%	241	97%	240	97%
DeMark	87	94%	89	96%	88	95%	89	96%	88	95%	88	95%
Hidden Village	24	92%	24	92%	23	88%	24	92%	24	92%	25	95%
Lakewood Village	134	99%	132	97%	133	98%	134	99%	134	99%	134	99%
Oakleaf	24	92%	24	92%	24	92%	25	96%	25	96%	24	93%
Montgrove Manor	28	93%	27	90%	27	90%	28	93%	28	93%	27	90%
Village Square	37	97%	38	100%	38	100%	38	100%	37	97%	37	98%
Total Apartments Trailing History	640	96%	637	96%	640	96%	646	97%	644	97%	641	97%

Occupancy Assisted Housing Trailing History	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	Average Monthly Occupancy	Average Monthly Occupancy %
Orting	18	90%	18	90%	18	90%	18	90%	18	90%	19	95%
LIPH	119	96%	119	96%	120	97%	120	97%	121	98%	122	98%
Total Asst Housing Trailing History	137	95%	137	95%	138	96%	138	96%	139	97%	141	98%

	Sep-20		Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21	
Occupancy Apartments Trailing History	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy
Brookridge	67	100%	66	99%	66	99%	65	97%	65	97%	65	97%	66	99%
Chateau Rainier	245	99%	236	95%	240	97%	241	97%	241	97%	240	97%	241	97%
DeMark	87	94%	88	95%	88	95%	89	96%	88	95%	88	95%	88	95%
Hidden Village	26	100%	25	96%	26	100%	25	96%	25	96%	25	96%	25	96%
Lakewood Village	135	99%	134	99%	135	99%	133	98%	133	98%	135	99%	133	98%
Oakleaf	24	92%	24	92%	24	92%	24	92%	24	92%	24	92%	25	96%
Montgrove Manor	25	83%	26	87%	26	87%	27	90%	27	90%	27	90%	27	90%
Village Square	38	100%	38	100%	38	100%	37	97%	36	95%	36	95%	36	95%
Total Apartments Trailing History	647	97%	637	96%	643	97%	641	97%	639	96%	640	96%	641	97%

Occupancy Assisted Housing Trailing History	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy	# Occupancy	% Occupancy
Orting	20	100%	20	100%	20	100%	20	100%	20	100%	20	100%	18	90%
LIPH	124	100%	124	100%	124	100%	123	99%	122	98%	122	98%	120	97%
Total Asst Housing Trailing History	144	100%	144	100%	144	100%	143	99%	142	99%	142	99%	138	96%

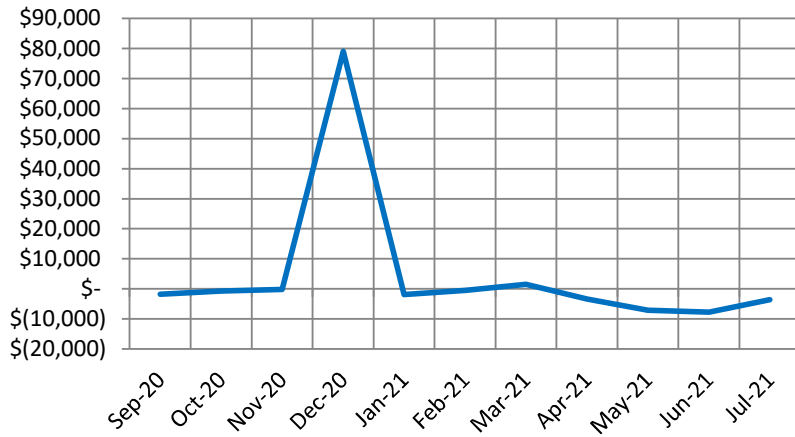
Delinquency and Debt

Delinquency Statistics Apartments	Resident Manager in Charge	8/2021 Rent Roll	Total Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives in Evictions	Delinquent Active HAP Section 8/Agency	Pierce County's Covid-19 Rental Assistance	Stipulation & Program Repayments	Adjusted Delinquent Actives	Adjusted % of Active Rents Delinquent
Brookridge	Ebonique Moore	\$ 43,050	\$ 22,762	53%	\$ -	\$ -	\$ 2,145	\$ 32	\$ 20,585	48%
Chateau Rainier	Patti Carson	\$ 205,393	\$ 30,542	15%	-	-	-	-	30,542	15%
DeMark	Ebonique Moore	\$ 74,540	\$ 39,085	52%	-	-	-	-	39,085	52%
Hidden Village	Ebonique Moore	\$ 13,800	\$ 5,982	43%	-	-	-	-	5,982	43%
Lakewood Village	Marquez Taylor	\$ 118,965	\$ 55,918	47%	-	441	12,640	-	42,837	36%
Oakleaf	Marquez Taylor	\$ 13,880	\$ 10,509	76%	-	-	-	-	10,509	76%
Montgrove Manor	Ebonique Moore	\$ 12,745	\$ 1,034	8%	-	-	-	-	1,034	8%
Village Square	Marquez Taylor	\$ 23,915	\$ 22,558	94%	-	-	-	-	22,558	94%
Totals		\$ 506,288	\$ 188,390	37%	\$ -	\$ 441	\$ 14,785	\$ 32	\$ 173,132	34%

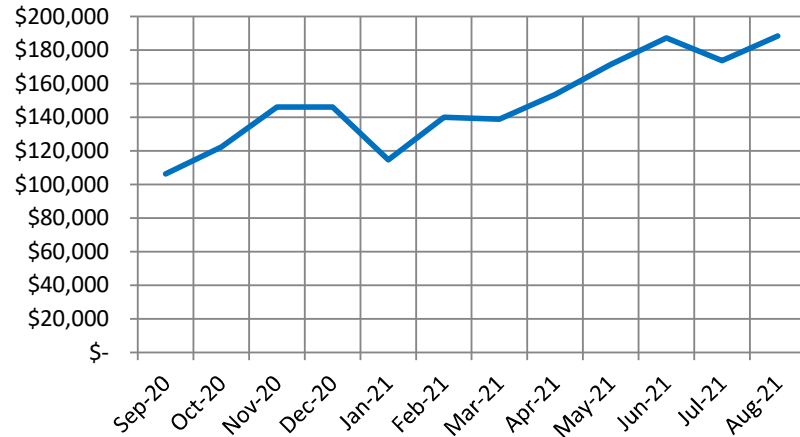
Delinquency Statistics Asst Housing	Resident Manager in Charge	8/2021 Rent Roll	Total Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives in Evictions	Delinquent Active Rural Devel	Delinquent Active On Debt Repay	Adjusted Delinquent Actives	Adjusted % of Active Rents Delinquent
Orting	Bobbie Jones	\$ 11,070	\$ 2,052	19%	\$ -	\$ -	\$ -	\$ 2,052	19%
LIPH	Bobbie Jones	\$ 55,341	\$ 101,531	183%	-	-	-	\$ 101,531	183%
Totals		\$ 66,411	\$ 103,583	156%	\$ -	\$ -	\$ -	\$ 103,583	156%

Evictions	# Active Eviction Proceedings	-
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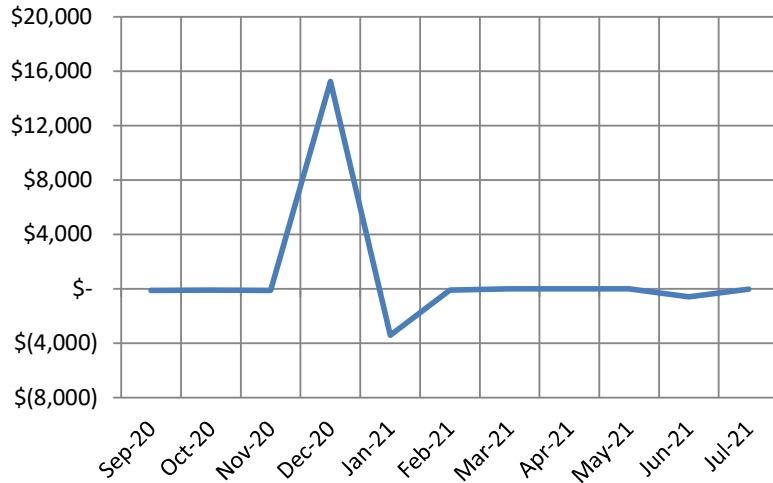
Affordable Housing Uncollected Debt



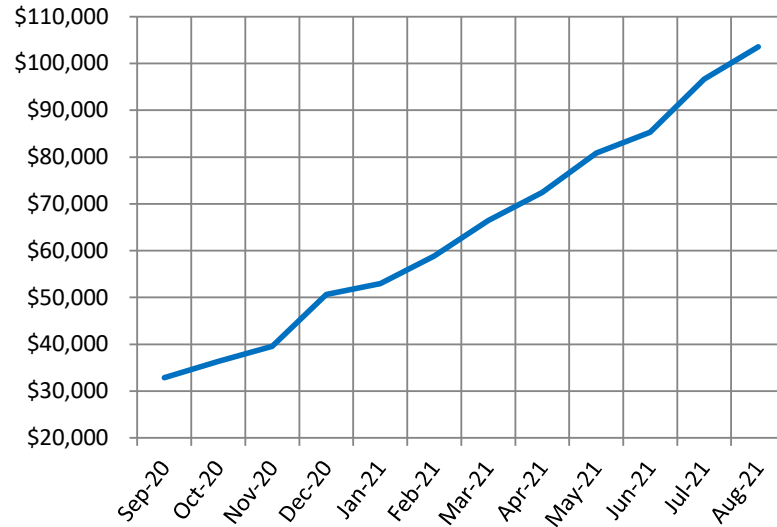
Affordable Housing Delinquent Debt



Assisted Housing Uncollected Debt



Assisted Housing Delinquent Debt



	Apr-21		May-21		Jun-21		Jul-21		Aug-21		Average	
Delinquency Statistics Apartments Trailing History	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Average Delinquent Actives	Average % of Active Rents Delinquent
Brookridge	\$ 10,913	26%	\$ 17,067	41%	\$ 16,102	38%	\$ 18,346	43%	\$ 22,762	53%	\$ 11,539	28%
Chateau Rainier	28,457	14%	35,212	17%	36,413	18%	24,616	12%	30,542	15%	28,965	15%
DeMark	30,756	42%	35,229	47%	39,496	53%	32,171	44%	39,085	52%	29,992	42%
Hidden Village	5,164	36%	5,455	38%	6,601	48%	7,789	56%	5,982	43%	5,886	42%
Lakewood Village	51,270	43%	49,623	42%	55,439	46%	54,959	45%	55,918	47%	48,924	42%
Oakleaf	9,811	74%	10,906	82%	12,367	93%	13,726	103%	10,509	76%	8,244	63%
Montgrove Manor	2,327	19%	1,260	10%	2,019	17%	1,107	9%	1,034	8%	2,441	22%
Village Square	14,868	62%	16,707	70%	18,868	77%	21,045	85%	22,558	94%	13,088	55%
Total Apartments Trailing History	\$ 153,566	31%	\$ 171,459	34%	\$ 187,305	37%	\$ 173,759	34%	\$ 188,390	37%	\$ 149,078	30%
S8 Delinquency	-		-		-		-		441		148	
Net Of S8 Variances	\$ 153,566	31%	\$ 171,459	34%	\$ 187,305	37%	\$ 173,759	34%	\$ 187,949	37%	\$ 148,930	29%

Delinquency Statistics Asst Housing Trailing History	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Average Delinquent Actives	Average % of Active Rents Delinquent
Orting	\$ 1,166	11%	\$ 829	7%	\$ 1,421	13%	\$ 2,014	18%	\$ 2,052	19%	\$ 1,432	12%
LIPH	71,283	142%	80,013	154%	83,858	158%	94,655	174%	101,531	183%	63,283	126%
Total Asst Housing Trailing History	\$ 72,449	118%	\$ 80,842	128%	\$ 85,279	133%	\$ 96,669	148%	\$ 103,583	156%	64,715	105%

	Sep-20		Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21	
Delinquency Statistics Apartments Trailing History	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent
Brookridge	\$ 7,030	16%	\$ 6,995	16%	\$ 9,140	22%	\$ 9,250	22%	\$ 5,496	13%	\$ 6,355	15%	\$ 9,015	21%
Chateau Rainier	23,296	11%	24,615	12%	31,193	15%	35,557	17%	21,653	11%	29,581	15%	26,447	13%
DeMark	23,293	32%	26,705	36%	33,004	45%	27,998	38%	19,371	27%	25,780	35%	27,011	37%
Hidden Village	7,182	45%	8,892	60%	5,276	37%	6,222	41%	3,876	26%	3,822	25%	4,368	30%
Lakewood Village	35,592	29%	45,086	37%	52,975	43%	47,636	39%	42,113	35%	50,522	42%	45,949	38%
Oakleaf	4,002	30%	3,825	29%	4,941	37%	6,159	46%	6,625	50%	7,331	55%	8,721	63%
Montgrove Manor	2,983	27%	2,320	20%	2,577	22%	3,837	32%	3,850	32%	3,657	0	2,324	19%
Village Square	2,870	11%	3,833	16%	7,119	30%	9,461	41%	11,751	52%	12,913	59%	15,064	60%
Total Apartments Trailing History	\$ 106,248	21%	\$ 122,271	24%	\$ 146,225	29%	\$ 146,120	29%	\$ 114,735	23%	\$ 139,961	28%	\$ 138,899	28%
S8 Delinquency	657		673		-		-		-		-		-	
Net Of S8 Variances	\$ 105,591	21%	\$ 121,598	24%	\$ 146,225	29%	\$ 146,120	29%	\$ 114,735	23%	\$ 139,961	28%	\$ 138,899	28%

Delinquency Statistics Asst Housing Trailing History	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent	Delinquent Actives	% of Active Rents Delinquent
Orting	\$ 1,402	11%	\$ 1,670	14%	\$ 1,963	16%	\$ 2,460	20%	\$ 710	6%	\$ 745	7%	\$ 757	7%
LIPH	31,492	71%	34,706	76%	37,613	79%	48,179	96%	52,279	105%	58,104	116%	65,681	128%
Total Asst Housing Trailing History	\$ 32,894	58%	\$ 36,376	63%	\$ 39,576	66%	\$ 50,639	81%	\$ 52,989	86%	\$ 58,849	97%	\$ 66,438	106%

	Apr-21		May-21		Jun-21		Jul-21		Aug-21			
Bad Debt Write Off (Net of Collections GL) Apartments Trailing History	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Average Monthly Bad Debt Write Off (Net of Collections)	Average Monthly % Bad Debt (Net of Collections)
Brookridge	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 174	0%
Chateau Rainier	(2,099)	-1%	(1,278)	-1%	(7,740)	-4%	(1,483)	-1%	-	0%	828	0%
deMark	(687)	-1%	(163)	0%	-	0%	-	0%	-	0%	721	1%
Hidden Village	-	0%	-	0%	-	0%	-	0%	-	0%	450	3%
Lakewood Village	(581)	0%	(5,724)	-5%	-	0%	(2,103)	-2%	-	0%	555	0%
Oakleaf	-	0%	-	0%	-	0%	-	0%	-	0%	(18)	0%
Montgrove Manor	-	0%	-	0%	-	0%	-	0%	-	0%	991	8%
Village Square	-	0%	-	0%	-	0%	-	0%	-	0%	754	3%
Total Apartments Trailing History	\$ (3,367)	-1%	\$ (7,165)	-1%	\$ (7,740)	-2%	\$ (3,586)	-1%	\$ -	0%	\$ 4,455	1%

Bad Debt Write Off (Net of Collections GL) Asst Housing Trailing History	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Average Monthly Bad Debt Write Off (Net of Collections)	Average Monthly % Bad Debt (Net of Collections)
Orting	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 28	0%
LIPH	-	0%	-	0%	(579)	-1%	(25)	0%	-	0%	962	2%
Total Asst Housing Trailing History	\$ -	0%	\$ -	0%	\$ (579)	-1%	\$ (25)	0%	\$ -	0%	\$ 990	1%

	Sep-20		Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21	
Bad Debt Write Off (Net of Collections GL) Apartments Trailing History	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)
Brookridge	\$ -	0%	\$ -	0%	\$ -	0%	\$ 2,087	5%	\$ -	0%	\$ -	0%	\$ -	0%
Chateau Rainier	-	0%	(749)	0%	-	0%	25,454	12%	(1,394)	-1%	(100)	0%	(671)	0%
deMark	(30)	0%	(20)	0%	(20)	0%	9,958	13%	(40)	0%	(321)	0%	(31)	0%
Hidden Village	-	0%	-	0%	-	0%	5,399	36%	-	0%	-	0%	-	0%
Lakewood Village	(1,773)	-1%	-	0%	(200)	0%	15,349	13%	(450)	0%	(44)	0%	2,188	2%
Oakleaf	-	0%	-	0%	-	0%	(217)	-2%	-	0%	-	0%	-	0%
Montgrove Manor	-	0%	-	0%	-	0%	11,894	99%	-	0%	-	0%	-	0%
Village Square	-	0%	-	0%	-	0%	9,048	39%	-	0%	-	0%	-	0%
Total Apartments Trailing History	\$ (1,803)	0%	\$ (769)	0%	\$ (220)	0%	\$ 78,972	16%	\$ (1,884)	0%	\$ (465)	0%	\$ 1,486	0%

Bad Debt Write Off (Net of Collections GL) Asst Housing Trailing History	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)	Bad Debt Write Off (Net of Collections)	% Bad Debt (Net of Collections)
Orting	\$ -	0%	\$ -	0%	\$ -	0%	\$ 306	2%	\$ -	0%	\$ -	0%	\$ -	0%
LIPH	(100)	0%	(75)	0%	(100)	0%	14,951	30%	(3,410)	-7%	(80)	0%	-	0%
Total Asst Housing Trailing History	\$ (100)	0%	\$ (75)	0%	\$ (100)	0%	\$ 15,257	24%	\$ (3,410)	-6%	\$ (80)	0%	\$ -	0%



AFFORDABLE HOUSING BOARD REPORT September 2021

The Affordable Housing team continues to provide quality customer service to residents and public of our eight affordable housing complexes while navigating the continued impacts of the pandemic.

Highlights:

- Property Improvement Projects
 - Chateau Rainier – Parking Lot Improvement
 - In progress, estimated completion date of 9/25/2021
 - New asphalt where needed, including speed bumps
 - New seal-coating and stripes for entire property
 - Lakewood Village – Fire Safety Sprinkler Project
 - In progress, estimated completion date of 10/15/2021
 - All sprinkler heads in all 136 apartment units
 - When complete, scheduled to last 10 years
- Apartment Charges - Update
 - Last rental rate increase was nearly three (3) years ago on 11/1/2018
 - Due to rising costs over these three years including, but not limited to, utilities, building supplies, and labor, PCHA is implementing a strategic plan to increase apartment revenue in order maintain and improve quality rental housing opportunities at affordable rates for our community.
 - Instituting monthly utility charge to cover water/sewer/garbage. This charge will be a monthly flat rate. Charging for W/S/G has become an industry standard.
 - Effective **October 1, 2021**, instituting new rental rates and a monthly utility charge for all **new move-ins/residents** as follows:

Property	Apartment Size	Rent Per Month	Utility Charge (Monthly)	Total Monthly Cost to New Resident	Compared to HUD Fair Market Rent (FMR) 2022
Brookridge	1 x 1	1050	70	1120	1162
Brookridge	2 x 1	1300	120	1420	1468
Chateau Rainier	1 x 1	1050	100	1150	1162
Chateau Rainier	2 x 1	1300	150	1450	1468
Chateau Rainier	2 x 2	1300	150	1450	1468
Chateau Rainier	3 x 2	1900	200	2100	2108
DeMark	1 x 1	1050	100	1150	1162
DeMark	2 x 1	1300	150	1450	1468
Hidden Village	1 x1	1050	70	1120	1162
Lakewood Village	1 x 1	1050	100	1150	1162
Lakewood Village	2 x 1	1300	150	1450	1468
Lakewood Village	3 x 2	1900	200	2100	2108
Oakleaf	1 x 1	1000	100	1100	1162
Village Square	1 x 1	1000	70	1070	1162
Village Square	2 x 1	1200	120	1320	1468

- **For current residents**, although there will be no monthly rent increase, the new utility charge will be instituted. **Effective February 1, 2022**, instituting the new **monthly utility charge** for all current residents as follows:

Property	Apartment Size	Current Rent Per Month	NEW Utility Charge (Monthly)	Total Monthly Cost to Resident	Percentage Monthly Cost Increase
Brookridge	1 x 1	600	70	670	12%
Brookridge	2 x 1	715	120	835	17%
Chateau Rainier	1 x 1	770	100	870	13%
Chateau Rainier	2 x 1	880	150	1030	17%
Chateau Rainier	2 x 2	900	150	1050	17%
Chateau Rainier	3 x 2	1120	200	1320	18%
DeMark	1 x 1	770	100	870	13%
DeMark	2 x 1	895	150	1045	17%
Hidden Village	1 x 1	600	70	670	12%
Lakewood Village	1 x 1	775	100	875	13%
Lakewood Village	2 x 1	925	150	1075	16%
Lakewood Village	3 x 2	1120	200	1320	18%
Oakleaf	1 x 1	545	100	645	18%
Village Square	1 x 1	610	70	680	11%
Village Square	2 x 1	725	120	845	17%

- Rental increases for existing (before October 1, 2021) residents will begin January 2023. The details will be provided to residents with their new leases starting February 1, 2022 and beyond.
- **Staffing**
 - Reminder, that we currently have three vacant positions in Affordable Housing and one staff on military leave; thus, operating with three staff (property managers) instead of seven.
 - Recruitment to fill three Assistant Property Manager positions to begin at beginning of October.
- Occupancy and Delinquency Report for August 2021 is included in this report.



Report Date: 9/23/2021, McLeod, C.L.

Project Management Report to PCHA Board of Commissioners

September 29, 2021

1. Section 18 Disposition

- a. Project Timeline
 - i. 2021 application -expect to submit prior to Dec 31, 2021
 - ii. HUD timelines-Once submitted could take up to 180 days to review per Janice King-Dunbar, HUD Director of Public Housing, Region X.
- b. Consultants
 - i. Kidder Matthews – Appraisals
 - 1. Need all appraisals completed prior to submitting application
 - ii. Legal – Rod Solomon
 - 1. Will be hired to review submissions
 - iii. Relocation: Hire FTEs or subcontract work?
- c. Budgets: only ROM estimates at this time
 - i. Transaction costs: \$2.15MM
 - ii. Relocation costs: \$1.65MM

2. Structural Damage at Village Square

- a. Damaged two units September 3
 - i. Both are red-tagged as uninhabitable now; upper unit back by mid-October +/-
- b. Insurance company hired Scope and Estimate consultant
 - i. On hold until units cleaned out
- c. PCHA hiring Structural Engineer and debris haul contractor
 - i. SE on hold also until ServPro cleans unit

3. Special Projects

- a. Motor Pool
 - i. Looking into replace up to six vehicles beyond useful life
 - 1. Going toward smaller, 'cargo-delivery' type vans
- b. Website overhaul
 - i. Hoping to revamp look of website to make more user friendly and aesthetically pleasing. Jon from IT predicts Q1 or Q2 for changes.

4. Procurements

- a. Motor pool
 - i. Going to utilize state contract
- b. Viillage Square project
 - i. Structural Engineer
 - ii. ServPro
- c. Paving
 - i. deMark project complete
 - ii. Chateau Rainier project complete
- d. Alarm Systems
 - i. Chateau Rainier pending
- e. Legal Service
 - i. See consultants (1.b.ii).

					1-30	31-60
Delinquent Rent as of 9-23-21						
Brookridge Apartments				\$24,982.00	\$7,487.00	\$4,775.00
Chateau Rainier Apartments				\$36,048.98	\$13,685.18	\$7,240.16
DeMark Apartments -				\$54,237.48	\$19,356.24	\$7,409.83
Hidden Village Apartments -				\$7,566.28	\$1,596.28	\$600.00
Lakewood Village Apartments -				\$52,150.15	\$17,891.08	\$9,456.68
Oak Leaf Apartments -				\$11,683.04	\$2,021.68	\$1,062.20
Montgrove Manor Apartments -				\$2,117.79	\$1,190.19	\$777.60
Village Square Apartments -				\$25,538.37	\$3,165.59	\$2,175.00
Orting Senior Apt -				\$7,107.11	\$4,508.10	\$878.39

Affordable	\$213,864.92	\$134,315.68	\$63,974.72
LIPH	\$97,129.07	\$3,772.80	\$13,648.35
Total of all	\$310,993.99		

61-90	TOTAL 90+						
\$4,725.00	\$7,995.00						
\$3,681.75	\$11,441.89						
\$3,864.00	\$23,607.41						
\$600.00	\$4,770.00						
\$4,973.03	\$19,829.36						
\$754.99	\$7,844.17						
\$0.00	\$150.00						
\$2,280.00	\$17,917.78						
\$807.73	\$912.89						

\$38,648.00 \$180,942.00

\$10,341.20 \$69,366.72

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[illegible]

Pierce County Housing Authority

Statement of Revenues and Expenses July
31, 2021

	2021					2020				
	TOTAL PHA-WIDE CURRENT YEAR				Variance %	TOTAL PHA-WIDE PRIOR YEAR				Variance %
	July-21	Y-T-D	BUDGET	VARIANCE		July-20	Y-T-D	BUDGET	VARIANCE	
Operating Revenues:										
Rent Income	\$ 589,087	\$ 4,083,198	\$ 4,230,195	\$ 146,997	3%	\$ 578,893	\$ 4,102,977	\$ 3,836,128	\$ (266,849)	-7%
Other Income	12,028	98,952	87,488	(11,464)	-13%	6,897	66,195	168,245	\$ 102,050	61%
Housing Assistance Grants	2,376,026	16,482,960	16,482,960	-	0%	2,302,194	16,440,124	16,440,124	-	0%
FSS Grant	5,701	71,247	71,247	-	0%	16,513	52,590	52,590	-	0%
Admin Operating Grant	187,193	1,392,365	1,392,365	-	0%	229,709	1,745,751	1,745,751	-	0%
LIPH Operating Grant	27,170	192,144	192,144	-	0%	22,506	183,053	183,053	-	0%
TOTAL OPERATING REVENUES	\$ 3,197,205	\$ 22,320,866	\$ 22,456,399	\$ 135,533	1%	\$ 3,156,712	\$ 22,590,690	\$ 22,425,891	\$ (164,799)	-1%
Operating Expenses:										
Central Administration	\$ 101,955	\$ 716,348	\$ 786,104	\$ 69,756	9%	\$ 88,288	\$ 807,646	\$ 1,124,874	\$ 317,228	28%
Utilities	45,862	542,356	509,476	(32,880)	-6%	41,802	505,323	518,630	13,307	3%
Maintenance Costs	108,894	846,874	632,597	(214,277)	-34%	112,116	568,704	1,564,306	995,602	64%
Wages & Benefits On Site	219,079	1,604,172	1,617,222	13,050	1%	194,853	1,607,435	1,438,206	(169,229)	-12%
General-Taxes, Insurance	43,695	288,347	374,687	86,340	23%	34,504	277,119	576,010	298,891	52%
Housing Assistance/FSS Payments	2,280,568	16,370,515	16,370,515	-	0%	2,289,293	15,618,586	15,618,586	-	0%
Independent Audit Costs	2,205	33,919	41,998	8,079	19%	113	21,219	54,770	33,551	61%
Vendor, Lender, Professional & Other Fees	6,997	38,580	29,201	(9,379)	-32%	1,894	27,773	25,520	(2,253)	-9%
				-						
TOTAL OPERATING EXPENSES	\$ 2,809,255	\$ 20,441,111	\$ 20,361,800	\$ (79,311)	0%	\$ 2,762,863	\$ 19,433,805	\$ 20,920,902	\$ 1,487,097	7%
PROFIT (LOSS) AFTER OPERATING COSTS	\$ 387,950	\$ 1,879,755	\$ 2,094,599	\$ 214,844	10%	\$ 393,849	\$ 3,156,885	\$ 1,504,989	\$ (1,651,896)	-110%
Non Operating Revenues (Expenses):										
Special Items	\$ -	\$ (4,288)	\$ (4,288)	\$ -		\$ 541,982	\$ 1,577,995	\$ 1,577,995	\$ -	0%
Gain (Loss) on Disposition of Assets	(346)	(7,584)	(7,584)	-	0%	(1,227)	(6,088)	(6,088)	-	0%
Investment/Interest Earnings	49	415	415	-	0%	97	1,539	1,539	-	0%
Depreciation	(131,129)	(921,461)	(921,461)	-	0%	(134,920)	(934,022)	(934,022)	-	0%
Interest Expense	(80,226)	(564,146)	(560,806)	3,340	-1%	(213,931)	(1,468,824)	(1,468,824)	-	0%
NET OPERATING INCOME (NOI)	\$ 176,298	\$ 382,691	\$ 600,875	\$ 218,184	36%	\$ 585,850	\$ 2,327,485	\$ 675,589	\$ (1,651,896)	-245%
Capital Contributions	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 209,050	\$ 209,050	\$ -	
Operating Transfers In (out)	-	-	-	-		-	-	-	-	
Prior Period Adjustment		437	437	-		-	-	-	-	
YTD CHANGE TO NET ASSETS	176,298	383,128	601,312	218,184	36%	585,850	2,536,535	884,639	(1,651,896)	-187%



Report of Maintenance Division

September 2021

Staff Projects

- I. Chateau Rainer (248 units)
C106, H201, and R302 were completed to make ready status. A101 and F104 are in the process of being completed. 70 work orders were completed this month.

- II. Hidden Village (30 units)
10 was completed to make ready status. 14 work orders were completed this month.

- III. Lakewood Village (136 units)
Johnson Controls is installing new indoor sprinklers for all units' property wide. Our Maintenance staff are following behind contractors to address any previous and current wall repairs from the indoor sprinkler assessment's. 46 work orders were completed this month

- V. LIPH (124 units)
24 was completed to make ready status. 171 is in the process of being completed. 31 work orders were completed this month.

- VI. Montgrove (17 units)
3A was completed to make ready status. 11 work orders were completed this month.

Training and Development

- I. This month's safety meeting will cover "Biohazards: Bloodborne Pathogens, Viruses, and Molds" which provides a general awareness and ways of protecting employees and who work in and around Biohazards.

RESOLUTION 1907

ADOPTING THE PHA SHORTFALL IMPROVEMENT PLAN

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 2021-12

WHEREAS, the funds associated with the plan have been expended and tasks completed

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners 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 29th day of the month of the September in the year 2021.

RESOLUTION 1905

ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) entered into a number of contracts with the Pierce County Housing Authority (the “Authority”) for the provision of housing assistance; and

WHEREAS, as part of the contracting requirements, the Authority Board of Commissioners must develop policies as directed by HUD from time to time; and

WHEREAS, Executive, Management and Section 8 staff have reviewed the entire policy to ensure sufficient detail is included to provide necessary guidelines to successfully administer the Housing Choice Voucher Program in compliance with HUD, state and federal regulations; and

WHEREAS, the Authority has made necessary revisions to **Chapter 6.III.A Overview of Rent and Subsidy Calculations- Minimum Rent-** as deemed necessary and in compliance with HUD, state and federal regulations;

NOW, THEREFORE, BE IT RESOLVED that the revised Section 8 Administrative Plan be adopted and incorporated with all other policies governing the practices and activities of the Authority; and

BE IT FURTHER RESOLVED that said revisions become effective immediately.

Adopted:

RESOLUTION 1906

ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) entered into a number of contracts with the Pierce County Housing Authority (the “Authority”) for the provision of housing assistance; and

WHEREAS, as part of the contracting requirements, the Authority Board of Commissioners must develop policies as directed by HUD from time to time; and

WHEREAS, Executive, Management and Section 8 staff have reviewed the entire policy to ensure sufficient detail is included to provide necessary guidelines to successfully administer the Housing Choice Voucher Program in compliance with HUD, state and federal regulations; and

WHEREAS, the Authority has made necessary revisions to **Chapter 16.II.B Payment Standards-** as deemed necessary and in compliance with HUD, state and federal regulations;

NOW, THEREFORE, BE IT RESOLVED that the revised Section 8 Administrative Plan be adopted and incorporated with all other policies governing the practices and activities of the Authority; and

BE IT FURTHER RESOLVED that said revisions become effective immediately.

Adopted:

PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY

6-III.A. OVERVIEW OF RENT AND SUBSIDY CALCULATIONS

TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
- The welfare rent (in as-paid states only)
- A minimum rent between \$0 and \$50 that is established by the PHA

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B.

The amount that a family pays for rent and utilities (the family share) will never be less than the family's TTP but may be greater than the TTP depending on the rent charged for the unit the family selects.

Welfare Rent [24 CFR 5.628]

PCHA Policy

Welfare rent does not apply in this locality.

Minimum Rent [24 CFR 5.630]

PCHA Policy

The minimum rent for this locality is ~~\$50~~. **\$0**

16-II.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7]

The payment standard sets the maximum subsidy payment a family can receive from the PHA each month [24 CFR 982.505(a)]. Payment standards are based on fair market rents (FMRs) published annually by HUD. FMRs are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions FMRs are set at the 40th percentile of rents in the market area.

The PHA must establish a payment standard schedule that establishes payment standard amounts for each FMR area within the PHA's jurisdiction, and for each unit size within each of the FMR areas. For each unit size, the PHA may establish a single payment standard amount for the whole FMR area, or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, the PHA is required to establish a payment standard within a "basic range" established by HUD – between 90 and 110 percent of the published FMR for each unit size.

PCHA Policy

Under the Emergency Housing Voucher program, the Pierce County Housing Authority has established payment standards that are higher than the basic range as allowed in PIH notice 2021-15. PCHA will use up to 100% to 120% of the current HUD published Fair Market Rents (FMR's)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

September 13, 2021

James Stretz
Executive Director
HA of Pierce County
603 So Polk St
TACOMA WA, 98444

Dear James Stretz:

SUBJECT: **Obligation Letter**, Public Housing Shortfall Set-Aside 101 Funding,
WA054101ISF21D

This letter obligates \$138,574 Public Housing Shortfall funds pursuant to the FFY 2021 Consolidation Appropriations Act (Public Law 116-260). The amount of the obligation represents a portion of the PHA's total eligibility for all increments at \$294,266. For more information on the methodology used to establish eligibility and data on each PHA's eligibility, please see:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/opfund_shortfall_funding2021

This obligation letter is for Tier 1. Tier 1 has no milestones and 100% of the grant funds are immediately available. As described in Section 11 of PIH 2021-12, access to funding will be segmented into different increments. In combination, the multiple increments will represent each PHA's total Shortfall funding. Each increment will have its own grant number and access to the funds will be restricted based on meeting certain program milestones as described in PIH 2021-12.

Sincerely,

A handwritten signature in blue ink that reads "Danielle Bastarache".

Danielle Bastarache
Deputy Assistant Secretary,
Office of Public Housing and Voucher Programs

Strategy 1: Facilitate PHA access to shortfall funding for immediate needs based on Tier 2 criteria established in PIH Notice 2021-12.				
Intended Outcome: Create and obtain PHA Board approval for PHA shortfall improvement plan, PHA achieves and maintains months of operating reserves (MOR) of no less than 1.				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	Finalize PHA shortfall improvement plan.	FO PH Team/PHA	9/24/2021	
2	PHA Board approves final improvement plan.	PHA Board	9/29/2021	
3	Field Office releases access to the 1st increment of Tier 2 funds in LOCCs once Regional Director (RD) approves improvement plan.	FO PH Team and RD	9/30/2021	
4	Field Office releases access to the 2nd increment of Tier 2 funds based on FDS submission the fiscal year after improvement plan approval that demonstrates a MOR of no less than 1.	FO PH Team	12/31/2022	
Strategy 2: Provide technical assistance to the PHA				
Intended Outcome: Increase awareness of financial condition at PHA and provide support while implementing alternative strategies				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	Establish a team of SMEs to provide ongoing accounting and technical assistance while alternative strategies are adopted	FO PH Team	9/16/2021	
2	Assist with consolidation of AMPs in IMS/PIC to resolve discrepancy in reporting between PIC and audited financial submissions.	FO PH Team, PHA	10/15/2021	
3	Biweekly conference calls	FO PH Team/PHA	9/28/2021	
Strategy 3: Improve occupancy and evaluate rent collection policies and procedures				
Intended Outcome: Increase program rent revenue				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	After State eviction moratorium requirements end 9/30/2021, increase efforts to collect approximately \$48,000 in unpaid rent, implement repayment agreements.	PHA	10/1/2021	
2	Establish policies and procedures to review PH occupancy reports at regular intervals.	FO PH Team/PHA	10/15/2021	

3	Review PH occupancy reports at regular intervals to address and resolve any data discrepancies.	PHA	10/15/2021	
Strategy 4: Reposition Assets				
Intended Outcome: Section 18 Disposition of Scattered Sites portfolio, Project-based Development				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	Assist PHA with evaluation/development of Section 18 repositioning plans and submission of application(s) for identified assets, if warranted.	FO PH Team, PHA, SAC	12/31/2021	
2	Facilitate technical assistance service delivery related to asset repositioning/PBV training and evaluation, staff capacity building and development.	FO PH Team, HQ, external contractors, PHA	12/31/2021	
3	Follow up with applications through closure	FO PH Team, PHA	6/30/2022	
Strategy 5: Evaluate utility consumption and energy policies and consider implementation of energy conservation measures and agreements				
Intended Outcome: Increase accuracy of utility consumption data, reduce energy costs				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	Begin utility consumption study for implementation of new utility schedule.	PHA	1/1/2022	
2	Implement new utility allowance schedule based upon completed utility consumption study.	PHA	5/1/2022	
Strategy 6: Secure additional funding sources				
Intended Outcome: Increase funding				
Actual Outcome:				
Action Items to Achieve Outcome				
Item #	Action Item	Partners	Target Date	Actual Date
1	Begin assisting residents to apply for County CARES Act (ERAP) funds	PHA	10/1/2021	
2	Regularly monitor PH reports to identify residents late on rent who may qualify for funds.	PHA	10/1/2021	
Strategy 7: Reduce administrative expenses				
Intended Outcome: Decrease technology and staff costs				
Actual Outcome:				
Action Items to Achieve Outcome				

Item #	Action Item	Partners	Target Date	Actual Date
1	Review IT budget and implement cost-saving measures where appropriate related to use of office machines and related service/maintenance contracts.	PHA	12/31/2021	
2	Implement Yardi Rent Café and Payscan modules to promote reduction of hard and soft administrative costs.	PHA	12/31/2021	
3	Complete County Council-initiated collaboration activities with Tacoma Housing Authority to determine plan to achieve efficient and effective provision of housing to County residents.	PHA	11/30/2021	

2 YEAR TOOL ACRONYMS AND TERMS

ABA- ANNUAL BUDGET AUTHORITY -Annual Budget Authority (for HAP expenses in the HCV program)

ACC: ANNUAL CONTRIBUTION CONTRACT (ACC): Annual contracts with Public Housing Authorities for payments toward rent, financing debt service, and financing for modernization.

BA: BUDGET AUTHORITY-Legal authority to enter into financial obligations

FMR: FAIR MARKET RENT (FMR): Primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment contracts in the Moderate Rehabilitation Single Room Occupancy program, and to serve as a rent ceiling in the HOME rental assistance program.

HAP- HOUSING ASSISTNACE PAYMENT

HHR-HUD HELD RESERVES

PUC-PER UNIT COST-The average cost of HAP we pay monthly per voucher count and HAP expenses reported.

UMA- UNIT MONTHS AVAILABLE- total number of vouchers allocated by HUD to PCHA

UML-UNIT MONTHS LEASED- total number of vouchers under the allocation actually leased for that month.

Feb HCV Leasing and Spending Projection - The Goods

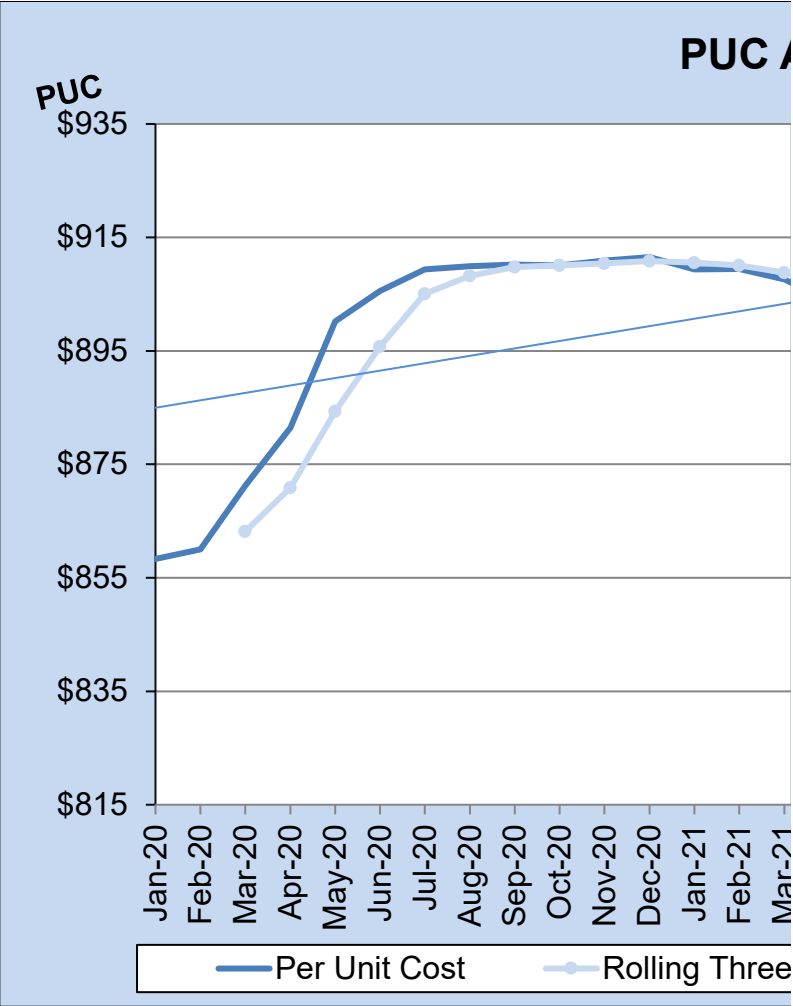
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Feb HCV Leasing and Spending Projection - The Goods

	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	2,614	\$2,376,993					2,614	\$2,376,993	\$909		88.7%	96.4%	88.7%	96.4%
	Feb-21	2,946	2,612	\$2,375,463					2,612	\$2,375,463	\$909		88.7%	96.3%	88.7%	96.3%
	Mar-21	2,946	2,605	\$2,364,276					2,605	\$2,364,276	\$908		88.6%	96.2%	88.4%	95.9%
	Apr-21	2,946	2,587	\$2,338,046					2,587	\$2,338,046	\$904		88.4%	95.8%	87.8%	94.8%
	May-21	2,946	2,570	\$2,326,691					2,570	\$2,326,691	\$905		88.2%	95.5%	87.2%	94.3%
	Jun-21	2,946	2,560	\$2,307,579					2,560	\$2,307,579	\$901		88.0%	95.2%	86.9%	93.6%
	Jul-21	2,946	2,536	\$2,277,865					2,536	\$2,277,865	\$898		87.7%	94.8%	86.1%	92.4%
	Aug-21	2,946	2,503	\$2,235,072					2,503	\$2,235,072	\$893		87.4%	94.3%	85.0%	90.6%
	Sep-21	2,946	2,520	\$2,248,997					2,520	\$2,248,997	\$892		87.2%	93.9%	85.5%	91.2%
	Oct-21	2,946	0	\$0	130	130	0	-10.9	2,639	\$2,398,925	\$909	\$909	87.4%	94.3%	89.6%	97.3%
	Nov-21	2,946	0	\$0		25	26	-11.4	2,678	\$2,437,134	\$910	\$910	87.7%	94.7%	90.9%	98.8%
	Dec-21	2,946	0	\$0		5	23	-11.6	2,694	\$2,516,615	\$934	\$934	88.0%	95.3%	91.5%	102.0%
	Total	35,352	23,107	\$20,850,982	130	160	48	-34.0	31,119	\$28,203,656	\$906		88.0%	95.3%		
	2022															
	Jan-22	2,946				5	9	-11.7	2,697	\$2,523,994	\$936	\$936	91.5%	104.3%	91.5%	104.3%
	Feb-22	2,946				5	11	-11.7	2,700	\$2,533,024	\$938	\$938	91.6%	104.4%	91.7%	104.6%
	Mar-22	2,946				5	20	-11.7	2,714	\$2,551,154	\$940	\$940	91.8%	104.8%	92.1%	105.4%
	Apr-22	2,946				5	0	-11.8	2,707	\$2,550,215	\$942	\$942	91.8%	104.9%	91.9%	105.3%
	May-22	2,946				5	0	-11.7	2,701	\$2,549,276	\$944	\$944	91.8%	105.0%	91.7%	105.3%
	Jun-22	2,946				5	0	-11.7	2,694	\$2,548,338	\$946	\$946	91.7%	105.0%	91.4%	105.3%
	Jul-22	2,946				5	0	-11.7	2,687	\$2,547,401	\$948	\$948	91.6%	105.1%	91.2%	105.2%
	Aug-22	2,946				5	0	-11.6	2,680	\$2,546,465	\$950	\$950	91.6%	105.1%	91.0%	105.2%
	Sep-22	2,946				5	0	-11.6	2,674	\$2,545,529	\$952	\$952	91.5%	105.1%	90.8%	105.2%
	Oct-22	2,946				5	0	-11.6	2,667	\$2,544,595	\$954	\$954	91.4%	105.1%	90.5%	105.1%
	Nov-22	2,946				5	0	-11.6	2,661	\$2,543,661	\$956	\$956	91.3%	105.1%	90.3%	105.1%
	Dec-22	2,946				5	0	-11.5	2,654	\$2,542,728	\$958	\$958	91.2%	105.1%	90.1%	105.0%
	Total	35,352	0	\$0	0	60	40	-139.8	32,236	\$30,526,380	\$947		91.2%	105.1%		
	SPVs: Additional SPV leasing should focus on the 81 unleased VASH vouchers and the 10 unleased NED vouchers. FINANCIAL - Beginning Year: Cash & Investments (VMS) of \$96,629 compares to RNP (VMS) of \$96,626. Current: VMS Cash & Investments of \$177,627 compares to VMS RNP plus UNP of \$177,627. PBVs: Currently, the PHA reports 194 leased PBVs, for a leased PBV rate of 81%. Additional leasing should focus on the 45 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.															
	Graphs															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	\$2,302,887	\$858.33		
2020	F	2,676	\$2,301,357	\$860.00		
2020	M	2,668	\$2,324,361	\$871.20	↗ 1.30%	\$863.17
2020	A	2,662	\$2,346,489	\$881.48	↗ 1.18%	\$870.89
2020	M	2,660	\$2,394,614	\$900.23	↗ 2.13%	\$884.30
2020	J	2,651	\$2,400,569	\$905.53	↗ 0.59%	\$895.75
2020	J	2,650	\$2,409,780	\$909.35	↗ 0.42%	\$905.04
2020	A	2,635	\$2,397,585	\$909.90	↗ 0.06%	\$908.26
2020	S	2,632	\$2,395,610	\$910.19	↗ 0.03%	\$909.81
2020	O	2,619	\$2,383,534	\$910.09	↘ -0.01%	\$910.06
2020	N	2,608	\$2,375,594	\$910.89	↗ 0.09%	\$910.39
2020	D	2,616	\$2,384,556	\$911.53	↗ 0.07%	\$910.84
2021	J	2,614	\$2,376,993	\$909.33	↘ -0.24%	\$910.58
2021	F	2,612	\$2,375,463	\$909.44	↗ 0.01%	\$910.10
2021	M	2,605	\$2,364,276	\$907.59	↘ -0.20%	\$908.79
2021	A	2,587	\$2,338,046	\$903.77	↘ -0.42%	\$906.93
2021	M	2,570	\$2,326,691	\$905.33	↗ 0.17%	\$905.56
2021	J	2,560	\$2,307,579	\$901.40	↘ -0.43%	\$903.50
2021	J	2,536	\$2,277,865	\$898.21	↘ -0.35%	\$901.65
2021	A	2,503	\$2,235,072	\$892.96	↘ -0.58%	\$897.52
2021	S	2,520	\$2,248,997	\$892.46	↘ -0.06%	\$894.54
2021	O					
2021	N					
2021	D					
2022	J					
2022	F					
2022	M					
2022	A					
2022	M					
2022	J					



Remove Abated Units from PUC

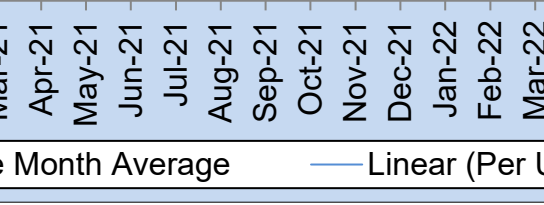
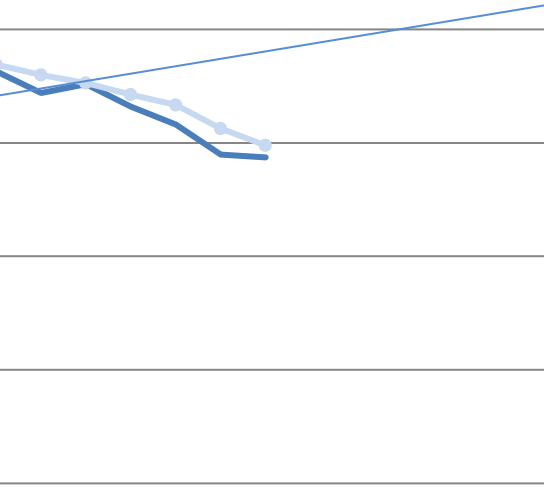
Choose PUC Method

Last Actual (Default)

Material New Units at a Material New PUC?

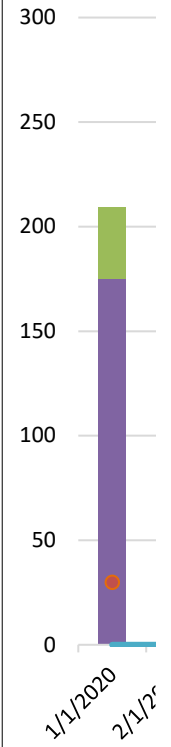
HCV Leasing and Spending Projection

Analysis

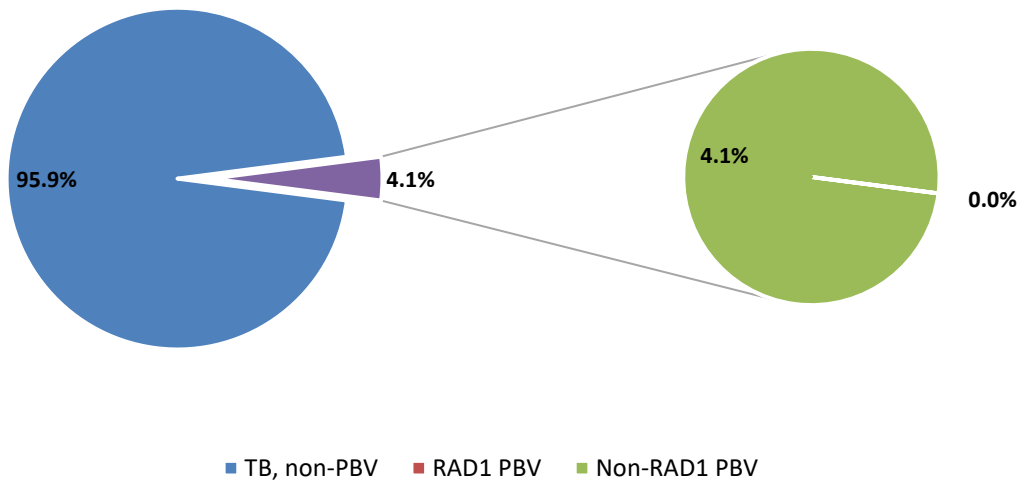


R-Squared, last 6 months

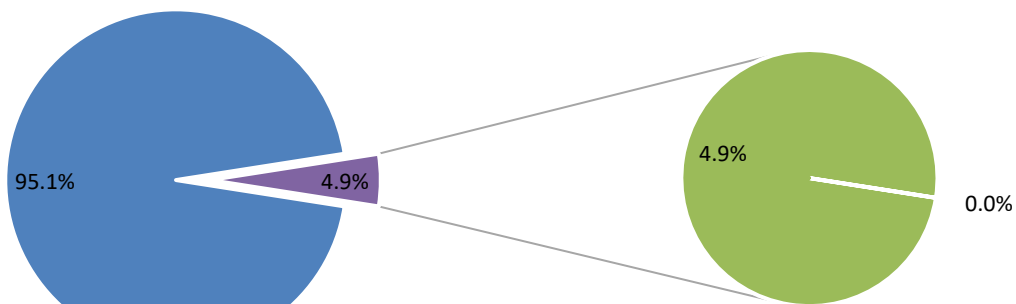
VMS Fields	CURRENT		
Number of PBV Under AHAP	0		
PBV Under HAP - Leased	194		
PBV Under HAP - Not Leased	45	18.8% Vacant PBV	
PBV Vacancy Payments	0		
RAD - Comp 1 UMLs	0	0	HUD- Anticipated UMAs
RAD - Comp 1 HAP	\$0		
RAD - Comp 2 UMLs	0		
RAD - Comp 2 HAP	\$0		
VMS Data Analysis			
Leased PBV, but 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

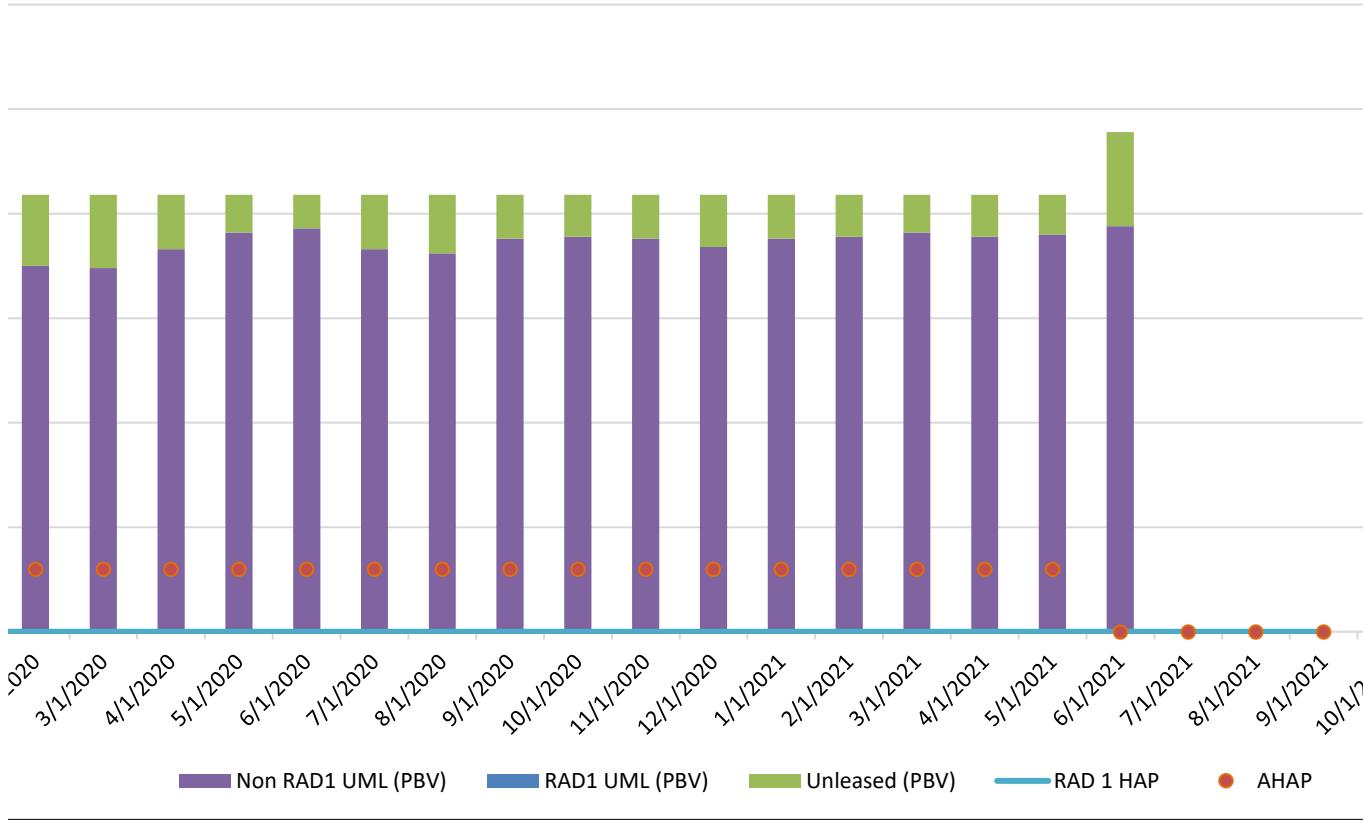




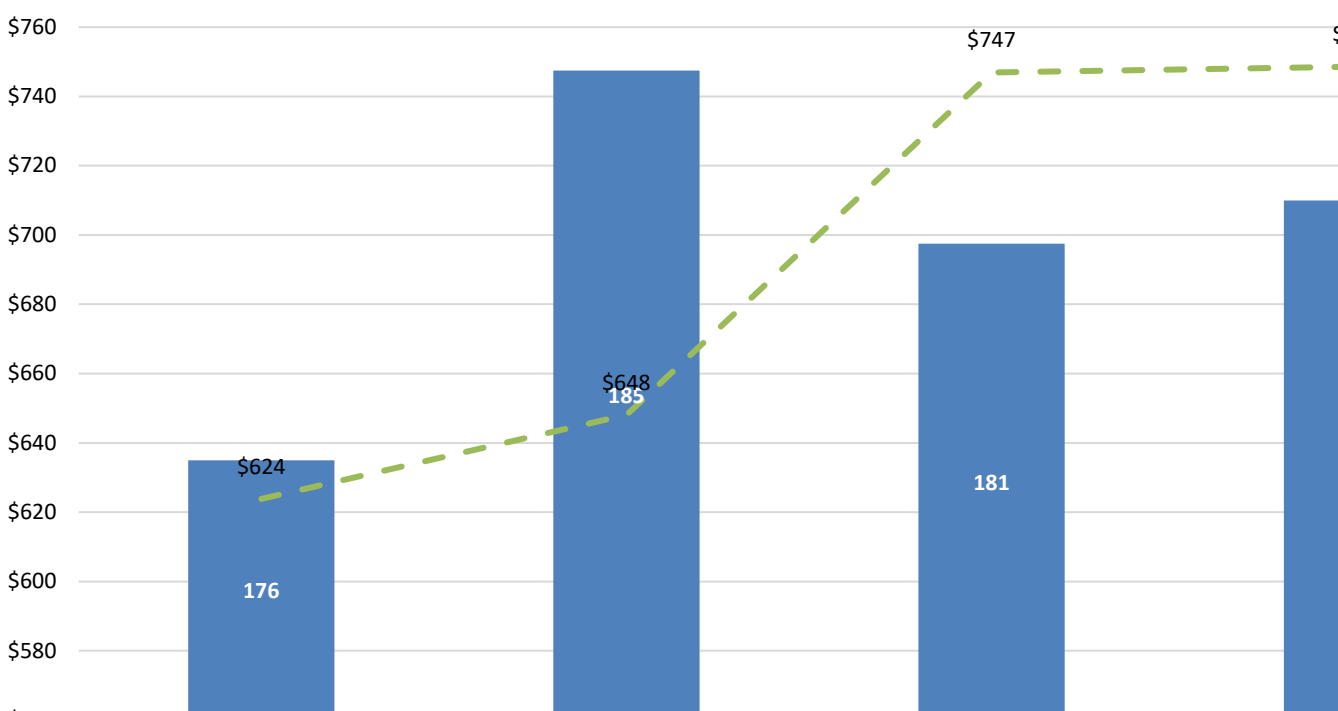
■ TB, non-PBV ■ RAD1 PBV ■ Non-RAD1 PBV

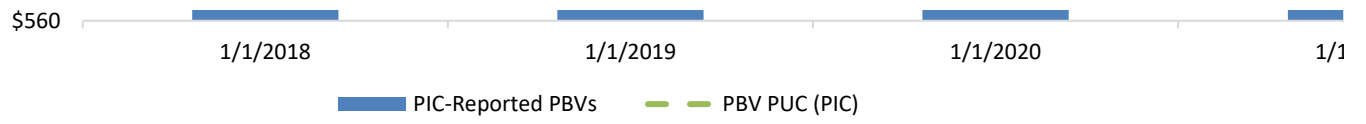
Project-Based Information

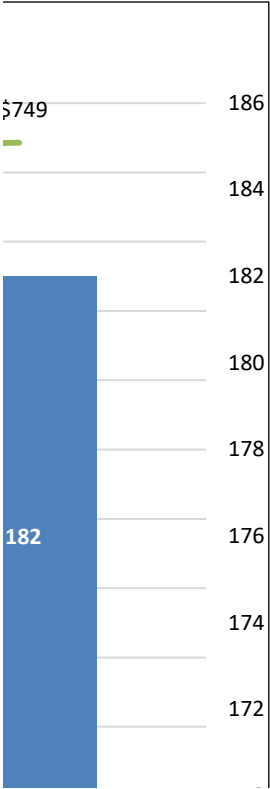
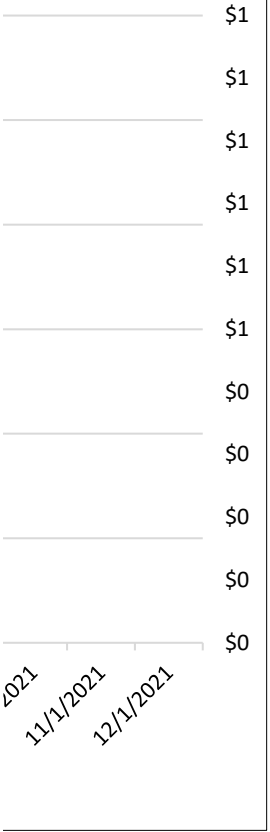
Project-Based, VMS

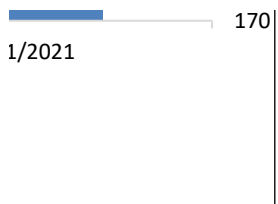


PIC PBV Data









Import DCR		Additional Disbursement for WA054 (HA of Pierce County) - FYE 12/31 (Obligations/Disbursements As of August 23, 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	\$2,376,993	\$6,581	\$2,070	\$155,149	\$106,793	\$48,356	2,614	\$926,497	\$2,438,042
February-21	\$155,149	\$2,383,574	\$2,375,463	\$8,111	\$1,290	\$164,550	\$118,349	\$46,201	2,612	\$980,965	\$2,438,042
March-21	\$164,550	\$2,380,436	\$2,364,276	\$16,160	\$3,125	\$183,835	\$139,529	\$44,306	2,605	\$1,035,432	\$2,462,531
April-21	\$183,835	\$2,380,436	\$2,338,046	\$42,390	\$5,745	\$231,970	\$190,107	\$41,863	2,587	\$1,117,527	\$2,438,183
May-21	\$231,970	\$2,216,208	\$2,326,691	(\$110,483)	\$1,748	\$123,235	\$88,476	\$34,759	2,570	\$1,175,274	\$2,438,183
June-21	\$123,235	\$2,362,706	\$2,307,579	\$55,127	\$1,595	\$179,957	\$177,627	\$2,330	2,560	\$1,397,248	\$2,495,998
July-21	\$179,957	\$2,376,026	\$2,277,865	\$98,161	\$0	\$278,118	\$0	\$278,118	2,536	\$1,530,541	\$2,495,998
August-21	\$278,118	\$2,376,026	\$2,235,072	\$140,954	\$0	\$419,072	\$0	\$419,072	2,503	\$1,650,513	\$2,495,998
September-21	\$419,072	\$2,345,584	\$2,248,997	\$96,587	\$0	\$515,659	\$0	\$515,659	2,520	\$1,770,486	\$2,495,998
October-21	\$515,659	\$2,345,584	\$2,398,925	(\$53,341)	\$0	\$462,318	\$0	\$462,318	2,639	\$1,920,900	\$2,466,554
November-21	\$462,318	\$0	\$2,437,134	(\$2,437,134)	\$0	(\$1,974,816)	\$0	(\$1,974,816)	2,678	\$2,041,870	\$1
December-21	(\$1,974,816)	\$0	\$2,516,615	(\$2,516,615)	\$0	(\$4,491,431)	\$0	(\$4,491,431)	2,694	\$2,041,870	\$1
January-22	(\$2,041,871)	\$0	\$2,523,994	(\$2,523,994)	\$0	(\$4,565,865)	\$0	(\$4,565,865)	2,697	\$2,041,871	\$0
February-22	(\$4,565,865)	\$0	\$2,533,024	(\$2,533,024)	\$0	(\$7,098,889)	\$0	(\$7,098,889)	2,700	\$2,041,871	\$0
March-22	(\$7,098,889)	\$0	\$2,551,154	(\$2,551,154)	\$0	(\$9,650,043)	\$0	(\$9,650,043)	2,714	\$2,041,871	\$0
April-22	(\$9,650,043)	\$0	\$2,550,215	(\$2,550,215)	\$0	(\$12,200,258)	\$0	(\$12,200,258)	2,707	\$2,041,871	\$0
May-22	(\$12,200,258)	\$0	\$2,549,276	(\$2,549,276)	\$0	(\$14,749,535)	\$0	(\$14,749,535)	2,701	\$2,041,871	\$0
June-22	(\$14,749,535)	\$0	\$2,548,338	(\$2,548,338)	\$0	(\$17,297,873)	\$0	(\$17,297,873)	2,694	\$2,041,871	\$0
Total for CY 2021		\$23,550,154	\$28,203,656		\$15,573						\$24,665,528
Total		\$23,550,154	\$43,459,658		\$15,573						\$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:	(\$515,659)		
Adjustments		Carry Forward?	
Prior Period			
HUD			
PHA			
BA Detail	SPV6		

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
\$2,376,026	\$0
\$2,376,026	\$0
\$2,345,584	\$0
\$2,345,584	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$23,550,154	
\$23,550,154	

	Date
No	

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	18	13	5		2	5	2	1	3																						
Feb-20	21	15	6			8	2		1	4																					
Mar-20	9	7	2					5			2																				
Apr-20	17	12	5					3	4	1	2	2																			
May-20	8	3	5						2	1																					
Jun-20	7	6	1							2	1			3																	
Jul-20	23	13	10								3	2	2	4	2																
Aug-20	20	15	5									6	2	1	2	4															
Sep-20	23	16	7										2	4	3	3	4														
Oct-20	19	14	5											4	5	2		3													
Nov-20	7	6	1												3				3												
Dec-20	14	8	6													2	2		3	1											
Jan-21	3	2	1														1		1												
Feb-21	12	6	6															1	2	2		1									
Mar-21	14	7 (yet)	5																4	3											
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	215	136	70	0	2	13	4	9	10	8	8	10	6	16	15	11	7	4	13	6	0	1	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	72.2%	15.4%	38.5%	15.4%	7.7%	23.1%	2.8
Feb-20	71.4%	53.3%	13.3%	0.0%	6.7%	26.7%	2.4
Mar-20	77.8%	0.0%	71.4%	0.0%	0.0%	28.6%	2.9
Apr-20	70.6%	25.0%	33.3%	8.3%	16.7%	16.7%	2.7
May-20	37.5%	66.7%	33.3%	0.0%	0.0%	0.0%	1.3
Jun-20	85.7%	33.3%	16.7%	0.0%	0.0%	50.0%	3.2
Jul-20	56.5%	23.1%	15.4%	15.4%	30.8%	15.4%	3.0
Aug-20	75.0%	40.0%	13.3%	6.7%	13.3%	26.7%	2.7
Sep-20	69.6%	12.5%	25.0%	18.8%	18.8%	25.0%	3.2
Oct-20	73.7%	28.6%	35.7%	14.3%	0.0%	21.4%	2.5
Nov-20	85.7%	50.0%	0.0%	0.0%	0.0%	50.0%	3.0
Dec-20	57.1%	25.0%	25.0%	0.0%	37.5%	12.5%	2.9
Jan-21	66.7%	50.0%	0.0%	50.0%	0.0%	0.0%	2.0
Feb-21	50.0%	16.7%	33.3%	33.3%	0.0%	16.7%	2.7
Mar-21							
Apr-21							
May-21							
Jun-21							
Jul-21							
Aug-21							
Sep-21							
Oct-21							
Nov-21							
Dec-21							
Cumulative	67.7%	28.7%	25.7%	10.3%	11.8%	23.5%	2.8

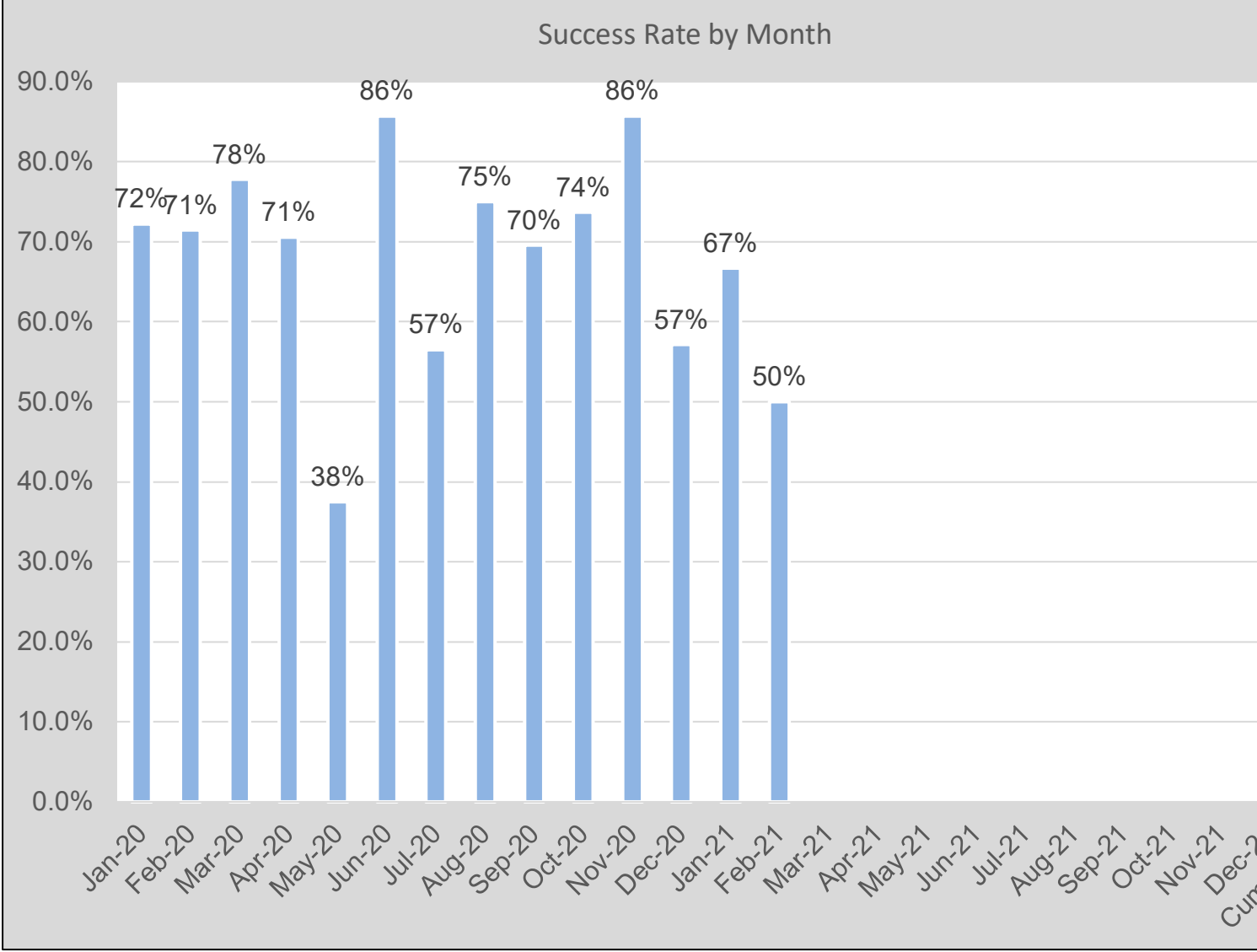
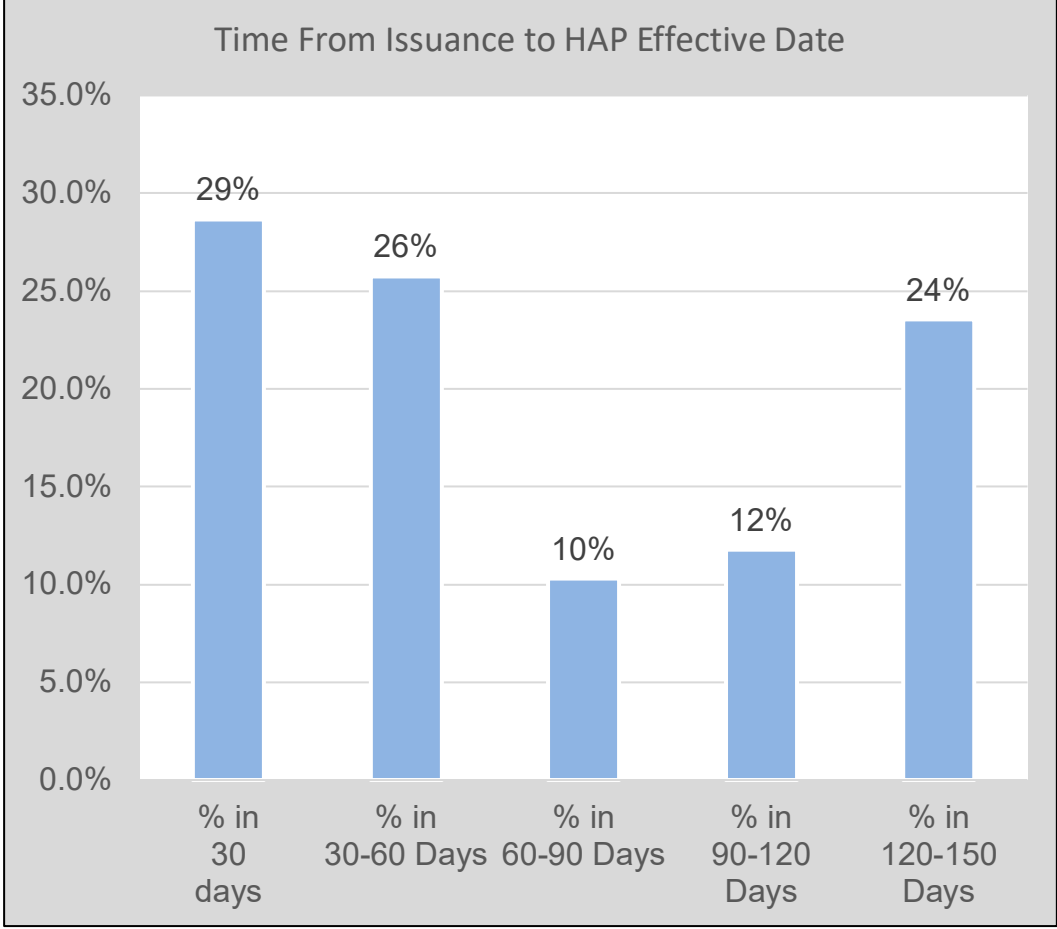
Move Success Rate and Time from Issuance to HAP to the Projection Tab

Need more than 150 days? Check this out.

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

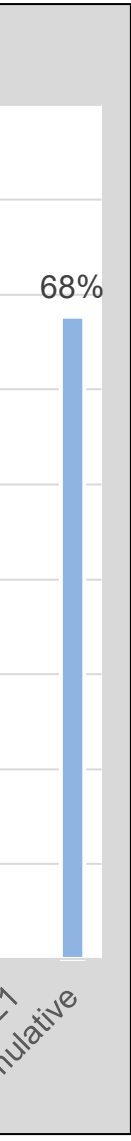
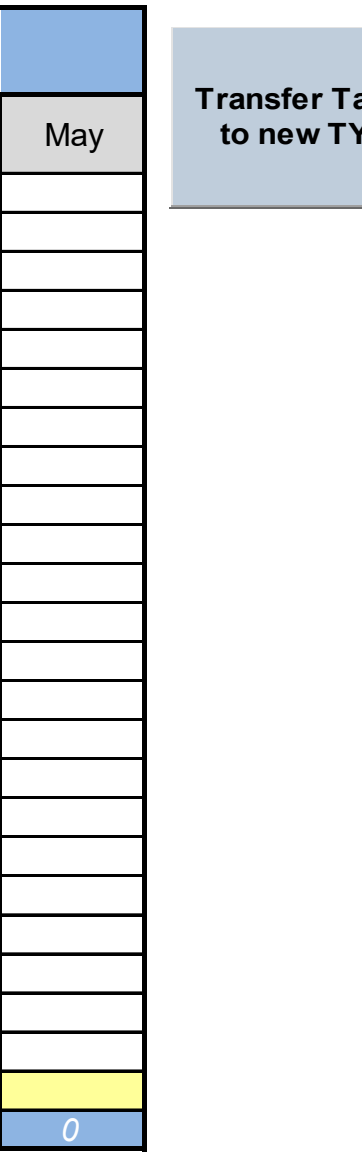
What about different types of vouchers with different types of rates? Bring it!

Wait List Issuance Rate				
Cohort	Pulled	Issued	Failed	%
Pull 1				
Pull 2				
Pull 3				
Pull 4				
Pull 5				
Pull 6				
Pull 7				
Pull 8				
Pull 9				
Pull 10				
Pull 11				
Pull 12				
Pull 13				
Pull 14				
Pull 15				
Pull 16				
Pull 17				
Pull 18				
Wait List Success Rate				



Oct HCV Leasing and Spending Projection

Oct HCV Leasing and Spending Projection



Oct HCV Leasing and Spending Projection