PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS ANNUAL GENERAL MEETING
February 23, 2022
LOCATION: ***Zoom video conference***

AGENDA

1. ROLL CALL

2. ESTABLISH A 2022 REGULAR MEETING SCHEDULE

3. ADJOURNMENT

PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, February 23, 2022 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 December 8, 2021.

5. CONSIDER RESOLUTION 1911 - GRATITUDE AND PRAISE FOR MARGARET BRAMMALL'S SERVICE TO OUR COMMUNITY

6. CONSIDER RESOLUTION 1912 - GRATITUDE AND PRAISE FOR SALLY PORTER SMITH'S SERVICE TO OUR COMMUNITY

7. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING $3,710,772.68 FOR December 2021

8. CONSIDER RESOLUTION 1910 RATIFYING PCHA'S HUD REQUIRED ANNUAL PLAN

9. CONSIDER RESOLUTION 1913 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN

10. CONSIDER RESOLUTION 1914 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN

11. 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 McLeod
    f. PROJECTS – Sean McKenna
    g. EXCECUTIVE DIRECTOR – Jim Stretz
    h. REPORTS OF COMMITTEES

12. COMMISSIONER'S CORNER

13. 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.

14. 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, December 8, 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 October 27, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING $3,338,072 FOR October 2021
6. CONSIDER A MOTION APPROVING RESOLUTION 1908
7. CONSIDER A MOTION APPROVING RESOLUTION 1909
8. 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 McLeod
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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.

11. ADJOURNMENT

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

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

December 8, 2021 Location: via Zoom
603 SOUTH POLK STREET
TACOMA WA 98445

In attendance:	Commissioner Brammall Commissioner Smith Commissioner Walton joined at 3:38 pm Chairperson Martinez
Also in attendance:	Jim Stretz, Executive Director Moreen Forde, Acting Financial Officer Victor Lovelace, Maintenance Director Tina McLeod, Director of Operations Sean Mckenna, Director of Project Management Tamara Meade, Director of Supported Housing Programs

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. The date on the agenda needed to be corrected A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	☒	☐	☐	☐
Commissioner Smith	☒	☐	☐	☐
Commissioner Walton	☐	☐	☐	☒
Chairperson Martinez	☒	☐	☐	☐

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on November 24, 2021. 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	☒	☐	☐	☐
Commissioner Smith	☒	☐	☐	☐
Commissioner Walton	☐	☐	☐	☒
Chairperson Martinez	☒	☐	☐	☐

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for October. 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	☒	☐	☐	☐
Commissioner Smith	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

Chairperson Martinez asked the Board to consider a motion approving resolution 1908. Commissioner Brammall so moved. Commissioner Walton seconded the motion. Sean did a recap of the resolution and answered questions. Section two was changed to make the language clearer. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	☒	☐	☐	☐
Commissioner Smith	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

Chairperson Martinez asked the Board to consider a motion approving resolution 1909. Commissioner Smith so moved. Commissioner Brammall seconded the motion. Jim did a recap of the resolution and answered questions. Section was changed to make the language clearer. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	☒	☐	☐	☐
Commissioner Smith	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☒	☐	☐	☐

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. Commissioner Smith asked if the special items money has been used. Jim said that it has not been used. Commissioner Smith wanted to know what is the purpose of that money. Jim said it was established before his employment and that staff has informed him it cannot be used without board permission. Commissioner Smith asks that they look into how it can used after the housing authority gets a clean audit. Jim gave an update on the audit progress and status.

Chairperson Martinez asked for the Section 8 report. Looking to close out 2021 actions. Tamara did a mass absorption of :ported in" vouchers that is being reconciled now. Section 8 will be able issue some vouchers next year. Tamara went over her two-year tool. Chairperson Martinez asked if clients are still having trouble finding housing. Tamara said yes and other housing authorities in the region are having the same issue.

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

Chairperson Martinez asked for the affordable housing report. Tina went over her written report. Tina shared her screen and went over the delinquency, occupancy, and leasing report which was not in the board packet.

Chairperson Martinez asked for the projects management report. Sean went over his written report detailing progress on the repositioning process.

Chairperson Martinez asked for the Executive Director report. It has been a tough quarter but also a tough 2 - 3 years for staff. There was an increase to their signing bonus due to extension of the union contract. They will also get a second bonus half way through the year intended to reduce turnover. There was a business luncheon at the Fife community center with all the staff to introduce new staff and bring everyone up to date. It was the first all staff gathering in five years and it was appreciated by all. Jim gave an update on the delayed software conversion. He also gave an update with the annual meeting with the tenants that was well attended and input from clients was all positive in the sale of our homes in the reposition process. Because the Authority historically does not have low-income requirements for the enterprise apartments, rents will be raised to fair market for all new tenants plus to fair market for all new tenants plus adding a utility fee. The county is finally moving on commissioner vacancies. Chairperson Martinez reported he was asked to serve one more term Commissioner Smith asked about the resident commissioner approval. Chairperson Martinez said the county will be moving her through the appointment process. The county and Habitat for Humanity reached out and wants to meet with the Housing Authority. They both would like to help with the sale of the public housing units to homeowners. Jim has been approached by a homeless advocate regarding a mobile home park that is being sold. He will meet next week though he is not sure what the housing authority can do to help. Security has been a problem at the main campus. Staff is looking to put a fence around the property. We are looking to open offices by appointment only in the first quarter.

Chairperson Martinez asked for the report of committees. There were no reports.

Chairperson Martinez asked if there was anything for the Commissioner's Corner. There was none.

Executive Session started at 5:03 pm for the purpose of reviewing the performance of a public employee. Executive session ended at 5:29 pm. No vote was taken and no decisions were made.

Meeting adjourned at 5:39 pm.

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

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

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Dec-21	Nov-21	Variance
Apts General	US Bank	30.00	511.40	-	541.40	2,063.64	(1,522.24)
General Operation	US Bank	621,130.75	206,294.51	1,212.01	828,637.27	774,268.36	54,368.91
Payroll	US Bank	-	283,647.88	-	283,647.88	141,845.63	141,802.25
Section 8 HAP	US Bank	2,520,521.13	-	-	2,520,521.13	2,509,084.86	11,436.27
S8 FSS	US Bank	-	-	-	-	13,954.66	(13,954.66)
LIPH Management	US Bank	77,425.00	-	-	77,425.00	4,419.00	73,006.00
TOTAL		3,219,106.88	490,453.79	1,212.01	$3,710,772.68	$3,445,636.15	265,136.53

NOTE: Gen Ops-There were Misc Reimbursements to Housing Authorities and Annual Insurance Premiums Paid
LIPH Disbursements Includes the Purchase of 2 Vans for Maintenance
Payroll Variance Due to Three Payrolls Plus Bonuses

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, January 26, 2022 the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: $3,710,772.68

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

WASHINGTON STATE LEGISLATURE

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.]

A/P Trade Report

A/Employee

Name	Check Date	Check #	Check Amount
Latasha Banks	12/02/2021	7336	$88.07
Ebonique M Moore	12/02/2021	7346	$60.48
Patti Carson	12/08/2021	7361	$79.52
Jesse Cruz	12/08/2021	7363	$43.68
Jeanne Claunch	12/08/2021	7369	$11.76
Bobbie Jones	12/08/2021	7370	$283.36
Latasha Banks	12/14/2021	7379	$88.07
Kristina Hansen	12/14/2021	7381	$11.20
Ebonique M Moore	12/14/2021	7388	$66.64

Total For : A/Employee **$732.78**

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

Account Name	Bank	Balance Dec-22	Balance Nov-21	Balance Variance
General Operating Accounts				
Apartments General	US Bank	$ 98,493.47	$ 42,156.95	$ 56,336.52
Payroll	US Bank	92,560.77	162,788.16	(70,227.39)
General Operation	US Bank	438,468.70	757,746.98	(319,278.28)
PCHA Special Item	US Bank	1,415,508.88	1,415,502.87	6.01
Homeownership	US Bank	499,923.30	499,482.18	441.12
Tenant Trust Accounts				
Damage Deposits	US Bank	265,345.89	262,470.89	2,875.00
Hud Trust Accounts				
Section 8	US Bank	4,350,981.44	4,570,170.94	(219,189.50)
LIPH Management	US Bank	1,179,907.41	1,220,185.34	(40,277.93)
LIPH Damage Deposits	US Bank	41,150.00	40,550.00	-
Section 8 FSS	US Bank	398,847.92	388,034.25	10,813.67
LIPH FSS	US Bank	48,016.70	46,886.50	1,130.20
Rural Development Funds				
Rural Development (Orting) Reserve	US Bank	86,259.95	86,259.59	0.36
FNMA Loan Reserve Account (Restricted)				
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,656.01	59,654.54	1.47
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,915.33	18,914.86	0.47
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,293.56	26,292.91	0.65
CR Replacement Reserve	Greystone (TTE)	258,479.48	250,736.35	7,743.13
DM Replacement Reserve	Greystone (TTE)	65,007.84	65,006.24	1.60
LV Replacement Reserve	Greystone (TTE)	98,900.11	98,897.67	2.44
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	102,324.08	94,023.56	8,300.52
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	31,444.44	26,129.15	5,315.29
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	37,547.88	32,484.34	5,063.54
FNMA Reserve Total		698,568.73	672,139.62	26,429.11
TOTAL PCHA		$ 9,614,033.16	$ 10,164,374.27	$ (524,512.00)

F:\Management\File Cabinet 2021\Monthly Transactions for Financial Statements\Cash Position\Board Mtg 1-2022\2021-12 Cash Position w GL.xlsx
Cashpos

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

Payroll
General operating account used for payment of employee wages.

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

PCHA Special Item
PCHA net proceeds collected from fraud recovery.

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

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

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

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

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

Section 8 and LIPH FSS
Trust account used to retain S8 and LIPH FSS participant escrow balances.

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

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

RESOLUTION 1910

A Resolution of the Pierce County Housing Authority (PCHA) Board of Commissioners Approving the Submission of the 2022 One Year Plan/5 year plan to the US Department of Housing and Urban Development (HUD).

WHEREAS, the PCHA Plan is a comprehensive guide to policies, programs, operations and strategies for meeting local housing needs and goals, and;

WHEREAS, there are two parts to the PCHA Plan: the 5 Year Plan, which the PCHA submits to HUD once every 5th fiscal year and which describes the mission of the agency and its goals and objectives and the Annual Plan, which is submitted to HUD every year and which covers policies and procedures of the agency, and;

WHEREAS, the planning process includes the submission of the plans to participants in the Low-Income Public Housing (LIPH) program operated by the PCHA for their review and comment, and;

WHEREAS, the planning process carries a requirement for public posting of the plans (PCHA website) and the opportunity for comment at a public meeting, and;

WHEREAS, PCHA has provided the plans to participants directly, posted the plans on the agency website, and held a public meeting for comment by LIPH participants

NOW, THEREFORE BE IT RESOLVED that the PCHA 2022 one-year plan is approved by the Board of Commissioners for submission to HUD.

_____________________________________ February 23,2022

Signature, Chair Date

Streamlined Annual PHA Plan *(Small PHAs)*	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
(5) ***Troubled PHA*** **-** A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	**PHA Name**: Pierce County Housing Authority **PHA Code**: WA054 **PHA Type:** ☒ Small ☐ High Performer **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): 01/2022 **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) **Number of Public Housing (PH) Units** 124 **Number of Housing Choice Vouchers (HCVs)** 2,946 **Total Combined** 3,070 **PHA Plan Submission Type:** ☒ Annual Submission ☐Revised Annual Submission **Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. **Plan Availability** Any member of the public may request a copy of the Pierce County Housing Authority (PCHA) 2021 One Year Plan Submission by: • You may download a PDF version of the plan from the Pierce County Housing Authority webpage at www.pchawa.org by clicking on the "Community" tab then selecting "Public Announcements" • Copies will be available at PCHA's administrative offices located at 603 South Polk Street South, Tacoma, WA 98444 during normal business hours (M,T,TR 8:30-4:30PM, W 8:30-6:00PM) • In the event of a mandatory office closure due to Government Mandate or Public Health Directive in the event of crisis, any member may call the PCHA main office at 253-620-5450 and arrangements will be made to provide a copy of the plan in a manner that does not violate the regulations in effect due to crisis. • Members of PCHA's Resident Advisory Board will also receive a link to PCHA's website containing the one-year plan via US Mail in advance of the Resident Advisory Board Annual Plan Review and meeting scheduled for **December1,2021.** • The public may also comment upon the plan during public comment portions the Board of Commissioners regularly scheduled meetings up until final approval **January 26, 2021**. Regular meetings of the Board of Commissioners are the last Wednesday of the month beginning promptly at 3:30 PM and are held virtually. Invitations to attend are available at the Authorities webpage. Any participant without a means to attend via the internet will be loaned a tablet to use upon request. Any member of the public wishing to comment during the Public Comment portion of the Board Meeting may follow the instructions in the published Legal Notice of the meeting to attend virtually and / or provide comments electronically.

☐ **PHA Consortia**: (Check box if submitting a Joint PHA Plan and complete table below)

NA

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. **Annual Plan Elements Submitted with 5-Year PHA Plans.** Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).

B.1 **Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Five-Year PHA Plan** submission?

Y N
☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ ☒ Financial Resources.
☐ ☒ Rent Determination.
☐ ☒ Homeownership Programs.
☐ ☒ Substantial Deviation.
☐ ☒ Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

B.2 **New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N
☐ ☒ Hope VI or Choice Neighborhoods.
☐ ☒ Mixed Finance Modernization or Development.
☒ ☐ Demolition and/or Disposition.
☒ ☐ Conversion of Public Housing to Tenant Based Assistance.
☐ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.
☒ ☐ Project Based Vouchers.
☐ ☒ Units with Approved Vacancies for Modernization.
☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

PCHA plans to

B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. Goal 1: Increase availability of safe decent affordable housing. **8.3** **Progress Report.** **Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.** Goal 1: **Increase the Provision of Safe. Decent. Affordable Housing:** **Objective A: Increase the Number of Housing Choice Vouchers Available to PCHA** **Progress:** In 2021 PCHA applied for and received 62 EHVs through the American Rescue Plan Act (ARPA). The referrals come from the County's coordinated Entry system. Currently we are doing a lottery for the referrals through Diversion (40 vouchers) and Emergency Shelters (22 vouchers), C .**Request additional Veterans Affairs Supportive Housing Vouchers (VASH) when funding is available**. Progress :No TPV's and/or VASH vouchers allocations received in 2021. but we did put Quixote (Orting Soldiers Home) PBV and VASH units on line in May of this year, 10 VASH and 25 PBV's, the whole complex is subsidized now when originally the AHAP was for 30 units to be subsidized but we were contacted by the VA to request VASH vouchers to go in there, started with 5 requested and went to 10, those units are full as of today's date), we still have 7 PBV's to fill but that was by design due to COVID restrictions and processes by the management of Quixote. This complex should be fill by the end of the year. b) PCHA's public housing portfolio is largely comprised of three and four bedroom homes. If PCHA is successful in its application to dispose of all or some of the 125 single family public housing units, the disposition will include an application for tenant protection vouchers (if available). Progress: HUD continues to encourage small housing authorities to dispose of public housing through the Section 18 disposition process. In 2019 staff and the Board of Commissioners of the Housing Authority reviewed options available for repositioning the public housing portfolio. Pierce County Housing Authority is making application for disposition (sale) of the remaining 124 units of public housing in accord with Section 18 Disposition and relevant HUD Notices. When Pierce County Housing Authority applies for Section 18 disposition, it will also apply for tenant protection vouchers. Tenant protection vouchers, if available, ensure that income eligible families receive a housing choice voucher at the time of disposition (sale) of the portfolio. **Objective B: Increase and Improve Partnerships with Community Organizations to Expand the Number of Affordable Housing Units in Pierce County** 1. PCHA will continue to participate in community organizations, such as the Pierce County Affordable Housing Consortium, that support and advocate for the expansion of affordable housing. Progress: Pierce County Housing Authority continued its partnership with the Affordable Housing Consortium in 2019. The Consortium offered a number of community events intended to raise awareness of the need for affordable housing, including "lunch and learn" events. The Consortium is developing a community education platform intended to increase support for the development and maintenance of affordable housing in Pierce County. 2. PCHA will seek partnerships with local government, including Pierce County. The County Council voted to study the feasabilty of merging PCHA with the Tacoma Housing Authority . No decision as of this date but with the appointment of new Board members, it is possible that the push to merge will intensify. We continue to meet with THA staff on a weekly basis exchanging information and ideas for better service to our shared community. c) PCHA will seek opportunities to partner with other affordable housing development entities to expand affordable housing opportunities, including a funding application process for Project Based Vouchers. Progress: PCHA offered to joint venture on a transitional housing venture with a non-profit that was not accepted. **Objective C: Increase Lease-up Success Rate for Section 8 Participant**, we started the year with 2614 vouchers leased per month and projected to end the year with 2677 after the absorption is completed. However, leasing has been a challenge this year due to the market. We notified over 300 from our waitlist, housed about 150 from there this year but have an attrition rate of about 5.2% currently, affordable units are just not available right now. To help we increased the 2022 payment standards to 110% of the 2022 HUD published FMR's and removed the minimum rent requirement of $50. **Goal 3: Increase Economic Stability for Section 8 and Public Housing Residents Objective A: Expand PCHA's Family Self Sufficiency (FSS) Program** We continue to have to coordinators and 125 slots. We are awaiting 2022 application and plan on continuing the program
C.	**Annual Plan Elements Submitted All Other Years (Years 1-4).** Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.

C.1.	**New Activities** (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☐ ☒ Hope VI or Choice Neighborhoods. ☐ ☒ Mixed Finance Modernization or Development. ☒ ☐ Demolition and/or Disposition. ☒ ☐ Conversion of Public Housing to Tenant-Based Assistance. ☒ Project Based Vouchers. ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. PCHA will submit application for Disposition under section 18 of the 1937 act for the single – family scattered site Public Housing Units in AMP 1 and AMP2. (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. The Authority is reaching out to partners to joint-venture on either new construction or acquisition rehab community. There are no projects targeted as of yet. (d) The PHA must submit its Deconcentration Policy for Field Office Review.
C.2	**Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan** Form 50077-SM, *Certification of Compliance with PHA Plans and Related Regulations,* including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.
D	**Other Document or Certification Requirements for Annual Plan Submissions.** Required in all submission years.
D.1	**Civil Rights Certification.** Form 50077-SM-HP, *Certification of Compliance with PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
D.2	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☐ ☐ If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
D.3	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
E	**Statement of Capital Improvements**. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	**Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. **See HUD EPIC 5-year Action Plan approved by HUD on September 11, 2020**

Instructions for Preparation of Form HUD-50075-SM
Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c)

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

☐ **Homeownership Programs**. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

☐ **Significant Amendment/Modification**. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 **New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods. 1)** A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development. 1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

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B.3 **Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

C. **Annual Plan.** PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 **New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods. 1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development. 1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☒ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☒ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm. (24 CFR §903.7(j)) Section18 Repositioning

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: Notice PIH 2012-32

☒ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

PCHA has begun conversations with for profit and non-profit developers for possible joint ventures.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. Annual Plan. PHAs must complete this section in all years.

D.1 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

D.2 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

D.3 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

E. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan
(All PHAs)

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, Heather Moss Director of Pierce County Human Services
Official's Name *Official's Title*

certify that the Annual PHA Plan for fiscal year 2022 of the Pierce County Housing Authority is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Pierce County Human Services Department

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The PHA Annual Plan is consistent with Pierce County's 2020-24 Consolidated Plan in the following ways. 1) Increasing Homeownership opportunities by prioritizing, when feasible, the sale of the Single-Family Public Housing units to low-income homebuyers, 2) Providing rental vouchers and assistance in relocating the current clients to homes that efficiently meet their needs and provide opportunities to better their lives, 3) Using the net proceeds from the sale of the homes to develop and/or preserve affordable rental housing units for very low-income households in Pierce County.

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

Name of Authorized Official:	Title:
Heather Moss	Director of Human Services at Pierce County
Signature:	Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Pierce County
Housing Authority

2021 Resident Advisory Board (RAB) Meeting
December 1, 2021
<u>Notes</u>

Residents Present: Mohammed Abohana, Danielle Bradford, Hope Davis, Cecile Clemmons, Miranda Clark, Taneika Tigner, Regina Johnson, Tami Scholz, Rachel Boucher, Tina Chambers, Amanda Blakeslee, Melissa Carter, Raquel Boucher

PCHA Representatives Present: Jim Stretz, Tamara Meade, Shaquila Moore, Ariel Daniels, Sean McKenna, Tina McLeod

The meeting was opened at 5pm.

1.Introductions – residents, staff and board members introduced themselves and Tamara outlined the agenda for the meeting. The meeting was conducted via Zoom due to the pandemic. All residents were notified well in advance of the meeting and received instructions for getting their names on the invitation list. One household was provided with a device that enabled them to participate.

2. Draft Annual Plan – All LIPH residents had a hard copy of the plan mailed to them along with the RAB meeting notice and all attendees were provided an electronic copy of both. Tamara read through the draft annual plan, identifying changes from previous years. She asked for comments and questions, noting that PCHA would be accepting both through January 15th via the website, Jim Stetz's email, and the US postal service.

She then opened the floor to questions and comments.

Questions:

1. **What are we selling homes for? How high does my credit score need to be to purchase? I have the money – pay rent on time monthly**.

> (Tamara) We will have Keyla go over and discuss specifics with each family and get them where they need to be.
> (Jim) Reminder that if they qualify, they may be able to use voucher to assist in home purchase. We still need to qualify for loan outside of Housing Authority.
> (Tamara) Sooner they contact Keyla the better, as they will still have to complete steps to qualify for Homeownership.

(Jim) Goal is to sell to current tenants or first-time home buyers, not landlords or speculators. But we have to get at least the appraised value.
(Sean) PCHA will try to assist with eliminating as many obstacles within our control, but they will have to tackle all obstacles within their control.

2. **Time frame to find a place with voucher? When can they apply?**
(Tamara) PCHA will apply through HUD. We will brief all families and walk them through the process.

3. **Can we get a copy of slide show?**
(Tamara) Made a note to send a copy of slide show to everyone who attended. We will be meeting with all families over the next few months to go over these things in detail as well.

4. **Can we use voucher for down payment?**
(Tamara) Voucher cannot be used as down payment, for that there are other resources with the voucher, we'll ask for additional information to complete recertifications and the normal HAP payment will be provided to tenant to pay mortgage payment.

5. **Will you provide Keyla Moore's contact?**
(Tamara) Yest, that info will be emailed to everyone and a letter will be mailed to all LIPH units with our contact info.
(Sean) Everyone feel free to start looking into financial standing on their own as well to better prepare.

6. **When you say it has to be within the jurisdiction can you define that?**
(Tamara) our jurisdiction is everything in Pierce County excluding city limits of Tacoma.

7. **So it can't be in another state?**
(Tamara) Not to buy a house, but yes if you are wanting to port to another state you can.

8. **Do you have a list of states that have a Section 8 program?**
(Tamara) All states have a Housing Authority with a Section 8 program. Whether the local Housing Authority has a Section 8 program varies. You can visit HUD's Web site to see.

9. **When we go on the Web site do, we look for if they have Section 8 or that they participate in public housing?**
(Tamara) If you look for PHA's that accept HCV it'll show you map – click on state and it'll show you the Housing Authorities.

10. How do we determine amount we (PCHA) will put towards tenant rent when they move?
(Tamara) We will use payment standard in effect (90% - 110%) of HUD publishing FMR's + 10% of adjusted income – UA (rent max) PS - 30% = what PCHA pays. We discuss details in briefing.

11. We don't work, just receive SSI – we will be, ok?
(Tamara) What you can rent up to is based off income + payment standard, but we do have families on fixed income.

12. vouchers available in spring?
(Tamara) We have to make the application first and wait for approval. Earliest may be spring.
(Sean) It is a drawn-out process till take time.

13. I'm too old to buy a home, do I have to?
(Ariel) You're not required to.
(Tamara) We will help you find a rental.

14. You said you might help us buy another home then the one we we're in?
(Tamara) With the Homeownership program – meet with Keyla and do one on one.

15. That's the program where mortgage is subsidized?
(Tamara) We pay you so you can pay your mortgage instead of paying landlord. Equity and everything are yours.

The meeting ended at 6:30pm.

U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Public Housing
909 First Avenue, Suite 360
Seattle, WA 98104-1000

February 04, 2022

James Stretz, Executive Director
Pierce County Housing Authority
603 South Polk Street Bldg A
Tacoma, WA 98444

Dear Mr. Stretz:

On February 2, 2022, PCHA notified this office the Authority requires additional time to complete the Annual Plan process. PCHA has requested to submit the final Plan to HUD no later than March 16, 2022.

In accordance with regulations at 24 CFR Part 903 and additional guidance issued via Notice PIH 2015-18, Pierce County Housing Authority's (PCHA) Fiscal Year 2022 Annual Plan (Plan) submission was due to our office 75 days prior to commencement of your Agency's fiscal year, or by October 18, 2021.

PHAs that do not submit a PHA Plan by the due date are not in compliance with PHA Plan regulations at 24 CFR Part 903 or statutory requirements of Section 5(A) of the U.S. Housing Act of 1937. Non-Compliance with statutory requirements to submit a PHA Plan puts PHAs at risk of sanctions the Secretary may initiate under Section 6(j)(4)(A) of the 1937 Act, including termination of assistance payments under Section 9 of the Act (Public Housing Operating Funds) or withhold from the agency amounts allocated for the agency under Section 8.

For future PHA Plan submissions, **please submit the plan 75 days prior to commencement** of your Agency's fiscal year. If an extension for your submission is required, please notify the Seattle Office of Public Housing **at least 14 days prior** to the submission deadline.

The extension requested on February 2, 2022, has been approved, please return the FY2022 Annual Plan submission and copy of the associated board resolution **no later than March 16, 2022**

If you have questions or need further assistance, please contact Eric Swenson, Portfolio Management Specialist, at Eric.J.Swenson@hud.gov or (206) 220-6412.

Sincerely,

Janice King-Dunbar

Janice King-Dunbar
Director
Office of Public Housing

cc: Mark Martinez, PCHA Board Chairperson

<u>RESOLUTION 1911</u>

A Resolution of the Pierce County Housing Authority (PCHA) Board of Commissioners in gratitude and praise for Margaret Brammall's Service to our Community

WHEREAS; Margaret Brammall has served unselfishly on the Pierce County Housing Authority Board of Commissioners since her re- appointment by the Pierce County Council June 2016, and;

WHEREAS, during her time-of-service Margaret Brammall used her extensive expertise with the law and advocating for the homeless and mental health to help the Authority better serve these constituents

WHEREAS, Margaret Brammall's insight and compassion contributed greatly to expanding the Authority's service to the community during challenging times, and;

WHEREAS, the Board, staff and the people served by the Pierce County Housing Authority are forever grateful for Margaret Brammall's tenure on the Commission

NOW, THEREFORE BE IT RESOLVE ;

1) as symbol of gratitude and appreciation to Margaret Brammall a donation in her honor was made from non-Authority funds to Homes First and

2) members of the Commission and staff commit to carry on providing affordable housing and sensitivity to the special needs of the homeless and mental health and to Pierce County, honorably and efficiently

______________________________________	<u>February 23,2022</u>
Signature, Chair	Date

RESOLUTION 1912

A Resolution of the Pierce County Housing Authority (PCHA) Board of Commissioners in gratitude and praise for Sally Porter Smith's Service to our Community

WHEREAS; Sally Porter Smith has served unselfishly on the Pierce County Housing Authority Board of Commissioners since her appointment by the Pierce County Council in 2016, and;

WHEREAS, during her time-of-service Sally Porter Smith's expertise in management was called upon to steady the Authority during a financial crisis, and;

WHEREAS, her tireless efforts, skills, and determination contributed greatly to maintaining the public trust, and uninterrupted service to the community by the Authority, and;

WHEREAS, the Board, staff and the people served by the Pierce County Housing Authority are forever grateful for Sally Porter Smith's lifelong community service

NOW, THEREFORE BE IT RESOLVE ;

1) as symbol of gratitude and appreciation to Sally Porter Smith a donation in her honor was made from non-Authority funds to the Pierce County Habitat for Humanity and

2) members of the Commission and staff commit to carry on providing affordable housing to Pierce County, honorably and efficiently

_____________________________________ February 23,2022

Signature, Chair Date

RESOLUTION 1913

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 4-II-F- Updating the Waiting List** and **4-III-C- Selection Method, Waiting List**, amending the preferences for selection 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 by the Board of Commissioners of the Pierce County Housing Authority at an open public meeting held on **February 2022**.

PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

____
Chair

ATTEST:

____
Executive Director

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer a preference to an applicant family returned to the waitlist during the eligibility and/or issuance process due to insufficient program funding.

PCHA will offer a preference to any applicant family displaced by, at risk of or experiencing homelessness due to the closure, sale or redevelopment of a manufacture (mobile) home park.

RESOLUTION 1914

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 7-II-H-Verification of Preference Status**, amending the preferences verification for selection 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 by the Board of Commissioners of the Pierce County Housing Authority at an open public meeting held on **February 2022**.

PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

____
Chair

ATTEST:

____
Executive Director

7-II.H. VERIFICATION OF PREFERENCE STATUS

The PHA must verify any preferences claimed by an applicant that determined placement on the waiting list.

PCHA Policy

PCHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. PCHA will verify this preference using PCHA's termination records.

PCHA will offer a preference to any applicant family displaced by, at risk of or experiencing homelessness due to the closure, sale or redevelopment of a manufacture (mobile) home park.

Pierce County Housing Authority
Statement of Revenues, Expenses and
Changes in Net Position Year To Date
Through November 30, 2021

	B	C	B-C	D	E	D-E
	Brookridge Apartments Month			Brookridge Apartments Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
Rent Income	$ 41,850	$ 42,450	$ 600	$ 463,417	$ 470,725	$ 7,308
Other Income	4,005	3,397	(608)	8,026	8,326	300
			-			-
			-			-
TOTAL OPERATING REVENUES	$ 45,855	$ 45,847	$ (8)	$ 471,443	$ 479,051	$ 7,608
Operating Expenses:						
Central Administration	$ 2,886	$ 2,439	$ (447)	$ 24,755	$ 29,473	$ 4,718
Utilities	5,398	4,770	(628)	72,309	63,989	(8,320)
Maintenance Costs*	6,833	11,313	4,480	120,441	96,846	(23,595)
Wages & Benefits On Site	9,335	15,071	5,736	103,392	136,493	33,101
General-Taxes, Insurance	3,030	2,860	(170)	38,323	42,020	3,697
Independent Audit Costs	973	386	(587)	3,668	1,577	(2,091)
Vendor, Lender, Professional & Other Fees	483	98	(385)	6,136	2,610	(3,526)
TOTAL OPERATING EXPENSES	$ 28,938	$ 36,937	$ 7,999	$ 369,024	$ 373,008	$ 3,984
PROFIT (LOSS) AFTER OPERATING COSTS	$ 16,917	$ 8,910	$ (8,007)	$ 102,419	$ 106,043	$ 3,624
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets			-	(907)	(388)	519
Investment/Interest Earnings			-	1	7	6
Depreciation	(12,222)	(12,072)	150	(133,907)	(132,527)	1,380
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ 4,695	$ (3,162)	$ (7,857)	$ (32,394)	$ (26,865)	$ 5,529
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-				
Prior Period Adjustment						
YTD CHANGE TO NET ASSETS	**$ 4,695**	**$ (3,162)**	**$ (7,857)**	**$ (32,394)**	**$ (26,865)**	**$ 5,529**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B	C	B-C	D	E	D-E
	Chateau Rainier Month			Chateau Rainier Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
Rent Income	$ 203,140	$ 203,279	$ 139	$ 2,239,963	$ 2,286,601	$ 46,638
Other Income	2,973	2,818	(155)	41,301	37,730	(3,571)
HUD Subsidy			-			-
COVID 19			**-**			-
TOTAL OPERATING REVENUES	$ 206,113	$ 206,097	$ (16)	$ 2,281,264	$ 2,324,331	
Operating Expenses:						
Central Administration	$ 10,819	$ 9,147	$ (1,672)	$ 92,854	$ 108,382	$ 15,528
Utilities	3,557	2,473	(1,084)	369,314	350,749	(18,565)
Maintenance Costs*	31,855	30,456	(1,399)	597,323	283,654	(313,669)
Wages & Benefits On Site	50,636	44,228	(6,408)	423,886	329,743	(94,143)
HAP Expense			-			-
General-Taxes, Insurance	17,252	13,329	(3,923)	170,340	181,670	11,330
Independent Audit Costs	3,647	1,671	(1,976)	13,757	6,826	(6,931)
Vendor, Lender, Professional & Other Fees	1,746	388	(1,358)	24,365	6,352	(18,013)
TOTAL OPERATING EXPENSES	$ 119,512	$ 101,692	$ (17,820)	$ 1,691,839	$ 1,267,376	$ (424,463)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 86,601	$ 104,405	$ 17,804	$ 589,425	$ 1,056,955	$ 467,530
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	(1,758)	-	1,758	(2,863)	(3,908)	(1,045)
Investment/Interest Earnings	8	30	22	107	501	394
Depreciation	(30,490)	(31,439)	(949)	(340,179)	(348,538)	(8,359)
Interest Expense	(44,028)	(44,862)	(834)	(488,176)	(497,145)	(8,969)
NET OPERATING INCOME *(NOI)*	$ 10,333	$ 28,134	$ 17,801	$ (241,686)	$ 207,865	$ 449,551
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**		$ -
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-			-
YTD CHANGE TO NET ASSETS	**$ 10,333**	**$ 28,134**	**$ 17,801**	**$ (241,686)**	**$ 207,865**	**$ 449,551**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B	C	B-C	D	E	D-E
	deMark Month			deMark Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
Rent Income	$ 71,030	$ 73,555	$ 2,525	$ 802,427	$ 809,405	$ 6,978
Other Income	2,025	275	(1,750)	18,082	12,987	(5,095)
HUD Subsidy			-			-
COVID 19			-			-
TOTAL OPERATING REVENUES	$ 73,055	$ 73,830	$ 775	$ 820,509	$ 822,392	
Operating Expenses:						
Central Administration	$ 5,047	$ 5,083	$ 36	$ 43,345	$ 71,394	$ 28,049
Utilities	9,496	10,521	1,025	119,633	119,765	132
Maintenance Costs*	34,627	9,620	(25,007)	283,427	128,595	(154,832)
Wages & Benefits On Site	24,229	18,034	(6,195)	188,205	162,312	(25,893)
HAP Expense			-			-
General-Taxes, Insurance	7,246	4,413	(2,833)	98,090	57,230	(40,860)
Independent Audit Costs	1,702	654	(1,048)	6,420	2,671	(3,749)
Vendor, Lender, Professional & Other Fees	681	245	(436)	8,883	2,724	(6,159)
TOTAL OPERATING EXPENSES	$ 83,028	$ 48,570	$ (34,458)	$ 748,003	$ 544,691	$ (203,312)
PROFIT (LOSS) AFTER OPERATING COSTS	$ (9,973)	$ 25,260	$ 35,233	$ 72,506	$ 277,701	$ 205,195
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -			$ -
Gain (Loss) on Disposition of Assets	-	12	12	(2,509)	189	2,698
Investment/Interest Earnings	2	(93)	(95)	38	(3,361)	(3,399)
Depreciation	(12,325)	(12,490)	(165)	(136,315)	(137,057)	(742)
Interest Expense	(13,960)	(14,225)	(265)	(154,787)	(157,631)	(2,844)
NET OPERATING INCOME *(NOI)*	$ (36,256)	$ (1,536)	$ 34,720	$ (221,067)	$ (20,159)	$ 200,908
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**		$ -
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-	-		-
YTD CHANGE TO NET ASSETS	**$ (36,256)**	**$ (1,536)**	**$ 34,720**	**$ (221,067)**	**$ (20,159)**	**$ 200,908**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 31, 2021

	B	C	B-C	D	E	D-E
	Hidden Village Apartments Month			Hidden Village Apartments Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
Rent Income	$ 14,400	$ 14,400	$ -	$ 159,557	$ 168,987	$ 9,430
Other Income	1,482	1,442	(40)	4,176	5,491	1,315
TOTAL OPERATING REVENUES	$ 15,882	$ 15,842	$ (40)	$ 163,733	$ 174,478	$ 10,745
Operating Expenses:						
Central Administration	$ 1,446	$ 1,220	$ (226)	$ 12,361	$ 14,101	$ 1,740
Utilities	5,164	3,173	(1,991)	35,553	27,534	(8,019)
Maintenance Costs*	2,392	2,937	545	51,138	29,830	(21,308)
Wages & Benefits On Site	2,087	2,219	132	25,997	14,249	(11,748)
General-Taxes, Insurance	2,208	1,484	(724)	18,758	19,691	933
Independent Audit Costs	486	102	(384)	1,834	418	(1,416)
Vendor, Lender, Professional & Other Fees	215	30	(185)	2,692	502	(2,190)
TOTAL OPERATING EXPENSES	$ 13,998	$ 11,165	$ (2,833)	$ 148,333	$ 106,325	$ (42,008)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 1,884	$ 4,677	$ 2,793	$ 15,400	$ 68,153	$ 52,753
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -			$ -
Gain (Loss) on Disposition of Assets	-	(238)	(238)		(1,808)	(1,808)
Investment/Interest Earnings			-		3	3
Depreciation	(5,730)	(5,614)	116	(62,152)	(61,809)	343
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ (3,846)	$ (1,175)	$ 2,671	$ (46,752)	$ 4,539	$ 51,291
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (3,846)**	**$ (1,175)**	**$ 2,671**	**$ (46,752)**	**$ 4,539**	**$ 51,291**

Pierce County Housing Authority
Statement of Revenues, Expenses and
Changes in Net Position Year To Date
Through November 30, 2021

	B	C	B-C	D	E	D-E
	Lakewood Month			Lakewood Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
Rent Income	$ 116,056	$ 123,655	$ 7,599	$ 1,310,760	$ 1,338,861	$ 28,101
Other Income	3,031	52	(2,979)	20,707	15,360	(5,347)
HUD Subsidy			-			-
COVID 19			**-**			-
TOTAL OPERATING REVENUES	$ 119,087	$ 123,707	$ 4,620	$ 1,331,467	$ 1,354,221	
Operating Expenses:						
Central Administration	$ 7,928	$ 6,708	$ (1,220)	$ 68,132	$ 79,155	$ 11,023
Utilities	14,763	12,392	(2,371)	126,815	115,260	(11,555)
Maintenance Costs*	45,642	19,222	(26,420)	302,826	190,951	(111,875)
Wages & Benefits On Site	34,014	29,654	(4,360)	286,678	231,286	(55,392)
HAP Expense			-			-
General-Taxes, Insurance	12,660	6,436	(6,224)	215,026	113,212	(101,814)
Independent Audit Costs	2,675	1,052	(1,623)	10,088	4,295	(5,793)
Vendor, Lender, Professional & Other Fees	1,169	309	(860)	14,373	4,654	(9,719)
TOTAL OPERATING EXPENSES	$ 118,851	$ 75,773	$ (43,078)	$ 1,023,938	$ 738,813	$ (285,125)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 236	$ 47,934	$ 47,698	$ 307,529	$ 615,408	$ 307,879
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	(222)		222	(5,217)	(3,174)	2,043
Investment/Interest Earnings	3	15	12	51	255	204
Depreciation	(26,658)	(27,999)	(1,341)	(297,173)	(309,435)	(12,262)
Interest Expense	(19,405)	(19,773)	(368)	(215,165)	(219,118)	(3,953)
NET OPERATING INCOME *(NOI)*	$ (46,046)	$ 177	$ 46,223	$ (209,975)	$ 83,936	$ 293,911
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**		$ -
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-	556		(556)
YTD CHANGE TO NET ASSETS	**$ (46,046)**	**$ 177**	**$ 46,223**	**$ (209,419)**	**$ 83,936**	**$ 293,355**

Pierce County Housing Authority
Statement of Revenues, Expenses and
Changes in Net Position Year To Date
Through November 30, 2021

	B		C		B-C		D		E		D-E	
	Montgrove Manor Month						**Montgrove Manor Y-T-D**					
	November 2021		**November 2020**		**Variance**		**November 2021**		**November 2020**		**Variance**	
Operating Revenues:												
Rent Income	$	12,360	$	11,550	$	(810)	$	135,417	$	126,256	$	(9,161)
Other Income		895		769		(126)		1,721		3,892		2,171
						-						-
		-		-		-						-
TOTAL OPERATING REVENUES	$	13,255	$	12,319			$	137,138	$	130,148		
Operating Expenses:												
Central Administration	$	1,446	$	1,220	$	(226)	$	12,361	$	15,145	$	2,784
Utilities		2,355		1,407		(948)		24,603		25,063		460
Maintenance Costs*		1,875		2,572		697		28,756		20,300		(8,456)
Wages & Benefits On Site		2,514		1,997		(517)		18,819		14,607		(4,212)
General-Taxes, Insurance		1,620		1,050		(570)		15,852		27,215		11,363
Independent Audit Costs		486		126		(360)		1,834		514		(1,320)
Vendor, Lender, Professional & Other Fees		215		30		(185)		2,692		1,526		(1,166)
TOTAL OPERATING EXPENSES	$	10,511	$	8,402	$	(2,109)	$	104,917	$	104,370	$	(547)
PROFIT (LOSS) AFTER OPERATING COSTS	$	2,744	$	3,917	$	1,173	$	32,221	$	25,778	$	(6,443)
Non Operating Revenues (Expenses):												
Insurance Settlement/Other					$	-					$	-
Gain (Loss) on Disposition of Assets						-		(1,012)				1,012
Investment/Interest Earnings						-				2		2
Depreciation		(2,543)		(2,496)		47		(27,755)		(27,406)		349
Interest Expense						-						-
NET OPERATING INCOME *(NOI)*	$	201	$	1,421	$	1,220	$	3,454	$	(1,626)	$	(5,080)
Capital Contributions	$	-	$	-								
Operating Transfers In (out)		-		-								
Prior Period Adjustment												
YTD CHANGE TO NET ASSETS	**$**	**201**	**$**	**1,421**	**$**	**1,220**	**$**	**3,454**	**$**	**(1,626)**	**$**	**(5,080)**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B		C		B-C		D		E		D-E	
	Oakleaf Apartments Month						**Oakleaf Apartments Y-T-D**					
	November 2021		**November 2020**		**Variance**		**November 2021**		**November 2020**		**Variance**	
Operating Revenues:												
Rent Income	$	13,775	$	13,275	$	(500)	$	146,920	$	145,171	$	(1,749)
Other Income		1,409		1,252		(157)		2,109		2,015		(94)
						-						-
						-						-
TOTAL OPERATING REVENUES	$	15,184	$	14,527	$	(657)	$	149,029	$	147,186	$	(1,843)
Operating Expenses:												
Central Administration	$	1,441	$	1,220	$	(221)	$	12,394	$	14,242	$	1,848
Utilities		3,355		2,199		(1,156)		31,121		28,864		(2,257)
Maintenance Costs*		3,919		3,521		(398)		55,558		22,493		(33,065)
Wages & Benefits On Site		1,662		1,855		193		13,888		11,137		(2,751)
General-Taxes, Insurance		1,491		1,571		80		16,215		15,417		(798)
Independent Audit Costs		486		102		(384)		1,834		418		(1,416)
Vendor, Lender, Professional & Other Fees		268		30		(238)		2,510		480		(2,030)
TOTAL OPERATING EXPENSES	$	12,622	$	10,498	$	(2,124)	$	133,520	$	93,051	$	(40,469)
PROFIT (LOSS) AFTER OPERATING COSTS	$	2,562	$	4,029	$	1,467	$	15,509	$	54,135	$	38,626
Non Operating Revenues (Expenses):												
Insurance Settlement/Other	$	-	$	-	$	-	$	-	$	-	$	-
Gain (Loss) on Disposition of Assets		-		-		-		-		(158)		(158)
Investment/Interest Earnings		-		-		-				2		2
Depreciation		(5,943)		(5,997)		(54)		(65,653)		(66,040)		(387)
Interest Expense				-		-						-
NET OPERATING INCOME *(NOI)*	$	(3,381)	$	(1,968)	$	1,413	$	(50,144)	$	(12,061)	$	38,083
Capital Contributions	$	-	$	-	$	-	$	-	$	-	$	-
Operating Transfers In (out)		-		-		-		-		-		-
Prior Period Adjustment		-		-		-		-		-		-
YTD CHANGE TO NET ASSETS	**$**	**(3,381)**	**$**	**(1,968)**	**$**	**1,413**	**$**	**(50,144)**	**$**	**(12,061)**	**$**	**38,083**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B	C	B-C	D	E	D-E
	Orting-Senior Apartments Month			**Orting-Senior Apartments Y-T-D**		
	November 2021	**November 2020**	**Variance**	**November 2021**	**November 2020**	**Variance**
Operating Revenues:						
Rent Income	$ 11,070	$ 12,300	$ 1,230	$ 121,918	$ 135,300	$ 13,382
Other Income	1,791	1,744	(47)	12,940	11,695	(1,245)
Rental Assistance	7,149	7,994	845	78,524	87,933	9,409
Subsidy Interest	2,334	2,334	-	25,442	25,678	236
TOTAL OPERATING REVENUES	$ 22,344	$ 24,372	$ 2,028	$ 238,824	$ 260,606	$ 21,782
Operating Expenses:						
Central Administration	$ -	$ -	$ -	$ -	$ -	$ -
Utilities	3,116	2,670	(446)	34,638	32,386	(2,252)
Maintenance Costs*	6,548	3,914	(2,634)	27,273	16,319	(10,954)
Wages & Benefits On Site	2,408	1,754	(654)	21,993	21,352	(641)
General-Taxes, Insurance	1,567	3,664	2,097	18,521	24,658	6,137
Rental Assistance	7,149	7,994	845	78,524	87,933	9,409
Independent Audit Costs	1,767	1,700	(67)	18,703	18,590	(113)
Vendor, Lender, Professional & Other Fees	-	-	-	-	456	456
TOTAL OPERATING EXPENSES	$ 22,555	$ 21,696	$ (859)	$ 199,652	$ 201,694	$ 2,042
PROFIT (LOSS) AFTER OPERATING COSTS	$ (211)	$ 2,676	$ 2,887	$ 39,172	$ 58,912	$ 19,740
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-	-	-	-	-	-
Investment/Interest Earnings			-	4	31	27
Depreciation			-			-
Interest Expense	(2,334)	(2,334)	-	(25,678)	(26,030)	(352)
NET OPERATING INCOME *(NOI)*	$ (2,545)	$ 342	$ 2,887	$ 13,498	$ 32,913	$ 19,415
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	(2,599)	-	2,599
YTD CHANGE TO NET ASSETS	**$ (2,545)**	**$ 342**	**$ 2,887**	**$ 10,899**	**$ 32,913**	**$ 22,014**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B	C	B-C	D	E	D-E
	Village Square Apartments Month			**Village Square Apartments Y-T-D**		
	November 2021	**November 2020**	**Variance**	**November 2021**	**November 2020**	**Variance**
Operating Revenues:						
Rent Income	$ 21,895	$ 23,915	$ 2,020	$ 258,843	$ 256,959	$ (1,884)
Other Income	2,028	1,828	(200)	8,223	7,112	(1,111)
			-			-
			-			-
TOTAL OPERATING REVENUES	$ 23,923	$ 25,743		$ 267,066	$ 264,071	
Operating Expenses:						
Central Administration	$ 2,161	$ 1,829	$ (332)	$ 18,590	$ 21,738	$ 3,148
Utilities	3,273	3,101	(172)	34,167	34,430	263
Maintenance Costs*	24,168	5,220	(18,948)	76,645	35,692	(40,953)
Wages & Benefits On Site	9,410	12,294	2,884	107,952	129,387	21,435
General-Taxes, Insurance	2,608	2,236	(372)	34,709	35,767	1,058
Independent Audit Costs	729	220	(509)	2,751	900	(1,851)
Vendor, Lender, Professional & Other Fees	281	214	(67)	3,671	1,458	(2,213)
TOTAL OPERATING EXPENSES	$ 42,630	$ 25,114	$ (17,516)	$ 278,485	$ 259,372	$ (19,113)
PROFIT (LOSS) AFTER OPERATING COSTS	$ (18,707)	$ 629	$ 19,336	$ (11,419)	$ 4,699	$ 16,118
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets			-	(404)	(515)	(111)
Investment/Interest Earnings			-		4	4
Depreciation	(3,068)	(1,003)	2,065	(33,870)	(31,778)	2,092
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ (21,775)	$ (374)	$ 21,401	$ (45,693)	$ (27,590)	$ 18,103
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (21,775)**	**$ (374)**	**$ 21,401**	**$ (45,693)**	**$ (27,590)**	**$ 18,103**

Pierce County Housing Authority
Statement of Revenues, Expenses and Changes in Net Position Year To Date Through November 30, 2021

	B	C	B-C	D	E	D-E
	Housing Choice Voucher Month			Housing Choice Voucher Y-T-D		
	November 2021	November 2020	Variance	November 2021	November 2020	Variance
Operating Revenues:						
HAP Subsidy	$ 2,068,187	$ 2,413,582	$ 345,395	$ 25,618,341	$ 25,933,295	$ 314,954
FSS Subsidy	9,889	8,609	(1,280)	118,619	89,678	(28,941)
Admin Subsidy	153,236	183,862	30,626	2,100,032	3,077,385	977,353
Section 8 CARES ACT Funds			-			-
Other Income	21,443	37,080	15,637	134,009	131,011	(2,998)
TOTAL OPERATING REVENUES	$ 2,252,755	$ 2,643,133	$ 390,378	$ 27,971,001	$ 29,231,369	$ 1,260,368
Operating Expenses:						
Central Administration	$ 28,570	$ 24,394	$ (4,176)	$ 251,731	$ 218,642	$ (33,089)
Utilities	-			-		
Maintenance Costs*	-			-		
Wages & Benefits On Site	102,879	67,378	(35,501)	793,455	701,324	(92,131)
HAP Expenses	2,496,800	2,372,364	(124,436)	25,774,192	25,971,071	196,879
FSS Expenses	16,037	15,198	(839)	122,091	113,826	(8,265)
General-Taxes, Insurance	50,106	34,630	(15,476)	442,274	521,332	79,058
Independent Audit Costs	9,727	11,202	1,475	36,685	45,746	9,061
Vendor, Lender, Professional & Other Fees			-	428		(428)
TOTAL OPERATING EXPENSES	$ 2,704,119	$ 2,525,166	$ (178,953)	$ 27,420,856	$ 27,571,941	$ 151,085
PROFIT (LOSS) AFTER OPERATING COSTS	$ (451,364)	$ 117,967	$ 569,331	$ 550,145	$ 1,659,428	$ 1,109,283
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-	-	-	1,745		(1,745)
Investment/Interest Earnings	20	24	4	228	501	273
Depreciation	(1,761)	(1,569)	192	(19,826)	(17,303)	2,523
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ (453,105)	$ 116,422	$ 569,527	$ 532,292	$ 1,642,626	$ 1,110,334
Covid Expenses	$ (24,836)	$ (157)	$ 24,679	$ (297,187)	$ (36,154)	$ 261,033
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (477,941)**	**$ 116,265**	**$ 594,206**	**$ 235,105**	**$ 1,606,472**	**$ 1,371,367**

COVID 19 Funds	$ 943,860
Spent	(333,341)
Balance	$ 610,519

Pierce County Housing Authority
Statement of Revenues, Expenses and
Changes in Net Position Year To Date
Through November 30, 2021

	B	C	B-C	D	E	D-E
	Low Income Public Housing Month			**Low Income Public Housing Y-T-D**		
	November 2021	**November 2020**	**Variance**	**November 2021**	**November 2020**	**Variance**
Operating Revenues:						
Rent Income	$ 58,074	$ 47,574	$ (10,500)	$ 576,495	$ 482,870	$ (93,625)
Other Income	7,025	6,260	(765)	30,069	26,458	(3,611)
HUD Subsidy	55,072	30,591	(24,481)	334,624	289,137	(45,487)
COVID 19			-	49,672		(49,672)
TOTAL OPERATING REVENUES	$ 120,171	$ 84,425	$ (35,746)	$ 990,860	$ 798,465	
Operating Expenses:						
Central Administration	$ 9,988	$ 8,525	$ (1,463)	$ 87,956	$ 99,186	$ 11,230
Utilities	990	132	(858)	5,342	4,319	(1,023)
Maintenance Costs*	51,207	5,997	(45,210)	137,261	99,656	(37,605)
Wages & Benefits On Site	48,576	32,159	(16,417)	360,836	284,327	(76,509)
HAP Expense	1,086	994	(92)	11,017	10,319	(698)
General-Taxes, Insurance	19,551	15,285	(4,266)	195,184	200,365	5,181
Independent Audit Costs	3,404	1,561	(1,843)	12,840	6,374	(6,466)
Vendor, Lender, Professional & Other Fees	-	-	-	1,399	2,241	842
TOTAL OPERATING EXPENSES	$ 134,802	$ 64,653	$ (70,149)	$ 811,835	$ 706,787	$ (105,048)
PROFIT (LOSS) AFTER OPERATING COSTS	$ (14,631)	$ 19,772	$ 34,403	$ 179,025	$ 91,678	$ (87,347)
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-	-	-	(766)	(636)	130
Investment/Interest Earnings	5	-	(5)	60	123	63
Depreciation	(27,971)	(28,223)	(252)	(308,282)	(310,713)	(2,431)
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ (42,597)	$ (8,451)	$ 34,146	$ (129,963)	$ (219,548)	$ (89,585)
COVID 19	$ -	$ -	$ -	$ (49,672)		$ 49,672
Operating Transfers In (out)	-	-	-	-	209,050	209,050
Prior Period Adjustment	-	-	-	(1,057)		1,057
YTD CHANGE TO NET ASSETS	**$ (42,597)**	**$ (8,451)**	**$ 34,146**	**$ (180,692)**	**$ (10,498)**	**$ 170,194**

Pierce County Housing Authority

Statement of Revenues and Expenses
November 30, 2021

	2021					2020				
	TOTAL PHA-WIDE CURRENT YEAR					TOTAL PHA-WIDE PRIOR YEAR				
	November-21	Y-T-D	BUDGET	VARIANCE	Variance %	November-20	Y-T-D	BUDGET	VARIANCE	Variance %
Operating Revenues:										
Rent Income	$ 589,646	$ 6,460,413	$ 6,647,449	$ 187,036	3%	$ 613,404	$ 6,482,974	$ 6,028,198	$ (454,776)	-8%
Other Income	32,783	161,334	137,483	(23,851)	-17%	21,075	129,930	616,897	$ 486,967	79%
Housing Assistance Grants	2,068,187	25,618,341	25,618,341	-	0%	2,413,582	25,933,295	25,933,295	-	0%
FSS Grant	9,889	111,119	111,119	-	0%	8,609	89,678	89,678	-	0%
Admin Operating Grant	153,236	2,100,032	2,100,032	-	0%	183,862	3,077,385	3,077,385	-	0%
LIPH Operating Grant	55,072	334,624	334,624	-	0%	30,591	289,137	289,137	-	0%
TOTAL OPERATING REVENUES	$ 2,908,813	$ 34,785,863	$ 34,949,048	$ 163,185	0%	$ 3,271,123	$ 36,002,399	$ 36,034,590	$ 32,191	0%
Operating Expenses:										
Central Administration	$ 102,051	$ 891,796	$ 1,235,306	$ 343,510	28%	$ 89,898	$ 1,075,440	$ 2,089,051	$ 1,013,611	49%
Utilities	50,235	869,340	770,142	(99,198)	-13%	43,147	821,074	912,875	91,801	10%
Maintenance Costs	202,977	1,722,309	994,079	(728,230)	-73%	96,360	912,987	2,905,139	1,992,152	69%
Wages & Benefits On Site	315,109	2,561,676	2,541,347	(20,329)	-1%	237,492	2,108,007	2,670,953	562,946	21%
General-Taxes, Insurance	87,028	850,365	619,252	(231,113)	-37%	64,056	884,513	1,120,024	235,511	21%
Housing Assistance/FSS Payments	2,505,035	25,863,733	25,863,733	-	0%	2,380,358	26,059,004	26,059,004	-	0%
Independent Audit Costs	24,316	91,713	65,995	(25,718)	-39%	17,283	70,583	101,715	31,132	31%
Vendor, Lender, Professional & Other Fees	5,176	69,161	45,885	(23,276)	-51%	1,421	28,230	47,392	19,162	40%
				-						
TOTAL OPERATING EXPENSES	$ 3,291,927	$ 32,920,093	$ 32,135,739	$ (784,354)	-2%	$ 2,930,015	$ 31,959,838	$ 35,906,153	$ 3,946,315	11%
PROFIT (LOSS) AFTER OPERATING COSTS	$ (383,114)	$ 1,865,770	$ 2,813,309	$ 947,539	34%	$ 341,108	$ 4,042,561	$ 128,437	$ (3,914,124)	-3048%
Non Operating Revenues (Expenses):										
Special Items		$ (7,708)	$ (7,708)	$ -		$ (4,138)	$ 2,923,018	$ 2,923,018	$ -	0%
Gain (Loss) on Disposition of Assets	(1,980)	(13,863)	(13,863)	-	0%	(331)	(9,747)	(9,747)	-	0%
Investment/Interest Earnings	50	619	619	-	0%	94	1,926	1,926	-	0%
Depreciation	(130,479)	(1,443,816)	(1,443,816)	-	0%	(130,602)	(1,461,196)	(1,461,196)	-	0%
Interest Expense	(79,727)	(883,806)	(883,806)	-	0%	(81,195)	(899,925)	(899,925)	-	0%
								-		
NET OPERATING INCOME *(NOI)*	$ (595,250)	$ (482,804)	$ 464,735	$ 947,539	204%	$ 124,936	$ 4,596,637	$ 682,513	$ (3,914,124)	-573%
Capital Contributions	$ 20,387	$ 20,387	$ 20,387	$ -		$ -	$ 209,050	$ 209,050	$ -	
Section 8 Cares Act	(24,836)	(297,187)	(297,187)	-		(157)	(36,154)	(36,154)	-	
LIPH Cares Act Funds	-	49,672	49,672	-					-	
LIPH Cares Act Expenses	-	(49,672)	(49,672)	-					-	
Prior Period Adjustment		437	437	-		-		-	-	
YTD CHANGE TO NET ASSETS	**(599,699)**	**(759,167)**	**188,372**	**947,539**	503%	**124,779**	**4,769,533**	**855,409**	**(3,914,124)**	-458%

Pierce County Housing Authority
Statement of Net Position
November 30, 2021

ASSETS	
Current Assets:	
Cash and Cash Equivalents:	
Unrestricted	$ 8,505,128
Restricted	921,314
FSS Escrow	434,921
Security Deposits	303,021
Accounts Receivable (Net of Allowance)	272,655
Prepaid Items	106,469
Inventory	11,396
Total Current Assets	10,554,904
Noncurrent Assets:	
Capital Assets:	
Land	15,089,332
Construction in Progress	31,051
Other Capital Assets, Net of Depreciation	4,521,074
Total Capital Assets	19,641,457
Notes, Loans and Mortgage Receivable	1,046,544
Total Other Non-Current Assets	1,046,544
Total Noncurrent Assets	20,688,001
Total Assets	31,242,905
Deferred Outflows of Resources	
Deferred Outflows Related to Pensions & OPEB	225,424
Total Deferred Outflows of Resources	225,424

Pierce County Housing Authority
Statement of Net Position
November 30, 2021

LIABILITIES		
Current Liabilities:		
Accounts Payable	$	508,692
Wages Payable		203,494
Deferred Revenue		1,335,358
Accrued Employee Leave (current)		136,153
Interest Payable		77,393
Tenant Security Deposits		299,604
FSS Escrow Payable		434,921
Bonds and Notes Payable (current)		30,633
Other		160,086
Total Current Liabilities		3,186,334
Noncurrent Liabilities:		
Accrued Employee Leave (net of current)		-
Bonds and Notes Payable (net of current)		16,814,403
Net Pension Liability		683,782
Total OPEB Liability		1,514,067
Other		168,074
Total Noncurrent Liabilities		19,180,326
Total Liabilities		22,366,660
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows Related to Pensions & OPEB		312,064
Total Deferred Inflows of Resources		312,064
NET POSITION		
Net Investment in Capital Assets		2,796,421
Restricted for:		
Housing Assisted Payments		(168,793)
Other		921,314
Unrestricted		5,240,663
Total Net Position	$	8,789,605

To: Honorable Chair and Members of the Board of Commissioners

From: Moreen Forde, Acting Chief Financial Officer

Date: February 7, 2022

Re: Budget Variance Report for November 30, 2021

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results for the period of November 30, 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 over budget by $163,185 (about 1%).
    - Rental Income is under budget by $187,036.
    - Other Income is over budget by $23,851.

- Operating Expenses are over budget by $784,354 (less than 2%)
    - 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 over 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 $947,539 (34%)

- Net Operating Income after Operating Costs is under budget by $947,539.

Operations - Revenue

Rental income (Total Tenant Revenue) of $6,460,413 is over budget by $187,036 (3%); and other income is over budget $23,851 (-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 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 $784,354 (less than 2%). Contributing factors to this overage in expenses are the maintenance costs, Utilities, general, taxes and insurances, audit costs and professional fees being over budget. utilities cost over budget by $99,198 due to increase in energy cost, Maintenance costs is over budget by $728,230 due to work orders are being performed again and upgrading the office space, general, taxes and insurance expenses are over budget by $231,113 because the increase in Insurance costs and the insurance deductible of $25,000 for the loss claim. Also, professional fees over because of consulting cost and increase audit costs.

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.

The audit of the 2020 financial statement has commence. OMB has extended the due date for the 2020 audited submission until March 31, 2022. Therefore, the audited submission is due to REAC on this date.

Respectfully submitted,

Moreen Forde
Acting Chief Financial Officer

Attachment: Year to date financials budget to actual

HCV Leasing and Spending Projection

Utilization Report:	HCV Utilization Report November 2021
PHA Name	HA of Pierce County
PHA Number	WA054

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ACC/Funding Information

ACC	Current Year (2021)	Year 2 (2022)	Year 3 (2023)
Beginning ACC Vouchers	2,946	2,946	2,946
Funding Components	Current Year (2021)	Year 2 (2022)	Year 3 (2023)
Initial BA Funding (net offset)	$29,661,811	$29,279,375	$30,645,311
Offset of HAP Reserves	$0	$0	$0
Set Aside Funding	$0		
New ACC Units Funding	$0	$0	$0
Total ABA Funding Provided	$29,661,811	$29,279,375	$30,645,311
PHA Income	$28,492	$0	
Total Cash-Supported Prior Year-End Reserves	$998,769	$2,262,494	$896,558
Total Funding			
Total Funding Available	$30,689,072	$31,541,869	$31,541,869

Funding Proration/Offset Levels

HAP	
Year 2 (2022) Rebenchmark	103.0%
Year 3 (2023) Rebenchmark	100.0%
Year 2 (2022) % 'Excess' Reserves Offset	25.0%
Year 3 (2023) % 'Excess' Reserves Offset	25.0%
Administrative Fees	
Year 1 (2021)	84.0%
Year 2 (2022)	80.0%

Program Projection Variables

Success Rate	68%	Annual Turnover Rate	5.3%
			PIC EOP % as of 12/31/2021 (151 EOPs): 6.64%

Time from Issuance to HAP Effective Date (Current: 2.74 months)	
% leased in 30 days	29%
% leased in 30 to 60 days	26%
% leased in 60 to 90 days	10%
% leased in 90 to 120 days	12%
% leased in 120 to 150 days	23%

Estimated 2022 Inflation
3.0%

Leasing and Spending Outcomes: Current and Following Year Projections

	2021	2022
UML % of ACC (UMA)	87.8%	89.3%
HAP Exp as % All Funds	92.6%	97.2%
HAP Exp as % of Eligibility only	95.8%	104.7%
End of Year Results		
Projected 12/31 Total HAP Reserves	$2,262,494	$896,558
HAP Reserves as % of ABA (Start: 3.4%)	*7.6%*	*3.1%*
"Excess" Reserves Subject To Offset	$0	$0

End of Year 3 Results (2023)

$1,613,627	5.3%	Projected Total HAP Reserves ======== Reserves % BA

HUD-Held Reconciliation Cash Sufficiency Check

HUD-established CYE HHR	$926,497		HUD-established CYE HHR	
HUD-estimated Net Excess Cash	$146,498	$114,677	PHA-Held Cash 12/31/2020 (VMS)	
HUD-Reconciled	*$1,072,995*	*$1,041,174*	*HUD-Reconciled (Cash Capped)*	
Lower of H17/I17 (May Override)	$998,769		Lower of H17/I17 (May Override)	Reserve Adjustment due to PY VMS Changes.

HUD-Reconciled Excess Cash v PHA RNP (12/31/2020)

HUD v. PHA difference: $31,821.00 or 0.1% of Eligibility	$114,677	<--VMS EOY RNP ============ EOY Excess Cash -->	$146,498

Administrative Fees Analysis

See Detail

<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)		2021	2022
		Admin Fees Earned (PY: $2,220,212)	$2,147,927	$2,074,652
$95.58	$89.23	Expense	$1,614,199	$1,644,804
		Expense %	75.2%	79.3%

WA054 has a cost per UML of $52.98 compared to its Earnings/UML & Size peer group of $86.90 (a difference of -64%) and its state peer group (of all PHAs in the state) of $60.70 (a difference of -14.6%).

Based on the most recent, official (end of fiscal year) UNP, WA054 has a projected 2021 Calendar Year-End (CYE) UNP of $295,796 (or 13.8% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of $725,644 (or 35% of CY 2022 Earned Admin Fees).

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	$2,377,772					2,614	$2,377,772	$910		88.7%	96.2%	88.7%	96.2%
Feb-21	2,946	2,612	$2,375,514					2,612	$2,375,514	$909		88.7%	96.1%	88.7%	96.1%
Mar-21	2,946	2,605	$2,363,625					2,605	$2,363,625	$907		88.6%	96.0%	88.4%	95.6%
Apr-21	2,946	2,588	$2,338,927					2,588	$2,338,927	$904		88.4%	95.6%	87.8%	94.6%
May-21	2,946	2,572	$2,330,568					2,572	$2,330,568	$906		88.2%	95.4%	87.3%	94.3%
Jun-21	2,946	2,569	$2,314,148					2,569	$2,314,148	$901		88.0%	95.1%	87.2%	93.6%
Jul-21	2,946	2,552	$2,294,701					2,552	$2,294,701	$899		87.8%	94.8%	86.6%	92.8%
Aug-21	2,946	2,543	$2,288,634					2,543	$2,288,634	$900		87.6%	94.5%	86.3%	92.6%
Sep-21	2,946	2,524	$2,301,888					2,524	$2,301,888	$912		87.4%	94.3%	85.7%	93.1%
Oct-21	2,946	2,622	$2,445,260					2,622	$2,445,260	$933		87.6%	94.8%	89.0%	98.9%
Nov-21	2,946	2,601	$2,487,311					2,601	$2,487,311	$956		87.6%	95.3%	88.3%	100.6%
Dec-21	2,946	2,621	$2,508,230					2,621	$2,508,230	$957		87.8%	95.8%	89.0%	101.5%
Total	*35,352*	*31,023*	*$28,426,578*	*0*	*0*	*0*	*0.0*	*31,023*	*$28,426,578*	*$916*		*87.8%*	*95.8%*		
2022															
Jan-22	2,946	2,608	$2,491,583	124				2,608	$2,491,583	$955		88.5%	102.1%	88.5%	102.1%
Feb-22	2,946				4	24	-11.5	2,625	$2,525,187	$962	$962	88.8%	102.8%	89.1%	103.5%
Mar-22	2,946				4	22	-11.6	2,639	$2,544,250	$964	$964	89.1%	103.3%	89.6%	104.3%
Apr-22	2,946				4	8	-11.7	2,640	$2,550,278	$966	$966	89.2%	103.6%	89.6%	104.5%
May-22	2,946				4	10	-11.7	2,642	$2,557,937	$968	$968	89.3%	103.8%	89.7%	104.8%
Jun-22	2,946				4	19	-11.7	2,654	$2,574,593	$970	$970	89.4%	104.1%	90.1%	105.5%
Jul-22	2,946				4	0	-11.7	2,646	$2,572,395	$972	$972	89.5%	104.3%	89.8%	105.4%
Aug-22	2,946				4	0	-11.7	2,639	$2,570,199	$974	$974	89.5%	104.4%	89.6%	105.3%
Sep-22	2,946				4	0	-11.7	2,631	$2,568,006	$976	$976	89.5%	104.5%	89.3%	105.2%
Oct-22	2,946				4	0	-11.6	2,624	$2,565,815	$978	$978	89.4%	104.6%	89.1%	105.2%
Nov-22	2,946				4	0	-11.6	2,616	$2,563,627	$980	$980	89.4%	104.6%	88.8%	105.1%
Dec-22	2,946				4	0	-11.6	2,608	$2,561,441	$982	$982	89.3%	104.7%	88.5%	105.0%
Total	*35,352*	*2,608*	*$2,491,583*	*124*	*44*	*84*	*-127.9*	*31,573*	*$30,645,311*	*$971*		*89.3%*	*104.7%*		

Graphs

FINANCIAL - Beginning Year: Cash & Investments (VMS) of $114,677 compares to RNP (VMS) of $114,677. Current: VMS Cash & Investments of $84,860 compares to VMS NRP plus UNP of $84,860. SPVs: Additional SPV leasing should focus on the 80 unleased VASH vouchers and the 17 unleased NED vouchers. PBVs: Currently, the PHA reports 212 leased PBVs, for a leased PBV rate of 88%. Additional leasing should focus on the 30 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP.

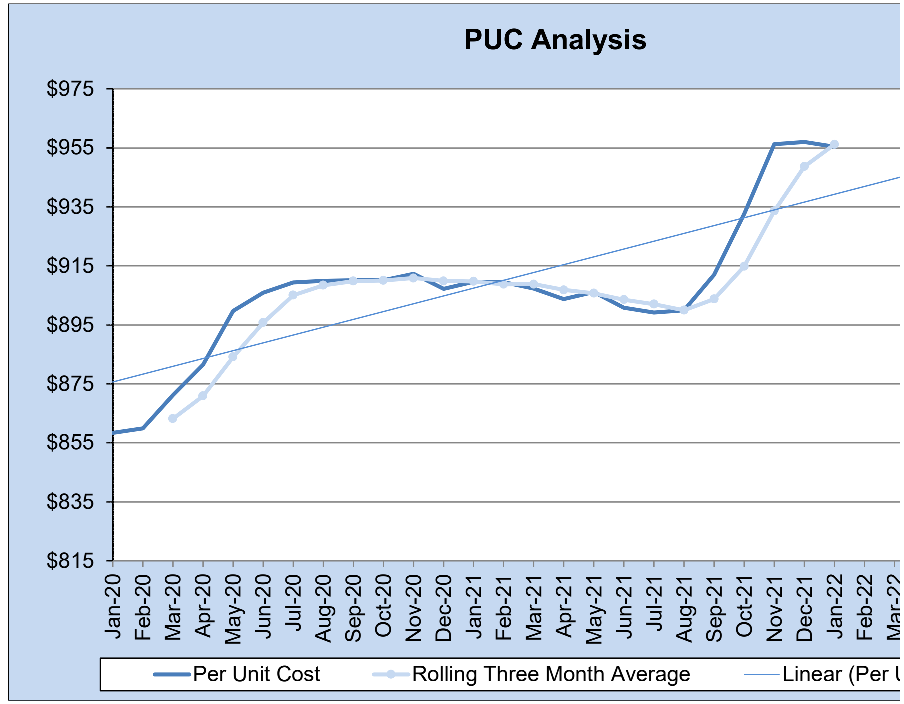
Comments (VMS Comments in Note)

HCV Leasing and Spending Projection

PUC Analysis						
Year	Month	ACTUAL Leased Units	Actual HAP	Per Unit Cost	Monthly Change	Rolling Three Month Average
2020	J	2,683	$2,302,887	$858.33		
2020	F	2,676	$2,301,295	$859.98		
2020	M	2,668	$2,324,359	$871.20	1.31%	$863.17
2020	A	2,662	$2,346,489	$881.48	1.18%	$870.88
2020	M	2,660	$2,393,352	$899.76	2.07%	$884.14
2020	J	2,651	$2,401,718	$905.97	0.69%	$895.73
2020	J	2,650	$2,409,780	$909.35	0.37%	$905.02
2020	A	2,635	$2,397,585	$909.90	0.06%	$908.41
2020	S	2,632	$2,395,610	$910.19	0.03%	$909.81
2020	O	2,619	$2,383,601	$910.12	-0.01%	$910.07
2020	N	2,608	$2,379,251	$912.29	0.24%	$910.86
2020	D	2,616	$2,373,417	$907.27	-0.55%	$909.89
2021	J	2,614	$2,377,772	$909.63	0.26%	$909.73
2021	F	2,612	$2,375,514	$909.46	-0.02%	$908.79
2021	M	2,605	$2,363,625	$907.34	-0.23%	$908.81
2021	A	2,588	$2,338,927	$903.76	-0.39%	$906.85
2021	M	2,572	$2,330,568	$906.13	0.26%	$905.74
2021	J	2,569	$2,314,148	$900.80	-0.59%	$903.56
2021	J	2,552	$2,294,701	$899.18	-0.18%	$902.04
2021	A	2,543	$2,288,634	$899.97	0.09%	$899.98
2021	S	2,524	$2,301,888	$912.00	1.34%	$903.72
2021	O	2,622	$2,445,260	$932.59	2.26%	$914.86
2021	N	2,601	$2,487,311	$956.29	2.54%	$933.63
2021	D	2,621	$2,508,230	$956.97	0.07%	$948.62
2022	J	2,608	$2,491,583	$955.36	-0.17%	$956.21
2022	F					
2022	M					
2022	A					
2022	M					
2022	J					

Choose PUC Method	Average Rolling Three-Month Change

Material New Units at a Material New PUC?



Remove Abated Units from PUC Calculation

R-Squared, last 6 months

HCV Leasing and Spending Projection

Years 3 & 4

Print

PHA Name	HA of Pierce County	PHA Number	WA054

ACC and Funding Information			
ACC	Year 3 (2023)	Year 4 (2024)	Year 5 (2025)
Beginning ACC # Vouchers	2,946	2,946	2,946
Funding Components	Year 3 (2023)	Year 4 (2024)	Year 5 (2025)
Initial BA Funding (net offset)	$30,645,311	$29,821,454	$28,074,484
Offset of HAP Reserves	$0	$106,789	$433,548
Set Aside Funding	$0		
New ACC Units Funding	$0	$0	
Total ABA Funding Provided	$30,645,311	$29,821,454	$28,074,484
PHA Income	$0		
Cash-Supported Total Reserves at Year-End	$896,558	$1,613,627	$2,927,049
Total Funding			
Total Funding Available	$31,541,869	$31,435,081	$31,001,533

Funding Proration/Offset Levels	
HAP	
Years 4 & 5	100.0%
% Excess Reserves (Optional)	
Years 4 & 5	25.0%
Administrative Fees	
Years 4 & 5	80.0%

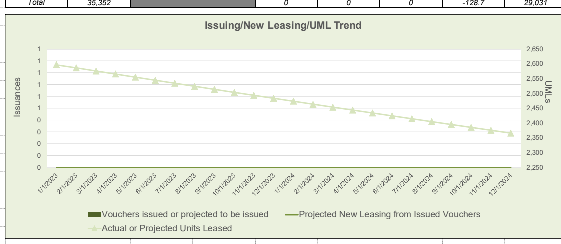
Program Projection Variables			
Success Rate	68%	Annual Turnover Rate	5.3%

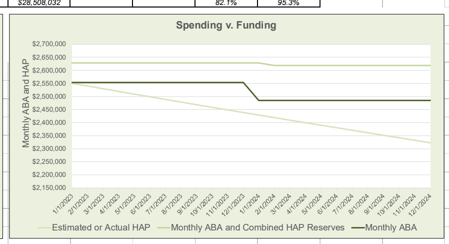
Time from Issuance to HAP Effective Date (Current: 2.74 months)	
% leased in 30 days	29%
% leased in 30 to 60 days	26%
% leased in 60 to 90 days	10%
% leased in 90 to 120 days	12%
% leased in 120 to 150 days	23%

Leasing and Spending Outcomes: Current and Following Year Projections		
	2023	*2024*
UML % of ACC (UMA)	86.2%	82.1%
HAP Exp as % All Funds	94.9%	90.7%
HAP Exp as % of Eligibility only	97.7%	95.3%
End of Results		
Projected 12/31 Total HAP Reserves	$1,613,627	$2,927,049
HAP Reserves as % of ABA (Start: 2.9%)	*5.3%*	*9.8%*
"Excess" Reserves Subject to Offset	$427,155	$1,734,191

Years 3 & 4
To note, this is not a full-fledged second tool. It just allows one to see the month-by-month detail of Years 3 and 4. Many of the additional tools (e.g. PUC, Success Rate, etc.) are not linked to this.

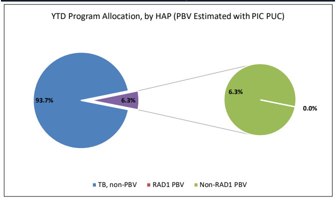
2023	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/ Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
Jan-23	2,946	2,597	$2,550,128			0	-11.5	2,597	$2,550,128	$982		88.1%	99.9%	88.1%	99.9%
Feb-23	2,946				1	0	-11.5	2,586	$2,539,775	$982		88.0%	99.7%	87.8%	99.5%
Mar-23	2,946				1	0	-11.4	2,576	$2,529,469	$982		87.8%	99.5%	87.4%	99.0%
Apr-23	2,946				1	0	-11.4	2,565	$2,519,208	$982		87.6%	99.3%	87.1%	98.6%
May-23	2,946				1	0	-11.3	2,555	$2,508,992	$982		87.4%	99.0%	86.7%	98.2%
Jun-23	2,946				1	0	-11.3	2,545	$2,498,822	$982		87.3%	98.8%	86.4%	97.8%
Jul-23	2,946				1	0	-11.2	2,534	$2,488,696	$982		87.1%	98.6%	86.0%	97.5%
Aug-23	2,946				1	0	-11.2	2,524	$2,478,615	$982		86.9%	98.5%	85.7%	97.1%
Sep-23	2,946				1	0	-11.1	2,514	$2,468,579	$982		86.7%	98.3%	85.3%	96.7%
Oct-23	2,946				1	0	-11.1	2,504	$2,458,586	$982		86.6%	98.1%	85.0%	96.3%
Nov-23	2,946				1	0	-11.1	2,494	$2,448,639	$982		86.4%	97.9%	84.6%	95.9%
Dec-23	2,946				1	0	-11.0	2,483	$2,438,735	$982		86.2%	97.7%	84.3%	95.5%
Total	*35,352*			*0*	*0*	*0*	*-135.2*	*30,477*	*$29,928,242*	*$982*		*86.2%*	*97.7%*		
2024															
Jan-24	2,946				1	0	-11.0	2,473	$2,428,874	$982		84.0%	97.4%	84.0%	97.4%
Feb-24	2,946				1	0	-10.9	2,463	$2,419,058	$982		83.8%	97.2%	83.6%	97.0%
Mar-24	2,946				1	0	-10.9	2,453	$2,409,284	$982		83.6%	97.0%	83.3%	96.6%
Apr-24	2,946				1	0	-10.8	2,444	$2,399,554	$982		83.5%	96.8%	82.9%	96.2%
May-24	2,946				1	0	-10.8	2,434	$2,389,867	$982		83.3%	96.6%	82.6%	95.8%
Jun-24	2,946				1	0	-10.7	2,424	$2,380,222	$982		83.1%	96.4%	82.3%	95.4%
Jul-24	2,946				1	0	-10.7	2,414	$2,370,620	$982		82.9%	96.2%	81.9%	95.1%
Aug-24	2,946				1	0	-10.7	2,404	$2,361,061	$982		82.8%	96.0%	81.6%	94.7%
Sep-24	2,946				1	0	-10.6	2,395	$2,351,544	$982		82.6%	95.8%	81.3%	94.3%
Oct-24	2,946				1	0	-10.6	2,385	$2,342,069	$982		82.4%	95.6%	81.0%	93.9%
Nov-24	2,946				1	0	-10.5	2,375	$2,332,635	$982		82.3%	95.4%	80.6%	93.5%
Dec-24	2,946				1	0	-10.5	2,366	$2,323,244	$982		82.1%	95.3%	80.3%	93.2%
Total	*35,352*			*0*	*0*	*0*	*-128.7*	*29,031*	*$28,508,032*			*82.1%*	*95.3%*		

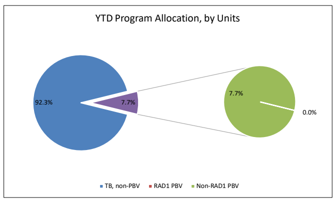


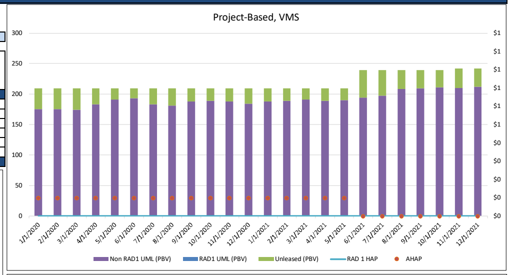


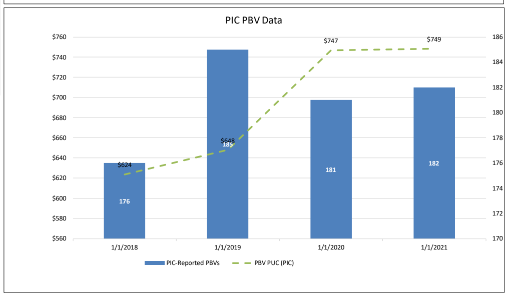
Project-Based Information

VMS Fields	CURRENT		
Number of PBV Under AHAP			
PBV Under HAP - Leased	212		
PBV Under HAP - Not Leased	30	12.4% Vacant PBV	
PBV Vacancy Payments			
RAD - Comp 1 UMLs		0	HUD-Anticipated UMAs
RAD - Comp 1 HAP			
RAD - Comp 2 UMLs		0	
RAD - Comp 2 HAP			
VMS Data Analysis			
Leased PBV, but NO unleased PBV?			
More RAD leased than PBV leased (RAD is subset of PBV)?			
Not reporting any RAD1, when RAD1 exists?			
Not reporting any RAD2, when RAD2 exists?			
Underreporting PBVs (leased and unleased) when RAD1/2 exists?			
Underreporting PBV Under HAP - Not Leased based on RAD underleased?			
PIC Data Analysis			









PHA: WA054	Quality Assurance Check		
	Topic	**TYT Input**	**QA Question**
	Success Rate (Cell K5)	68%	Have you obtained the actual PHA success rate, rather than use the default 70%? Please address in the checklist if you use the default success rate rather than obtaining a success rate from the PHA.
	Time from Issuance to HAP Effective Date (Cells K8 -K12)	2.74	Have you obtained the actual time it takes from issuance to HAP effective date, rather than use the default 2.28 months? Please address in InfoPath if you use the default time from issuance to HAP.
	PHA-Reported RNP v. FMC Excess Cash	0.78	If the PHA-Reported RNP is materially more/less than FMC - have you determined why? Please address in the checklist.
	End Of Participation Rate (Cell M5)	5.3%	Have you validated the auto-populated EOP rate with the PHA, i.e. checked in with them to see if the number is reasonable? Does it reflect PIC?
	Per Unit Cost Used in Projection	See "PUC.RB Analysis" Tab	Have you determined that the last actual PUC is reasonable going forward (see "PUC Analysis" Tab)? Did you discuss with the PHA? If needed, have you used the Manual PUC Override (Column M)?
	Utilization Performance: 2021 - Proj. Year End HAP Reserves %	7.6%	If 12/31 HAP Reserves show red (based on PHA size), have you discussed leasing potential or potential shortfall issues with the PHA? Please address in checklist.
	Utilization Performance: 2022 - Proj. Year End HAP Reserves %	3.1%	Ideally, you and the PHA have discussed tentative leasing plans into Year 2. Is this reflected in an issuance scenario?
	Vouchers on the Street	0	Have the most recent month's uncontracted vouchers on the street (in VMS) been entered in Column F - unless you have obtained from the PHA the ongoing number of vouchers actually issued for the last several months?
	Issuance/Leasing Scenario		Has a projected leasing scenario been discussed with the PHA for the current year? For the following year? Is this displayed in the forecast in the form of future months issuances in Column F? Please discuss.

Data Upload

Pierce County Housing Authority

Report of Maintenance Division

January/February 2022

Staff Projects

I. Chateau Rainer (248 units)
D205, F104, G202, K102, and P207 were completed to make ready status. During snow events staff responded by adding ice melt to walkways and snow plowing immediate areas for tenant safety. 120 work orders were completed this month.

II. Demark (93 units)
E108 and E208 were completed to make ready status. During snow events staff responded by adding ice melt to walkways and snow plowing immediate areas for tenant safety. "D" building exterior entry doors were repaired to prevent unauthorized entry into the building. 18 work orders were completed this month.

III. Hidden Village (30 units)
During snow events staff responded by adding ice melt to walkways and snow plowing immediate areas for tenant safety. The main water line was repaired due to a break in the pipe. 9 work orders were completed this month.

IV. Lakewood Village (136 units)
B301 and K304 were completed to make ready status. During snow events staff responded by adding ice melt to walkways and snow plowing immediate areas for tenant safety. Cabana was cleaned to allow the office to be re-opened to the public. 60 work orders were completed this month.

VI Village Square (38 units)
09 and 30 are in the process of being completed to make ready status they are in need of new flooring and cleaning. During snow events staff responded by adding ice melt to walkways and snow plowing immediate areas for tenant safety. The laundry room received repairs due to vandalism. We are addressing security issues to prevent this in the future. 15 work orders were completed this month.

Training and Development

I. This month's safety meeting will cover "Eye Protection" which will identify possible workplace eye hazards, types of eye protection, and use and care of eye protection.

Victor Lovelace Maintenance Director Pierce County Housing Authority

1525 108th St S Tacoma, WA 98444-2613

Voice 253.620.5400 ext. 1459 Fax 253.548.0556 vlovelace@pchawa.org

Pierce County
Housing Authority

AFFORDABLE HOUSING DIVISION BOARD REPORT
February 2022

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

Customer Service

- Property management staff continue to work to provide the best quality customer service even while faced with limited staffing and daily impacts of COVID-19.
- Preparing offices for meeting with residents in-person, which will includes protocols we have been following of face coverings and distances, scheduling appointments to manage number of persons in office spaces at a time, and purchasing portable air filtration machines.

Lease Enforcement & Lease Updates

- Starting January 1st, PCHA, in alignment with state laws and expiration of certain provisions of the Eviction Moratorium, reinstituted late fees.
- New utility charges, that assist in covering water/sewer/garbage costs, began February 1st for any non-subsidized resident household who are not currently in a fixed term lease
- All households with expired leases and/or month-to-month agreements must enter into new fixed term (6 month or 12 month) leases which will keep their current rent the same for lease term.
  - All households without housing subsidies are having leases signed now/in February
  - All Project Based Voucher households will get new leases in March for April 1st start dates
  - All Housing Choice Voucher households will get new leases in April for May 1st start dates

Staffing

- Staffing Overview – Working to get the Affordable Housing team to a full staff of 7.0 FTEs – consisting of a team of 3 Property Managers, 3 Assistant Property Managers, and 1 Resident Services Specialist for the management of our 8 affordable apartment communities (640 housing units) and future daily management of the USDA Rural Development Orting Senior Apartments in partnership with Supportive Housing Programs Division.
- Arrivals and Departures
  - Arrival of New Positions of Assistant Property Manager –Kendal Stearns and Chyna Faualo
  - Return from Leave – Resident Services Specialist Derika Cabanero
  - Departure of Property Manager – Marquez Taylor
- Recruitment (in March 2022)
  - Assistant Property Manager – at least one position
  - Property Manager – at least one position

Occupancy and Delinquency Data – This information will be shared during the Board of Commissioners meeting, and sent out as soon as available.

EQUAL HOUSING OPPORTUNITY

Report Date: 2/16/2022, McLeod, C.L.

Occupancy and Leasing for Period Ending 12/31/21

Occupancy Statistics Apartments	Total Units Available	12/2021 Total # Rented Units	PHA Occupancy %	Total Vacant PB S8 Units	**PHA** Adjusted Occupancy %
Brookridge	67	65	97%	-	97%
Chateau Rainier	248	234	94%	1	95%
DeMark	93	86	92%	3	96%
Hidden Village	26	25	96%	-	96%
Lakewood Village	136	127	93%	4	96%
Oakleaf	26	23	88%	-	88%
Montgrove Manor	30	27	90%	-	90%
Village Square	38	33	87%	-	87%
Totals	**664**	**620**	**93%**	**8**	**95%**

Turn-over Statistics	Trailing 12 Months Move Outs:	111	17%

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Occupancy Statistics Assisted Housing	Total Units Available	12/2021 Total # Rented Units	PHA Occupancy %	Total Units Under Modernization	PHA Adjusted Occupancy %
Orting	20	18	90%	-	90%
LIPH	124	124	100%	-	100%
Totals	144	142	99%	-	99%

Printed 1/22/2022

Delinquency and Debt for Period Ending 12/31/21

Delinquency Statistics Apartments	12/2021 Rent Roll	YTD Rent Roll	12/2021 Total # Rented Units	Total Units Delinquent	Total Delinquent Actives	% of YTD 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	$ 41,850	$ 505,267	65	9	$ 25,922	5%	$ -	$ -	$ -	$ -	$ 25,922	5%
Chateau Rainier	$ 201,901	$ 2,444,262	234	35	$ 35,614	1%	-	867	-	-	34,747	1%
DeMark	$ 70,760	$ 875,057	86	14	$ 37,925	4%	-	1,098	-	-	36,827	4%
Hidden Village	$ 15,000	$ 175,157	25	2	$ 5,422	3%	-	-	-	-	5,422	3%
Lakewood Village	$ 113,954	$ 1,431,483	127	28	$ 61,654	4%	-	-	-	-	61,654	4%
Oakleaf	$ 12,685	$ 161,240	23	5	$ 4,058	3%	-	-	-	-	4,058	3%
Montgrove Manor	$ 12,150	$ 147,475	27	5	$ 578	0%	-	-	-	-	578	0%
Village Square	$ 20,405	$ 278,528	33	10	$ 29,192	10%	-	-	-	-	29,192	10%
Totals	$ 488,705	$ 6,018,469	620	108	$ 200,365	3%	$ -	$ 1,965	$ -	$ -	$ 198,400	3%

Delinquency Statistics Asst Housing	12/2021 Rent Roll	YTD Rent Roll	12/2021 Total # Rented Units	Total Units Delinquent	Total Delinquent Actives	% of YTD Rents Delinquent	Delinquent Actives in Evictions	Delinquent Active Rural Devel	Pierce County's Covid-19 Rental Assistance	Stipulation & Program Repayments	Adjusted Delinquent Actives	Adjusted % of Active Rents Delinquent
Orting	$ 11,070	$ 133,560	18	8	$ 922	1%	$ -	$ -	$ -	$ -	$ 1,091	0%
LIPH	$ 64,458	$ 639,959	124	40	$ 94,001	21%	-	-	-	$ -	$ 95,151	0%
Totals	$ 75,528	$ 773,519	142	48	$ 94,923	17%	$ -	$ -	$ -	$ -	$ 96,242	0%

Evictions	# Active Eviction Proceedings	-

Printed 1/22/2022

Occupancy and Leasing for Period Ending 1/31/22

Occupancy Statistics Apartments	Total Units Available	1/2022 Total # Rented Units	PHA Occupancy %	Total Vacant PB S8 Units	**PHA** Adjusted Occupancy %
Brookridge	67	62	93%	-	93%
Chateau Rainier	248	238	96%	1	96%
DeMark	93	86	92%	3	96%
Hidden Village	26	24	92%	-	92%
Lakewood Village	136	124	91%	4	94%
Oakleaf	26	23	88%	-	88%
Montgrove Manor	30	27	90%	-	90%
Village Square	38	35	92%	-	92%
Totals	**664**	**619**	**93%**	**8**	**94%**

Turn-over Statistics	Trailing 12 Months Move Outs:	112	17%

Occupancy Statistics Assisted Housing	Total Units Available	1/2022 Total # Rented Units	PHA Occupancy %	Total Units Under Modernization	PHA Adjusted Occupancy %
Orting	20	18	90%	-	90%
LIPH	124	123	99%	-	99%
Totals	144	141	98%	-	98%

Printed 2/17/2022

Delinquency and Debt for Period Ending 1/31/22

Delinquency Statistics Apartments	1/2022 Rent Roll	YTD Rent Roll	1/2022 Total # Rented Units	Total Units Delinquent	Total Delinquent Actives	% of YTD 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	$ 39,935	$ 39,935	62	8	$ 11,887	30%	$ -	$ -	$ -	$ -	$ 11,887	30%
Chateau Rainier	$ 201,699	$ 201,699	238	34	$ 49,759	25%	-	1,552	-	-	48,207	24%
DeMark	$ 71,250	$ 71,250	86	14	$ 30,908	43%	-	1,647	-	-	29,261	41%
Hidden Village	$ 14,400	$ 14,400	24	3	$ 5,398	37%	-	-	-	-	5,398	37%
Lakewood Village	$ 112,915	$ 112,915	124	34	$ 60,467	54%	-	-	-	-	60,467	54%
Oakleaf	$ 12,685	$ 12,685	23	7	$ 3,104	24%	-	-	-	-	3,104	24%
Montgrove Manor	$ 12,150	$ 12,150	27	5	$ 331	3%	-	-	-	-	331	3%
Village Square	$ 21,130	$ 21,130	35	9	$ 23,084	109%	-	-	-	-	23,084	109%
Totals	$ 486,164	$ 486,164	619	114	$ 184,938	38%	$ -	$ 3,199	$ -	$ -	$ 181,739	37%

Delinquency Statistics Asst Housing	1/2022 Rent Roll	YTD Rent Roll	1/2022 Total # Rented Units	Total Units Delinquent	Total Delinquent Actives	% of YTD Rents Delinquent	Delinquent Actives in Evictions	Delinquent Active Rural Devel	Pierce County's Covid-19 Rental Assistance	Stipulation & Program Repayments	Adjusted Delinquent Actives	Adjusted % of Active Rents Delinquent
Orting	$ 11,070	$ 11,070	18	7	$ 1,053	1%	$ -	$ -	$ -	$ -	$ 1,091	0%
LIPH	$ 64,887	$ 64,887	123	33	$ 106,527	21%	28,581	-	-	$ 623	$ 95,151	1%
Totals	$ 75,957	$ 75,957	141	40	$ 107,580	17%	$ 28,581	$ -	$ -	$ 623	$ 96,242	1%

Evictions	# Active Eviction Proceedings	2

Printed 2/17/2022

Project Management Report to PCHA Board of Commissioners

February 23, 2022*

1. **Section 18 Disposition Target date for submission 4-15-22**
    a. Project Timeline
        i. – Appraisals-required for application; ABS Valuation is undertaking a large-scale approach to appraisal reports.
            1. Delivery schedule of appraisal reports seems on target for approximately the third week of March. Eleven "covid units" may require additional time and expense.
        ii. HUD timelines-Once submitted could take up to 180 days
    b. Partner Meetings-PCHA met with County officials and representatives from Habitat for Humanity to discuss possible bulk sale of units. Process pending.
        i. Habitat is asking for a non-binding, non-exclusive MOU with PCHA regarding package of units for their purchase Pierce County funds.

2. **Structural Damage at Village Square (car damage)**
    a. Damaged two units September 3

3. **Structural Damage at deMark roof (tree)**

4. **Fire Damage at Oakleaf**
    a. Demolition contractor has completed extensive demolition of interior components of the fire-damaged units, including all fixtures, appliances, cabinets, drywall and insulation.

5. **Of interest**
    a. City of Lakewood CBDG grant fund application draft submitted February 15, for money to pay for exterior paint and minor repairs at both Oakleaf and Village Square apartments.
        i. PCHA estimate for total project: $184,400.
        ii. Asking for any additional funding to possible install new fencing at either property.

**This report covers activity since December, 2021, Board report*