PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, March 30, 2022 3:30 p.m.
Via Zoom

AGENDA

1. ROLL CALL

2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER

3. CONSIDER A MOTION APPROVING THE MINTUES FOR THE ANNUAL BOARD MEETING HELD ON February 23, 2022.

4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON February 23, 2022.

5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING $3,722,764.26 FOR January 2022

6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING $3,488,885.39 FOR February 2022

7. INTRODUCTION OF GUESTS QUADEL CONSULTING – Technical Assistants provided by HUD for Repositioning

8. REPORTS
    a. INTRODUCTION OF STAFF
    b. FINANCE - Moreen Ford Acting CFO
    c. SECTION 8 AND PUBLIC HOUSING – Tamara Meade
    d. MAINTENANCE and REAL ESTATE – Victor Lovelace
    e. ENTERPRISE APARTMENTS – Christina McLeod
    f. PUBLIC HOUSING REPSOSITIONING – Sean McKenna
    g. EXCECUTIVE DIRECTOR REPORT – Jim Stretz

9. COMMISSIONER'S CORNER

10. EXECUTIVE SESSION

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

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

11. ADJOURNMENT

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

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

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE BOARD OF COMISSIONERS OF THE PIERCE COUNTY HOUSING AUTHORITY

February 23, 2022 Location: Via Zoom
603 SOUTH POLK STREET
TACOMA WA 98445

In attendance:
Commissioner Blakesley
Commissioner Miller
Commissioner Stewart
Commissioner Walton

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

Vice Chairperson Walton called the meeting to order at 3:30 p.m. Roll call was taken.

The new commissioners introduced themselves.

Vice Chairperson Walton asked if there should be any meeting schedule changes. Everyone was okay with the current date and time of the board meeting.

The board meeting will continue to be on the last Wednesday of the month at 3:30 pm.

There being no further business, the 2021 Annual General Meeting of the Board of Commissioners of Pierce County Housing Authority adjourned at 3:39 p.m.

Board Minutes

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

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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.

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

February 23, 2022 Location: via Zoom
603 SOUTH POLK STREET
TACOMA WA 98445

In attendance via Zoom:	Commissioner Blakesley
	Commissioner Miller
	Commissioner Stewart
	Commissioner Walton
Also in attendance via Zoom:	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
Guests:	Margaret Brammall
	Sally Porter-Smith
Via Phone:	Two public guests

Vice Chairperson Walton called the meeting to order at 3:39 pm. Roll call was taken with those in attendance.

There was public comment via telephone from Bianca Williams and Aliyah Richards, a dependent resident under the Williams voucher. They both were of the opinion that PCHA staff is not following the subsidy standard policy and discussed their situation. After making their comments, they thanked the Commissioners and left the meeting.

Vice Chairperson Walton asked the Board to consider a motion approving the minutes of the regular board meeting held on December 8, 2021. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1911. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion.

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Ex-Commissioner Brammall spoke thanking the Board for the recognition and grateful to serve the community. She was especially appreciable to the donation by the staff in her honor to Home First.

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1912. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion.

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Ex-Commissioner Porter-Smith thanked the board for their kind words and wanted to especially recognize the hard work of the staff through challenging times. She was especially grateful for the donation by staff to Habitat for Humanity in her honor.
Brammall and Smith left the meeting.

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

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1910. Commissioner Stewart so moved. Commissioner Miller seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1913. Commissioner Miller so moved. Commissioner Stewart seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1914. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐

Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked for the introduction of staff. Vice Chairperson Walton had all staff in the meeting introduce themselves to the new commissioners. Then Tamara introduced Krystal, the new housing navigator.

Vice Chairperson Walton asked for the finance report. Moreen went over her written reports.

Vice Chairperson Walton asked for the Section 8 report. Tamara went over her two-year tool. A video on the two-year tool will be sent to the new commissioners. Discussion on rent burden followed. Tamara also went over why there are unused vouchers. Tamara gave an update on the emergency housing voucher program.

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

Vice Chairperson Walton asked for the affordable housing report. Christina went over written report. Christina went over the affordable housing division for the new commissioners. Ceiling on income for HCV was explained.

Vice Chairperson Walton asked for the projects management report. Sean went over his written report. Sean went into detail the disposition project for the new commissioners.

Vice Chairperson Walton asked for the Executive Director report. Yardi conversion going slowly. Meeting with Habitat for Humanity regarding an MOU. SAO audit is not finished yet. Jim would like to do a tour of all the apartments for the new commissioners before the retreat if possible. Suggesting an all staff meeting after the Board retreat. Commissioner Miller opined his preference for a Saturday morning schedule and the agenda to set the tone for discussion rather than presentations.

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

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

No Executive Session

Meeting adjourned at 5:56 pm.

PIERCE COUNTY HOUSING AUTHORITY

Report of Cash and Investments

Period Ending February, 2022

Account Name	Bank	Balance		
		Feb-22	Jan-22	Variance
General Operating Accounts				
Apartments General	US Bank	$ 82,365.10	$ 17,244.48	$ 65,120.62
Payroll	US Bank	86,518.83	80,341.43	6,177.40
General Operation	US Bank	193,180.12	203,006.54	(9,826.42)
PCHA Special Item	US Bank	1,415,520.31	1,415,514.89	5.42
Homeownership	US Bank	500,805.34	500,364.42	440.92
Tenant Trust Accounts				
Damage Deposits	US Bank	274,940.34	271,567.13	3,373.21
Hud Trust Accounts				
Section 8	US Bank	4,466,373.94	4,087,099.77	379,274.17
LIPH Management	US Bank	1,234,084.09	1,213,134.12	20,949.97
LIPH Damage Deposits	US Bank	42,050.00	42,050.00	-
Section 8 FSS	US Bank	411,292.70	400,530.16	10,762.54
LIPH FSS	US Bank	49,489.08	49,147.90	341.18
Rural Development Funds				
Rural Development (Orting) Reserve	US Bank	94,120.64	86,260.31	7,860.33
FNMA Loan Reserve Account (Restricted)				
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,659.05	59,657.53	1.52
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,916.29	18,915.81	0.48
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,294.90	26,294.23	0.67
CR Replacement Reserve	Greystone (TTE)	273,966.74	266,223.02	7,743.72
DM Replacement Reserve	Greystone (TTE)	65,011.16	65,009.50	1.66
LV Replacement Reserve	Greystone (TTE)	98,905.15	98,902.63	2.52
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	-	110,624.60	(110,624.60)
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	-	36,759.73	(36,759.73)
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	-	42,611.42	(42,611.42)
FNMA Reserve Total		542,753.29	724,998.47	(182,245.18)
TOTAL PCHA		$ 9,393,493.78	$ 9,091,259.62	$ 119,988.98

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.

PIERCE COUNTY HOUSING AUTHORITY

Report of Cash Disbursements

Period Ending January, 2022

Below are the cash disbursements for the month of January, 2022

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Jan-22	Dec-21	Variance
Apts General	US Bank	2,270.00	534.40	-	2,804.40	541.40	2,263.00
General Operation	US Bank	717,556.04	207,299.13	1,479.08	926,334.25	828,637.27	97,696.98
Payroll	US Bank	-	163,614.57	-	163,614.57	283,647.88	(120,033.31)
Section 8 HAP	US Bank	2,615,143.75	-	-	2,615,143.75	2,520,521.13	94,622.62
S8 FSS	US Bank	11,221.29	-	-	11,221.29	-	11,221.29
LIPH Management	US Bank	3,646.00	-	-	3,646.00	77,425.00	(73,779.00)
TOTAL		3,349,837.08	371,448.10	1,479.08	$3,722,764.26	$3,710,772.68	11,991.58

NOTE: Gen Ops-Annual Software Invoices Paid-Yardi $163,699.61 and MRI $24,378.47

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, February 23, 2022 the Board of Commissioners of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: $3,722,764.26

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

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

42.24.080 << 42.24.090 >> 42.24.100

RCW 42.24.090

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

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

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

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

A/P Trade Report

A/Employee

Name	Check Date	Check #	Check Amount
Edward Ardis	01/20/2022	7436	$119.11
Ebonique M Moore	01/20/2022	7441	$86.58
Marquez Taylor	01/20/2022	7448	$81.20
Total For : A/Employee			**$286.89**

PIERCE COUNTY HOUSING AUTHORITY

Report of Cash and Investments

Period Ending January, 2022

Account Name	Bank	Balance		
		Jan-22	Dec-21	Variance
General Operating Accounts				
Apartments General	US Bank	$ 17,244.48	$ 98,493.47	$ (81,248.99)
Payroll	US Bank	80,341.43	92,560.77	(12,219.34)
General Operation	US Bank	203,006.54	438,468.70	(235,462.16)
PCHA Special Item	US Bank	1,415,514.89	1,415,508.88	6.01
Homeownership	US Bank	500,364.42	499,923.30	441.12
Tenant Trust Accounts				
Damage Deposits	US Bank	271,567.13	265,345.89	6,221.24
Hud Trust Accounts				
Section 8	US Bank	4,087,099.77	4,350,981.44	(263,881.67)
LIPH Management	US Bank	1,213,134.12	1,179,907.41	33,226.71
LIPH Damage Deposits	US Bank	42,050.00	41,150.00	-
Section 8 FSS	US Bank	400,530.16	398,847.92	1,682.24
LIPH FSS	US Bank	49,147.90	48,016.70	1,131.20
Rural Development Funds				
Rural Development (Orting) Reserve	US Bank	86,260.31	86,259.95	0.36
FNMA Loan Reserve Account (Restricted)				
CR Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	59,657.53	59,656.01	1.52
DM Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	18,915.81	18,915.33	0.48
LV Restabilization Reserve (PB S8 HAPC)	Greystone (TTE)	26,294.23	26,293.56	0.67
CR Replacement Reserve	Greystone (TTE)	266,223.02	258,479.48	7,743.54
DM Replacement Reserve	Greystone (TTE)	65,009.50	65,007.84	1.66
LV Replacement Reserve	Greystone (TTE)	98,902.63	98,900.11	2.52
CR FNMA Tax & Insurance Escrow	Greystone (TTE)	110,624.60	102,324.08	8,300.52
DM FNMA Tax & Insurance Escrow	Greystone (TTE)	36,759.73	31,444.44	5,315.29
LV FNMA Tax & Insurance Escrow	Greystone (TTE)	42,611.42	37,547.88	5,063.54
FNMA Reserve Total		724,998.47	698,568.73	26,429.74
TOTAL PCHA		$ 9,091,259.62	$ 9,614,033.16	$ (497,243.80)

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
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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
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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.

PIERCE COUNTY HOUSING AUTHORITY

Report of Cash Disbursements

Period Ending February, 2022

Below are the cash disbursements for the month of February, 2022

Account Name	Bank	Check and ACH Disbursements	ACH Direct Pays	Bank Fees	Total Feb-22	Jan-22	Variance
Apts General	US Bank	165.50	21,644.30	-	21,809.80	2,804.40	19,005.40
General Operation	US Bank	347,157.71	179,144.09	1,190.62	527,492.42	926,334.25	(398,841.83)
Payroll	US Bank	-	154,497.71	-	154,497.71	163,614.57	(9,116.86)
Section 8 HAP	US Bank	2,537,568.47	-	-	2,537,568.47	2,615,143.75	(77,575.28)
S8 FSS	US Bank	-	-	-	-	11,221.29	(11,221.29)
LIPH Management	US Bank	10,918.00	-	-	10,918.00	3,646.00	7,272.00
FNMA T&I Escrow	Greystone	-	236,598.99	-	$236,598.99	$0.00	236,598.99
TOTAL		2,895,809.68	591,885.09	1,190.62	$3,488,885.39	$3,722,764.26	(233,878.87)

NOTE: Apt Gen-Purchased Truck with Snow Plow from SOW Surplus $21,120
Gen Ops-Plowing & De-icing Service by GA Jorgensen $20,420 and IT Support by CyberClan $10,599.94
FNMA T&I Escrow-Propel Insurance for - CR $123,370.66 - DM $47,217.67 - LV $66,010.66

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, March 30, 2022 the Board of Commissioners
of the Pierce County Housing Authority ratifies the payment of the above disbursements in the grand total of: $3,488,885.39

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

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

42.24.080 << 42.24.090 >> 42.24.100

RCW 42.24.090

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

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

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

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

A/P Trade Report

A/Employee

Name	Check Date	Check #	Check Amount
Kristina Hansen	02/15/2022	7487	$8.78
Bobbie Jones	02/15/2022	7490	$253.89
Total For : A/Employee			**$262.67**

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

	B	C	B-C	D	E	D-E
	Housing Choice Voucher Month			Housing Choice Voucher Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
HAP Subsidy	$ 2,678,782	$ 2,541,226	$ (137,556)	$ 28,297,123	$ 28,474,521	$ 177,398
FSS Subsidy	16,390	8,205	(8,185)	135,009	112,883	(22,126)
Admin Subsidy	160,383	183,862	23,479	2,260,415	2,289,848	29,433
Other Income	1,471,826	949,098	(522,728)	1,605,670	1,065,109	(540,561)
TOTAL OPERATING REVENUES	$ 4,327,381	$ 3,682,391	$ (644,990)	$ 32,298,217	$ 31,942,361	$ (355,856)
Operating Expenses:						
Central Administration	$ (216,751)	$ 10,895	$ 227,646	$ 502,859	$ 637,020	$ 134,161
Utilities	-		-			-
Maintenance Costs*	-		-			-
Wages & Benefits On Site	(319,740)	210,904	530,644	5,836	490,342	484,506
HAP Expenses	4,033,355	3,372,261	(661,094)	29,808,212	29,347,931	(460,281)
FSS Expenses	12,918	(943)	(13,861)	135,009	112,883	(22,126)
General-Taxes, Insurance	(151,482)	38,082	189,564	290,792	569,222	278,430
Independent Audit Costs	4,877	(17,385)	(22,262)	41,562	28,361	(13,201)
Vendor, Lender, Professional & Other Fees	-		-	428		(428)
TOTAL OPERATING EXPENSES	$ 3,363,177	$ 3,613,814	$ 250,637	$ 30,784,698	$ 31,185,759	$ 401,061
PROFIT (LOSS) AFTER OPERATING COSTS	$ 964,204	$ 68,577	$ (895,627)	$ 1,513,519	$ 756,602	$ (756,917)
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -		$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-		-	1,745		(1,745)
Investment/Interest Earnings	20	382	362	248	883	635
Depreciation	(1,768)	(1,734)	34	(21,594)	(19,037)	2,557
Interest Expense	-		-	-		-
NET OPERATING INCOME *(NOI)*	$ 962,456	$ 67,225	$ (895,231)	$ 1,493,918	$ 738,448	$ (755,470)
Covid Expenses	$ (594,024)	$ 51,271	$ 645,295	$ (891,210)	$ 51,271	$ 942,481
Section 8 CARES ACT Funds	892,589		(892,589)	892,589		(892,589)
EHV Revenue	334,269		(334,269)	334,269		(334,269)
EHV Expenses	(3,979)		3,979	(3,979)		3,979
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	(1,170,404)	-	1,170,404	(1,170,404)	-	1,170,404
YTD CHANGE TO NET ASSETS	**$ 420,907**	**$ 118,496**	**$ (302,411)**	**$ 655,183**	**$ 789,719**	**$ 134,536**

COVID 19 Funds	$ 943,860
Spent	(943,860)
Balance	$ -

EHV Funds	$ 334,269
Spent	(3,979)
Balance	$ 330,290

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

	B	C	B-C	D	E	D-E
	Oakleaf Apartments Month			Oakleaf Apartments Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 12,685	$ 13,275	$ 590	$ 159,605	$ 158,289	$ (1,316)
Other Income	4,355	676	(3,679)	6,464	2,691	(3,773)
			-			-
			-			-
TOTAL OPERATING REVENUES	$ 17,040	$ 13,951	$ (3,089)	$ 166,069	$ 160,980	$ (5,089)
Operating Expenses:						
Central Administration	$ (1,646)	$ (1,005)	$ 641	$ 10,748	$ 13,237	$ 2,489
Utilities	4,886	4,723	(163)	45,105	42,098	(3,007)
Maintenance Costs*	8,381	3,001	(5,380)	54,124	17,016	(37,108)
Wages & Benefits On Site	(1,645)	1,679	3,324	12,243	12,801	558
General-Taxes, Insurance	15,210	1,186	(14,024)	32,143	16,586	(15,557)
Independent Audit Costs	244	1,000	756	2,078	1,418	(660)
Vendor, Lender, Professional & Other Fees	-	30	30	2,511	510	(2,001)
TOTAL OPERATING EXPENSES	$ 25,430	$ 10,614	$ (14,816)	$ 158,952	$ 103,666	$ (55,286)
PROFIT (LOSS) AFTER OPERATING COSTS	$ (8,390)	$ 3,337	$ 11,727	$ 7,117	$ 57,314	$ 50,197
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-	-	-			-
Investment/Interest Earnings	-	-	-		2	2
Depreciation	(5,943)	(5,991)	(48)	(71,596)	(72,031)	(435)
Interest Expense		-	-			-
NET OPERATING INCOME *(NOI)*	$ (14,333)	$ (2,654)	$ 11,679	$ (64,479)	$ (14,715)	$ 49,764
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (14,333)**	**$ (2,654)**	**$ 11,679**	**$ (64,479)**	**$ (14,715)**	**$ 49,764**

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

	B	C	B-C	D	E	D-E
	Hidden Village Apartments Month			Hidden Village Apartments Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 15,000	$ 15,440	$ 440	$ 174,557	$ 184,427	$ 9,870
Other Income	816	580	(236)	4,992	6,071	1,079
TOTAL OPERATING REVENUES	$ 15,816	$ 16,020	$ 204	$ 179,549	$ 190,498	$ 10,949
Operating Expenses:						
Central Administration	$ (1,642)	$ (1,096)	$ 546	$ 10,719	$ 13,005	$ 2,286
Utilities	6,875	3,817	(3,058)	50,018	41,235	(8,783)
Maintenance Costs*	9,060	1,519	(7,541)	50,377	22,729	(27,648)
Wages & Benefits On Site	(2,073)	1,936	4,009	23,924	16,185	(7,739)
General-Taxes, Insurance	5,980	7,033	1,053	26,969	25,461	(1,508)
Independent Audit Costs	244	1,000	756	2,078	1,418	(660)
Vendor, Lender, Professional & Other Fees	24	30	6	2,716	531	(2,185)
TOTAL OPERATING EXPENSES	$ 18,468	$ 14,239	$ (4,229)	$ 166,801	$ 120,564	$ (46,237)
PROFIT (LOSS) AFTER OPERATING COSTS	$ (2,652)	$ 1,781	$ 4,433	$ 12,748	$ 69,934	$ 57,186
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -			$ -
Gain (Loss) on Disposition of Assets			-		(1,808)	(1,808)
Investment/Interest Earnings			-		3	3
Depreciation	(5,730)	(5,609)	121	(67,882)	(67,419)	463
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ (8,382)	$ (3,828)	$ 4,554	$ (55,134)	$ 710	$ 55,844
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (8,382)**	**$ (3,828)**	**$ 4,554**	**$ (55,134)**	**$ 710**	**$ 55,844**

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

	B	C	B-C	D	E	D-E
	Brookridge Apartments Month			Brookridge Apartments Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 41,850	$ 41,484	$ (366)	$ 505,267	$ 512,159	$ 6,892
Other Income	1,962	265	(1,697)	9,988	8,641	(1,347)
			-			-
			-			-
TOTAL OPERATING REVENUES	$ 43,812	$ 41,749	$ (2,063)	$ 515,255	$ 520,800	$ 5,545
Operating Expenses:						
Central Administration	$ (3,288)	$ (2,102)	$ 1,186	$ 21,467	$ 27,372	$ 5,905
Utilities	9,677	10,105	428	110,822	106,802	(4,020)
Maintenance Costs*	6,774	7,325	551	93,956	72,580	(21,376)
Wages & Benefits On Site	(22,601)	3,288	25,889	81,407	139,900	58,493
General-Taxes, Insurance	5,616	5,882	266	48,286	46,666	(1,620)
Independent Audit Costs	488	1,259	771	4,156	2,836	(1,320)
Vendor, Lender, Professional & Other Fees	101	139	38	6,238	2,749	(3,489)
TOTAL OPERATING EXPENSES	$ (3,233)	$ 25,896	$ 29,129	$ 366,332	$ 398,905	$ 32,573
PROFIT (LOSS) AFTER OPERATING COSTS	$ 47,045	$ 15,853	$ (31,192)	$ 148,923	$ 121,895	$ (27,028)
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets			-	(908)	(388)	520
Investment/Interest Earnings			-	1	8	7
Depreciation	(12,198)	(12,054)	144	(146,105)	(144,581)	1,524
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ 34,847	$ 3,799	$ (31,048)	$ 1,911	$ (23,066)	$ (24,977)
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-				
Prior Period Adjustment						
YTD CHANGE TO NET ASSETS	**$ 34,847**	**$ 3,799**	**$ (31,048)**	**$ 1,911**	**$ (23,066)**	**$ (24,977)**

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

	B	C	B-C	D	E	D-E
	Montgrove Manor Month			Montgrove Manor Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 11,554	$ 12,048	$ 494	$ 146,972	$ 138,304	$ (8,668)
Other Income	371		(371)	2,092	3,894	1,802
			-			-
	-	-	-			-
TOTAL OPERATING REVENUES	$ 11,925	$ 12,048		$ 149,064	$ 142,198	
Operating Expenses:						
Central Administration	$ (1,642)	$ (1,096)	$ 546	$ 10,719	$ 14,049	$ 3,330
Utilities	4,725	4,942	217	35,861	36,522	661
Maintenance Costs*	3,298	2,195	(1,103)	29,148	15,972	(13,176)
Wages & Benefits On Site	(2,160)	1,948	4,108	17,184	16,555	(629)
General-Taxes, Insurance	3,020	2,056	(964)	14,720	29,277	14,557
Independent Audit Costs	244	903	659	2,078	1,418	(660)
Vendor, Lender, Professional & Other Fees	24	30	6	2,716	1,555	(1,161)
TOTAL OPERATING EXPENSES	$ 7,509	$ 10,978	$ 3,469	$ 112,426	$ 115,348	$ 2,922
PROFIT (LOSS) AFTER OPERATING COSTS	$ 4,416	$ 1,070	$ (3,346)	$ 36,638	$ 26,850	$ (9,788)
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	(352)	(96)	256	(1,365)	(96)	1,269
Investment/Interest Earnings			-			-
Depreciation	(2,543)	(2,521)	22	(30,298)	(29,927)	371
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ 1,521	$ (1,547)	$ (3,068)	$ 4,975	$ (3,173)	$ (8,148)
Capital Contributions	$ -	$ -				
Operating Transfers In (out)	-	-				
Prior Period Adjustment						
YTD CHANGE TO NET ASSETS	**$ 1,521**	**$ (1,547)**	**$ (3,068)**	**$ 4,975**	**$ (3,173)**	**$ (8,148)**

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

	B	C	B-C	D	E	D-E
	Village Square Apartments Month			Village Square Apartments Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 20,405	$ 23,305	$ 2,900	$ 279,248	$ 280,264	$ 1,016
Other Income	1,878	1,545	(333)	10,101	8,657	(1,444)
			-			-
			-			-
TOTAL OPERATING REVENUES	$ 22,283	$ 24,850		$ 289,349	$ 288,921	
Operating Expenses:						
Central Administration	$ (2,469)	$ (1,508)	$ 961	$ 16,122	$ 20,231	$ 4,109
Utilities	5,011	4,393	(618)	58,495	49,528	(8,967)
Maintenance Costs*	18,089	3,307	(14,782)	86,131	30,395	(55,736)
Wages & Benefits On Site	(18,343)	1,355	19,698	88,623	131,088	42,465
General-Taxes, Insurance	6,215	2,426	(3,789)	31,198	35,746	4,548
Independent Audit Costs	366	1,227	861	3,117	2,127	(990)
Vendor, Lender, Professional & Other Fees	(5)	45	50	3,666	1,502	(2,164)
TOTAL OPERATING EXPENSES	$ 8,864	$ 11,245	$ 2,381	$ 287,352	$ 270,617	$ (16,735)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 13,419	$ 13,605	$ 186	$ 1,997	$ 18,304	$ 16,307
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets			-	(404)	(515)	(111)
Investment/Interest Earnings			-	1	4	3
Depreciation	(3,111)	(3,077)	34	(36,981)	(34,855)	2,126
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ 10,308	$ 10,528	$ 220	$ (35,387)	$ (17,062)	$ 18,325
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ 10,308**	**$ 10,528**	**$ 220**	**$ (35,387)**	**$ (17,062)**	**$ 18,325**

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

	B	C	B-C	D	E	D-E
	Chateau Rainier Month			Chateau Rainier Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 201,901	$ 205,215	$ 3,314	$ 2,441,864	$ 2,491,816	$ 49,952
Other Income	5,239	1,146	(4,093)	46,541	38,877	(7,664)
HUD Subsidy			-			-
COVID 19			-			-
TOTAL OPERATING REVENUES	$ 207,140	$ 206,361	$ (779)	$ 2,488,405	$ 2,530,693	
Operating Expenses:						
Central Administration	$ (12,332)	$ (7,781)	$ 4,551	$ 80,523	$ 100,602	$ 20,079
Utilities	83,555	81,435	(2,120)	586,858	572,318	(14,540)
Maintenance Costs*	29,067	10,904	(18,163)	487,832	153,673	(334,159)
Wages & Benefits On Site	(39,742)	6,006	45,748	384,144	336,785	(47,359)
General-Taxes, Insurance	43,756	27,638	(16,118)	218,664	209,024	(9,640)
Independent Audit Costs	1,829	3,810	1,981	15,586	10,635	(4,951)
Vendor, Lender, Professional & Other Fees	498	223	(275)	24,863	6,574	(18,289)
TOTAL OPERATING EXPENSES	$ 106,631	$ 122,235	$ 15,604	$ 1,798,470	$ 1,389,611	$ (408,859)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 100,509	$ 84,126	$ (16,383)	$ 689,935	$ 1,141,082	$ 451,147
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets		175	175	(2,863)	(3,733)	(870)
Investment/Interest Earnings	8	27	19	114	528	414
Depreciation	(30,448)	(31,453)	(1,005)	(370,627)	(379,991)	(9,364)
Interest Expense	(43,956)	(44,795)	(839)	(532,132)	(541,940)	(9,808)
NET OPERATING INCOME *(NOI)*	$ 26,113	$ 8,080	$ (18,033)	$ (215,573)	$ 215,946	$ 431,519
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**		$ -
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-			-
YTD CHANGE TO NET ASSETS	**$ 26,113**	**$ 8,080**	**$ (18,033)**	**$ (215,573)**	**$ 215,946**	**$ 431,519**

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

	B	C	B-C	D	E	D-E
	Lakewood Month			Lakewood Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 113,954	$ 120,880	$ 6,926	$ 1,424,715	$ 1,459,741	$ 35,026
Other Income	2,570	505	(2,065)	23,277	15,865	(7,412)
HUD Subsidy			-			-
COVID 19			-			-
TOTAL OPERATING REVENUES	$ 116,524	$ 121,385	$ 4,861	$ 1,447,992	$ 1,475,606	
Operating Expenses:						
Central Administration	$ (9,048)	$ (5,651)	$ 3,397	$ 59,084	$ 73,504	$ 14,420
Utilities	25,915	29,981	4,066	270,300	235,565	(34,735)
Maintenance Costs*	33,544	6,134	(27,410)	310,317	104,086	(206,231)
Wages & Benefits On Site	(41,149)	3,913	45,062	245,529	242,541	(2,988)
General-Taxes, Insurance	21,834	13,194	(8,640)	144,787	121,739	(23,048)
Independent Audit Costs	1,341	3,504	2,163	11,430	7,799	(3,631)
Vendor, Lender, Professional & Other Fees	(38)	233	271	14,335	4,887	(9,448)
TOTAL OPERATING EXPENSES	$ 32,399	$ 51,308	$ 18,909	$ 1,055,782	$ 790,121	$ (265,661)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 84,125	$ 70,077	$ (14,048)	$ 392,210	$ 685,485	$ 293,275
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	(3,924)	322	4,246	(9,141)	(2,852)	6,289
Investment/Interest Earnings	3	14	11	54	269	215
Depreciation	(26,614)	(27,572)	(958)	(323,788)	(337,007)	(13,219)
Interest Expense	(19,374)	(19,743)	(369)	(234,539)	(238,862)	(4,323)
NET OPERATING INCOME *(NOI)*	$ 34,216	$ 23,098	$ (11,118)	$ (175,204)	$ 107,033	$ 282,237
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**		$ -
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-			-
YTD CHANGE TO NET ASSETS	**$ 34,216**	**$ 23,098**	**$ (11,118)**	**$ (175,204)**	**$ 107,033**	**$ 282,237**

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

	B	C	B-C	D	E	D-E
	deMark Month			deMark Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 70,760	$ 74,401	$ 3,641	$ 873,187	$ 883,807	$ 10,620
Other Income	3,841	1,270	(2,571)	21,923	14,257	(7,666)
HUD Subsidy			-			-
COVID 19			**-**			-
TOTAL OPERATING REVENUES	$ 74,601	$ 75,671	$ 1,070	$ 895,110	$ 898,064	
Operating Expenses:						
Central Administration	$ (5,756)	$ (3,609)	$ 2,147	$ 37,589	$ 47,392	$ 9,803
Utilities	17,296	16,861	(435)	170,739	159,785	(10,954)
Maintenance Costs*	30,956	18,924	(12,032)	278,867	129,797	(149,070)
Wages & Benefits On Site	(23,751)	3,984	27,735	158,159	166,296	8,137
General-Taxes, Insurance	16,177	17,330	1,153	122,269	89,516	(32,753)
Independent Audit Costs	853	2,292	1,439	7,273	4,963	(2,310)
Vendor, Lender, Professional & Other Fees	601	174	(427)	9,484	2,898	(6,586)
TOTAL OPERATING EXPENSES	$ 36,376	$ 55,956	$ 19,580	$ 784,380	$ 600,647	$ (183,733)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 38,225	$ 19,715	$ (18,510)	$ 110,730	$ 297,417	$ 186,687
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	(619)	(76)	543	(3,128)	(3,437)	(309)
Investment/Interest Earnings	2	10	8	40	199	159
Depreciation	(12,287)	(12,624)	(337)	(148,602)	(149,681)	(1,079)
Interest Expense	(13,937)	(14,203)	(266)	(168,725)	(171,835)	(3,110)
NET OPERATING INCOME *(NOI)*	$ 11,384	$ (7,178)	$ (18,562)	$ (209,685)	$ (27,337)	$ 182,348
COVID 19	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Operating Transfers In (out)	-	-	-	-		-
Prior Period Adjustment	-	-	-	-		-
YTD CHANGE TO NET ASSETS	**$ 11,384**	**$ (7,178)**	**$ (18,562)**	**$ (209,685)**	**$ (27,337)**	**$ 182,348**
	209685	27337		209,685	27,337	

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

	B	C	B-C	D	E	D-E
	Orting-Senior Apartments Month			Orting-Senior Apartments Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 11,070	$ 12,300	$ 1,230	$ 132,988	$ 147,600	$ 14,612
Other Income	1,474	974	(500)	14,418	12,700	(1,718)
Rental Assistance	6,901	7,990	1,089	85,425	95,923	10,498
Subsidy Interest	2,334	2,334	-	27,776	28,012	236
TOTAL OPERATING REVENUES	$ 21,779	$ 23,598	$ 1,819	$ 260,607	$ 284,235	$ 23,628
Operating Expenses:						
Central Administration			$ -			$ -
Utilities	4,508	3,284	(1,224)	44,314	39,845	(4,469)
Maintenance Costs*	2,941	1,949	(992)	25,046	14,093	(10,953)
Wages & Benefits On Site	1,202	3,232	2,030	23,196	24,744	1,548
General-Taxes, Insurance	4,768	2,004	(2,764)	25,888	26,502	614
Rental Assistance	6,901	7,990	1,089	85,425	95,923	10,498
Independent Audit Costs	-	-	-	-	-	-
Vendor, Lender, Professional & Other Fees	-	-	-	-	456	456
TOTAL OPERATING EXPENSES	$ 20,320	$ 18,459	$ (1,861)	$ 203,869	$ 201,563	$ (2,306)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 1,459	$ 5,139	$ 3,680	$ 56,738	$ 82,672	$ 25,934
Non Operating Revenues (Expenses):						
Insurance Settlement/Other	$ -	$ -	$ -	$ -	$ -	$ -
Gain (Loss) on Disposition of Assets	-	-	-	-	-	-
Investment/Interest Earnings	-	-	-	-	-	-
Depreciation	(1,767)	(1,696)	71	(20,470)	(20,287)	183
Interest Expense	(2,098)	(2,334)	(236)	(27,776)	(28,364)	(588)
NET OPERATING INCOME *(NOI)*	$ (2,406)	$ 1,109	$ 3,515	$ 8,492	$ 34,021	$ 25,529
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers In (out)	-	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-	-
YTD CHANGE TO NET ASSETS	**$ (2,406)**	**$ 1,109**	**$ 3,515**	**$ 8,492**	**$ 34,021**	**$ 25,529**

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

	B	C	B-C	D	E	D-E
	Low Income Public Housing Month			Low Income Public Housing Y-T-D		
	December 2021	December 2020	Variance	December 2021	December 2020	Variance
Operating Revenues:						
Rent Income	$ 64,458	$ 50,501	$ (13,957)	$ 640,953	$ 533,371	$ (107,582)
Other Income	13,463	3,499	(9,964)	43,532	29,957	(13,575)
HUD Subsidy	30,398	33,569	3,171	365,022	322,706	(42,316)
Capital Fund	-			20,387	209,050	
COVID 19	-		-	49,672		(49,672)
TOTAL OPERATING REVENUES	$ 108,319	$ 87,569	$ (20,750)	$ 1,119,566	$ 1,095,084	
Operating Expenses:						
Central Administration	$ (12,043)	$ (2,433)	$ 9,610	$ 75,912	$ 96,753	$ 20,841
Utilities	1,161	(59)	(1,220)	6,503	4,260	(2,243)
Maintenance Costs*	9,880	6,133	(3,747)	129,577	67,096	(62,481)
Wages & Benefits On Site	(37,971)	(7,970)	30,001	379,980	315,051	(64,929)
FSS Expense	1,130	994	(136)	12,147	11,313	(834)
General-Taxes, Insurance	38,204	17,614	(20,590)	193,837	217,979	24,142
Independent Audit Costs	1,707	3,552	1,845	14,547	9,926	(4,621)
Vendor, Lender, Professional & Other Fees	-	-	-	1,399	2,241	842
TOTAL OPERATING EXPENSES	$ 2,068	$ 17,831	$ 15,763	$ 813,902	$ 724,619	$ (89,283)
PROFIT (LOSS) AFTER OPERATING COSTS	$ 106,251	$ 69,738	$ (36,513)	$ 305,664	$ 370,465	$ 64,801
Non Operating Revenues (Expenses):						
Insurance Settlement/Other			$ -			$ -
Gain (Loss) on Disposition of Assets	-	2,336	2,336	(766)	1,701	2,467
Investment/Interest Earnings	5	8	3	66	131	65
Depreciation	(28,079)	(28,195)	(116)	(336,362)	(338,908)	(2,546)
Interest Expense			-			-
NET OPERATING INCOME *(NOI)*	$ 78,177	$ 43,887	$ (34,290)	$ (31,398)	$ 33,389	$ 64,787
COVID 19	$ -	$ -	$ -	$ (49,672)		$ 49,672
Operating Transfers In (out)	-	-	-			-
Prior Period Adjustment	(49,959)	-	49,959	(51,016)		51,016
YTD CHANGE TO NET ASSETS	**$ 28,218**	**$ 43,887**	**$ 15,669**	**$ (132,086)**	**$ 33,389**	**$ 165,475**

Pierce County Housing Authority

Statement of Revenues and Expenses
December 31, 2021

	2021					2020				
	TOTAL PHA-WIDE CURRENT YEAR					TOTAL PHA-WIDE PRIOR YEAR				
	December-21	Y-T-D	BUDGET	VARIANCE	Variance %	December-20	Y-T-D	BUDGET	VARIANCE	Variance %
Operating Revenues:										
Rent Income	$ 583,077	$ 6,926,475	$ 7,251,762	$ 325,287	4%	$ 579,338	$ 6,932,043	$ 6,576,216	$ (355,827)	-5%
Other Income	115,267	283,806	149,981	(133,825)	-89%	950,379	1,080,469	672,978	$ (407,491)	-61%
Housing Assistance Grants	2,678,782	28,297,123	28,297,123	-	0%	2,541,226	28,474,521	28,474,521	-	0%
FSS Grant	16,390	135,009	135,009	-	0%	14,760	104,438	104,438	-	0%
Admin Operating Grant	160,383	2,260,415	2,260,415	-	0%	183,862	2,289,848	2,289,848	-	0%
Rural Rental Grant	6,901	85,425	85,425			7,990	95,923	95,923	-	0%
LIPH Operating Grant	30,398	365,022	365,022	-	0%	33,569	322,706	322,706	-	0%
TOTAL OPERATING REVENUES	$ 3,591,198	$ 38,353,275	$ 38,544,737	$ 191,462	0%	$ 4,311,124	$ 39,299,948	$ 38,536,630	$ (763,318)	-2%
Operating Expenses:										
Central Administration	$ (313,307)	$ 313,600	$ 1,347,606	$ 1,034,006	77%	$ (33,156)	$ 624,177	$ 1,928,355	$ 1,304,178	68%
Utilities	163,717	1,381,657	840,155	(541,502)	-64%	168,090	1,382,915	842,654	(540,261)	-64%
Maintenance Costs	153,301	1,560,630	1,084,450	(476,180)	-44%	62,808	657,591	2,681,667	2,024,076	75%
Wages & Benefits On Site	(461,429)	1,910,661	2,772,378	861,717	31%	234,331	2,283,362	2,465,495	182,133	7%
General-Taxes, Insurance	13,207	1,188,688	675,548	(513,140)	-76%	130,915	1,292,816	1,033,868	(258,948)	-25%
FSS Payments	12,918	135,009	135,009	-		5,612	104,443	104,443	-	0%
Housing Assistance/FSS Payments	2,643,390	28,429,264	28,429,264	-	0%	3,372,819	29,354,209	29,354,209	-	0%
Rural Rental Assistance	6,901	85,425	85,425	-	0%	7,990	95,923	95,923	-	0%
Independent Audit Costs	12,192	103,905	71,994	(31,911)	-44%	319	70,902	93,891	22,989	24%
Vendor, Lender, Professional & Other Fees	1,323	70,484	50,056	(20,428)	-41%	585	28,815	43,746	14,931	34%
TOTAL OPERATING EXPENSES	$ 2,232,213	$ 35,179,323	$ 35,491,885	$ 312,562	1%	$ 3,950,313	$ 35,895,153	$ 38,644,251	$ 2,749,098	7%
PROFIT (LOSS) AFTER OPERATING COSTS	$ 1,358,985	$ 3,173,952	$ 3,052,852	$ (121,100)	-4%	$ 360,811	$ 3,404,795	$ (107,621)	$ (3,512,416)	3264%
Non Operating Revenues (Expenses):										
Special Items		$ (7,708)	$ (7,708)	$ -		$ 8,332	$ 2,931,350	$ 2,931,350	$ -	0%
Gain (Loss) on Disposition of Assets	6,862	(7,001)	(7,001)	-	0%	(191)	(9,938)	(9,938)	-	0%
Investment/Interest Earnings	2,380	28,389	28,389	-	0%	2,773	29,875	29,876	1	0%
Depreciation	(130,488)	(1,574,304)	(1,574,304)	-	0%	(132,527)	(1,593,723)	(1,593,723)	-	0%
Mortage Interest Expense	(76,611)	(935,396)	(935,396)	-	0%	(81,076)	(981,001)	(981,001)	-	0%
NET OPERATING INCOME *(NOI)*	$ 1,161,128	$ 677,932	$ 556,832	$ (121,100)	-22%	$ 158,122	$ 3,781,358	$ 268,943	$ (3,512,415)	-1306%
Capital Contributions		$ 20,387	$ 20,387	$ -			$ 209,050	$ 209,050	$ -	
Section 8 Cares Act	892,589	892,589	892,589	-		51,271	51,271	51,271	-	
Section 8 Cares Act - Expense	(594,024)	(891,210)	(891,210)			-	-	-		
LIPH Cares Act Funds	49,672	49,672	49,672	-					-	
LIPH Cares Act Expenses	(49,672)	(49,672)	(49,672)	-					-	
EHV Revenue	334,269	334,269	334,269	-						
EHV Expenses	(3,979)	(3,979)	(3,979)	-						
Prior Period Adjustment				-		-		-	-	
YTD CHANGE TO NET ASSETS	**1,789,983**	**1,029,988**	**908,888**	**(121,100)**	-13%	**209,393**	**4,041,679**	**529,264**	**(3,512,415)**	-664%

Pierce County Housing Authority
Statement of Net Position
December 31, 2021

ASSETS		
Current Assets:		
Cash and Cash Equivalents:		
Unrestricted	$	8,193,747
Restricted		644,157
FSS Escrow		470,551
Security Deposits		303,078
Accounts Receivable (Net of Allowance)		657,345
Prepaid Items		76,626
Inventory		11,395
Total Current Assets		10,356,899
Noncurrent Assets:		
Capital Assets:		
Land		5,592,440
Construction in Progress		31,051
Other Capital Assets, Net of Depreciation		13,983,332
Total Capital Assets		19,606,823
Other Assets		1,799,864
Notes, Loans and Mortgage Receivable		1,046,105
Total Other Non-Current Assets		2,845,969
Total Noncurrent Assets		22,452,792
Total Assets		32,809,691
Deferred Outflows of Resources		
Deferred Outflows Related to Pensions & OPEB		243,904
Total Deferred Outflows of Resources		243,904

Pierce County Housing Authority
Statement of Net Position
December 31, 2021

LIABILITIES		
Current Liabilities:		
Accounts Payable	$	437,099
Wages Payable		61,069
Deferred Revenue		230,493
Accrued Employee Leave (current)		128,903
Interest Payable		77,267
Tenant Security Deposits		303,078
FSS Escrow Payable		470,551
Bonds and Notes Payable (current)		361,276
Other		398,536
Total Current Liabilities		2,468,272
Noncurrent Liabilities:		
Accrued Employee Leave (net of current)		18,989
Bonds and Notes Payable (net of current)		16,454,796
Net Pension Liability		171,535
Total OPEB Liability		1,416,154
Other		2,456
Total Noncurrent Liabilities		18,063,930
Total Liabilities		20,532,202
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows Related to Pensions & OPEB		1,945,136
Total Deferred Inflows of Resources		1,945,136
NET POSITION		
Net Investment in Capital Assets		2,790,751
Restricted for:		
Housing Assisted Payments		23,034
Emergency Housing Payments		285,765
Other Restricted		104,865
Unrestricted		7,371,842
Total Net Position	$	10,576,257

Pierce County Housing Authority

Nan McKay AND ASSOCIATES, INC.

To: Honorable Chair and Members of the Board of Commissioners

From: Moreen Forde, Acting Chief Financial Officer

Date: March 24, 2022

Re: Budget Variance Report for December 31, 2021

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results for the period of December 31, 2021. These numbers are draft and subject to change.

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

DISCUSSION

Overview

Year-to-date variances are as follows:

- Operating Revenues are over budget by $191,462 (less than 1%).
  - Rental Income is under budget by $325,287.
  - Other Income is over budget by $133,825

- Operating Expenses are under budget by $312,562 (about 1%)
  - Central Administration expenses are under budget.
  - Utilities are over budget.
  - Maintenance Costs are over budget.
  - Wages and Benefits on Site are under budget.
  - FSS Payments are on 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 over budget by $121,100 (4%)

- Net Operating Income after Operating Costs is under budget by $121,100.

Operations - Revenue

Rental income (Total Tenant Revenue) of $6,926,475 is under budget by $325,287 (4%); and other income is over budget $133,825. 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 less than the year-to-date budget by $312,562 (less than 1%). Contributing factors are - Central administrative cost are under budget by $1,034,006 and wages and benefits are under budget by $861,717 because of the offset from COVID-19 subsidy; Utilities cost over budget due to increase in energy cost, Maintenance costs is over budget due to work orders are being performed again and upgrading the office space, general, taxes and insurance expenses are over budget by $513,140 because the increase in Insurance costs and the insurance deductible of $25,000 for the loss claim. Also, professional fees are 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 housing authority submitted the unaudited FDS for CY 2021 on March 3, 2022. 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

PHA Name	HA of Pierce County	PHA Number	WA054

Utilization Report: *HCV Utilization Report December 2021* | Print | TYT Guide | TYT Videos

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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	$29,247,765	$31,345,273
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	$29,247,765	$31,345,273
PHA Income	$28,492	$736	
Total Cash-Supported Prior Year-End Reserves	$986,153	$2,207,540	$934,840
Total Funding			
Total Funding Available	$30,676,456	$31,456,041	$32,280,113

Funding Proration/Offset Levels

HAP	
Year 2 (2022) Rebenchmark	102.7%
Year 3 (2023) Rebenchmark	102.7%
Year 2 (2022) % 'Excess' Reserves Offset	25.0%
Year 3 (2023) % 'Excess' Reserves Offset	0.0%
Administrative Fees	
Year 1 (2021)	84.0%
Year 2 (2022)	80.0%

HUD-Held Reconciliation Cash Sufficiency Check

HUD-established CYE HHR	$926,497		HUD-established CYE HHR
HUD-estimated Net Excess Cash	$146,498	$103,115	PHA-Held Cash 12/31/2020 (VMS)
HUD-Reconciled	*$1,072,995*	*$1,029,612*	*HUD-Reconciled (Cash Capped)*
Lower of H17/I17 (May Override)	$986,153		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: $43,383.00 or 0.1% of Eligibility	$103,115	<--VMS EOY RNP ========== EOY Excess Cash -->	$146,498

Program Projection Variables

Success Rate	58%	Annual Turnover Rate	6.8%

PIC EOP % as of 2/28/2022 (164 EOPs): 6.64%

Time from Issuance to HAP Effective Date (Current: 2.74 months)

% leased in 30 days	29%	***Estimated* 2022 Inflation**	
% leased in 30 to 60 days	25%	2.7%	
% leased in 60 to 90 days	12%		
% leased in 90 to 120 days	11%		
% leased in 120 to 150 days	23%		

Administrative Fees Analysis

See Detail

<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)
$95.58	$89.23

WA054 has a cost per UML of $52.08 compared to its Earnings/UML & Size peer group of $84.90 (a difference of -63%) and its state peer group (of all PHAs in the state) of $61.33 (a difference of -17.8%).

Leasing and Spending Outcomes: Current and Following Year Projections

2021		*2022*
UML % of ACC (UMA)	87.8%	87.0%
HAP Exp as % All Funds	92.8%	97.0%
HAP Exp as % of Eligibility only	96.0%	104.4%
End of Year Results		
Projected 12/31 Total HAP Reserves	$2,207,540	$934,840
HAP Reserves as % of ABA (Start: 3.3%)	*7.4%*	*3.2%*
"Excess" Reserves Subject To Offset	$0	$0
End of Year 3 Results (2023)		
$955,772	3.0%	Projected Total HAP Reserves ========= Reserves % BA

Admin Fees Earned (PY: $2,220,212)	$2,213,113	$2,079,150
Expense	$0	$1,487,068
Expense %	0.0%	71.5%

Based on the most recent, official (end of fiscal year) UNP, WA054 has a projected 2021 Calendar Year-End (CYE) UNP of $1,975,181 (or 89.2% of CY 2021 Earned Admin Fees) and a 2022 CYE UNP of $2,567,264 (or 123.5% of CY 2022 Earned Admin Fees).

HCV Leasing and Spending Projection

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	2,615	$2,377,772					2,615	$2,377,772	$909		88.8%	96.2%	88.8%	96.2%
Feb-21	2,946	2,611	$2,375,500					2,611	$2,375,500	$910		88.7%	96.1%	88.6%	96.1%
Mar-21	2,946	2,604	$2,363,474					2,604	$2,363,474	$908		88.6%	96.0%	88.4%	95.6%
Apr-21	2,946	2,587	$2,338,913					2,587	$2,338,913	$904		88.4%	95.6%	87.8%	94.6%
May-21	2,946	2,571	$2,330,554					2,571	$2,330,554	$906		88.2%	95.4%	87.3%	94.3%
Jun-21	2,946	2,568	$2,314,495					2,568	$2,314,495	$901		88.0%	95.1%	87.2%	93.6%
Jul-21	2,946	2,551	$2,294,909					2,551	$2,294,909	$900		87.8%	94.8%	86.6%	92.8%
Aug-21	2,946	2,541	$2,288,017					2,541	$2,288,017	$900		87.6%	94.5%	86.3%	92.6%
Sep-21	2,946	2,522	$2,310,938					2,522	$2,310,938	$916		87.4%	94.4%	85.6%	93.5%
Oct-21	2,946	2,625	$2,449,518					2,625	$2,449,518	$933		87.6%	94.8%	89.1%	99.1%
Nov-21	2,946	2,628	$2,498,368					2,628	$2,498,368	$951		87.7%	95.4%	89.2%	101.1%
Dec-21	2,946	2,625	$2,526,458					2,625	$2,526,458	$962		87.8%	96.0%	89.1%	102.2%
Total	*35,352*	*31,048*	*$28,468,916*	*0*	*0*	*0*	*0.0*	*31,048*	*$28,468,916*	*$917*		*87.8%*	*96.0%*		
2022															
Jan-22	2,946	2,609	$2,503,584					2,609	$2,503,584	$960		88.6%	102.7%	88.6%	102.7%
Feb-22	2,946	2,584	$2,502,341					2,584	$2,502,341	$968		88.1%	102.7%	87.7%	102.7%
Mar-22	2,946	2,551	$2,463,874					2,551	$2,463,874	$966		87.6%	102.2%	86.6%	101.1%
Apr-22	2,946	**0**	**$0**	137	4	0	-14.5	2,541	$2,484,652	$978	$978	87.3%	102.1%	86.2%	101.9%
May-22	2,946	**0**	**$0**	2	4	23	-14.4	2,553	$2,512,340	$984	$984	87.2%	102.3%	86.7%	103.1%
Jun-22	2,946	**0**	**$0**	2	4	20	-14.5	2,563	$2,537,295	$990	$990	87.1%	102.6%	87.0%	104.1%
Jul-22	2,946	**0**	**$0**	2	4	10	-14.5	2,563	$2,552,313	$996	$996	87.1%	102.9%	87.0%	104.7%
Aug-22	2,946	**0**	**$0**	2	4	10	-14.5	2,562	$2,566,671	$1,002	$1,002	87.1%	103.2%	87.0%	105.3%
Sep-22	2,946	**0**	**$0**	2	4	19	-14.5	2,570	$2,590,763	$1,008	$1,008	87.1%	103.5%	87.2%	106.3%
Oct-22	2,946	**0**	**$0**	2	4	1	-14.6	2,561	$2,596,648	$1,014	$1,014	87.1%	103.8%	86.9%	106.5%
Nov-22	2,946	**0**	**$0**	2	4	1	-14.5	2,551	$2,602,475	$1,020	$1,020	87.0%	104.1%	86.6%	106.8%
Dec-22	2,946	**0**	**$0**	2	4	1	-14.5	2,542	$2,608,244	$1,026	$1,026	87.0%	104.4%	86.3%	107.0%
Total	*35,352*	*7,744*	*$7,469,799*	*153*	*0*	*86*	*-130.4*	*30,749*	*$30,521,201*	*$993*		*87.0%*	*104.4%*		

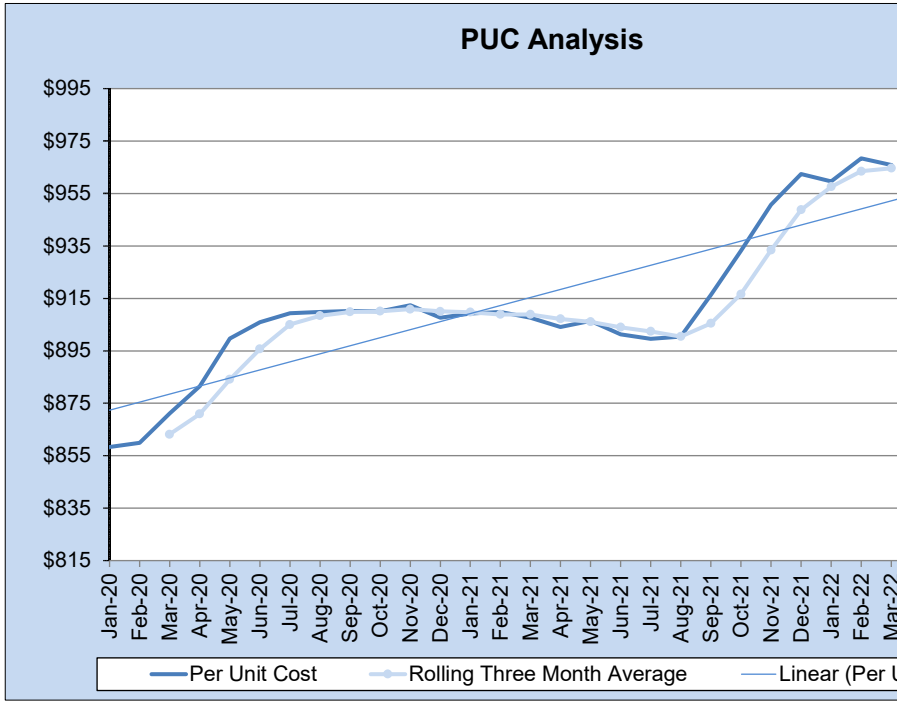
Graphs

FINANCIAL - Beginning Year: Cash & Investments (VMS) of $103,115 compares to RNP (VMS) of $103,115. Current: VMS Cash & Investments of $376,269 compares to VMS NRP plus UNP of $376,269. SPVs: Additional SPV leasing should focus on the 83 unleased VASH vouchers and the 18 unleased NED vouchers. PBVs: Currently, the PHA reports 208 leased PBVs, for a leased PBV rate of 86%. Additional leasing should focus on the 34 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	$2,379,473	$912.37	0.25%	$910.89
2020	D	2,616	$2,374,249	$907.59	-0.52%	$910.03
2021	J	2,615	$2,377,772	$909.28	0.19%	$909.75
2021	F	2,611	$2,375,500	$909.80	0.06%	$908.89
2021	M	2,604	$2,363,474	$907.63	-0.24%	$908.91
2021	A	2,587	$2,338,913	$904.10	-0.39%	$907.18
2021	M	2,571	$2,330,554	$906.48	0.26%	$906.07
2021	J	2,568	$2,314,495	$901.28	-0.57%	$903.95
2021	J	2,551	$2,294,909	$899.61	-0.19%	$902.46
2021	A	2,541	$2,288,017	$900.44	0.09%	$900.44
2021	S	2,522	$2,310,938	$916.31	1.76%	$905.45
2021	O	2,625	$2,449,518	$933.15	1.84%	$916.63
2021	N	2,628	$2,498,368	$950.67	1.88%	$933.38
2021	D	2,625	$2,526,458	$962.46	1.24%	$948.76
2022	J	2,609	$2,503,584	$959.60	-0.30%	$957.58
2022	F	2,584	$2,502,341	$968.40	0.92%	$963.48
2022	M	2,551	$2,463,874	$965.85	-0.26%	$964.61
2022	A					
2022	M					
2022	J					



Remove Abated Units from PUC Calculation

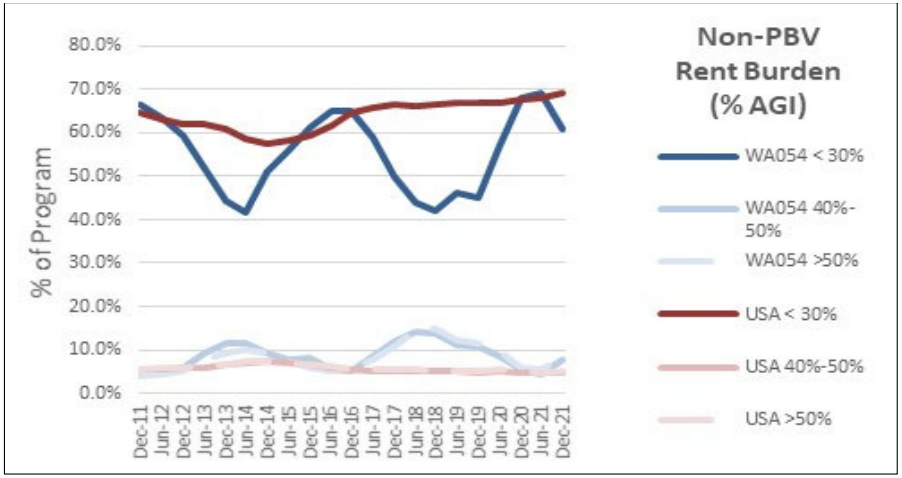
R-Squared, last 6 months

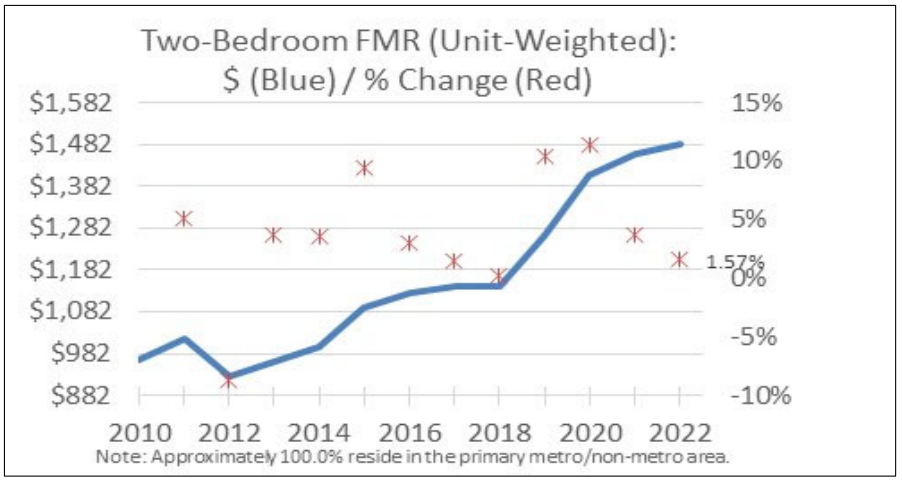
Choose PUC Method | Average Rolling Three-Month Change

Material New Units at a Material New PUC?

HCV Leasing and Spending Projection

Subsidy Standard Peek	
Peer Group: Avg. Family Members	2.25-<2.5
PHA: Family Members/ Voucher Size	1.22
Peer: Family Members/ Voucher Size	1.22
% Difference	-0.5%
PHA: Unit Size/ Voucher Size	1.12
Peer: Unit Size/ Voucher Size	1.16
% Difference	-3.2%





Count of Areas (i.e. Zip Code) in SAFMR	45
% of June 2021 UML - within SAFMR	89.9%
Count of Areas - SAFMR > FMR	22
% of June 2021 UML - SAFMR > FMR	32.0%

Open SAFMR Detail Analysis

PIH 2018-01

(II) SAFMR-based exception payment standards (24 CFR §982.503(b)(1)(iii)). A non-SAFMR PHA may establish an exception payment standard for a ZIP code area of up to and including 110 percent of the SAFMR determined by HUD for that ZIP code area. Regardless of the level of the exception payment standard compared to the MAFMR, the PHA must simply send an email to SAFMRs@hud.gov to notify HUD that it has adopted an exception payment standard based on the SAFMR. In other words, HUD no longer approves or disapproves the exception payment standard amount under this method, nor does the limitation at 24 CFR §902.982(c)(5), governing the total population of HUD-approved exception areas, apply to exception payment standard areas established for a ZIP code area pursuant to this authority.

A PHA that adopts an exception payment standard pursuant to this authority must apply it to the entire ZIP code area, for both its HCV and, if applicable, PBV program. For the PBV program, this means that the rent to owner may not exceed the new exception payment standard amount, provided the rent is still reasonable (24 CFR §983.301(b)).

A PHA that adopts an exception payment standard area must revise its briefing materials to make families aware of the exception payment standard and the area that it covers.

PIH 2021-34

Table 1. List of expedited regulatory waivers.

Item	Waiver Name	Regulation	Summary of relief from HUD requirements
(1)	Increase in Payment Standard During HAP Contract Term	982.505(c)(4)	PHAs have the option to increase the payment standard for the family at an time after the effective date of the increase, rather than waiting for the n regular reexamination.
(5)	Voucher Tenancy: New Payment Standard Amount	982.503(b)	PHAs may request an expedited wai to allow for establishment of payme standards from 111 to 120 percent o FMR. PHAs must follow the instructions below specific to this waiver.

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)	$31,345,273	$31,324,342	$30,767,495
Offset of HAP Reserves	$0	$0	$0
Set Aside Funding	$0		
New ACC Units Funding	$0	$0	
Total ABA Funding Provided	$31,345,273	$31,324,342	$30,767,495
PHA Income	$0		
Cash-Supported Total Reserves at Year-End	$934,840	$955,772	$1,512,618
Total Funding			
Total Funding Available	$32,280,113	$32,280,113	$32,280,113

Funding Proration/Offset Levels		
HAP		
Years 4 & 5	100.0%	
% Excess Reserves (Optional)		
Years 4 & 5	0.0%	
Administrative Fees		
Years 4 & 5	80.0%	

Program Projection Variables			
Success Rate	58%	Annual Turnover Rate	6.8%

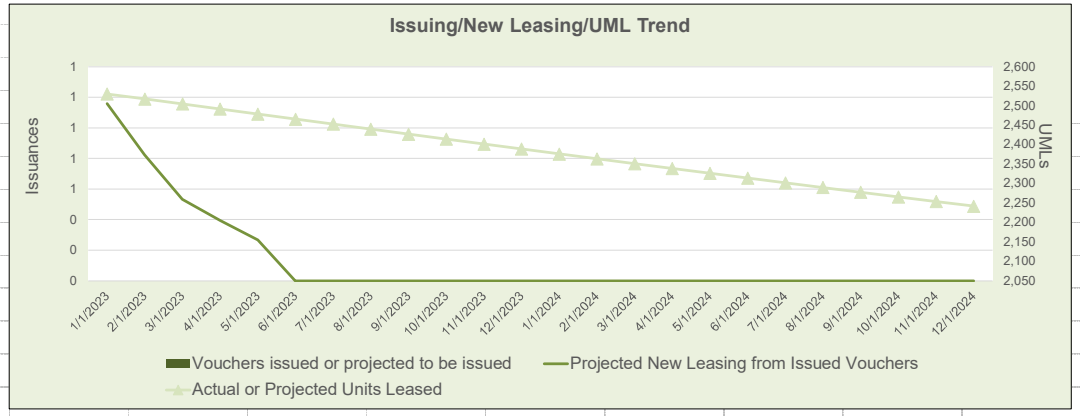
Time from Issuance to HAP Effective Date (Current: 2.74 months)	
% leased in 30 days	29%
% leased in 30 to 60 days	25%
% leased in 60 to 90 days	12%
% leased in 90 to 120 days	11%
% leased in 120 to 150 days	23%

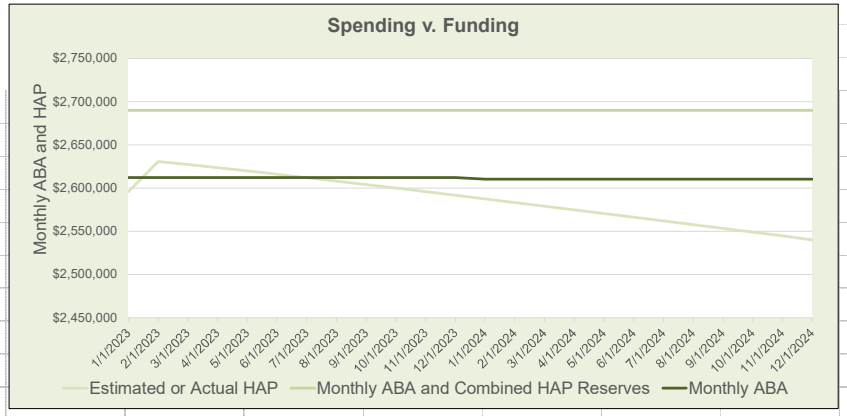
Leasing and Spending Outcomes: Current and Following Year Projections		
	2023	***2024***
UML % of ACC (UMA)	83.5%	78.4%
HAP Exp as % All Funds	97.0%	95.3%
HAP Exp as % of Eligibility only	99.9%	98.2%
End of Results		
Projected 12/31 Total HAP Reserves	$955,772	$1,512,618
HAP Reserves as % of ABA (Start: 3.0%)	*3.0%*	*4.8%*
"Excess" Reserves Subject to Offset	$0	$259,644

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.

HCV Leasing and Spending Projection

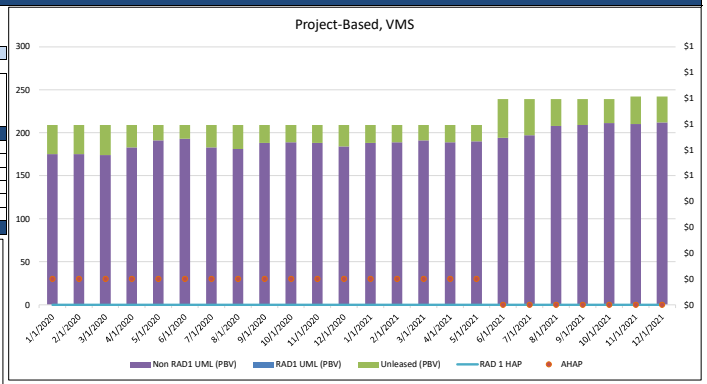
2023	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/ Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
Jan-23	2,946	2,530	$2,595,680		1	1	-14.4	2,530	$2,595,680	$1,026	$1,041	85.9%	99.4%	85.9%	99.4%
Feb-23	2,946				1	1	-14.3	2,517	$2,630,606	$1,045	$1,045	85.7%	100.0%	85.4%	100.7%
Mar-23	2,946				1	1	-14.3	2,505	$2,627,253	$1,049	$1,049	85.4%	100.2%	85.0%	100.6%
Apr-23	2,946				1	0	-14.2	2,492	$2,623,728	$1,053	$1,053	85.2%	100.3%	84.6%	100.4%
May-23	2,946				1	0	-14.1	2,479	$2,620,042	$1,057	$1,057	85.0%	100.3%	84.1%	100.3%
Jun-23	2,946				1	0	-14.0	2,466	$2,616,047	$1,061	$1,061	84.8%	100.3%	83.7%	100.2%
Jul-23	2,946				1	0	-14.0	2,453	$2,612,027	$1,065	$1,065	84.6%	100.2%	83.3%	100.0%
Aug-23	2,946				1	0	-13.9	2,440	$2,607,981	$1,069	$1,069	84.4%	100.2%	82.8%	99.8%
Sep-23	2,946				1	0	-13.8	2,427	$2,603,911	$1,073	$1,073	84.1%	100.1%	82.4%	99.7%
Oct-23	2,946				1	0	-13.8	2,414	$2,599,816	$1,077	$1,077	83.9%	100.1%	81.9%	99.5%
Nov-23	2,946				1	0	-13.7	2,401	$2,595,697	$1,081	$1,081	83.7%	100.0%	81.5%	99.4%
Dec-23	2,946				1	0	-13.6	2,389	$2,591,554	$1,085	$1,085	83.5%	99.9%	81.1%	99.2%
Total	*35,352*			*0*	*0*	*3*	*-168.1*	*29,511*	*$31,324,342*	*$1,061*		*83.5%*	*99.9%*		
2024															
Jan-24	2,946				1	0	-13.5	2,376	$2,587,388	$1,089	$1,089	80.6%	99.1%	80.6%	99.1%
Feb-24	2,946				1	0	-13.5	2,363	$2,583,200	$1,093	$1,093	80.4%	99.0%	80.2%	99.0%
Mar-24	2,946				1	0	-13.4	2,351	$2,578,989	$1,097	$1,097	80.2%	99.0%	79.8%	98.8%
Apr-24	2,946				1	0	-13.3	2,339	$2,574,756	$1,101	$1,101	80.0%	98.9%	79.4%	98.6%
May-24	2,946				1	0	-13.3	2,326	$2,570,501	$1,105	$1,105	79.8%	98.8%	79.0%	98.5%
Jun-24	2,946				1	0	-13.2	2,314	$2,566,226	$1,109	$1,109	79.6%	98.7%	78.5%	98.3%
Jul-24	2,946				1	0	-13.1	2,302	$2,561,930	$1,113	$1,113	79.4%	98.6%	78.1%	98.1%
Aug-24	2,946				1	0	-13.0	2,290	$2,557,613	$1,117	$1,117	79.2%	98.6%	77.7%	98.0%
Sep-24	2,946				1	0	-13.0	2,278	$2,553,276	$1,121	$1,121	79.0%	98.5%	77.3%	97.8%
Oct-24	2,946				1	0	-12.9	2,266	$2,548,920	$1,125	$1,125	78.8%	98.4%	76.9%	97.6%
Nov-24	2,946				1	0	-12.8	2,254	$2,544,545	$1,129	$1,129	78.6%	98.3%	76.5%	97.5%
Dec-24	2,946				1	0	-12.8	2,242	$2,540,151	$1,133	$1,133	78.4%	98.2%	76.1%	97.3%
Total	*35,352*			*0*	*0*	*0*	*-157.8*	*27,700*	*$30,767,495*			*78.4%*	*98.2%*		

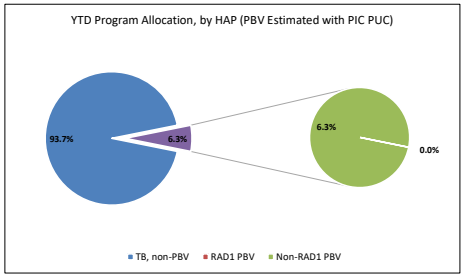


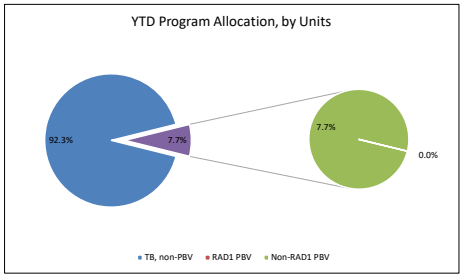


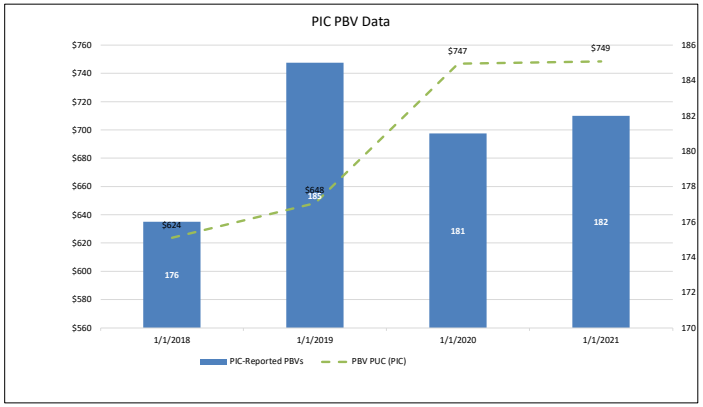
Project-Based Information

VMS Fields	CURRENT		
Number of PBV Under AHAP			
PBV Under HAP - Leased	208		
PBV Under HAP - Not Leased	34	14.0% Vacant PBV	
PBV Vacancy Payments			
RAD - Comp 1 UMLs		0	HQS-UNVAs Anticipated
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			



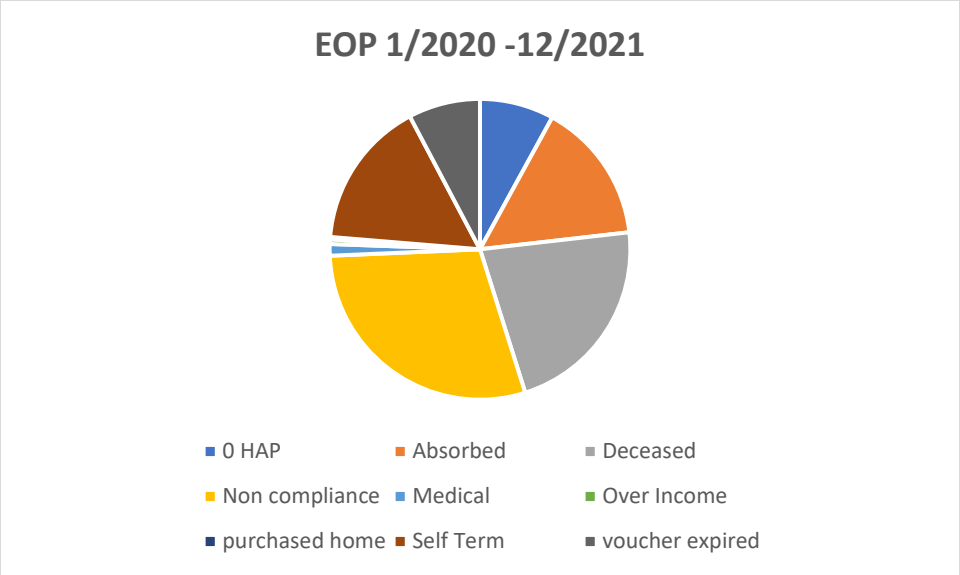






PHA: WA054	Quality Assurance Check		
	Topic	**TYT Input**	**QA Question**
	Success Rate (Cell K5)	58%	Have you obtained the actual PHA success rate, rather than use the default 70%? Please address in the checklist if you use the default success rate rather than obtaining a success rate from the PHA.
	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	0.70	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)	6.8%	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 %	7.4%	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 %	3.2%	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



0 HAP	32	8%
Absorbed	61	15%
Deceased	88	22%
Non-Compliance	117	29%
Medical	5	1%
Over Income	2	0%
Purchased Home	1	0%
Self-Termination	64	16%
voucher expired	31	8%
	401 Total	

Pierce County Housing Authority

Report of Maintenance Division

March 2022

Staff Projects

I. Brookridge (69 units)
7304C, 7308A, 7314D and 7330B were completed to make ready status. 11 work orders were completed this month.

II. Chateau Rainer (248 units)
C301, P303, R202 and R303 were completed to make ready status. Damaged and or missing downspouts were identified and repaired or replaced as needed. 75 work orders were completed this month.

III. Demark (93 units)
C207 and D206 were completed to make ready status. The cabana roof and gutters were cleaned, moss off was added and exterior siding was repaired near the roof line. 25 work orders were completed this month.

IV. Lakewood Village (136 units)
B205, H202, and H302 were completed to make ready status. 45 work orders were completed this month.

V. Low Income Public Housing (124 homes)
68 was completed to include exterior paint of the home and installation of a new garage door. Roof and gutters were cleaned at 02, 04, 05, 14, 16, 25, 26, 55, 80/81, 113, 156 and 186/187. UPCS inspections were completed at 08, 28, 67, 66, 127, 151, 152, 167 and 185. 11 work orders were completed this month.

Training and Development

I. This month's safety meeting will cover "Heat Related Illness" which will cover risk factors, how to prevent heat stroke, and acclimation.

Victor Lovelace Maintenance Manager Pierce County Housing Authority

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Occupancy and Leasing for Period Ending 2/28/22

Occupancy Statistics Apartments	Total Units Available	2/2022 Total # Rented Units	PHA Occupancy %	Total Vacant PB S8 Units	**PHA** Adjusted Occupancy %
Brookridge	67	63	94%	-	94%
Chateau Rainier	248	239	96%	1	97%
DeMark	93	86	92%	3	96%
Hidden Village	26	24	92%	-	92%
Lakewood Village	136	124	91%	5	95%
Oakleaf	26	22	85%	-	85%
Montgrove Manor	30	27	90%	-	90%
Village Square	38	35	92%	-	92%
Totals	**664**	**620**	**93%**	**9**	**95%**

Turn-over Statistics	Trailing 12 Months Move Outs:	116	17%

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Occupancy Statistics Assisted Housing	Total Units Available	2/2022 Total # Rented Units	PHA Occupancy %	Total Units Under Modernization	PHA Adjusted Occupancy %
Orting	20	19	95%	-	95%
LIPH	124	123	99%	-	99%
Totals	144	142	99%	-	99%

Printed 3/24/2022

Delinquency and Debt for Period Ending 2/28/22

Delinquency Statistics Apartments	2/2022 Rent Roll	YTD Rent Roll	2/2022 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	$ 40,385	$ 80,320	63	11	$ 14,285	18%	$ -	$ -	$ -	$ -	$ 14,285	18%
Chateau Rainier	$ 205,486	$ 407,185	239	51	$ 56,792	14%	-	-	-	-	56,792	14%
DeMark	$ 75,780	$ 147,030	86	15	$ 30,404	21%	-	2,390	-	-	28,014	19%
Hidden Village	$ 14,400	$ 28,800	24	3	$ 5,416	19%	-	-	-	-	5,416	19%
Lakewood Village	$ 115,557	$ 228,472	124	31	$ 54,734	24%	-	840	-	-	53,894	24%
Oakleaf	$ 12,685	$ 25,370	22	9	$ 4,062	16%	-	-	-	-	4,062	16%
Montgrove Manor	$ 12,150	$ 24,300	27	5	$ 602	2%	-	175	-	-	427	2%
Village Square	$ 21,130	$ 42,260	35	13	$ 26,804	63%	-	-	-	-	26,804	63%
Totals	$ 497,573	$ 983,737	620	138	$ 193,099	20%	$ -	$ 3,405	$ -	$ -	$ 189,694	19%

Delinquency Statistics Asst Housing	2/2022 Rent Roll	YTD Rent Roll	2/2022 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	$ 11,874	$ 22,944	19	7	$ 1,475	6%	$ -	$ 142	$ -	$ -	$ 1,333	6%
LIPH	$ 57,562	$ 122,449	123	33	$ 117,466	96%	25,230	-	6,808	$ 623	$ 85,428	70%
Totals	$ 69,436	$ 145,393	142	40	$ 118,941	82%	$ 25,230	$ 142	$ 6,808	$ 623	$ 86,761	60%

Evictions	# Active Eviction Proceedings	1

Printed 3/24/2022

Pierce County Housing Authority

AFFORDABLE HOUSING DIVISION BOARD REPORT
March 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

- Work Orders – along with meeting with residents for lease renewals, resident work orders have increased
- Continued to meet with residents in individual meetings
- Office Hours – All apartment communities are establishing 'open to public' office hours which will begin in April 2022. Note: All apartment offices will be closed to public on Wednesdays for staff meetings, professional development, administrative and vendor work, resident/community engagement planning, meetings with neighbors/partners/etc, and individual resident appointments as needed.
- DeMark Community/Neighborhood Engagement – Friday, March 4, 2022 – hosted a community/neighborhood gathering to address safety and area crime issues, which have increased due to growing encampment of people experiencing homelessness in the right-of-way area across the street in the Big Lots, etc, strip-mall. Meeting was led by Safe Streets, and attended by Pierce County Councilmember Marty Campbell and council assistant Chelsea Talbert, City of Tacoma Councilmember Catherine Ushka, representatives of the property owners of Big Lots building/property, and DeMark residents. Big thank you to Property Manager Ebonique Moore for this successful event!

Lease Enforcement & Lease Updates

- Leases, leases, leases!
    - 640 apartments
        - New leases for all expired non-subsidy tenancies – February & March
        - New leases effective April 1st for all expired leases for Project Based Voucher units (increased rents and the new flat rate utility charge)
        - New leases effective May 1st for all expired leases for Housing Choice Voucher households (fixed term lease and flat rate monthly utility charge)
- February 2022 Income increased due to new monthly flat-rate utility charge. Finance working on totals for each property, and this data will be available at the Board meeting.

Staffing

- Arrivals and Departures
    - Departure of Assistant Property Manager – Chyna Faualo
- Recruitment (April 2022)
    - Assistant Property Manager – up to two positions
    - Property Manager – at least one position

Occupancy and Delinquency Data – included with this report

EQUAL HOUSING OPPORTUNITY

Report Date: 3/24/2022, McLeod, C.L.

Project Management Report to PCHA Board of Commissioners

February 23, 2022*

1. **Section 18 Disposition Target date for submission 4-30-22**
    a. Project Timeline
        i. – Appraisals-required for application; ABS Valuation has delivered approximately half of all necessary reports as of Board meeting date.
            1. Home value trend is approximately 7% above value estimates from Q4 2021.
        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.
        ii. Habitat will need to provide list of addresses and number of homes they want, which will be put into application.

2. **Structural Damage at Village Square (car damage)**
    a. Damaged two units September 3
        i. Structural repairs complete and red tag removed from upper unit, allowing for reoccupancy

3. **Structural Damage at deMark roof (tree)**
    a. Structural repair drawings received and insurance scope of work revised. Ready for solicitation to contractors

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. Request for funds delivered to Lakewood City Council. Expect approval pending PCHA's ability to provide income and demographic data we don't currently request from residents.