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**NOTICE OF REGULAR MEETING**

**BOARD OF COMMISSIONERS  
SPOKANE HOUSING AUTHORITY**

Besse Bailey, Chair  
Kai Nevala, Commissioner  
Randy Bustamante, Commissioner

Joycelynn Straight, Vice Chair  
Jenni McClenathen, Commissioner  
Marcus Kelsey, Commissioner

Kammi Smith, Counsel

**You are hereby notified that the regular meeting of the Board of  
Commissioners of Spokane Housing Authority will be held at:**

Spokane Housing Authority  
Board Meeting Room  
25 W. Nora Ave, Spokane, WA 99205

And is available through  
Microsoft Teams  
Meeting ID: 295 457 410 213  
Passcode: VjpvhR

Or  
Call 509-703-5933  
and use Phone Conference ID: 362 402 369#

***Regular Meeting***

**May 1, 2023  
3:30 P.M.**

**SHA Commissioners are asked to make every effort to attend this meeting  
or to contact Amanda Carpentier at 509-252-7125 or  
email [acarpentier@spokanehousing.org](mailto:acarpentier@spokanehousing.org) if you will be unable to attend.**

**Spokane Housing Authority  
Board of Commissioners Regular Meeting  
Agenda  
May 1, 2023**

- 1. Convening of the Meeting**
  - a. Roll Call**
  - b. Public comments**
  - c. Commissioner Comments**
- 2. Consent Calendar** – All items listed under the “Consent Calendar” are considered routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.
  - a. Approval of Minutes**
  - b. Review of Utilization Reports**
  - c. Review of month-end Financial Reports**
- 3. Executive Director’s Report**
- 4. New Business**
  - a. Consideration of Resolution #790 Authorizing a contract for Architectural and Engineering services for the New Hifumi En Apartments**
- 5. Executive Session - RCW 42.30.110 (i) “To discuss with legal counsel... representing the agency litigation or potential litigation.”**
- 6. Adjournment**

**Spokane Housing Authority  
Board of Commissioners Regular Meeting  
Minutes  
March 27, 2023**

**1. Convening of the Meeting** – Chair Bailey called the meeting to order at 3:31pm.

**a. Roll Call**

**Board Attendees:**

Besse Bailey, Chair  
Joycelynn Straight, Vice Chair  
Kai Nevala, Commissioner  
Randy Bustamante, Commissioner  
Jenny McClenathen, Commissioner  
Marcus Kelsey, Commissioner  
Kammi Smith, Counsel

**Staff Attendance:**

Pam Parr – Executive Director  
Lori McGowan, Deputy Executive Director  
Arielle Anderson, Director of Housing Assistance Program  
Kathy Clark, Director of Finance  
Erin Larson, Director of Property Management  
Reid Wells, Human Resources Manager  
Amanda Carpentier, Executive Assistant

**b. Public comments** – None.

**c. Commissioner Comments** – Vice Chair Straight shared she attended the NAHRO conference in Washington D.C. and talked with several congress people, including Newhouse and McMorris-Rodgers about important low income housing issues. She also thanked the board for approving her request to attend. Deputy Director commended Vice Chair on her attendance and participation.

**2. Consent Calendar** – All items listed under the “Consent Calendar” are considered routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.

**a. Approval of Minutes**

**b. Review of Utilization Reports**

**c. Review of month-end Financial Reports**

Chair Nevala moved to approve the consent calendar, seconded by Commissioner McClenathen. All approved unanimously.

**3. Executive Director’s Report** – Pam Parr talked about recruitment regarding the reorganization for a Director of Asset Management and Development Manager. The Family Self-Sufficiency Coordinator position is also being recruited. The PNRC conference is occurring at the end of April, and Pam invited interested Commissioners to attend. It will be a great networking opportunity and will have several

sessions on moving to work. An RFP is being worked on for Hifumi En lending and funding. Once those are in place, then a general contractor RFP can be published. The Moving to Work supplement has been submitted within HUD's HIP system. Spokane City's general facility charges have had recent changes, and there are discussions occurring around if they apply to affordable housing. The Bridges grant was recently increased to \$10 million, which is continued support for this population.

#### 4. New Business –

- a. **Resolution #787 for approval of revisions to the Employee Handbook.** After discussion led by Reid Wells, the policy committee and counsel have reviewed the proposed revisions. Commissioner Nevala moved to adopt Resolution #787 as presented. Seconded by Commissioner Bustamante, all approved unanimously.
- b. **Resolution #788 for approval of revisions to the Information Technology Policy and Password Policy.** Lori McGowan presented the need for revisions to the IT Policy and new Password Policy according to current governmental industry standards. After discussion, Vice Chair Straight moved to adopt Resolution #788 as presented. Seconded by Commissioner McClenathen, all approved unanimously.

#### 5. Adjournment – Chair Bailey adjourned the meeting at 4:12pm.

Chair: \_\_\_\_\_

Besse Bailey, Chair

Secretary: \_\_\_\_\_

Pam Parr, Executive Director





# Rental Assistance Utilization Report

4/1/2023

Program	Total HUD Authorized Vouchers	Executed & Delinquent Contracts	Delinquent Contracts	% Utilization	Plus or Minus	Avg HAP	Issued Looking	Issued Searching	New Adm 12M	EOP 12M	Vouchers Leased
<b>Housing Choice Voucher Totals</b>	<b>5,520</b>	<b>4,889</b>	<b>698</b>	<b>88.6%</b>	<b>↓(30)</b>	<b>\$584</b>	<b>520</b>	<b>170</b>	<b>570</b>	<b>611</b>	<b>5,026</b>
<b>HCV before Set-Asides</b>	<b>2,513</b>	<b>2,318</b>	<b>279</b>	<b>92.2%</b>	<b>↓(16)</b>	<b>\$554</b>	<b>169</b>	<b>79</b>	<b>67</b>	<b>261</b>	<b>2,365</b>
Spokane County HCV	1,775	1,705	277	96.1%	↓(23)	\$608	69	58	21	175	1,746
North Counties HCV	383	298	1	77.8%	↓(1)	\$387	43	11	27	42	305
Whitman HCV	315	289	1	91.7%	↓9	\$425	48	8	19	38	286
Ferry County HCV	40	26	0	65.0%	↓(1)	\$347	9	2	0	6	28
<b>HCV Set-Asides</b>	<b>1,813</b>	<b>1,628</b>	<b>251</b>	<b>89.8%</b>	<b>↓(4)</b>	<b>\$615</b>	<b>283</b>	<b>73</b>	<b>255</b>	<b>170</b>	<b>1,679</b>
Referral Program Vouchers	979	943	150	96.3%	↓12	\$627	244	43	170	121	971
Family Unification-Spokane	139	56	11	40.3%	↓(2)	\$628	20	5	4	9	59
North Counties Family Unification	3	3	0	100.0%	↓0	\$693	0	0	0	0	3
NED Vouchers	611	551	89	90.2%	↓(12)	\$597	19	25	17	34	569
Tenant Protection Vouchers	81	75	1	92.6%	↓(2)	\$577	0	0	64	6	77
<b>Project Based Vouchers</b>	<b>772</b>	<b>658</b>	<b>131</b>	<b>85.2%</b>	<b>↓(7)</b>	<b>\$652</b>	<b>34</b>	<b>5</b>	<b>152</b>	<b>126</b>	<b>687</b>
Agnes Kehoe PB	25	24	7	96.0%	↓1	\$610	1	0	3	5	24
Alexandria PB	5	3	0	60.0%	↓0	\$877	1	0	1	0	3
Arrowleaf PB	8	6	2	75.0%	↓0	\$346	1	0	4	2	6
Bel Franklin PB	8	7	4	87.5%	↓1	\$459	0	0	1	1	7
Casa Salvadas PB	6	3	1	50.0%	↓0	\$351	1	0	1	2	3
Cedar West PB	41	35	2	85.4%	↓(1)	\$225	1	0	5	2	38
Clare View PB	33	26	4	78.8%	↓(2)	\$242	0	0	2	0	28
Elm Street PB	9	7	2	77.8%	↓(2)	\$483	1	1	0	0	6
Father Bach V PB – Schweitzer Family Ha	40	36	14	90.0%	↓2	\$785	2	0	13	11	36
Father Bach IV PB - Jacklin Haven	40	35	1	87.5%	↓(1)	\$780	3	0	11	12	37
Father Bach III PB - Donna Hanson Haven	50	42	3	84.0%	↓0	\$754	2	0	9	10	45
Father Bach II PB - Buder Haven	40	27	2	67.5%	↓(1)	\$584	5	0	3	11	31
Father Bach PB	40	35	8	87.5%	↓1	\$615	2	0	9	5	36
Gonzaga Family Haven PB	36	30	9	83.3%	↓(3)	\$850	1	1	20	1	33
Highland Village PB	8	7	3	87.5%	↓(1)	\$570	0	0	4	0	8
Holy Names The Sister Haven PB	57	49	16	86.0%	↓(1)	\$826	0	1	8	7	50
Hope House I PB	19	14	0	73.7%	↓0	\$618	2	1	6	5	14
Hope House II PB	60	51	1	85.0%	↓1	\$691	3	1	12	15	52
Marilee PB	40	34	9	85.0%	↓(1)	\$555	2	0	9	10	35
Market Street PB	6	5	2	83.3%	↓0	\$549	0	0	0	1	5
Newark PB	6	7	3	116.7%	↓2	\$598	0	0	0	0	7
Parsons PB	50	48	8	96.0%	↓2	\$416	1	0	5	5	49
Pearl PB	15	15	3	100.0%	↓0	\$780	1	0	1	1	15
Pope Francis PB	40	36	8	90.0%	↓(1)	\$789	0	0	7	6	37
Sharon Lord PB	4	4	1	100.0%	↓0	\$899	0	0	0	0	4
Sinto Commons PB	13	13	4	100.0%	↓0	\$1,144	0	0	11	1	13
Summit View PB	26	23	8	88.5%	↓0	\$757	0	0	2	1	26
Transitions LIHTC PB	19	15	3	78.9%	↓(1)	\$697	0	0	0	2	16
Walnut Corners	28	21	3	75.0%	↓(2)	\$808	4	0	5	10	23
<b>VASH Set-Asides</b>	<b>422</b>	<b>285</b>	<b>37</b>	<b>67.5%</b>	<b>↓(3)</b>	<b>\$537</b>	<b>34</b>	<b>13</b>	<b>96</b>	<b>54</b>	<b>295</b>
VASH 1	81	49	12	60.5%	↓(3)	\$485	0	0	0	15	52
VASH 2 - PEARL PB	4	3	1	75.0%	↓0	\$756	0	0	0	1	3
VASH Father Bach IV PB - Jacklin Haven	5	4	0	80.0%	↓(1)	\$614	0	0	2	0	5
VASH Father Bach V PB - Schweitzer Fam	5	3	0	60.0%	↓0	\$664	0	0	0	2	3
VASH 3 - 2011 Award	25	9	1	36.0%	↓(1)	\$568	8	2	0	6	10
VASH 4 - 2012 Award	25	17	2	68.0%	↓0	\$412	0	1	0	0	17
VASH 5 - 2013 Award	75	48	9	64.0%	↓1	\$501	13	4	9	7	49
VASH 6 - 2014 Award	39	30	3	76.9%	↓2	\$544	3	1	7	2	30
VASH 7 - 2015 Award	14	12	1	85.7%	↓1	\$539	1	0	2	0	12
VASH 8 - 2016 Award	16	11	1	68.8%	↓2	\$603	3	0	2	6	11
VASH 9 - 2018 Award	30	23	4	76.7%	↓(2)	\$529	0	0	8	2	25
VASH 10 - 2018 2nd Award	44	30	2	68.2%	↓(3)	\$589	0	3	13	9	32
VASH 11 - 2019 Award	9	8	1	88.9%	↓0	\$657	0	0	6	2	8
VASH 12 - 2022 Award	50	38	0	76.0%	↓1	\$575	6	2	47	2	38
Emergency Housing Vouchers - 2021 Aw	224	187	34	83.5%	↓(6)	\$695	13	7	138	12	195
Port In (Billed) Spokane	N/A	18	1		↓0	\$599	6	1	1	5	19
<b>Mainstream</b>	<b>229</b>	<b>212</b>	<b>24</b>	<b>92.6%</b>	<b>↓(1)</b>	<b>\$626</b>	<b>25</b>	<b>9</b>	<b>118</b>	<b>20</b>	<b>220</b>
Mainstream 2019 Vouchers - Spokane	197	187	15	94.9%	↓1	\$635	23	9	106	11	194
Mainstream Carlyle PB - Spokane	15	13	1	86.7%	↓0	\$466	1	0	4	5	13
Mainstream Sinto Commons PB	9	7	5	77.8%	↓0	\$620	0	0	8	2	7
Mainstream Francis Place PB - Bellinghar	8	5	3	62.5%	↓(2)	\$683	1	0	0	2	6
<b>Mod Rehab Totals</b>	<b>77</b>	<b>60</b>	<b>4</b>	<b>77.9%</b>	<b>↓(1)</b>	<b>\$439</b>	<b>8</b>	<b>1</b>	<b>10</b>	<b>19</b>	<b>3</b>
Avondale	25	18	2	72.0%	↓(1)	\$373	2	1	2	5	0
Wilton	52	42	2	80.8%	↓0	\$467	6	0	8	14	3



# Rental Assistance Utilization Report

4/1/2023

## HCV Waiting Lists

Applicant Status - Points	Spokane Wait List	S8 Project Based	VASH	Spokane CO FUP WL	North Counties WL	Ferry County WL	Whitman Co.			Total	Total %
Total Applicants	7,038	12,960	608	255	3,947	1,608	3,616			30,032	100.0%
Active Applicant	139	0	10	0	269	166	853			1,437	4.8%
Active Applicant 100	3	0	0	0	0	0	0			3	0.0%
Active Applicant 80	0	0	0	0	0	0	0			0	0.0%
Active Applicant 35	0	0	0	0	0	0	0			0	0.0%
Active Applicant 25	60	0	0	0	56	0	56			172	0.6%
Active Applicant 20	1	0	0	0	16	3	100			120	0.4%
Active Applicant 15	45	0	0	0	40	11	66			162	0.5%
Active Applicant 10	17	0	0	0	121	115	438			691	2.3%
Active Applicant 0	13	0	10	0	36	37	193			289	1.0%
Total In Processing	369	136	90	40	120	48	94			897	3.0%
Called Up	6	126	3	11	20	12	32			210	23.4%
Verify Application	45	1	19	7	13	13	26			124	13.8%
Applicant Eligible	0	0	0	0	0	0	0			0	0.0%
In Audit	0	0	0	0	0	0	0			0	0.0%
Briefing Scheduled	0	0	0	0	3	0	1			4	0.4%
Voucher Issued	317	9	68	22	84	23	35			558	62.2%
Unit Offered	1	0	0	0	0	0	0			1	0.1%
Total Removed	3,934	11,915	132	126	3,225	1,357	2,196			22,885	76.2%
Called-No Show/Resp	575	1,815	2	12	804	201	794			4,203	18.4%
Called-Ltr Returned	150	16	0	0	216	52	125			559	2.4%
Purge Removal	2,013	8,305	1	1	1,519	985	805			13,629	59.6%
Application Withdrawn	91	1,231	31	6	102	56	170			1,687	7.4%
Briefing No Show	3	1	0	0	7	0	3			14	0.1%
Applicant Denied	563	63	16	53	231	39	11			976	4.3%
Appl Not Qualified	240	179	64	39	95	6	161			784	3.4%
Declined Program	11	304	2	0	9	3	29			358	1.6%
Voucher Expired	288	1	16	15	242	15	98			675	2.9%
Removed - Added to Waiting List in	37	88	3	8	12	3	9			160	0.7%
Leased	2,585	895	376	89	333	37	473			4,788	15.9%
Program/Unit Xfer	11	14	0	0	0	0	0			25	0.1%
Call-up To Lease Success Rate	57.8%	20.3%	74.6%	43.2%	16.4%	9.1%	25.5%			34.5%	

## 12 Month Program Trend (HCV)

## Voucher Success Rates (HCV)

Month	Vouchers	Vouchers	VMS	New	End of	Annual	Change of	Pending	Leased	Expired	Total	Success
April, 2023	520	170	N/A	6	4	122	0	33	0	0	33	N/A
March, 2023	431	180	N/A	20	19	188	2	153	9	0	162	N/A
February, 2023	378	168	83	34	35	214	13	99	16	0	115	N/A
January, 2023	360	175	106	59	38	267	24	97	18	0	115	N/A
December, 2022	360	216	127	45	40	347	29	58	51	1	110	N/A
November, 2022	344	213	121	84	56	384	24	31	59	1	91	64.8%
October, 2022	307	207	89	39	51	327	25	16	70	3	89	78.7%
September, 2022	316	196	110	46	66	376	18	29	49	1	79	62.0%
August, 2022	316	197	139	42	39	372	19	17	83	4	104	79.8%
July, 2022	298	175	101	65	47	351	21	7	68	3	78	87.2%
June, 2022	230	150	48	43	50	359	14	6	52	10	68	76.5%
May, 2022	208	142	8	34	62	338	24	7	77	7	91	84.6%
April, 2022	210	131	26	35	70	392	24	1	51	3	55	92.7%
Total			958	546	573	3,915	237	521	603	33	1,157	78.3%
Average	313.2	179.2	87.1	45.5	47.8	326.3	19.8					

## Participant Income at Admission

Income Level 2022	High	Low	Very Low	Extremely	Undefined	FIPS	%
1st Quarter	0	2	27	82	0	0	74%
2nd Quarter	0	0	1	6	0	0	86%
3rd Quarter	0	0	0	0	0	0	0%
4th Quarter	0	0	0	0	0	0	0%
FY New Admissions	0	2	28	88	0	0	74.6%

Mainstream Success Rate  
EHV Success Rate

76.6%  
73.5%

Days to Lease (last 12 Months)			
0 to 30	394	58.5%	
31 to 60	108	16.0%	
61 to 90	77	11.4%	
91 to 120	38	5.6%	
Over 120	57	8.5%	
TOTAL	674	100.0%	



# Rental Assistance Utilization Report

4/1/2023

## Referral Voucher Program

Month	Referrals	Max Referrals	Referral Utilization%	New Admission	Success Rate	End of Participation	Pending	Leased	Expired	Total Issued	Voucher Success Rate	Referral	HCV
												Days to Lease	Days to Lease
March, 2023	55	62.5	88.0%	1	1.8%	0	73	0	0	73	N/A	0.0	8.7
February, 2023	59	62.5	94.4%	15	25.4%	1	52	0	0	52	N/A	0.0	0.5
January, 2023	49	59.5	82.4%	28	57.1%	0	50	2	0	52	N/A	21.0	10.1
December, 2022	56	59.5	94.1%	17	30.4%	0	25	21	0	46	N/A	34.9	27.1
November, 2022	32	41.5	77.1%	19	59.4%	0	15	20	0	35	N/A	45.3	39.7
October, 2022	36	41.5	86.7%	16	44.4%	1	14	13	1	28	N/A	52.8	21.3
September, 2022	35	41.5	84.3%	9	25.7%	1	12	20	0	32	N/A	58.3	40.4
August, 2022	30	41.5	72.3%	2	6.7%	0	11	29	1	41	N/A	61.7	38.0
July, 2022	26	41.5	62.7%	0	0.0%	0	0	1	0	1	N/A	67.0	23.6
1/1/2021 - 06/30/2022	371	504	73.6%	311	83.8%	163	2	4	8	14	33.3%	0.0	76.7
1/1/2020 - 12/31/2020	330	336	98.2%	229	69.4%	90	17	238	46	301	83.8%	78.0	64.5
1/1/2019 - 12/31/2019	326	336	97.0%	227	69.6%	112	0	210	35	245	85.7%	67.2	88.1
1/1/2018 - 12/31/2018	275	339	81.1%	247	89.8%	102	0	232	26	258	89.9%	117.1	119.9
1/1/2017 - 12/31/2017	362	370	97.8%	298	82.3%	66	0	241	54	295	81.7%	133.6	154.3
1/1/2016 - 12/31/2016	299	300	99.7%	250	83.6%	30	0	165	47	212	77.8%	114.3	170.0
8/1/2015 - 12/31/2015	170	175	97.1%	92	54.1%	0	0	66	7	73	90.4%	62.1	219.7
Total	2,133	2,360	90.4%	1,654	77.5%	563	19	1,156	223	1,398	77.5%	101.4	138.7

Organization (July 2022 and forward)	Vouchers Per Month	Referrals	Applicants	New Admission	Referral Utilization %	Success Rate	Active Contracts	EOPs	Attrition Rate	Voucher Leased	Voucher Searching	Voucher Issued	Leased per Waitlist
ALT - DSHS	2	16	16	6	88.9%	37.5%	6	1	16.7%	6	0	9	6
ALTCEW	1	4	4	1	100.0%	25.0%	1	0	0.0%	1	0	3	1
Catholic Charities	4	21	18	9	58.3%	42.9%	9	0	0.0%	9	0	9	9
Family Promise	2	18	15	5	100.0%	27.8%	5	0	0.0%	5	0	12	5
Freedom Consulting	2	15	14	5	83.3%	33.3%	5	0	0.0%	5	0	7	5
Frontier Behavior Health	3	26	26	11	96.3%	42.3%	11	1	9.1%	11	0	15	11
Goodwill	5	39	35	12	86.7%	30.8%	12	0	0.0%	12	0	22	12
Northeast Community Center	1.5	8	7	4	59.3%	50.0%	4	0	0.0%	4	0	4	4
Peer Spokane	2	16	15	7	88.9%	43.8%	7	0	0.0%	7	0	8	7
Pioneer Human Services	3	16	15	5	59.3%	31.3%	4	1	20.0%	4	0	10	5
Revive	2	13	12	3	72.2%	23.1%	3	0	0.0%	3	0	7	3
SLIHC	4	18	18	0	112.5%	0.0%	0	0	0.0%	0	0	15	0
SNAP	5	25	22	8	92.6%	32.0%	7	1	12.5%	7	0	16	7
Spokane County	8	47	45	13	97.9%	27.7%	13	1	7.7%	13	0	30	13
SRHD	2	15	13	1	83.3%	6.7%	1	1	100.0%	1	0	11	1
Transitions	5	18	17	5	66.7%	27.8%	5	0	0.0%	5	0	12	5
Volunteers of America	6	34	30	8	94.4%	23.5%	8	1	12.5%	9	0	22	8
YWCA	5	29	22	4	107.4%	13.8%	3	1	25.0%	4	0	21	4
Total	62.5	378	344	107	85.6%	28.3%	104	8	7.5%	106	0	233	106



# Rental Assistance Utilization Report

4/1/2023

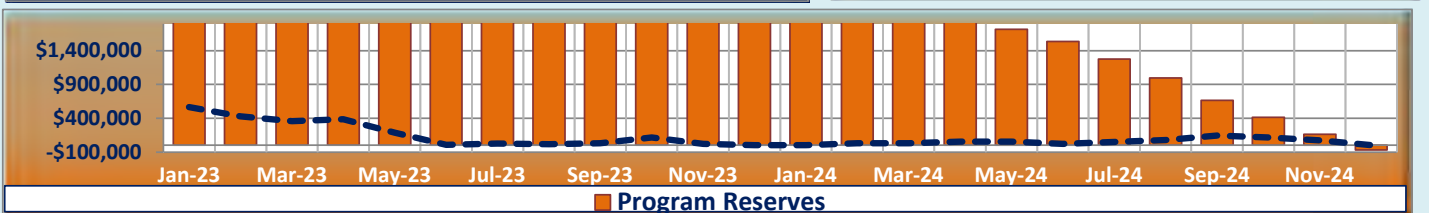
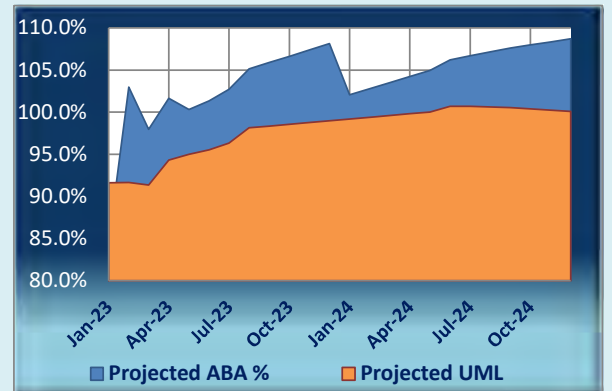
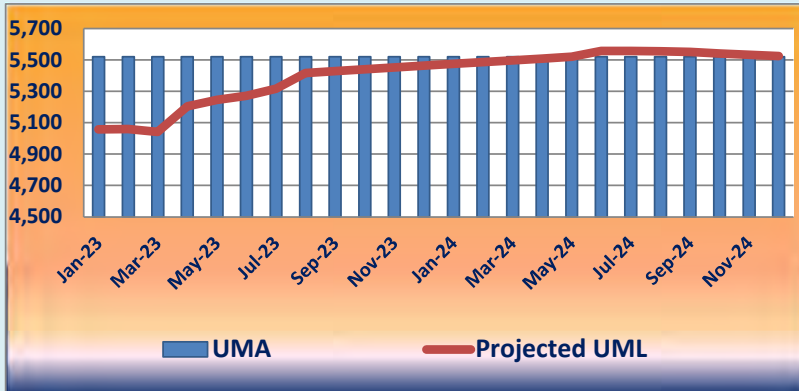
## HUD 2-Year Projection Summary

Beginning Balances:

258,764

2,879,506

CY	UMA	Project ed UML	Projected HAP	ABA Funding	VOS	Other Vouchers	Projecte d UML	Projected ABA %	PUC	RNP	Program Reserves
Jan-23	5,520	5,058	2,986,912	3,531,829	0	0	91.6%	84.6%	590.53	564,711	3,119,781
Feb-23	5,520	5,060	3,194,452	3,101,881	0	0	91.7%	103.0%	631.31	425,405	3,167,628
Mar-23	5,520	5,042	3,151,315	3,216,750	520	0	91.3%	98.0%	625.01	355,852	3,304,088
Apr-23	5,520	5,205	3,269,457	3,216,750	75	24	94.3%	101.6%	628.09	383,867	3,224,838
May-23	5,520	5,245	3,310,516	3,300,416	75	0	95.0%	100.3%	631.17	185,717	3,414,361
Jun-23	5,520	5,273	3,344,551	3,300,416	75	0	95.5%	101.3%	634.28	3,531	3,553,885
Jul-23	5,520	5,318	3,389,404	3,300,416	75	24	96.3%	102.7%	637.40	23,773	3,446,126
Aug-23	5,520	5,417	3,469,824	3,300,416	75	0	98.1%	105.1%	640.53	13,596	3,288,368
Sep-23	5,520	5,429	3,494,516	3,300,416	75	0	98.4%	105.9%	643.68	28,726	3,080,610
Oct-23	5,520	5,441	3,519,301	3,300,416	75	0	98.6%	106.6%	646.84	112,146	2,779,778
Nov-23	5,520	5,452	3,544,178	3,300,416	75	0	98.8%	107.4%	650.02	20,687	2,628,946
Dec-23	5,520	5,464	3,569,150	3,300,416	75	0	99.0%	108.1%	653.22	(0)	2,382,372
2023 YTD	66,240	63,404	40,243,574	39,470,539	1,195	48	95.7%	102.0%	634.71	(0)	2,382,372
Budget	66,228	63,299	39,556,330	39,069,180	N/A	N/A	95.58%	101.2%	625.23	0	2,669,200
Jan-24	5,520	5,475	3,594,215	3,521,313	75	0	99.2%	102.1%	656.43	1,466	2,309,475
Feb-24	5,520	5,487	3,619,376	3,521,313	75	0	99.4%	102.8%	659.66	27,772	2,186,579
Mar-24	5,520	5,498	3,644,632	3,521,313	75	0	99.6%	103.5%	662.90	28,822	2,063,682
Apr-24	5,520	5,509	3,669,984	3,521,313	75	0	99.8%	104.2%	666.16	54,519	1,890,785
May-24	5,520	5,520	3,695,432	3,521,313	50	0	100.0%	104.9%	669.44	54,769	1,717,889
Jun-24	5,520	5,558	3,739,276	3,521,313	50	36	100.7%	106.2%	672.73	21,174	1,534,992
Jul-24	5,520	5,557	3,757,009	3,521,313	50	0	100.7%	106.7%	676.04	47,201	1,274,741
Aug-24	5,520	5,555	3,773,572	3,521,313	50	0	100.6%	107.2%	679.36	76,665	994,490
Sep-24	5,520	5,551	3,789,376	3,521,313	50	0	100.6%	107.6%	682.70	140,326	664,239
Oct-24	5,520	5,542	3,801,921	3,521,313	50	0	100.4%	108.0%	686.06	113,195	412,233
Nov-24	5,520	5,533	3,814,552	3,521,313	50	0	100.2%	108.3%	689.43	73,434	160,227
Dec-24	5,520	5,524	3,827,267	3,521,313	50	0	100.1%	108.7%	692.82	(0)	-70,822
2024 YTD	66,240	66,309	44,726,611	42,255,753	700	36	100.1%	105.8%	674.52	(0)	-70,822





# Rental Assistance Utilization Report

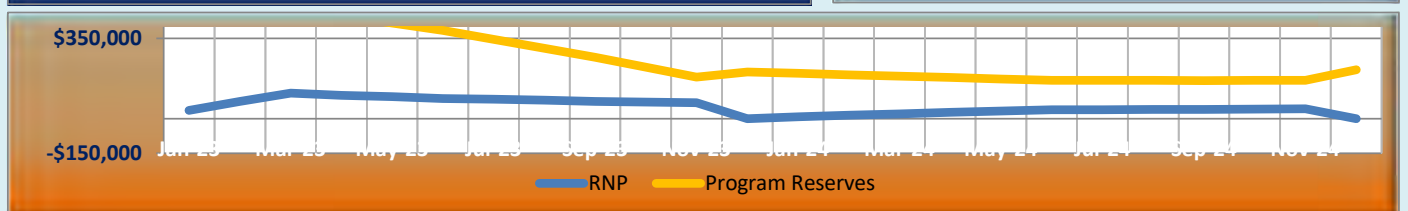
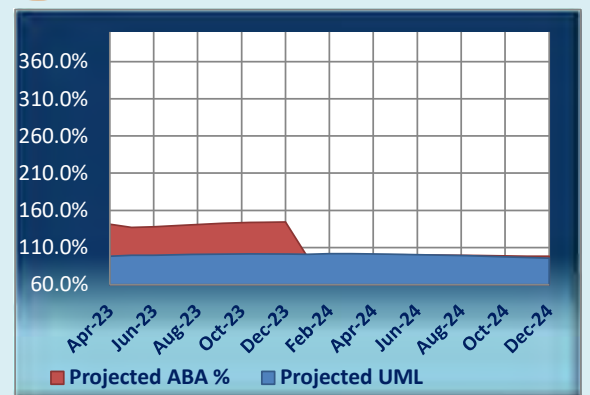
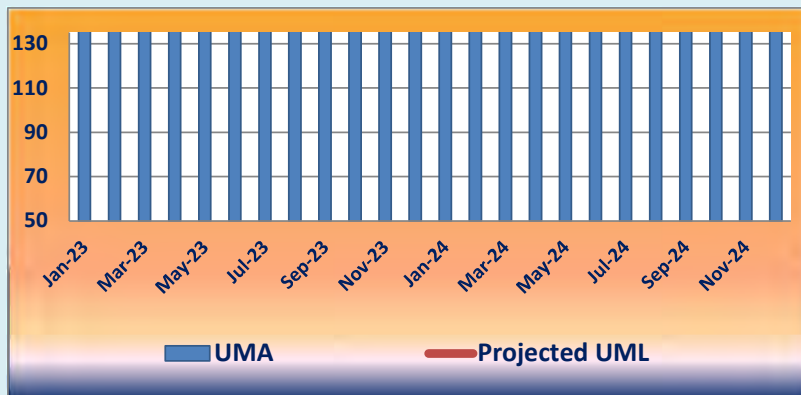
4/1/2023

## HUD 2-Year Projection Summary - Mainstream

Beginning Balances:

0 705,050

CY	UMA	Project ed UML	Projected HAP	ABA Funding	VOS	Other Vouchers	Projecte d UML	Projected ABA %	PUC	RNP	Program Reserves
Jan-23	229	217	138,960	100,723	0	0	94.8%	138.0%	640.37	35,994	630,819
Feb-23	229	220	136,962	100,723	0	0	96.1%	136.0%	622.55	75,186	555,388
Mar-23	229	221	138,724	100,581	25	0	96.5%	137.9%	627.71	111,445	480,986
Apr-23	229	225	142,158	100,581	0	0	98.4%	141.3%	630.80	101,489	449,365
May-23	229	228	144,390	105,293	0	0	99.5%	137.1%	633.90	95,315	416,443
Jun-23	229	228	145,463	105,293	0	0	99.7%	138.2%	637.01	88,067	383,521
Jul-23	229	229	146,592	105,293	5	0	100.0%	139.2%	640.15	85,478	344,810
Aug-23	229	232	148,991	105,293	5	0	101.1%	141.5%	643.29	80,491	306,100
Sep-23	229	232	149,805	105,293	5	0	101.2%	142.3%	646.46	74,690	267,389
Oct-23	229	232	150,952	105,293	0	0	101.5%	143.4%	649.64	72,201	224,220
Nov-23	229	232	151,626	105,293	0	0	101.4%	144.0%	652.83	69,037	181,051
Dec-23	229	232	152,168	105,293	0	0	101.3%	144.5%	656.04	(0)	203,213
2023 YTD	2,748	2,728	1,746,791	1,244,954	40	0	99.3%	140.3%	640.22	(0)	203,213
Budget	2,748	2,729	1,743,000	1,299,501	N/A	N/A	99.31%	134.13%	638.70	0	261,551
Jan-24	229	231	142,841	145,566	5	0	100.9%	98.1%	618.00	8,740	197,197
Feb-24	229	233	144,738	145,566	2	2	101.8%	99.4%	621.04	15,585	191,181
Mar-24	229	233	145,674	145,566	1	0	101.9%	100.1%	624.09	21,493	185,165
Apr-24	229	233	145,819	145,566	0	0	101.5%	100.2%	627.16	27,256	179,149
May-24	229	231	145,837	145,566	0	0	101.0%	100.2%	630.24	33,001	173,133
Jun-24	229	230	145,906	145,566	0	0	100.6%	100.2%	633.34	38,678	167,117
Jul-24	229	229	145,591	145,566	0	0	99.9%	100.0%	636.46	38,940	166,829
Aug-24	229	227	145,127	145,566	0	0	99.1%	99.7%	639.59	39,667	166,542
Sep-24	229	225	144,579	145,566	0	0	98.2%	99.3%	642.73	40,942	166,254
Oct-24	229	223	144,033	145,566	0	0	97.4%	98.9%	645.89	42,008	166,721
Nov-24	229	221	143,489	145,566	0	0	96.5%	98.6%	649.07	43,618	167,188
Dec-24	229	219	142,947	145,566	0	0	95.7%	98.2%	652.26	(0)	213,425
2024 YTD	2,748	2,736	1,736,580	1,746,792	8	0	99.6%	99.4%	634.78	(0)	213,425





# Rental Assistance Utilization Report

4/1/2023

## HUD 2-Year Projection Summary - Emergency Housing Vouchers

Beginning Balances:										0	553,651
CY	UMA	Projected UML	Projected HAP	ABA Funding	VOS	Other Vouchers	Projected UML	Projected ABA %	PUC	RNP	Program Reserves
Jan-23	224	201	142,577	111,024	0	0	89.7%	128.4%	709.34	142	529,473
Feb-23	224	202	139,590	111,024	0	0	90.2%	125.7%	691.04	39,755	461,294
Mar-23	224	196	139,183	111,024	13	0	87.5%	125.4%	710.12	88,307	384,582
Apr-23	224	197	140,645	111,024	10	0	87.8%	126.7%	714.85	7,662	435,606
May-23	224	199	143,501	111,024	15	0	89.0%	129.3%	719.62	4,610	406,180
Jun-23	224	204	147,795	111,024	15	0	91.1%	133.1%	724.41	7,265	366,754
Jul-23	224	210	153,415	111,024	15	0	93.9%	138.2%	729.24	7,831	323,797
Aug-23	224	219	160,647	111,024	0	0	97.7%	144.7%	734.11	1,164	280,840
Sep-23	224	224	165,863	111,024	0	0	100.0%	149.4%	739.00	29,283	197,883
Oct-23	228	228	169,490	111,024	0	0	100.0%	152.7%	743.93	19,768	148,932
Nov-23	229	229	171,754	111,024	0	0	100.0%	154.7%	748.89	7,988	99,981
Dec-23	229	229	172,988	111,024	0	0	100.0%	155.8%	753.88	0	46,005
2023 YTD	2,703	2,539	1,847,448	1,332,286	68	0	94.0%	138.7%	727.49	0	46,005
Budget	2,663	2,607	1,923,876	1,432,651	N/A	N/A	97.90%	134.29%	737.97	0	69,943
Jan-24	227	227	163,330	153,954	0	0	100.0%	106.1%	718.00	8,081	28,549
Feb-24	226	226	162,996	153,954	0	0	100.0%	105.9%	722.79	16,495	11,092
Mar-24	224	224	162,664	153,954	0	0	100.0%	105.7%	727.61	25,242	-6,364
Apr-24	222	222	162,332	153,954	0	0	100.0%	105.4%	732.46	34,321	-23,821
May-24	220	220	162,000	153,954	0	0	100.0%	105.2%	737.34	43,731	-41,277
Jun-24	218	218	161,669	153,954	0	0	100.0%	105.0%	742.25	53,472	-58,734
Jul-24	216	216	161,339	153,954	0	0	100.0%	104.8%	747.20	54,133	-66,780
Aug-24	214	214	161,010	153,954	0	0	100.0%	104.6%	752.18	55,124	-74,827
Sep-24	212	212	160,681	153,954	0	0	100.0%	104.4%	757.20	56,443	-82,873
Oct-24	210	210	160,353	153,954	0	0	100.0%	104.2%	762.25	57,100	-89,929
Nov-24	209	209	160,026	153,954	0	0	100.0%	103.9%	767.33	58,084	-96,986
Dec-24	207	207	159,699	153,954	0	0	100.0%	103.7%	772.44	(0)	-44,647
2024 YTD	2,604	2,604	1,938,101	1,847,448	0	0	100.0%	104.9%	744.41	(0)	-44,647

EHV Funding Breakdown	ABA (\$)	Units	Per Unit
2022 HAP	\$1,331,596	224	\$495.39
2022 Admin Ongoing	\$221,491	N/A	\$0.00
2022 Admin Placement	\$13,200	N/A	\$0.00
2021 Admin Preliminary	\$89,600	N/A	\$0.00
2021 Admin Service	\$784,000	N/A	\$0.00
<b>Total Funding</b>	<b>\$2,439,887</b>	<b>224</b>	

PIC New Admissions	Placement Fee	Earned
4/1/2023	\$0	\$0
3/1/2023	\$0	\$0
2/1/2023	\$0	\$0
1/1/2023	\$0	\$0
12/1/2022	\$0	\$0
11/1/2022	\$0	\$0
10/1/2022	\$0	\$0
9/1/2022	\$0	\$0
8/1/2022	\$250	\$3,750
7/1/2022	\$250	\$2,500
6/1/2022	\$250	\$4,500
CY 2021	\$500	\$3,000
<b>TOTAL</b>	<b>163</b>	<b>13,750</b>

EHV Admin Contract Costs	Amount
Ongoing Fee Expenses	74,986
Preliminary Fee Expenses	29,886
Placement/Issuance Reporting Fee	-
Services Fee - Housing Search Assistance	-
Services Fee - Rental Application Fees	2,714
Services Fee - Holding Fees Expenses	400
Services Fee - Security Deposit Expenses	70,198
Services Fee - Utility Deposit Expenses	225
Services Fee - Utility Arrears Expense	2,028
Services Fee - Owner Incentive Expenses	34,001
Services Fee - Owner Retention Expense	-
Services Fee - Other Expenses (Renter's)	410
Services Fee - Non-Refundable	4,890
Service Fee Salary and Benefits	388
<b>TOTAL</b>	<b>220,126</b>

Total HUD Service Fee Funding	784,000
Remaining Service Fees	668,746

Total HUD Preliminary Fee Funding	89,600
Remaining Preliminary Fees	59,714



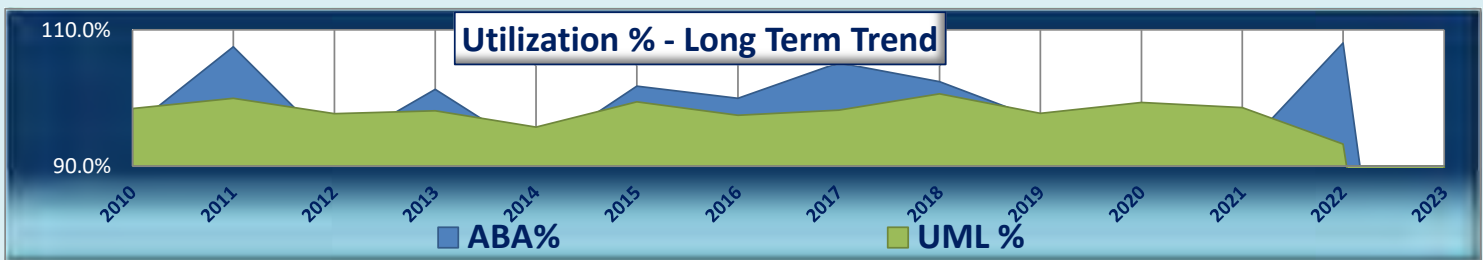


# Rental Assistance Utilization Report

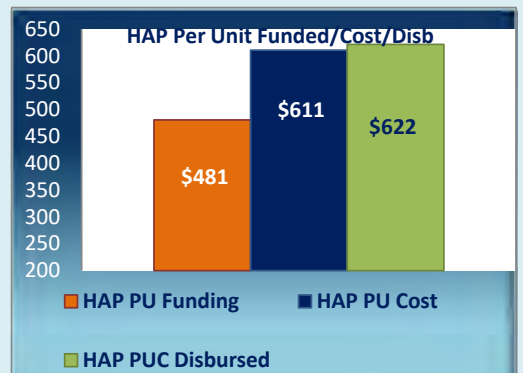
4/1/2023

VMS Summary (reported through 02/28/2023)

VMS Categories	UML YTD	VMS HAP	PUC	UML %
Rental Assistance Component 1 (RAD1)	225	\$72,012	320.05	90.7%
Homeownership	50	\$29,478	589.56	96.2%
Family Unification	64	\$339,441	5,303.77	22.5%
2008 and 2009 Non-Elderly Disabled	572	\$329,265	575.64	46.8%
Portable Vouchers Paid	285	\$418,810	1,469.51	N/A
Tenant Protection	155	\$86,702	559.37	95.7%
Veteran's Affair Supported Housing (VASH) Voucher	594	\$318,383	536.00	70.4%
All Other Vouchers	3,763	\$2,144,140	569.80	45.7%
<b>Total Vouchers</b>	<b>10,118</b>	<b>\$6,181,364</b>	<b>610.93</b>	<b>91.6%</b>



CY Funding Breakdown	ABA (\$)	Units	Per Unit
CY 22 Renewal Funding	\$31,626,445	5,314	\$495.96
CY 2022 VASH Funding	\$251,142	50	\$418.57
CY 2021 FUP Set-aside funding	\$292,721	55	\$532.22
CY 2022 Washington Square Opt Out	\$79,896	25	\$532.64
CY 2022 Hifumi En Opt Out	\$41,638	41	\$507.78
CY 2022 Fair Share Vouchers	\$65,142	34	\$638.65
CY 2022 Mainstream Renewal	\$755,683	229	\$274.99
CY 2022 EHV Renewal	\$954,492	224	\$355.09
CY 2022 EHV Renewal	\$377,108	224	\$140.29
<b>Total Funding</b>	<b>\$34,444,267</b>	<b>5,972</b>	<b>\$480.64</b>



Year	ABA	HAP	UML %	ABA %	HAP Pro Rate	PUC	HUD A Rate	HUD B Rate	Adm Pro Rate
2023	\$39,470,539	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2022	\$32,356,984	\$34,980,265	93.27%	108.11%	100.0%	634.71	94.77	88.46	89.0%
2021	\$33,662,557	\$31,090,039	98.62%	92.36%	99.3%	493.52	94.77	88.46	89.6%
2020	\$31,468,672	\$30,554,412	99.35%	97.09%	99.5%	482.26	86.47	80.71	85.8%
2019	\$29,568,240	\$28,635,199	97.75%	96.84%	99.5%	466.15	81.57	76.14	81.0%
2018	\$27,394,698	\$28,063,189	100.61%	102.44%	99.7%	448.46	77.87	72.69	81.1%
2017	\$24,698,294	\$25,981,065	98.25%	105.19%	96.0%	427.32	75.14	70.14	80.0%
2016	\$24,477,951	\$24,472,821	97.47%	99.98%	99.6%	410.34	73.02	68.16	78.0%
2015	\$24,102,691	\$24,526,797	99.44%	101.76%	101.2%	404.09	70.92	66.20	83.9%
2014	\$24,165,049	\$22,203,971	95.74%	91.88%	99.0%	386.85	68.94	64.35	81.6%
2013	\$22,688,388	\$22,978,426	98.15%	101.28%	94.0%	404.69	67.28	62.80	79.8%
2012	\$25,785,465	\$23,913,673	97.71%	92.74%	99.6%	426.89	66.12	61.72	69.3%
2011	\$23,131,278	\$24,878,491	99.97%	107.55%	98.8%	438.40	65.25	60.91	80.2%



# Rental Assistance Utilization Report

4/1/2023

PIC Ad HOC Report

Mar-23

Feb-23

Jan-23

Dec-22

Nov-22

PIC Ad HOC  
(12M)

Monthly  
Average

PIC Actions	296	482	561	603	720	5,818	485
New Admission	13	33	67	52	93	612	51
End Participation	19	31	39	43	55	626	52
Annual Reexam	188	228	260	309	306	2,774	231
Interim	72	177	167	168	233	1,548	129
Other Change	2	13	26	29	26	222	19
Portability In	0	0	2	1	2	16	1
Portability Out	0	0	0	0	0	1	0
Annual Searching	2	0	0	1	5	19	2

## PIC to VMS Comparison

PIC Attrition Rate	11.8%
PIC On Lease - February 1, 2023	5,452
VMS On Lease - February 1, 2023	5,060
Variance	392

## Other Program Statistics

Disabled Participants	3,808
Non Elderly Disabled	2,463
Homeless at Admission	20.0%
Over-Housed	1,355
Under-Housed	273

## Number of bedrooms in unit

	0	1	2	3	4	5	6
Count	430	2,554	1,760	607	106	11	3
% Distribution	7.9%	46.7%	32.2%	11.1%	1.9%	0.2%	0.1%

## Next Annual Reexamination

Month	-	Count
LATE	-	634
04/01/2023	-	905
05/01/2023	-	1298
06/01/2023	-	1705

## By Age & Gender

	Count	%	Avg Annual Income	Avg HAP
<b>Total - 04/01/2023</b>	<b>5,471</b>	<b>100.0%</b>	<b>\$12,982</b>	<b>\$587</b>
Under 30	283	5.2%	\$12,041	\$669
30-39	917	16.8%	\$14,245	\$689
40-49	1,047	19.1%	\$13,344	\$619
50-61	1,616	29.5%	\$12,074	\$570
Over 62	1,608	29.4%	\$13,105	\$518

## Next Annual HQS

Month	-	Count
LATE	-	16
04/01/2023	-	18
05/01/2023	-	78

<b>Total - 04/01/2023</b>	<b>5,471</b>	<b>100.0%</b>	<b>\$12,982</b>	<b>\$587</b>
Male	1,920	35.1%	\$12,774	\$552
Female	3,551	64.9%	\$13,095	\$605

## HAP Amount Distribution

<b>Total - 04/01/2023</b>	<b>4,699</b>	<b>100.0%</b>
Zero HAP	58	1.2%
\$1-\$199 HAP	197	4.2%
\$200-\$299 HAP	295	6.3%
\$300-\$399 HAP	438	9.3%
\$400-\$499 HAP	637	13.6%
\$500-\$599 HAP	799	17.0%
\$600 HAP and Over	2,275	48.4%

Race/Ethnicity	%
White	87.8%
Black/African American	7.4%
Asian	1.5%
Native Hawaiian/Other Pacific Islander	1.3%
American Indian/Alaska Native	4.8%
Ethnicity - Hispanic	5.4%





## Rental Assistance Utilization Report

4/1/2023

Grant Obligation Summary billed through 01/31/2023 - Bridges billed through 03/31/2023

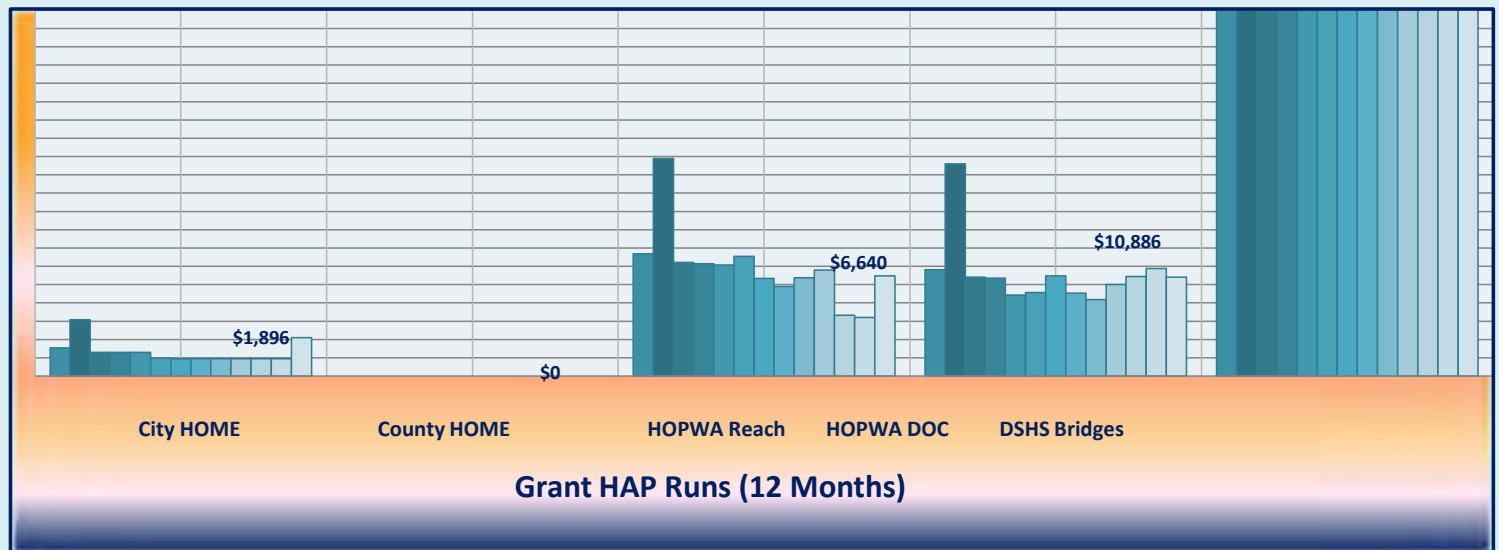
MISC Programs Totals	\$ Obligated	HAP & Other \$ Spent	Admin Spent	Total \$ Spent	\$ Remaining	Remaining Months	% Obligated	% Admin Spent	% Total Spent
City HOME - Youth	75,748	59,296	6,013	65,309	34,691	4	81.4%	85.9%	65.3%
HOPWA Reach	370,108	210,051	12,545	222,596	131,340	18	104.6%	50.6%	62.9%
HOPWA DOC	127,056	78,313	6,861	85,175	102,506	4	67.7%	73.6%	45.4%
DSHS Bridges	9,982,232	4,808,104	576,972	5,385,076	4,508,648	11	100.9%	48.6%	54.4%
<b>TOTAL</b>	<b>10,555,143</b>	<b>5,155,764</b>	<b>602,392</b>	<b>5,758,156</b>	<b>4,777,185</b>	<b>37</b>	<b>100.2%</b>	<b>49.0%</b>	<b>54.7%</b>

### Grant Contract Summary

Contract Details	Start Date	End Date	Months	HAP	Admin	Other Funds	\$ Available	Admin %	Available per Month
City HOME - Youth	7/1/2020	6/30/2023	36	\$93,000	\$7,000	N/A	\$100,000	7.0%	\$2,778
HOPWA Reach	10/1/2021	8/31/2024	35	\$329,161	\$24,775	\$0	\$353,936	7.0%	\$10,112
HOPWA/DOC	7/1/2022	6/30/2023	12	\$175,562	\$9,319	\$2,800	\$187,681	5.0%	\$15,640
DSHS Bridges	1/1/2022	2/28/2024	26	\$8,706,500	\$1,187,224	\$0	\$9,893,724	12.0%	\$380,528
<b>TOTAL</b>			<b>109</b>	<b>9,304,223</b>	<b>1,228,318</b>	<b>2,800</b>	<b>10,535,341</b>	<b>11.7%</b>	<b>409,058</b>

### GRANT AGENDA

City HOME - Youth	City HOME Contract: 2 leased up 1 issued looking with the contract set to expire end of June
HOPWA Reach	13 participants r and 104.6% Utilized
HOPWA/DOC	Currently at 22 on lease and 60% utilized. We an additional \$19K which dropped our obligations; may want to shift more from Reach
DSHS Bridges	We are at 391 and have 285 issued looking and 100.9% obligated and 48.6% with the additional 1.8M added to the contract



Grant Utilization	Total Contracts	Plus or Minus	Avg HAP	Issued Looking	Issued Searching	New Admissions	End of Participation s	Vouchers Leased
<b>GRANT Program Totals</b>	<b>428</b>	<b>13</b>	<b>\$966</b>	<b>285</b>	<b>6</b>	<b>230</b>	<b>129</b>	<b>433</b>
City HOME - Youth	2	(1)	\$656	1	0	1	3	2
HOPWA Reach	13	(1)	\$613	0	0	0	6	13
HOPWA/DOC	22	0	\$452	0	1	0	4	23
DSHS Bridges Program	391	15	\$1,008	284	5	229	116	395

**Spokane Housing Authority**  
**CLAIMS CERTIFICATION**

The referenced vouchers have been audited and certified by the auditing officer as required by RCW 42.24.080.  
These vouchers have been recorded on a listing which has been made available to the Board of Commissioners.

Description/Funding Source	Beginning Check	Ending Check	Amount
<b>Month of February 2023:</b>			
Central Office Cost Center			
Checks	10821	10864	316,688.30
Direct Deposits /ACH	1031300	1035900	58,826.16
Payroll/Other Direct Debits/Transfers			922,496.76
Housing Assistance Programs:			
Administrative Expenses:			
Checks	2680	2693	195,096.74
Direct Deposits /ACH	16600	17000	9,492.96
Other Direct Debits/Transfers			392,106.10
Housing Assistance Payments:			
Checks	26145	26343	198,547.78
Direct Deposits /ACH	265697	267226	3,483,600.66
Other Direct Debits/Transfers			476,329.00
Grant Programs			
Checks	3114	3186	108,793.00
Direct Deposits /ACH	60672	60903	317,837.00
Public Housing: Scattered Sites			
Checks			-
Other Direct Debits/Transfers			-
Properties:			
Hifumi En Apartments			
Checks	8694	8705	44,476.43
Direct Deposits /ACH	14600	15300	12,501.61
Other Direct Debits/Transfers			4,091.83
RAD Scattered Sites			
Checks	5560	5565	1,350.58
Direct Deposits /ACH	7800	8000	941.89
Other Direct Debits/Transfers			1.08
Martindale Apartments LLLP: Agnes Kehoe Place			
Checks	3541	3552	34,561.18
Direct Deposits /ACH	17600	19200	16,393.06
Other Direct Debits/Transfers			2,947.40
Cedar Haven LLLP:			
Cedar West:			
Checks	4444	4452	69,212.96

Direct Deposits /ACH	16000	16600	11,048.06
Other Direct Debits/Transfers			2,544.34
Woodhaven:			
Checks	3758	3771	82,244.47
Direct Deposits /ACH	14500	15900	9,972.27
Other Direct Debits/Transfers			2,057.22
Cornerstone II Borning LP: Cornerstone Courtyard			
Checks	3954	3973	34,305.52
Direct Deposits /ACH	16600	17400	10,029.34
Other Direct Debits/Transfers			5,922.32
Cornerstone II Helena LP: Pearl on Adams			
Checks	2781	2797	48,494.24
Direct Deposits /ACH	11900	12600	8,914.57
Other Direct Debits/Transfers			1,816.24
Parsons LLLP: Parsons			
Checks	4318	4328	36,313.45
Direct Deposits /ACH	15600	16100	9,377.41
Other Direct Debits/Transfers			1,277.06
Wilbur and Cook Affordable Portfolio LLLP:			
Heritage Heights:			
Checks	3739	3748	76,937.33
Direct Deposits /ACH	8700	9000	9,758.29
Other Direct Debits/Transfers			421.96
Westfall Village:			
Checks	5040	5048	125,003.44
Direct Deposits /ACH	14200	15200	21,368.59
Other Direct Debits/Transfers			534.68
Valley 206:			
Checks	7608	7639	264,427.49
Direct Deposits /ACH	21100	22600	21,779.87
Other Direct Debits/Transfers			1,302.36
TOTAL			\$ 7,452,143.00

As of April 24, 2023, the BOARD OF COMMISSIONERS OF THE SPOKANE HOUSING AUTHORITY,  
by unanimous vote, does approve the payment of the listed vouchers and claims.

Chairperson of the Board \_\_\_\_\_ Date: \_\_\_\_\_

ClaimsCertificationCY2023

# Memorandum

**To:** Besse Bailey, Chairperson; Joycelynn Straight, Vice Chairperson; Randy Bustamante, Commissioner; Jenny McClenathen, Commissioner; Kai Nevala, Vice Chairperson; Marcus Kelsey, Commissioner; Kristina Walker, Commissioner; Kammi Smith, Counsel

**From:** Kathy Clark, Director of Finance

**Date:** March 28, 2023

**Re:** February 2023 Write-Off Report

The following is a summary by property classification of vacated past-due tenant accounts receivables that have been written off during the month February 2023.

Calendar Year Properties Property Classification	Month of February 2023			Calendar Year 2023 (Year to Date)		
	Write Offs	Bad Debt Collected	% of Revenue	Write Offs	Bad Debt Collected	% of Revenue
<b>Public Housing</b>						
PH - Scattered Sites	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Public Housing</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Project Based Section 8 Properties</b>						
Hifumi En	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Project Based Section 8 Properties</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Tax Credit Properties</b>						
Agnes Kehoe	\$ -	\$ -	0.00%	\$ 2,540.56	\$ -	4.01%
Parsons LLLP	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Pearl on Adams	\$ 8,516.69	\$ -	47.87%	\$ 8,516.69	\$ -	19.19%
Cornerstone Courtyard	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Cedar Haven - Cedar West	\$ 9,311.00	\$ -	23.66%	\$ 9,311.00	\$ -	10.17%
Cedar Haven - Woodhaven	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Wilbur Cook - Heritage Heights	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Wilbur Cook - Westfall Village	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Wilbur Cook - Valley 206	\$ 8,990.28	\$ -	5.18%	\$ 11,487.38	\$ -	3.26%
<b>Total Tax Credit Properties</b>	<b>\$ 26,817.97</b>	<b>\$ -</b>	<b>5.07%</b>	<b>\$ 31,855.63</b>	<b>\$ -</b>	<b>2.90%</b>
<b>Total Calendar Year 2023 Properties</b>	<b>\$ 26,817.97</b>	<b>\$ -</b>	<b>4.75%</b>	<b>\$ 31,855.63</b>	<b>\$ -</b>	<b>2.72%</b>

The following is the detail of vacated past-due tenant accounts receivables write offs during the month of February 2023.

Unit	Vacated Date	Total Amount	Rent/Lease Break	Legal Fees	Cleaning/ Damages
<b>Wilbur Cook-Valley 206</b>					
159	10/31/22	\$ 536.00	536.00		
169	10/14/22	\$ 5,802.75	4,302.50	557.00	943.25
49	10/31/22	\$ 1,264.67			1,264.67
149	10/11/22	\$ 1,386.86			1,386.86
	<b>Total</b>	<b>\$ 8,990.28</b>			
<b>Pearl</b>					
110	10/18/22	\$ 8,516.69	5,666.39	411.00	2,439.30
	<b>Total</b>	<b>\$ 8,516.69</b>			
<b>Cedar Haven-Cedar West</b>					
63	10/16/22	\$ 9,311.00	4,713.00	-	4,598.00
	<b>Total</b>	<b>\$ 9,311.00</b>			
<b>Total February 2023</b>		<b>\$ 26,817.97</b>			

No Bad debt was collected during the month of February 2023.

Net February 2023 write-offs for all SHA properties were \$26,817.97. This represents 4.75% of the total net tenant revenue for the month. Year-to-date write-offs were \$31,855.63 or 2.72% of total net tenant revenue.

No Bad debt was collected during February 2023. Year-to-date bad debt collected was \$0.00.

A ratio between tenant accounts receivable write-offs and net tenant revenue of between 2-4% is determined to be a reasonable standard per survey of other Washington State Housing Authorities. Year-to-date SHA write-offs are within this range.



## Central Office Board Report February 28, 2023

Combined Operations Summary	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Bookkeeping & Management Fee Revenue	\$ 206,775	\$ 175,662	\$ 338,568	\$ 349,941
Developer & Partnership Fee Revenue	-	-	20,001	20,001
Other Operating Revenue	10,195	24,761	19,864	34,522
<b>Total Income</b>	<b>216,970</b>	<b>200,423</b>	<b>378,433</b>	<b>404,464</b>
<b>EXPENSES</b>				
Administrative Salaries & Benefits	153,537	156,173	310,584	314,695
Utilities Expense	674	2,755	3,650	5,563
Maintenance Labor, Materials & Contracts	16,518	12,045	29,048	24,753
Development Expense	533	24,000	933	32,000
Overhead Allocation Expense	(2,248)	(6,625)	(4,957)	(13,474)
Other Operating Expenses	51,665	58,399	121,369	119,608
<b>Total Operating Expense</b>	<b>220,679</b>	<b>246,747</b>	<b>460,627</b>	<b>483,145</b>
<b>Net Operating Income (Loss)</b>	<b>(3,709)</b>	<b>(46,324)</b>	<b>(82,194)</b>	<b>(78,681)</b>
Other Income (Expense)	3,433	2,000	9,839	4,000
<b>Net Income (Loss)</b>	<b>\$ (276)</b>	<b>\$ (44,324)</b>	<b>\$ (72,355)</b>	<b>\$ (74,681)</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(3,124)	-	(13,875)	-
Principal Proceeds (Paid) on Debt	(9,613)	-	(9,613)	-
Required Reserve Uses (Funding)	-	-	-	-
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (13,013)</b>	<b>\$ (44,324)</b>	<b>\$ (95,843)</b>	<b>\$ (74,681)</b>

YTD Operations Summary Breakdown by Department	Administration		Development		Property Management	
	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
<b>INCOME</b>						
Bookkeeping & Management Fee Revenue	\$ 259,661	\$ 270,520	\$ -	\$ -	\$ 78,907	\$ 79,421
Developer & Partnership Fee Revenue	-	-	20,001	20,001	-	-
Other Operating Revenue	19,864	19,522	-	15,000	-	-
<b>Total Income</b>	<b>279,525</b>	<b>290,042</b>	<b>20,001</b>	<b>35,001</b>	<b>78,907</b>	<b>79,421</b>
<b>EXPENSES</b>						
Administrative Salaries & Benefits	\$ 262,768	269,004	30,659	32,773	17,157	12,918
Utilities Expense	3,650	5,563	-	-	-	-
Maintenance Labor, Materials & Contracts	11,246	8,947	10,795	10,954	7,007	4,851
Development Expense	-	-	933	32,000	-	-
Overhead Allocation Expense	(118,007)	(135,987)	7,992	8,309	105,058	114,204
Other Operating Expenses	119,447	115,372	1,013	3,114	909	1,122
<b>Total Operating Expense</b>	<b>279,104</b>	<b>262,899</b>	<b>51,392</b>	<b>87,150</b>	<b>130,131</b>	<b>133,095</b>
<b>Net Operating Income (Loss)</b>	<b>421</b>	<b>27,143</b>	<b>(31,391)</b>	<b>(52,149)</b>	<b>(51,224)</b>	<b>(53,674)</b>
Other Income (Expense)	12,198	4,000	(2,359)	-	-	-
<b>Net Income (Loss)</b>	<b>\$ 12,619</b>	<b>\$ 31,143</b>	<b>\$ (33,750)</b>	<b>\$ (52,149)</b>	<b>\$ (51,224)</b>	<b>\$ (53,674)</b>

Balance Statement Summary	Ratios
<b>ASSETS</b>	<b>Quick Ratio</b> 16.4
Unrestricted Cash \$ 4,410,096	<b>Months of Expendable Net Assets</b> 19.1
Restricted Cash 580,923	<b>Debt Coverage Ratio</b> -51.30
Due from Other Programs 1,237,378	
Other Net Receivables 9,083	<b>Comments</b>
Prepaid Expenses 40,008	Bookkeeping and Management fees are slightly under budget in HCV Fees.
Other Non Current Assets 36,571,797	•Other Operating Revenue is under budget from consulting fees for the VOA Youth Shelter not yet realized.
Net Capital Assets 4,127,198	•Administrative Salaries & Benefits are under budget due to the timing of the staff restructuring.
Net Pension Asset 750,253	•Maintenance Labor, Materials & Contracts is over budget in snow removal (\$2,000).
Deferred Outflow of Resources 768,772	•Development exp is under budget by \$31K from the timing of RAD relocations.
<b>Total Assets</b> \$ 48,495,508	•Overhead Allocation Expense is under budget because of fewer administrative expenses than budgeted.
<b>LIABILITIES &amp; NET POSITION</b>	•Other Operating Exp are over budget by \$1.7K. Major variances include: Contract services \$6.4K over from unbudgeted diversity training just for January; Computer expense \$5.2 under budget and Legal \$2.1k over budget and Misc office exp is under budget by \$2.2K. Remaining items are close to budget.
Vendors & Contracts \$ 163,838	•Other Income and Expense budget is over budget in interest income.
Due to Other Programs -	•Capital Assets purchased to date includes construction in progress permits for the Nora remodel.
Unearned Revenue -	•Principal Proceeds (Paid) on Debt is over budget from timing of payment on the debt services for the Cedar West note budgeted in March.
Other Current Liabilities 217,904	
Net Pension Liability 432,936	
Total Long Term Liabilities 1,125,084	
Deferred Inflow of Resources 779,518	
Total Net Position 45,776,228	
<b>Total Liabilities and Net Position</b> \$ 48,495,508	
Proof \$ -	

Months in Period:

2



# Housing Choice Voucher Programs

## Board Report

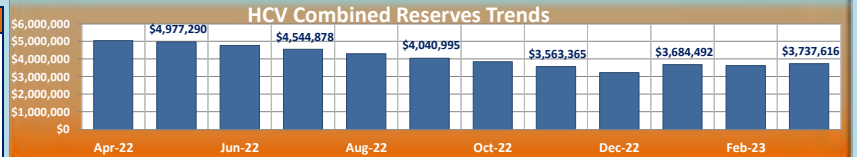
### February 28, 2023

Combined Operations Summary	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
HAP Revenue	\$ 3,453,941	\$ 3,484,830	\$ 7,092,762	\$ 6,954,383
Admin Fee Revenue	522,609	506,149	979,440	1,007,830
Fraud Recovery Income	2,223	2,774	4,833	5,548
Other Operating Revenue	2,299	1,627	3,604	3,254
COVID Revenue	-	-	-	-
<b>Total Income</b>	<b>3,981,072</b>	<b>3,995,380</b>	<b>8,080,639</b>	<b>7,971,015</b>
<b>EXPENSES</b>				
Housing Assistance Payments	\$ 3,385,406	\$ 3,444,713	\$ 6,872,820	\$ 6,866,458
Administrative Salaries & Benefits	215,590	204,127	463,209	436,267
Bookkeeping & Management Fee Expense	130,051	139,767	259,661	278,418
Administrative Fees Paid Out	9,257	11,243	18,686	22,486
Other Administrative Costs	313,451	283,980	718,500	626,582
COVID Expenses	-	-	-	-
<b>Total Operating Expense</b>	<b>4,053,755</b>	<b>4,083,830</b>	<b>8,332,876</b>	<b>8,230,211</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (72,683)</b>	<b>\$ (88,450)</b>	<b>\$ (252,237)</b>	<b>\$ (259,196)</b>

YTD Operations Summary Breakdown by Program	HCV		Mainstream		EHV		SRO Mod Rehab	
	Actuals	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Actuals	Budgeted
<b>INCOME</b>								
HAP Revenue	\$ 6,366,807	\$ 6,324,539	\$ 351,108	\$ 271,802	\$ 308,405	\$ 291,600	\$ 66,442	\$ 66,442
Admin Fee Revenue	895,498	912,050	24,048	41,362	45,297	39,821	14,597	14,597
Fraud Recovery Income	4,833	5,528	-	-	-	-	-	20
Other Operating Revenue	3,604	3,254	-	-	-	-	-	-
COVID Revenue	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>7,270,742</b>	<b>7,245,371</b>	<b>375,156</b>	<b>313,164</b>	<b>353,702</b>	<b>331,421</b>	<b>81,039</b>	<b>81,059</b>
<b>EXPENSES</b>								
Housing Assistance Payments	6,234,775	6,243,499	279,347	271,802	293,468	291,600	65,230	59,557
Administrative Salaries & Benefits	458,880	427,994	1,915	3,487	1,337	3,992	1,077	795
Bookkeeping & Management Fee Expense	240,648	259,015	8,366	8,502	7,644	7,898	3,003	3,003
Administrative Fees Paid Out	18,560	22,386	126	100	-	-	-	-
Other Administrative Costs	664,160	580,807	24,835	13,460	25,356	28,006	4,150	4,309
COVID Expenses	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>7,617,023</b>	<b>7,533,701</b>	<b>314,589</b>	<b>297,351</b>	<b>327,805</b>	<b>331,496</b>	<b>73,460</b>	<b>67,664</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (346,281)</b>	<b>\$ (288,330)</b>	<b>\$ 60,567</b>	<b>\$ 15,813</b>	<b>\$ 25,897</b>	<b>\$ (75)</b>	<b>\$ 7,579</b>	<b>\$ 13,395</b>
<b>Unrestricted Net Position (UNP)*</b>	2,786,555	1,839,246	173,380	169,767	151,657	149,962	456,749	462,515
<b>Net Restricted Position (NRP)</b>	386,974	83,804	71,761	-	24,389	-	1,212	6,895
<b>HUD Held Reserves</b>	3,167,628	3,445,134	555,388	1,732,749	461,294	508,343	-	n/a
<b>Current Month UML %</b>	91.0%	92.8%	94.8%	97.8%	90.2%	92.4%	77.9%	81.8%
<b>Projected CY UML%</b>	94.7%	95.6%	102.2%	99.3%	95.3%	97.0%	77.9%	89.9%
<b>Projected CY ABA%</b>	99.1%	102.4%	145.9%	134.1%	145.9%	134.3%	98.2%	100.0%

\*Less Pension Expense

Balance Statement Summary	
<b>ASSETS</b>	
Unrestricted Cash	\$ 4,308,170
Restricted Cash	99,147
Net Receivables	150,326
Due from Other Programs	45,682
Prepaid Expenses	20,244
Fixed Assets	398,689
Net Pension Asset	422,018
Deferred Outflow of Resources	432,435
<b>Total Assets</b>	<b>\$ 5,876,711</b>
<b>LIABILITIES &amp; NET POSITION</b>	
Vendors & Contracts Payable	\$ 83,039
Due to Other Programs	854,363
Other Current Liabilities	71,147
Unearned Revenue	269,194
Net Pension Liability	243,526
Long Term Liabilities	113,858
Deferred Inflow of Resources	438,479
<b>Total Net Position</b>	<b>3,803,105</b>
<b>Total Liabilities &amp; Net Position</b>	<b>\$ 5,876,711</b>
Proof	-



Comments	
<ul style="list-style-type: none"> <li>Administrative Net Income in February is \$125K below budget with Admin revenue \$28.7K below and admin expenses \$96.3K above.</li> <li>Salaries &amp; Benefits are \$26.9K above budget reflecting overtime needed to catch up on the backlog of AR's; Bkpg &amp; Mgmt fees expense are \$18.7K below budget (mostly in the HCV program from lower leasing and admin fee recognition); Admin Fees Paid out are \$3.8K below budget; Other Administrative Costs are \$91.9K above budget which is primarily ineligible HAP payments.</li> <li>Total Other Administrative Costs variances include: Other General Expense \$165.5K above budget from ineligible tenant HAP costs; Contract Services \$8K above budget mostly from higher than anticipated costs from Nan McKay; Landlord Incentive Expense \$33.4K below budget from a delay in getting this program started; Computer Expense \$34.6K below budget from delay in expensing out our Yardi software; OH Allocation Expenses \$2.4K above budget; EHV related Service costs are \$12.7K below budget; while the combined remaining costs are near budget.</li> <li>HCV Program: Administrative Net Income is \$108.9K below budget and Net HAP Income is \$50.9K above budget with higher HAP revenue. Current units months leased (UML) is 91% and our projected CY 2023 is at 94.7%. Use of budget authority (ABA) in 2023 is projected at 99.1% which includes an estimated HAP inflation factor of 10.13%. Subsequent notices from HUD have amended this HAP inflation factor to 13.1%. Total Current HUD Held Program Reserves is at \$3.1M, while NRP is \$386K. UNP is just above \$2.7M.</li> <li>Mainstream Program: Administrative Net Income is \$27K below budget mostly in lower than anticipated revenue, while Net HAP Income is \$71.7K over budget. Current UML is 94.8% and CY 2023 projections are at 102.2% and ABA 145.9%. NRP is at \$71.7K and UNP is \$173.3K.</li> <li>HAP Expenses are \$6.3K higher than budget with leasing below budget (144 UMLs), and PUC already \$9.23 above budget.</li> </ul>	



## Miscellaneous Grant Programs Board Report February 28, 2023

Combined Operations Summary	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Grant Income	\$ 472,572	\$ 453,965	\$ 908,981	\$ 887,715
<b>Total Income</b>	<b>472,572</b>	<b>453,965</b>	<b>908,981</b>	<b>887,715</b>
<b>EXPENSES</b>				
Housing Assistance Payments	424,190	405,972	824,277	793,768
Salaries & Benefits	5,399	11,059	12,961	17,897
Overhead Allocation Expense	12,390	16,931	27,765	33,784
Other Operating Costs	761	2,126	2,498	4,252
<b>Total Operating Expense</b>	<b>442,740</b>	<b>436,088</b>	<b>867,501</b>	<b>849,701</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 29,832</b>	<b>\$ 17,877</b>	<b>\$ 41,480</b>	<b>\$ 38,014</b>

YTD Operations Summary Breakdown by Program	Home Programs		HOPWA Competitive		HOPWA Formula		State & Local Grants	
	Actuals	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Actuals	Budgeted
<b>INCOME</b>								
Grant Income	\$ 3,943	\$ 3,694	\$ 13,902	\$ 17,046	\$ 23,574	\$ 23,547	\$ 867,561	\$ 843,428
<b>Total Income</b>	<b>3,943</b>	<b>3,694</b>	<b>13,902</b>	<b>17,046</b>	<b>23,574</b>	<b>23,547</b>	<b>867,561</b>	<b>843,428</b>
<b>EXPENSES</b>								
Housing Assistance Payments	\$ 5,849	\$ 3,331	\$ 15,727	\$ 15,646	\$ 21,839	\$ 21,730	\$ 780,862	\$ 753,061
Salaries & Benefits	188	188	314	530	620	530	11,838	16,648
Overhead Allocation Expense	203	175	880	849	1,446	1,266	25,236	31,494
Other Operating Costs	240	-	341	20	529	20	1,388	4,212
<b>Total Operating Expense</b>	<b>\$ 6,480</b>	<b>\$ 3,694</b>	<b>\$ 17,262</b>	<b>\$ 17,045</b>	<b>\$ 24,434</b>	<b>\$ 23,546</b>	<b>\$ 819,324</b>	<b>\$ 805,415</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (2,537)</b>	<b>\$ -</b>	<b>\$ (3,360)</b>	<b>\$ 1</b>	<b>\$ (860)</b>	<b>\$ 1</b>	<b>\$ 48,237</b>	<b>\$ 38,013</b>

Balance Statement Summary	
<b>ASSETS</b>	
Grant Receivables	\$ 188,759
<b>Total Assets</b>	<b>\$ 188,759</b>
<b>LIABILITIES &amp; NET POSITION</b>	
Vendors and Contracts	\$ 26,938
Due to Other Programs	(125,387)
Unearned Revenue	-
Total Net Position	287,208
<b>Total Liabilities and Net Position</b>	<b>\$ 188,759</b>
Proof	-

Comments
<p>Income is \$21.2K above budget with the ALSTA program being 24.1 above and the remaining grants about \$2.9K below budget. The Hifumi Service Coordinator grant is now funded under the Hifumi En operating budget and thus will no longer be reflected in our Grants board reports.</p> <ul style="list-style-type: none"> <li>•Expenses are \$17.8K above budget, with HAP being \$30.5K above, salaries &amp; benefits 4.9K below budget (mostly in ALSTA), OH Allocations \$6K below budget from lower participations and salaries, while other operating costs are \$1.7K below budget.</li> <li>•City HOME – Youth Grant is 75.7% obligated and \$2.5K below budget from HAP that was accrued but not yet paid out or billed for. This grant is expected to end 6/30 and any participation to be transferred onto HCV.</li> <li>•HOPWA net income is \$4.2K below budget (from ineligible HAP costs due to late processing and other calculation errors). With the Hifumi grant dropping off this report, we have broken out the Competitive and Formula grants. Our competitive grant is now at 104.6% obligated. This is a 3-year grant with funding set at \$353K, which was below our expected \$378K of previous contracts. The formula grant contract is at 67.7% obligated grant. We are contemplating not renewing either of these contracts after the current contracts because of the administrative burden of these programs under DOH.</li> <li>•State and local grants (currently consisting of only the ALSTA grant) Net Operating Income is \$10.2K above budget, (\$24.1K above budget in income and 13.9K above budget in expenses).</li> </ul>

Grant Utilization Summary	Grant Contract Terms	Total \$ Available	Total \$ Obligated	Total \$ Spent
City HOME - Youth	36 Month Ending 06/30/2023 (HAP: \$93,000; Admin: \$7,000)	\$100,000	\$75,748	\$65,309
HOPWA Reach (Comp)	35 Month Ending 08/31/2024 (HAP: \$329,161; Admin: \$24,775)	\$353,936	\$370,108	\$222,596
HOPWA/DOC (Form)	12 Month Ending 06/30/2023 (HAP: \$175,562; Admin: \$9,319)	\$187,681	\$127,056	\$85,175
DSHS Bridges	26 Month Ending 02/28/2024 (HAP: \$7,040,000; Admin: \$960,000)	\$8,000,000	\$9,737,112	\$4,934,448

Target Summary	% of Contract Months Complete	% Obligated	% Admin Spent	% Total Spent
City HOME - Youth	88.9%	75.7%	85.9%	65.3%
HOPWA Reach (Comp)	48.6%	104.6%	50.6%	62.9%
HOPWA/DOC (Form)	66.7%	67.7%	73.6%	45.4%
DSHS Bridges	53.8%	121.7%	55.1%	61.7%

Months In Fiscal Period: 2



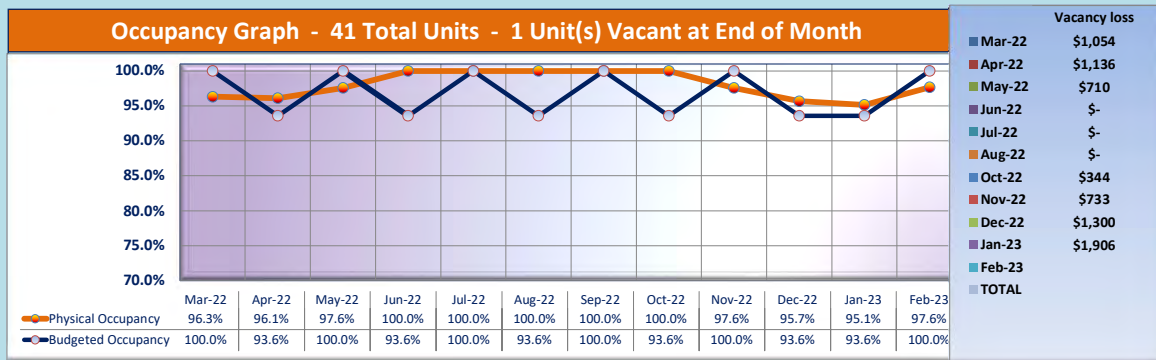


# Hifumi En

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 12,923	\$ 14,848	\$ 25,914	\$ 28,743
Subsidy Income	22,624	24,225	47,221	48,450
Other Operating Income	200	255	677	930
Total Operating Income	35,747	39,328	73,812	78,123
<b>EXPENSES</b>				
Administrative Salaries & Benefits	2,943	3,374	6,209	6,762
Utilities	4,006	10,233	20,753	21,796
Maintenance & Labor	7,699	4,619	14,933	13,739
Other Administrative Costs	9,275	4,692	18,515	11,066
Total Operating Expense	23,923	22,918	60,410	53,363
<b>Net Operating Income (Loss) - NOI</b>	<b>11,824</b>	<b>16,410</b>	<b>13,402</b>	<b>24,760</b>
Other Income (Expense) Total	(988)	(2,014)	(1,987)	(4,035)
<b>Net Income (Loss)</b>	<b>\$ 10,836</b>	<b>\$ 14,396</b>	<b>\$ 11,415</b>	<b>\$ 20,725</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(2,213)	(400)	(2,213)	(11,300)
Principal Proceeds (Paid) on Debt	(2,533)	1,334	(5,057)	2,662
Required Reserve Uses (Funding)	(2,021)	(3,600)	(4,031)	3,300
<b>NET PROJECTED CASH FLOW</b>	<b>\$ 4,069</b>	<b>\$ 11,730</b>	<b>\$ 114</b>	<b>\$ 15,387</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	2.13
Unrestricted Cash	\$	43,676	Months of Expendable Net Assets	3.53
Net Accounts Receivable		24,299	Rent Collection Percentage (YTD)	100.0%
Due From Other Programs		-	Debt Coverage Ratio	2.00
Operating Reserve		28,155	Debt Coverage Requirement	1.00
Capital Improvement Reserve		83,590	Additional \$ YTD needed to meet DCR	(\$6,706)
Other Reserves		13,633		
Prepaid Expenses & Other Current Assets		7,416	Comments	
Total Capital Assets		949,577	<ul style="list-style-type: none"><li>•Total Operating Income is slightly below budget due to high vacancy loss (\$1,906).</li><li>•Utilities are under budget in electricity due to timing of the billing.</li><li>•Maintenance and Labor are over budget for the month in snow removal (\$2,450).</li><li>•Other Administrative Costs are over budget from the new case worker contract budgeted in error in the grant but expensed in Hifumi for the month (\$4,588) and year (\$8,896), savings is recognized in legal expensed not needed (\$1,000).</li><li>•Other Income (Expense) is reflecting the timing of year end accruals of interest not yet booked.</li><li>•Net income is positive.</li><li>•Capital assets budgeted include flooring, appliances, and exterior lighting. Purchased to date are two security cameras.</li><li>•Occupancy is at 97.6% with one vacant unit at month end.</li></ul>	
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	1,150,345		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	18,514		
Tenant Security Deposits		8,887		
Due To Other Programs		7,961		
Tenant Prepaid Rent & Deferred Revenue		4,082		
Other Current Liabilities		54,746		
Net Pension Liability		-		
Total Long Term Liabilities		1,795,919		
Deferred Inflow of Resources		-		
Total Net Position		(739,763)		
Total Liabilities and Net Position	\$	1,150,345		

Property Type: Project Based Section 8

Months in Period:

2

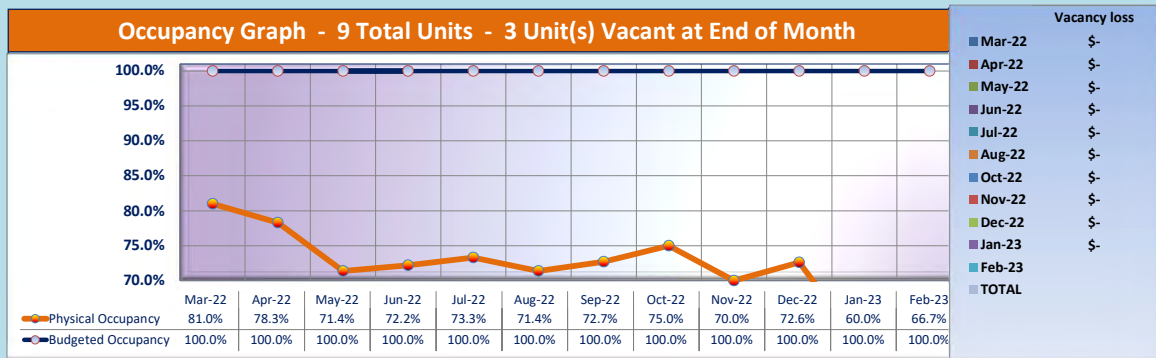


# RAD Scattered Sites

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 2,737	\$ 4,967	\$ 5,221	\$ 9,434
Subsidy Income	2,230	-	4,182	-
Other Operating Income	225	440	2,852	440
Total Operating Income	5,192	5,407	12,255	9,874
<b>EXPENSES</b>				
Administrative Salaries & Benefits	1,006	1,254	1,485	2,560
Utilities	1,872	3,014	6,046	5,542
Maintenance & Labor	2,922	3,471	5,621	7,928
Other Administrative Costs	921	1,338	2,237	3,741
Total Operating Expense	6,721	9,077	15,389	19,771
<b>Net Operating Income (Loss) - NOI</b>	<b>(1,529)</b>	<b>(3,670)</b>	<b>(3,134)</b>	<b>(9,897)</b>
Other Income (Expense) Total	38	213,000	78	213,000
<b>Net Income (Loss)</b>	<b>\$ (1,491)</b>	<b>\$ 209,330</b>	<b>\$ (3,056)</b>	<b>\$ 203,103</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(4,000)	-	(4,500)
Principal Proceeds (Paid) on Debt	-	-	-	-
Required Reserve Uses (Funding)	-	-	-	-
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (1,491)</b>	<b>\$ 205,330</b>	<b>\$ (3,056)</b>	<b>\$ 198,603</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	2690.78
Unrestricted Cash	\$	13,646,323	Months of Expendable Net Assets	1777.62
Net Accounts Receivable		13,777	Rent Collection Percentage (YTD)	100.0%
Due From Other Programs		19,557	Debt Coverage Ratio	N/A
Operating Reserve		-	Debt Coverage Requirement	N/A
Capital Improvement Reserve		-		
Other Reserves		-		
Prepaid Expenses & Other Current Assets		3,322		
Total Capital Assets		162,515		
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	13,845,495		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	1,009		
Tenant Security Deposits		2,856		
Due To Other Programs		-		
Tenant Prepaid Rent & Deferred Revenue		1,220		
Other Current Liabilities		-		
Net Pension Liability		-		
Total Long Term Liabilities		-		
Deferred Inflow of Resources		-		
Total Net Position		13,840,410		
Total Liabilities and Net Position	\$	13,845,495		

Comments
•Operating Income exceeded budget from rents collected on units anticipated to be vacated.
•Administrative Salaries & Benefits are under budget from less staff time spent this month due to no relocations yet this year.
•Maintenance & Labor are under budget in staff time and overall supplies and contract services needed for these last units.
•Other Administrative Costs are under budget in legal expenses (\$1,000).
•Capital assets budgeted for include appliances and flooring.
•Occupancy is at 66.7% of the remaining units left to sell, with 3 vacant units at month end. These units will remain vacant until sold.
•Net Income is negative.

Property Type: Market Rate

Months in Period:

2

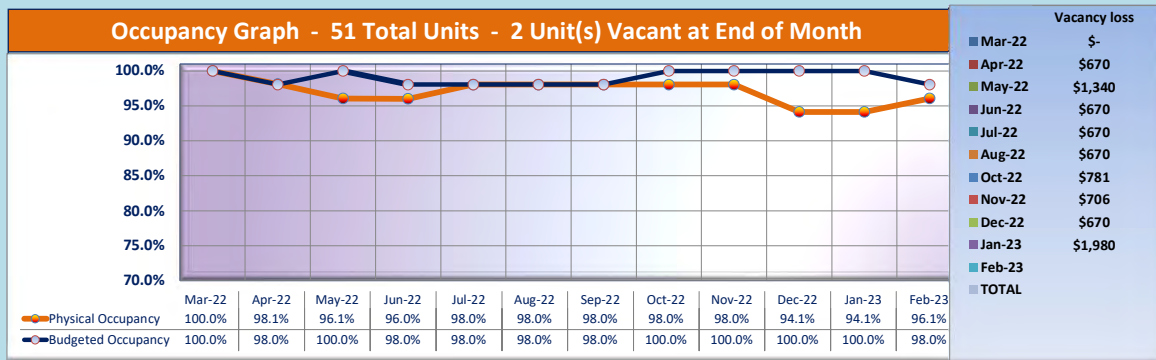


# Agnes Kehoe Place

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 31,756	\$ 33,612	\$ 61,634	\$ 67,840
Subsidy Income	-	-	-	-
Other Operating Income	609	995	1,705	1,487
Total Operating Income	32,365	34,607	63,339	69,327
<b>EXPENSES</b>				
Administrative Salaries & Benefits	6,395	6,695	13,340	13,687
Utilities	9,558	8,550	19,364	18,888
Maintenance & Labor	14,679	10,462	23,875	18,175
Other Administrative Costs	4,979	5,511	9,660	10,568
Total Operating Expense	35,611	31,218	66,239	61,318
<b>Net Operating Income (Loss) - NOI</b>	<b>(3,246)</b>	<b>3,389</b>	<b>(2,900)</b>	<b>8,009</b>
Other Income (Expense) Total	148	92	(1,925)	(2,066)
<b>Net Income (Loss)</b>	<b>\$ (3,098)</b>	<b>\$ 3,481</b>	<b>\$ (4,825)</b>	<b>\$ 5,943</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(6,800)	-	(6,800)
Principal Proceeds (Paid) on Debt	-	-	-	-
Required Reserve Uses (Funding)	(1,542)	4,636	(2,828)	2,472
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (4,640)</b>	<b>\$ 1,317</b>	<b>\$ (7,653)</b>	<b>\$ 1,615</b>



Balance Statement Summary		Ratios	
ASSETS		Quick Ratio	2.33
Unrestricted Cash	\$ 109,305	Months of Expendable Net Assets	10.97
Net Accounts Receivable	10,622	Rent Collection Percentage (YTD)	95.9%
Due From Other Programs	-	Debt Coverage Ratio	N/A
Operating Reserve	226,898	Debt Coverage Requirement	N/A
Capital Improvement Reserve	126,763		
Other Reserves	153,139		
Prepaid Expenses & Other Current Assets	9,743		
Total Capital Assets	6,836,586		
Other Non Current Assets	-		
Deferred Outflow of Resources	-		
Total Assets	\$ 7,473,056		
LIABILITIES & NET POSITION		Comments	
Vendors & Contracts Payable	\$ 48,640	•Total Operating Income is below budget because of high bad debt (\$2,196) and vacancy loss (\$3,245).	
Tenant Security Deposits	17,603	•Maintenance and Labor are over budget fire protection for multiple repairs (\$2,827) and in HVAC contract for repairs to multiple AC units (\$3,016).	
Due To Other Programs	12,664	•Other Administrative Costs are under budget in legal expenses (\$900).	
Tenant Prepaid Rent & Deferred Revenue	4,857	•Net Income is negative.	
Other Current Liabilities	189,363	•Occupancy was at 96.1% at month end with two vacant units.	
Net Pension Liability	-	•No Capital Assets purchased to date.	
Total Long Term Liabilities	3,376,203		
Deferred Inflow of Resources	-		
Total Net Position	3,823,725		
Total Liabilities and Net Position	\$ 7,473,056		

Property Type: Tax Credit

Months in Period:

2

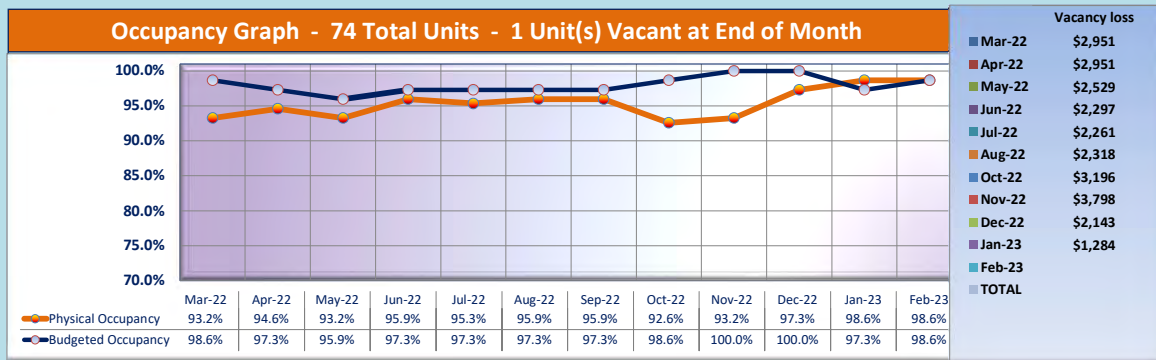


# Cedar Haven - Cedar West

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 38,353	\$ 47,774	\$ 88,349	\$ 94,421
Subsidy Income	-	-	-	-
Other Operating Income	995	938	3,241	1,926
Total Operating Income	39,348	48,712	91,590	96,347
<b>EXPENSES</b>				
Administrative Salaries & Benefits	4,879	5,439	10,583	10,793
Utilities	7,247	8,209	15,022	16,242
Maintenance & Labor	10,023	8,276	18,903	18,179
Other Administrative Costs	6,595	5,222	12,822	13,147
Total Operating Expense	28,744	27,146	57,330	58,361
<b>Net Operating Income (Loss) - NOI</b>	<b>10,604</b>	<b>21,566</b>	<b>34,260</b>	<b>37,986</b>
Other Income (Expense) Total	(7,973)	(7,973)	(27,839)	(27,813)
<b>Net Income (Loss)</b>	<b>\$ 2,631</b>	<b>\$ 13,593</b>	<b>\$ 6,421</b>	<b>\$ 10,173</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(1,439)	(2,700)	(2,601)	(2,700)
Principal Proceeds (Paid) on Debt	(3,117)	3,117	(6,223)	6,223
Required Reserve Uses (Funding)	(2,681)	(2,481)	(5,362)	(7,662)
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (4,606)</b>	<b>\$ 11,529</b>	<b>\$ (7,765)</b>	<b>\$ 6,034</b>



Balance Statement Summary			Ratios	
<b>ASSETS</b>			<b>Quick Ratio</b>	<b>2.27</b>
Unrestricted Cash	\$	143,719	<b>Months of Expendable Net Assets</b>	<b>7.99</b>
Net Accounts Receivable		36,077	<b>Rent Collection Percentage (YTD)</b>	<b>89.5%</b>
Due From Other Programs		-	<b>Debt Coverage Ratio</b>	<b>1.31</b>
Operating Reserve		-	<b>Debt Coverage Requirement</b>	<b>1.10</b>
Capital Improvement Reserve		211,080	<b>Additional \$ YTD needed to meet DCR</b>	<b>(\$4,135)</b>
Other Reserves		-	<b>Comments</b>	
Prepaid Expenses & Other Current Assets		17,892	<ul style="list-style-type: none"> <li>Total Operating Income is under budget because of high bad debt (\$7,868) which was offset by high turnover income (\$1,068).</li> <li>Utilities are below budget in electricity expenses.</li> <li>Maintenance and Labor is over budget in the current month because of high snow removal costs (\$3,135) and there were some savings in exterminating expenses not realized (\$1,200).</li> <li>Net Income is positive and debt coverage ratio is met.</li> <li>Occupancy was at 98.6% with one vacant unit at month end.</li> <li>Capital assets purchased to date include appliances.</li> </ul>	
Total Capital Assets		7,018,423		
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
<b>Total Assets</b>	<b>\$</b>	<b>7,427,191</b>		
<b>LIABILITIES &amp; NET POSITION</b>				
Vendors & Contracts Payable	\$	48,238		
Tenant Security Deposits		34,808		
Due To Other Programs		30,151		
Tenant Prepaid Rent & Deferred Revenue		20,645		
Other Current Liabilities		45,990		
Net Pension Liability		-		
Total Long Term Liabilities		5,723,483		
Deferred Inflow of Resources		-		
Total Net Position		1,523,876		
<b>Total Liabilities and Net Position</b>	<b>\$</b>	<b>7,427,191</b>		

Property Type: Tax Credit

Months in Period:

2

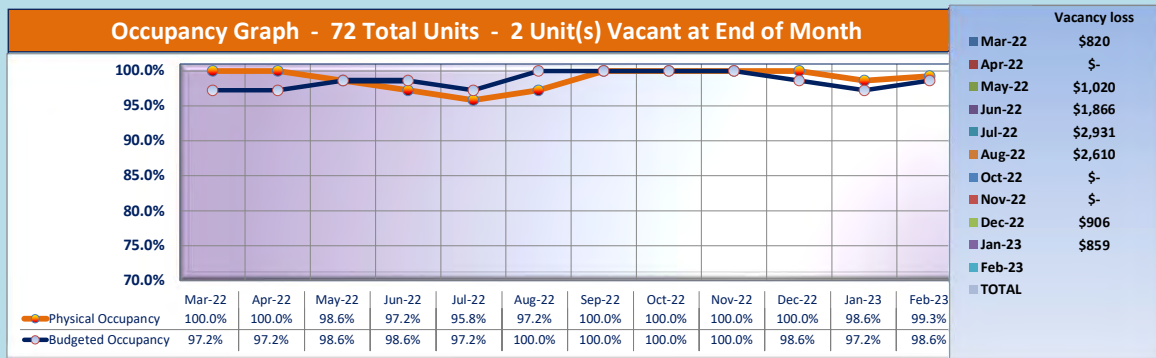


# Cedar Haven - Woodhaven

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 52,715	\$ 65,237	\$ 121,215	\$ 129,380
Subsidy Income	-	-	-	-
Other Operating Income	2,341	2,850	5,992	5,924
Total Operating Income	55,056	68,087	127,207	135,304
<b>EXPENSES</b>				
Administrative Salaries & Benefits	5,974	5,995	12,411	12,542
Utilities	15,178	11,826	27,041	24,093
Maintenance & Labor	15,349	9,985	31,615	22,689
Other Administrative Costs	7,828	6,336	15,205	14,706
Total Operating Expense	44,329	34,142	86,272	74,030
<b>Net Operating Income (Loss) - NOI</b>	<b>10,727</b>	<b>33,945</b>	<b>40,935</b>	<b>61,274</b>
Other Income (Expense) Total	(13,260)	(13,260)	(39,368)	(39,394)
<b>Net Income (Loss)</b>	<b>\$ (2,533)</b>	<b>\$ 20,685</b>	<b>\$ 1,567</b>	<b>\$ 21,880</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(20,550)	(591)	(20,970)
Principal Proceeds (Paid) on Debt	(5,184)	5,184	(10,349)	10,349
Required Reserve Uses (Funding)	(2,608)	16,518	(5,217)	12,906
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (10,325)</b>	<b>\$ 21,837</b>	<b>\$ (14,590)</b>	<b>\$ 24,165</b>



Balance Statement Summary		Ratios	
<b>ASSETS</b>		<b>Quick Ratio</b>	
Unrestricted Cash	\$ 90,592	<b>Months of Expendable Net Assets</b>	
Net Accounts Receivable	49,420	<b>Rent Collection Percentage (YTD)</b>	
Due From Other Programs	-	<b>Debt Coverage Ratio</b>	
Operating Reserve	-	<b>Debt Coverage Requirement</b>	
Capital Improvement Reserve	150,632	<b>Additional \$ YTD needed to meet DCR</b>	
Other Reserves	-	<b>Comments</b>	
Prepaid Expenses & Other Current Assets	17,190	<ul style="list-style-type: none"> <li>Total Operating Income is below budget due to booking a large lease break (\$6800).</li> <li>Utilities are running high in refuse due to additional junk removal needed (\$3,200).</li> <li>Maintenance and Labor is slightly over budget in keys and locks for storage unit locks (\$1,800); snow removal (\$1,301); plumbing for repairs to a shower pan #65 (\$4,356); HVAC repairs (\$1,240) and a kitchen counter replacement (\$1,775).</li> <li>Net income is positive and debt coverage was not met.</li> <li>Occupancy was at 99.3% with two vacant units at month end.</li> <li>Capital assets purchased to date include appliances.</li> </ul>	
Total Capital Assets	9,514,781		
Other Non Current Assets	-		
Deferred Outflow of Resources	-		
<b>Total Assets</b>	<b>\$ 9,822,614</b>		
<b>LIABILITIES &amp; NET POSITION</b>			
Vendors & Contracts Payable	\$ 31,182		
Tenant Security Deposits	34,769		
Due To Other Programs	78,061		
Tenant Prepaid Rent & Deferred Revenue	24,984		
Other Current Liabilities	76,486		
Net Pension Liability	-		
Total Long Term Liabilities	7,309,266		
Deferred Inflow of Resources	-		
Total Net Position	2,267,866		
<b>Total Liabilities and Net Position</b>	<b>\$ 9,822,614</b>		

Property Type: Tax Credit

Months in Period:

2

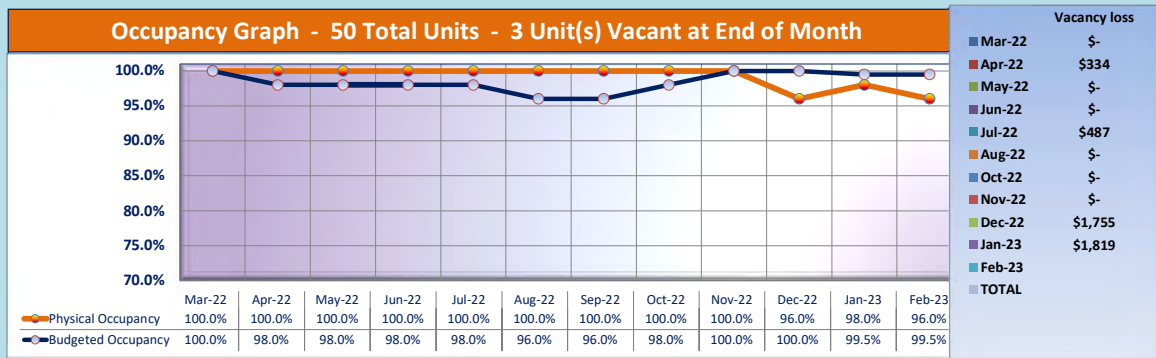


# Cornerstone Courtyard

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 36,695	\$ 35,698	\$ 70,205	\$ 70,769
Subsidy Income	-	-	-	-
Other Operating Income	1,124	765	2,887	1,365
Total Operating Income	37,819	36,463	73,092	72,134
<b>EXPENSES</b>				
Administrative Salaries & Benefits	3,380	3,558	7,080	7,163
Utilities	8,247	7,807	16,907	15,865
Maintenance & Labor	18,173	10,034	38,518	16,992
Other Administrative Costs	5,786	6,705	11,457	12,676
Total Operating Expense	35,586	28,104	73,962	52,696
<b>Net Operating Income (Loss) - NOI</b>	<b>2,233</b>	<b>8,359</b>	<b>(870)</b>	<b>19,438</b>
Other Income (Expense) Total	(876)	(948)	(3,465)	(4,103)
<b>Net Income (Loss)</b>	<b>\$ 1,357</b>	<b>\$ 7,411</b>	<b>\$ (4,335)</b>	<b>\$ 15,335</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(5,027)	(3,230)	(10,071)	(4,464)
Principal Proceeds (Paid) on Debt	(9,225)	449	(9,698)	896
Required Reserve Uses (Funding)	(3,800)	1,572	(7,600)	(1,279)
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (16,695)</b>	<b>\$ 6,202</b>	<b>\$ (31,704)</b>	<b>\$ 10,488</b>



Balance Statement Summary		Ratios	
ASSETS		Quick Ratio	0.99
Unrestricted Cash	\$ 24,652	Months of Expendable Net Assets	-0.09
Net Accounts Receivable	32,218	Rent Collection Percentage (YTD)	100.0%
Due From Other Programs	-	Debt Coverage Ratio	-0.45
Operating Reserve	134,311	Debt Coverage Requirement	1.15
Capital Improvement Reserve	20,529	Additional \$ YTD needed to meet DCR	\$13,816
Other Reserves	1,870	Comments	
Prepaid Expenses & Other Current Assets	5,076		
Total Capital Assets	5,306,114		
Other Non Current Assets	-		
Deferred Outflow of Resources	-		
Total Assets	\$ 5,524,769		
LIABILITIES & NET POSITION			
Vendors & Contracts Payable	\$ 29,801		
Tenant Security Deposits	20,986		
Due To Other Programs	121,857		
Tenant Prepaid Rent & Deferred Revenue	14,264		
Other Current Liabilities	35,000		
Net Pension Liability	-		
Total Long Term Liabilities	1,509,185		
Deferred Inflow of Resources	-		
Total Net Position	3,793,675		
Total Liabilities and Net Position	\$ 5,524,769		

•Total Operating Income is slightly above budget.	
•Maintenance and Labor is over budget for the year because of staff time needed to cover vacant position and to get caught up on a back log of work orders, unit turns and dump runs (\$11,072); overall turnover costs (\$1,455); roof repairs (\$1,669); in fire protection for a new power supply (\$1,190) and CO2 and smoke detectors (\$2,392); elevator call outs (\$2,050) and garage door repair (\$922).	
•Net Income is negative and debt coverage was not met.	
•Occupancy is at 96%, with three vacant units at month end.	
•Capital assets purchased to date include appliances and flooring replacement.	

Property Type: Tax Credit

Months in Period:

2



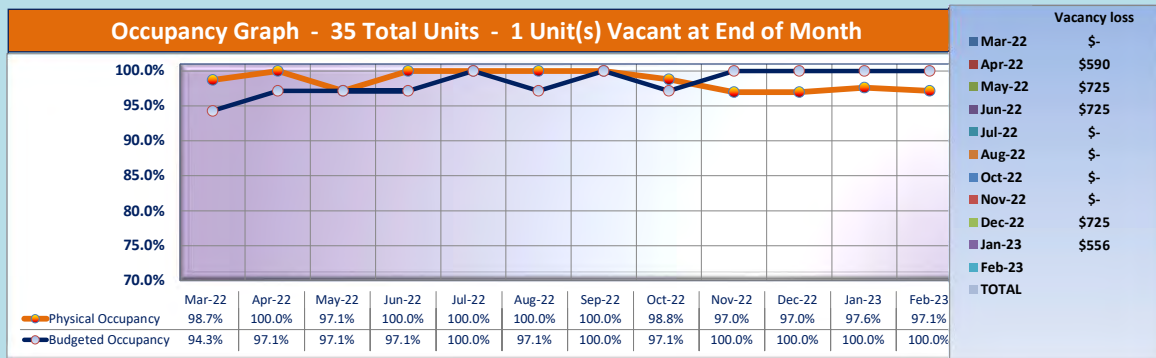


# Pearl

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 17,427	\$ 28,923	\$ 43,702	\$ 57,633
Subsidy Income	-	-	-	-
Other Operating Income	365	200	671	350
Total Operating Income	17,792	29,123	44,373	57,983
<b>EXPENSES</b>				
Administrative Salaries & Benefits	2,253	2,455	4,720	4,842
Utilities	4,728	5,680	10,026	11,415
Maintenance & Labor	9,461	5,580	15,859	10,943
Other Administrative Costs	3,679	3,598	7,544	8,262
Total Operating Expense	20,121	17,313	38,149	35,462
<b>Net Operating Income (Loss) - NOI</b>	<b>(2,329)</b>	<b>11,810</b>	<b>6,224</b>	<b>22,521</b>
Other Income (Expense) Total	99	-	(1,365)	(1,575)
<b>Net Income (Loss)</b>	<b>\$ (2,230)</b>	<b>\$ 11,810</b>	<b>\$ 4,859</b>	<b>\$ 20,946</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(12,500)	(1,968)	(13,230)
Principal Proceeds (Paid) on Debt	(3,750)	-	(3,750)	-
Required Reserve Uses (Funding)	(1,070)	10,691	(2,141)	9,612
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (7,050)</b>	<b>\$ 10,001</b>	<b>\$ (3,000)</b>	<b>\$ 17,328</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	12.50
Unrestricted Cash	\$	195,506	Months of Expendable Net Assets	40.67
Net Accounts Receivable		2,074	Rent Collection Percentage (YTD)	80.5%
Due From Other Programs		-	Debt Coverage Ratio	1.64
Operating Reserve		260,238	Debt Coverage Requirement	1.75
Capital Improvement Reserve		143,323	Additional \$ YTD needed to meet DCR	\$269
Other Reserves		237,072		
Prepaid Expenses & Other Current Assets		5,010	Comments	
Total Capital Assets		3,798,906	<ul style="list-style-type: none"><li>•Total Operating Income is below budget due to a high amount of bad debt this month (\$8,225) high vacancy loss (\$1,442) and delay in processing rent increases.</li><li>•Maintenance and Labor is over budget in snow removal (\$448); exterminating (\$2,722); plumbing (\$487) and staff time due to training new maintenance staff.</li><li>•Capital assets budgeted for but not yet completed include flooring replacement and interior cameras.</li><li>•Occupancy was at 97.1% with one vacant unit at month end.</li><li>•Net income is positive.</li><li>•Debt Coverage Ratio was not met but it is expected to.</li></ul>	
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	4,642,130		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	14,093		
Tenant Security Deposits		13,380		
Due To Other Programs		11,580		
Tenant Prepaid Rent & Deferred Revenue		13,397		
Other Current Liabilities		15,000		
Net Pension Liability		-		
Total Long Term Liabilities		851,825		
Deferred Inflow of Resources		-		
Total Net Position		3,722,854		
Total Liabilities and Net Position	\$	4,642,130		

Property Type: Tax Credit

Months in Period:

2

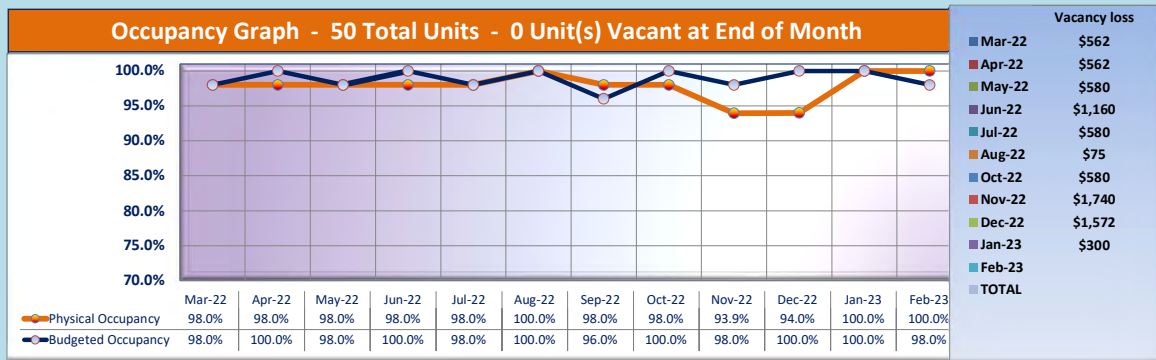


# Parsons LLLP

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 30,622	\$ 30,933	\$ 60,165	\$ 60,749
Subsidy Income	-	-	-	-
Other Operating Income	1,000	1,526	2,216	2,744
Total Operating Income	31,622	32,459	62,381	63,493
<b>EXPENSES</b>				
Administrative Salaries & Benefits	5,445	5,068	11,439	10,365
Utilities	8,521	7,385	16,924	15,040
Maintenance & Labor	7,919	6,414	15,307	18,358
Other Administrative Costs	4,299	4,661	8,431	10,537
Total Operating Expense	26,184	23,528	52,101	54,300
<b>Net Operating Income (Loss) - NOI</b>	<b>5,438</b>	<b>8,931</b>	<b>10,280</b>	<b>9,193</b>
Other Income (Expense) Total	(3,297)	(3,297)	(23,142)	(23,142)
<b>Net Income (Loss)</b>	<b>\$ 2,141</b>	<b>\$ 5,634</b>	<b>\$ (12,862)</b>	<b>\$ (13,949)</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(1,408)	(12,700)	(3,619)	(16,400)
Principal Proceeds (Paid) on Debt	(1,282)	1,282	(2,560)	2,560
Required Reserve Uses (Funding)	(1,570)	10,130	(3,094)	8,306
<b>NET PROJECTED CASH FLOW</b>	<b>\$ (2,119)</b>	<b>\$ 4,346</b>	<b>\$ (22,135)</b>	<b>\$ (19,483)</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	3.06
Unrestricted Cash	\$	100,438	Months of Expendable Net Assets	6.14
Net Accounts Receivable		6,097	Rent Collection Percentage (YTD)	100.0%
Due From Other Programs		-	Debt Coverage Ratio	0.79
Operating Reserve		-	Debt Coverage Requirement	1.10
Capital Improvement Reserve		116,945	Additional \$ YTD needed to meet DCR	\$3,138
Other Reserves		5,882		
Prepaid Expenses & Other Current Assets		8,097	Comments	
Total Capital Assets		5,430,431	<ul style="list-style-type: none"><li>•Total Operating Income is slightly below budget because of vacancy loss and late processing of February rent increases. This income will be reflected in future months.</li><li>•Utilities are running high in refuse and electricity.</li><li>•Maintenance and Labor is under budget from repairs to the HVAC system not yet completed (\$2,000) and junk haul away that has not yet occurred (\$2,500). The current month is running over in snow removal (\$546) and janitorial contract (\$633).</li><li>•Other Administrative Costs are under budget in legal (\$1,000) and computer expenses (\$710) budgeted for but not yet expended.</li><li>•Debt coverage was not met but is expected to.</li><li>•Occupancy is at 100%, with no vacant units at month end.</li><li>•Capital Assets purchased to date include appliances. Those budgeted for but not yet completed include the Cloud NVR (\$12,000).</li></ul>	
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	5,667,889		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	24,189		
Tenant Security Deposits		16,770		
Due To Other Programs		13,278		
Tenant Prepaid Rent & Deferred Revenue		4,354		
Other Current Liabilities		18,938		
Net Pension Liability		-		
Total Long Term Liabilities		4,657,281		
Deferred Inflow of Resources		-		
Total Net Position		933,079		
Total Liabilities and Net Position	\$	5,667,889		

Property Type:

Months in Period:

2



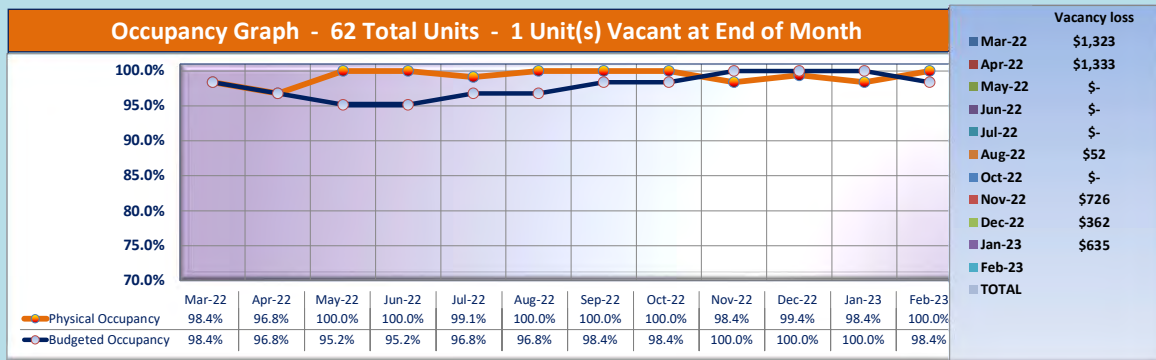


# Wilbur Cook - Heritage Heights

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 45,946	\$ 44,832	\$ 94,218	\$ 90,029
Subsidy Income	-	-	-	-
Other Operating Income	213	555	428	940
Total Operating Income	46,159	45,387	94,646	90,969
<b>EXPENSES</b>				
Administrative Salaries & Benefits	3,967	3,993	8,344	8,336
Utilities	10,004	10,240	21,013	21,752
Maintenance & Labor	11,887	7,016	16,773	12,417
Other Administrative Costs	7,286	8,518	15,124	16,577
Total Operating Expense	33,144	29,767	61,254	59,082
<b>Net Operating Income (Loss) - NOI</b>	<b>13,015</b>	<b>15,620</b>	<b>33,392</b>	<b>31,887</b>
Other Income (Expense) Total	-	-	(2,790)	(2,790)
<b>Net Income (Loss)</b>	<b>\$ 13,015</b>	<b>\$ 15,620</b>	<b>\$ 30,602</b>	<b>\$ 29,097</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(14,200)	(1,385)	(14,200)
Principal Proceeds (Paid) on Debt	(3,789)	3,789	(7,566)	7,566
Required Reserve Uses (Funding)	(2,231)	11,470	(1,334)	8,740
<b>NET PROJECTED CASH FLOW</b>	<b>\$ 6,995</b>	<b>\$ 16,679</b>	<b>\$ 20,317</b>	<b>\$ 31,203</b>



Balance Statement Summary		Ratios	
<b>ASSETS</b>		<b>Quick Ratio</b>	
Unrestricted Cash	\$ 155,406	<b>Months of Expendable Net Assets</b>	
Net Accounts Receivable	1,479	<b>Rent Collection Percentage (YTD)</b>	
Due From Other Programs	-	<b>Debt Coverage Ratio</b>	
Operating Reserve	-	<b>Debt Coverage Requirement</b>	
Capital Improvement Reserve	61,255	<b>Additional \$ YTD needed to meet DCR</b>	
Other Reserves	-	<b>Comments</b>	
Prepaid Expenses & Other Current Assets	22,601	<ul style="list-style-type: none"> <li>Total Operating Income is above budget due to subsidy received from prior months during the catch up and no bad debt.</li> <li>Maintenance and Labor are over budget in elevator services for the 5-year testing (\$2,338) and exterminating (\$2,118)</li> <li>Net Income is positive and debt coverage was met.</li> <li>Occupancy was 100% with one vacant unit at month end.</li> <li>Capital Assets purchased to date include appliances and flooring replacement. Items budgeted for but not yet purchased include the Cloud NVR (\$12,300).</li> </ul>	
Total Capital Assets	7,807,652		
Other Non Current Assets	-		
Deferred Outflow of Resources	-		
<b>Total Assets</b>	<b>\$ 8,048,393</b>		
<b>LIABILITIES &amp; NET POSITION</b>			
Vendors & Contracts Payable	\$ 14,344		
Tenant Security Deposits	19,132		
Due To Other Programs	96,804		
Tenant Prepaid Rent & Deferred Revenue	10,654		
Other Current Liabilities	8,251		
Net Pension Liability	-		
Total Long Term Liabilities	6,110,821		
Deferred Inflow of Resources	-		
Total Net Position	1,788,387		
<b>Total Liabilities and Net Position</b>	<b>\$ 8,048,393</b>		

Property Type: Tax Credit

Months in Period:

2

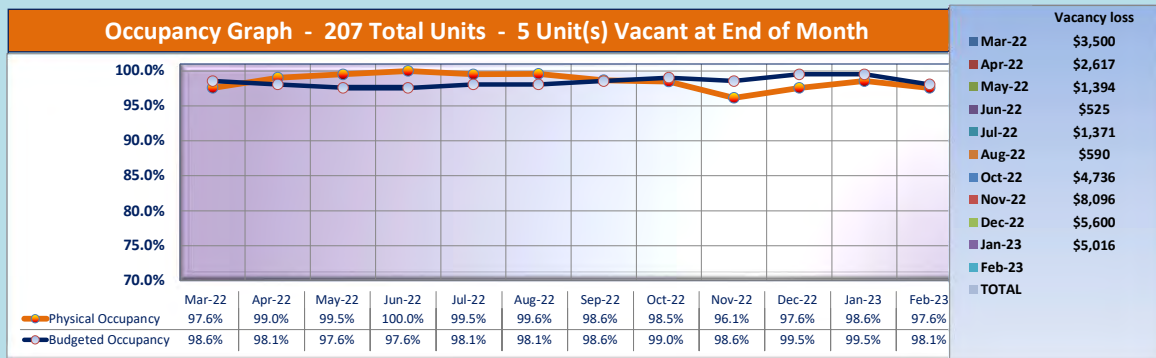


# Wilbur Cook - Valley 206

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 170,264	\$ 179,316	\$ 345,847	\$ 361,281
Subsidy Income	-	-	-	-
Other Operating Income	3,386	9,269	6,132	12,541
Total Operating Income	173,650	188,585	351,979	373,822
<b>EXPENSES</b>				
Administrative Salaries & Benefits	9,977	16,162	20,364	33,097
Utilities	19,828	20,029	41,778	41,693
Maintenance & Labor	41,076	24,693	74,827	54,737
Other Administrative Costs	22,930	23,742	49,781	48,339
Total Operating Expense	93,811	84,626	186,750	177,866
<b>Net Operating Income (Loss) - NOI</b>	<b>79,839</b>	<b>103,959</b>	<b>165,229</b>	<b>195,956</b>
Other Income (Expense) Total	-	-	(9,271)	-
<b>Net Income (Loss)</b>	<b>\$ 79,839</b>	<b>\$ 103,959</b>	<b>\$ 155,958</b>	<b>\$ 195,956</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	(19,879)	(10,230)	(25,232)	(15,080)
Principal Proceeds (Paid) on Debt	(13,675)	13,675	(27,310)	27,309
Required Reserve Uses (Funding)	(7,451)	2,785	9,834	190
<b>NET PROJECTED CASH FLOW</b>	<b>\$ 38,834</b>	<b>\$ 110,189</b>	<b>\$ 113,250</b>	<b>\$ 208,375</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	4.18
Unrestricted Cash	\$	1,061,514	Months of Expendable Net Assets	12.15
Net Accounts Receivable		70,416	Rent Collection Percentage (YTD)	96.7%
Due From Other Programs		-	Debt Coverage Ratio	1.74
Operating Reserve		-	Debt Coverage Requirement	1.15
Capital Improvement Reserve		356,706	Additional \$ YTD needed to meet DCR	(\$48,747)
Other Reserves		-	Comments	
Prepaid Expenses & Other Current Assets		1,960	<ul style="list-style-type: none"><li>•Total Operating Income is below budget due to higher vacancy loss (\$6,391) and bad debt (\$7,831) than anticipated.</li><li>•Administrative Salaries &amp; Benefits are below budget due to a vacant office assistant position.</li><li>•Maintenance and Labor is over budget in grounds, plumbing and electrical supplies (\$3,137); snow removal (\$5,053); electrical contracts (\$8,960) for repairs to damaged wiring and meter pack; and in carpentry contracts for repairs to badly damaged door and frame (\$1,928).</li><li>•Other Administrative Costs exceed budget from arbitrage compliance costs (\$1,290).</li><li>•Other Income and Expenses reflect Compliance fees budgeted at the end of the year.</li><li>•Net Income is under budget for the year, but positive and debt coverage ratio was met.</li><li>•Occupancy was at 97.6%; with five vacant units at month end.</li><li>•Capital Assets purchased to date include flooring and appliances and inserts for fireplaces. Budgeted items include security cameras not yet purchased.</li></ul>	
Total Capital Assets		30,232,782		
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	31,723,378		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	36,487		
Tenant Security Deposits		108,577		
Due To Other Programs		111,397		
Tenant Prepaid Rent & Deferred Revenue		70,126		
Other Current Liabilities		29,782		
Net Pension Liability		-		
Total Long Term Liabilities		23,962,218		
Deferred Inflow of Resources		-		
Total Net Position		7,404,791		
Total Liabilities and Net Position	\$	31,723,378		

Property Type: Tax Credit

Months in Period:

2

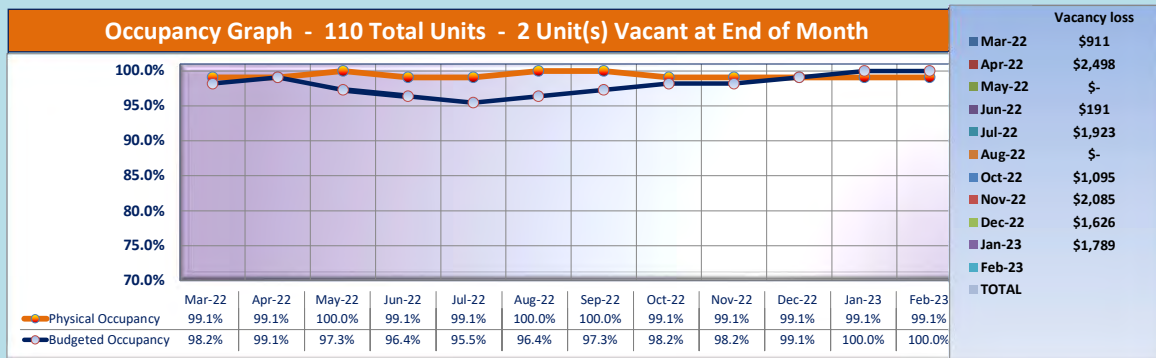


# Wilbur Cook - Westfall Village

## Board Report

### Feb 2023

Statement of Revenue and Expense	Month Actuals	Month Budgeted	YTD Actuals	YTD Budgeted
<b>INCOME</b>				
Net Rental Income	\$ 94,675	\$ 93,766	\$ 187,453	\$ 187,502
Subsidy Income	-	-	-	-
Other Operating Income	743	1,118	1,354	1,712
Total Operating Income	95,418	94,884	188,807	189,214
<b>EXPENSES</b>				
Administrative Salaries & Benefits	8,909	8,935	18,671	18,606
Utilities	15,099	14,666	29,648	28,559
Maintenance & Labor	16,538	17,090	29,674	34,447
Other Administrative Costs	11,129	12,329	22,970	24,635
Total Operating Expense	51,675	53,020	100,963	106,247
<b>Net Operating Income (Loss) - NOI</b>	<b>43,743</b>	<b>41,864</b>	<b>87,844</b>	<b>82,967</b>
Other Income (Expense) Total	-	-	(4,950)	(4,950)
<b>Net Income (Loss)</b>	<b>\$ 43,743</b>	<b>\$ 41,864</b>	<b>\$ 82,894</b>	<b>\$ 78,017</b>
<b>SOURCES (USES) OF CASH</b>				
Capital Assets Sold (Purchased)	-	(11,900)	(1,008)	(11,900)
Principal Proceeds (Paid) on Debt	(6,381)	6,381	(12,743)	12,743
Required Reserve Uses (Funding)	(3,959)	7,444	(4,343)	2,988
<b>NET PROJECTED CASH FLOW</b>	<b>\$ 33,403</b>	<b>\$ 43,789</b>	<b>\$ 64,800</b>	<b>\$ 81,848</b>



Balance Statement Summary			Ratios	
ASSETS			Quick Ratio	5.11
Unrestricted Cash	\$	620,507	Months of Expendable Net Assets	12.65
Net Accounts Receivable		28,089	Rent Collection Percentage (YTD)	100.0%
Due From Other Programs		-	Debt Coverage Ratio	1.98
Operating Reserve		-	Debt Coverage Requirement	1.15
Capital Improvement Reserve		144,180	Additional \$ YTD needed to meet DCR	(\$32,417)
Other Reserves		-	Comments	
Prepaid Expenses & Other Current Assets		975	<ul style="list-style-type: none"><li>•Total Operating Income is slightly below budget because of high vacancy loss.</li><li>•Maintenance and Labor is under budget in overall supplies needed, exterminating (\$620) and staff time due to assisting other properties (\$3,886).</li><li>•Other Administrative Costs are under budget in computer expenses (\$505) and legal (\$950).</li><li>•Net income is positive and debt coverage ratio was met.</li><li>•Occupancy is at 99.1% with two vacant units at month end.</li><li>•Capital Assets purchased include appliances. Items budgeted for but not yet purchased include flooring replacement and a new AC for the office (\$8,000).</li></ul>	
Total Capital Assets		15,366,162		
Other Non Current Assets		-		
Deferred Outflow of Resources		-		
Total Assets	\$	16,159,912		
LIABILITIES & NET POSITION				
Vendors & Contracts Payable	\$	21,631		
Tenant Security Deposits		36,948		
Due To Other Programs		50,935		
Tenant Prepaid Rent & Deferred Revenue		31,859		
Other Current Liabilities		13,896		
Net Pension Liability		-		
Total Long Term Liabilities		12,115,969		
Deferred Inflow of Resources		-		
Total Net Position		3,888,674		
Total Liabilities and Net Position	\$	16,159,912		

Property Type: Tax Credit

Months in Period:

2

## MEMORANDUM



DATE: April 21, 2023

TO: Board of Commissioners

FROM: Pam Parr, Executive Director

SUBJECT: April Executive Director's Report

### **Director of Asset Management**

I am pleased to announce that we have hired John Chatburn as our new Director of Asset Management. John has a Master's Degree in Urban and Regional Planning and another in Christian Ministries, as well as a Bachelor's degree in Information Technology. Most recently, John was the Real Estate Development Director at Community Frameworks, a statewide affordable housing developer. John will start full-time in a month or so; however, has agreed to provide as needed assistance with Hifumi En in the interim.

### **Development Manager Recruitment**

We have completed this recruitment process. An offer has been extended and accepted to a candidate with experience in affordable housing development. We are holding the formal announcement pending the candidate giving notice to his current employer.

### **Other New Hires**

### **Recent Promotions**

### **Current Openings**

Supervisor training was completed April. The training was focused on identify training needs and providing staff development.

### **Moving-to-Work (MTW) Collaborative Meeting**

Lori, Arielle and I all traveled to Washington DC this month to attend a two-day MTW Collaborative Meeting. The content of the meeting was great and I believe we made some great networking contacts for the future.

### **Justice, Equity, Diversity, Inclusivity and Humanization Training**

The ninth monthly session of JEDIH training for SHA staff and Board occurred in April. This month the training focused on law enforcement and the justice system.

### **Hifumi-en Development Progress**

- The City of Spokane Council approved the \$2.5 million request for funding, which is the last award needed to complete the capital funding stack.
- We have negotiated a solution to the utility easement with Avista in order to move the vacation of Conklin street forward with the City of Spokane.
- The architectural and engineering contract with Architectural All Forms will be put forth for approval at the May 1<sup>st</sup> Board meeting. Lori is currently updating the development and proforma to reflect final sources and uses.
- Utilizing this updated proforma, we will negotiate and execute funding award contracts, as well as issuing the Requests for Proposal (RFPs) for Tax Credit Equity Investor, Lender, and General Contractor by mid-May.

### **MTW Annual Contributions Contract (ACC) and Updates to 5-Year/Annual PHA Plans**

The MTW Supplement has been submitted and we are awaiting HUD feedback and/or approval.

### **Family Self-Sufficiency (FSS) Coordinator Grant**

We have been provided access to the funding for this grant. The draft FSS Action Plan has been submitted to HUD for review and approval. Once approved, we can begin outreach to recruit families interested in participating in the program.

### **Quarterly Property Visits**

Lori and I have begun making quarterly visits to SHA properties. This month I visited the Pearl, Cornerstone and the Parsons, all located in downtown Spokane. The staff are doing a great job overseeing and maintaining these properties overall. One item of note: the elevator at the Parsons went down a couple of weeks ago, requiring a major part and repair. Unfortunately this necessitated the elevator being down for several weeks. Staff have worked very closely with residents of the building to accommodate any special needs. In addition, the residents have been amazing – pitching in to help one another getting groceries, supplies, etc.

## Nan McKay and Associates Contract Update as of 4/14/23

Recertifications											
Status	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	June-23	Grand Total
<b>Total Due</b>	<b>379</b>	<b>377</b>	<b>450</b>	<b>447</b>	<b>371</b>	<b>358</b>	<b>316</b>	<b>352</b>	<b>350</b>	<b>349</b>	<b>3369</b>
Complete	304	289	339	308	249	222	187	147	37		1233
Completed by Spokane	22	2	25	42	12	19	10	4	2	1	65
Reassigned to Spokane	2	2	3	3	3	5	1	1	4		29
Termination	1	18	23	27	26	17	8	13	11	2	94
Port Out	1				2	4					11
1st Packet Pending 2nd Request for Missing Documents Hold Requested by SHA	1	1				1	1	17	13	4	654
	2	3	3	4	5	5	2	7	1		20
	1	3	5	2	6	1	1				29
ITT in Progress - AR Packet Not Rec'd	9	13	22	14	27	37	76	58	49	59	333
ITT in Progress - Outstanding Docs Pending Tenant Provided Documents	16	21	21	21	11	27	8	6			82
				1	1	1	2	1	48		288
Ready to Process		1	2	10	13	10	10	87	79	6	23
Returned Mail		1		5	4	9	6	6	6	6	37
Review In Process				2					90	257	28
Searching In Progress Right to Informal Hearing/Termination	3		5	8	11	10	4	1	10	14	44
			2		1			4			
<b>Grand Total</b>	<b>379</b>	<b>377</b>	<b>450</b>	<b>447</b>	<b>371</b>	<b>358</b>	<b>316</b>	<b>335</b>	<b>350</b>	<b>349</b>	<b>3749</b>
<b>Total Complete</b>	<b>347</b>	<b>314</b>	<b>390</b>	<b>380</b>	<b>292</b>	<b>267</b>	<b>206</b>	<b>41</b>	<b>54</b>	<b>3</b>	<b>2438</b>
<b>Percent Complete</b>	<b>92%</b>	<b>89%</b>	<b>87%</b>	<b>85%</b>	<b>79%</b>	<b>75%</b>	<b>65%</b>	<b>12%</b>	<b>15%</b>	<b>1%</b>	<b>65%</b>

### **HUD Notice of Funding Availability – Stability Voucher Program**

HUD's formal announcement reflects that SHA was NOT awarded Stability Vouchers. Only about 50 vouchers were awarded statewide.

### **Village Cohousing/Workspace**

I met with this grassroots organization (currently under the fiscal sponsorship of Smith-Barbieri Progressive Fund), which is seeking to bring permanent affordable housing that emphasizes community and equity-building to Spokane County. For initial projects, they are focusing on the underserved north County, outside the city limits. They are currently drafting bylaws and in the beginning stages of board recruitment. They are also looking for agencies willing to try a pilot project model for funding social services to an underserved population. I will keep you posted on their progress.

### **Other meetings this month included:**

- Invest Health Cities Quarterly Convening (virtual)
- Leadership Spokane Presentation – Human Needs Day
- Duaa-Rahemaah Williams, Washington Low-Income Housing Consortium Resident Action Project – RE: statewide advocacy for tenants.
- Jon Carollo and Jonnie Matson, Aging and Long-Term Care – RE: PNRC Session Planning
- Pacific Northwest Regional Council NAHRO Conference – Portland
- John Fisher – Inland Group – RE: Check-in
- NAHRO Monthly Housing Updates from Washington
- Spokane Low-Income Housing Consortium - Continued discussion on local strategies for funding prioritization and weekly legislative committee meetings
- Melanie Corey, Skagit County Housing Authority – RE: Project-Based Voucher Program
- NAHRO Housing Committee – virtual meeting
- Voucher Utilization Meeting
- Association of Washington Housing Authorities weekly Legislative Committee meetings
- Better Health Together, Executive Committee, Public Policy Committee and Board Meeting
- Lumen High School Board Meeting

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**END OF MEMORANDUM**

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# MEMORANDUM



DATE: April 21, 2023

TO: Board of Commissioners

FROM: Pam Parr, Executive Director

SUBJECT: Resolution #790 New Hifumi En  
Architectural and Engineering Contract

## Recommendation

Staff recommends the Board of Commissioners adopt Resolution #790 authorizing Executive Director Parr to negotiate and execute a contract for Architectural and Engineering (A/E) services with Architecture All Forms for an amount not to exceed \$1,157,186.

## Policy

SHA Procurement policy stipulates that contracts exceeding \$100,000 must be approved by the Board of Commissioners.

## Background

On January 9, 2023, SHA issued a Request for Qualifications (RFQ) seeking professional architectural and engineering services for the design and construction observation of a new 86-unit residential building on SHA's existing 2+ acre Hifumi En site, located on East 8<sup>th</sup> Avenue near the Perry District. Proposals were due February 6, 2023. Please note that in the State of Washington, price cannot be a consideration when soliciting a Request for Qualifications for A/E services. Price is negotiated with qualified firms after scoring/ranking all proposals. Negotiation of price is then undertaken utilizing independent cost estimates to similar projects to determine reasonableness.

SHA received only one proposal in response to the RFQ. This proposal was from Architecture All Forms. The proposal met the scoring/threshold criteria and it was deemed appropriate to proceed with negotiation of contract pricing.

The development budget for the project for A/E services was determined utilizing final costs of several other recent tax credit development projects:

Architect	\$1,146,051
Environmental Assessment	\$ 5,900
Geotechnical Study	\$ 8,500
TOTAL	\$1,160,451

The following table represents the total not to exceed approval requested:



A/E Professional Services Fee by Type	FEE
Architectural Design and Documentation Services – Architecture All Forms	\$496,800
Architectural Administration Services – Architecture All Forms	\$124,200
Civil Engineering – Storhaug	\$49,280
Landscape Architecture – Clearwater Summit Group	\$4,400
Structural Engineering – DCI Engineers	\$49,500
Mechanical/Plumbing Engineering – L&S Engineering	\$200,552
Electrical Engineering – L&S Engineering	\$89,040
+ Security System	\$6,700
Accessibility – Endelman & Associates	\$6,050
Interior Design – id Studios	\$12,925
Geotechnical Evaluation – Allwest	\$10,340
NREC Plan Review – Nrg Edge Consulting	\$2,200
Subtotal	1,051,987
Other Reimbursables/Contingency (8% of the A&E Fees)	105,199
Total Not to Exceed	1,157,186

### Scope of Professional Services

- Architectural** – AAF is anticipated to be the prime design consultant and will coordinate the work of the sub consultant team and serve as the prime point of contact for SHA. Architectural services include development of drawings in Autodesk Revit, to include plans, sections, elevations, details, and schedules, plus a complete set of project specifications for bidding and construction. Specification in CSI format and selection of interior finish products and colors is included. AAF will submit and shepherd the building permits through the City of Spokane's entitlement process on SHA's behalf. AAF will serve as the Evergreen Coordinator for the current version of the Evergreen Sustainable Development Standard (ESDS) and will lead an integrated design charrette, prepare, and submit an ESDS project checklist, and Evergreen Project Plan, and maintain the ESDS Binder during construction. During construction, AAF will visit the development site at regular intervals to observe the progress of construction and will review submittals and respond to contractor's RFI's and other questions.

- **Civil**
  - Prepare an erosion and sediment control plan.
  - Develop a site demolition plan.
  - Create a site and paving plan to show the layout of site features, including site access and elements in the adjacent right-of-way, parking, general horizontal control, and road or curb profiles.
  - Create a site grading plan with proposed contours, benchmark location and elevation, spot grades, and retaining walls.
  - Create a site drainage plan, showing storm pipe sizes, alignments, and associated drainage structures; storm water treatment and infiltration infrastructure.
  - Create an onsite utility plan that reflects sewer pipe sizes, alignments, and associated structures; water pipe sizes, alignments, and associated structures.
  - Provide sewer flow calculations and hydraulic analysis.
  - Provide an on-site storm drainage analysis for proposed site improvements, to include hydrology calculations for generated storm water flows, collection, and conveyance systems.
  - Perform an initial sewer capacity investigation with the City of Spokane.
  - Develop details sheets to include necessary details as referenced on civil plans.
  - List civil specifications on civil drawings.
  - Complete and submit documentation for underground injection control (UIC) registration as required by Washington State Department of Ecology.
  - Address regulatory agency comments.
  - Review shop drawings and submittals and respond to RFIs during construction.
  - Perform limited site observations during construction.
- **Landscape**
  - Review applicable building and zoning codes, project specific codes, covenants and restrictions, and utility availability.
  - Create landscape and irrigation plans for the project.
  - Provide technical specifications and construction details for all landscape areas.
  - Develop drawings, details, and technical specifications for site furnishings elements.
  - Prepare plans in conformance with City of Spokane requirements as stated in the predevelopment comments, including zoning, planning and Urban Forestry,
  - Coordinate with other consultants as needed.
  - Review contractor submittals and RFIs during the construction phase.
  - Perform limited site observations during construction.
- **Structural**
  - Develop structural foundation, floor and roof framing plans and associated details for permit review and construction. Scope includes the design of a small entry canopy and any site retaining wall design.
  - Review and comment on structural specification sections developed by Architect.
  - Address regulatory agency comments.
  - Review shop drawings and submittals and respond to RFIs during construction.
  - Perform limited site observations during construction.

- **Mechanical**
  - Design of plumbing fixtures, interior domestic hot and cold-water systems, drain, waste, & vent systems to five feet outside of building where civil will connect. The domestic cold-water system will include a TBD number of exterior hose bibs and a connection for site landscape irrigation.
  - Develop plumbing plan sheets, riser diagrams for domestic water and waste, details, and schedules.
  - Design of building HVAC system, assumed to be a DOAS system with an ERV unit for each individual zone.
  - Develop of HVAC plans sheets, including duct and piping plans, mechanical roof plan, system diagrams, control diagrams, details, and schedules.
  - Prepare plumbing and mechanical specifications.
  - Address regulatory agency comments.
  - Review shop drawings and submittals and respond to RFIs during construction.
  - Perform limited site observations during construction.
- **Electrical**
  - Coordinate power and communication services to be brought to the building.
  - Design site, building, and unit lighting plans.
  - Design power distribution, which will include separate utility metering for each unit and one for community and house areas, power distribution to branch panel boards and HVAC equipment, and power devices.
  - Design systems plans for telephone/data and cable to units, community and house spaces, a fire alarm system per code.
  - Select lighting fixture and other system components.
  - Prepare electrical specifications.
  - Address regulatory agency comments.
  - Review shop drawings and submittals and respond to RFIs during construction.
  - Perform limited site observations during construction.
- **Accessibility**
  - Review drawings and specifications prepared by Architect for consistency with accessibility requirements.
  - Assist with development of unique building details.
  - Review shop drawings and submittals and respond to RFIs during construction.

**A/E Services Not included in this contract:**

- **Fire Protection system to be selected by and included in the cost of the General Contractor:**
  - Prepare preliminary hydraulic demand analysis based on the building design and water pressure at the site.
  - Coordinate required site utilities and building water service with civil engineer.
  - Develop fire sprinkler drawings that show system distribution, riser diagram, standpipe locations and fire pump.
  - Prepare performance-based specifications.

- Address regulatory agency comments.
- Review shop drawings and submittals and respond to RFIs during construction.
- **Building Envelope/Energy Modeling** – Per the HTF Application, a building envelope energy modeling consultant was required to be under contract at time of application. ZBA Architects is providing this service at a cost of \$13,000. Its basic design scope will include the following:
  - Review drawings and specifications prepared by Architect.
  - Provide recommendations on waterproofing details and products.
  - Assist with development of unique building details.
  - Review shop drawings and submittals and respond to RFIs during construction.
  - Energy usage will be modeled per ESDS. The modeling will be used to inform the design and will be integrated into the overall design and construction process.

**SPOKANE HOUSING AUTHORITY  
RESOLUTION NO. 790**

**RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR PAMELA PARR TO  
NEGOTIATE AND EXECUTE A CONTRACT FOR ARCHITECTURAL AND  
ENGINEERING SERVICES**

**WHEREAS**, the Spokane Housing Authority is redeveloping the site known as Hifumi En Apartments to construct a new 86-unit apartment complex on the same site, and;

**WHEREAS**, the Spokane Housing Authority has solicited and reviewed qualifications and proposals for Architectural and Engineering firms to complete the design necessary for the permitting and construction of the new Hifumi En Apartments in accordance with its Procurement Policy;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Spokane Housing Authority hereby authorize Executive Director Pamela Parr to negotiate and execute a contract for an amount not to exceed \$1,157,186 for architectural and engineering services related to the design of the new Hifumi En Apartments.

**PASSED AND ADOPTED** by the Board of Commissioners of the Spokane Housing Authority in the State of Washington on this 1<sup>st</sup> day of May, 2023.

Chair \_\_\_\_\_

Vice-Chair \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Attested to by:

Secretary \_\_\_\_\_  
Pamela J. Parr