



Board of County Commissioners  
Board Work Session  
Wednesday, May 1, 2024  
2:00 PM to 4:30 PM  
3000 Pacific Avenue SE, Room 110

*For public virtual attendance, you may follow along on the [Thurston County YouTube Channel](#).*

## **AGENDA**

- I. Housing Authority of Thurston County – 2023 Annual Report and Update – *Informational***
- II. Commissioners Items – *Discussion***

Disability Accommodations: Room 110 is equipped with an assistive listening system and is wheelchair accessible. To request disability accommodations, call the Reasonable Accommodation Coordinator at least 3 days prior to the meeting at 360-786-5440. Persons with speech or hearing disabilities may call via Washington Relay at 711 or 800-833-6388.



**U.S. Department of Housing and Urban Development**

Seattle Regional Office  
Seattle Federal Office Building  
Office of Public Housing  
909 First Avenue, Suite 320  
Seattle, WA 98104-1000

March 25, 2024

Craig Chance, Executive Director  
Housing Authority of Thurston County  
1206 12<sup>th</sup> Avenue SE  
Olympia, WA 98501-1009

Dear Mr. Chance:

We received the Housing Authority of Thurston County's Report on Financial Statements and Federal Single Audit, prepared by Washington State Auditor's Office (SAO) for the audit period from July 1, 2022, through June 30, 2023. We are pleased to note that the report contained no audit findings or questioned costs; therefore, a response is not required.

Thank you for the submission of your audit. If you have any questions, please contact me at [Alfred.Heston@HUD.gov](mailto:Alfred.Heston@HUD.gov)

Sincerely,

**ALFRED  
HESTON**

Alfred Heston  
Financial Analyst  
Office of Public Housing

Digitally signed by: ALFRED HESTON  
DN: CN = ALFRED HESTON C = US O = U.S.  
Government OU = Department of Housing and  
Urban Development, Office of Administration  
Date: 2024.03.25 11:27:42 -07'00'



**Office of the Washington State Auditor  
Pat McCarthy**

March 25, 2024

Board of Commissioners  
Housing Authority of Thurston County  
Olympia, Washington

**Report on Agreed-Upon Procedures**

Please find attached our report on the results of performing certain agreed-upon procedures as specified in our report.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

## INDEPENDENT ACCOUNTANT'S REPORT

Craig Chance  
Housing Authority of Thurston County  
1206 12th Avenue S.E.  
Olympia, WA 98501

To the Board of Commissioners and Management of the Housing Authority of Thurston County:

We have performed the procedures specified by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) and enumerated below in accordance with the requirements of *The Uniform Financial Reporting Standards for Public Housing Authorities* (UFRS) published by the U.S. Department of Housing and Urban Development and Title 24 *U.S. Code of Federal Regulations* (CFR), Subpart H, *Uniform Financial Reporting Standards*. We performed the procedures on the Housing Authority's electronic submission of the items listed in the "UFRS Rule Information" column in the chart below to the U.S. Department of Housing and Urban Development, REAC for the fiscal year ended June 30, 2023. The Housing Authority's management is responsible for its electronic data submission.

The Housing Authority's management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Housing Authority and the U.S. Department of Housing and Urban Development, REAC in determining whether the electronic submission of certain information agrees with the related hard copy documents for the fiscal year ended June 30, 2023. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

### Procedure Results

We compared the electronic submission of the items listed in the chart below in the "UFRS Rule Information" column with the corresponding printed documents listed in the chart below in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedures indicate agreement or non-agreement of electronically submitted information and hard copy documents, as shown in the chart below.

<u>Procedures</u>	<u>UFRS Rule Information</u>	<u>Hard Copy Documents</u>	<u>Results</u>
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedules, all ALNs, if applicable	Agrees

<b><u>Procedures</u></b>	<b><u>UFRS Rule Information</u></b>	<b><u>Hard Copy Documents</u></b>	<b><u>Results</u></b>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	Agrees
3	Type of opinion on Financial Data Schedules (data element G3100-040)	Auditor's supplemental report on Financial Data Schedules	Agrees
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned Costs	Agrees
5	General information (data element series G2000, G2100, G2200, G9000, G9100)	Office of Management and Budget (OMB) Data Collection Form	Agrees
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	Agrees
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	Agrees
8	Type of Compliance Requirement (data element G4200-020 and G4000-030)	OMB Data Collection Form	Agrees
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	Agrees

### **About the Engagement**

We were engaged by the Housing Authority's management to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the electronic submission of the items listed in the "UFRS Rule Information" column in the chart above. Accordingly, we do not express such an opinion or



conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Housing Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

### **Related Reports**

We have performed an audit in accordance with Title 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) for the Housing Authority as of and for the year ended June 30, 2023, and have issued our reports thereon dated March 14, 2024. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, we expressed our opinion on the Authority's Financial Data Schedule dated March 14, 2024, in relation to the Housing Authority's basic financial statements as a whole.

A copy of the reporting package required by the Uniform Guidance, which includes the auditor's reports, is available on our website, <http://portal.sao.wa.gov/ReportSearch>. We have not performed any additional auditing procedures since the date of the aforementioned audit reports.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

March 14, 2024



## Annual Community Report 2023

### 2023 Good News Numbers

- 296 Households newly admitted to voucher rental assistance program
- 136 Households lifted out of homelessness with voucher support for as long as eligible
- 28 New units constructed
- \$12.6 Million in grant awards for senior housing development
- 2 New operating subsidy agreements with non-profits creating over 120 new units
- 24 Staff members, all dedicated to this noble work
- 25+ Years of clean audits: [www.sao.wa.gov](http://www.sao.wa.gov)



*Resident Advisory Board engages with staff on policy and other matters helping to ensure equitable, successful programs*

### Rental Assistance Is Rocking It

HUD's highest rating: "High Performing."

The rating in large measure reflects the Authority's successful focus on fully-investing its HUD Budget Authority for the benefit of the community. On an average business day, more than one new participant secured decent housing. HUD awarded 44 additional vouchers. Emergency Housing Vouchers fully leased prior to HUD deadline. Voucher waiting list was opened, attracted 7,181 diverse applications. Over 50 additional housing providers recruited into rental assistance program.



*Olympia Crest III, 28 units completed, final expansion of the multi-generational community*

### Outstanding Development Year

\$12.6 Million in grant awards for two developments that will be affordable to seniors with extremely to very low incomes, generally meaning they have only modest Social Security benefits for income.

*Sterling Pines:* In July the Authority acquired a motel and is converting it to 24 units.

*Sequoia North:* Up to 36 units will be developed on land acquired in late 2021.





*McKena Townhouses, Tumwater*

### **Rent & Housing Quality Preservation**

Through development and acquisition, the Authority owns 581 units. While some voucher holders have chosen one of these units, most do not have a voucher, but can afford the well-below-market rents. Properties are financially sustainable with no reliance on external government programs. Annual improvements include items such as new roofs, siding, decks, painting, parking lot renovations, electrical upgrades, etc.

### **Housing and Transitional Services (HATS)**

HATS facilitates transformative accomplishments for families with children, rising out of the nightmare of homeless experiences. The Family Support Center provides referrals. The Housing Authority offers the family a wide-range of services for two-years and a housing subsidy as long as eligible. Families increase skills, employment opportunities, income, and self-determination. In 2023, our HATS program served 52 families, totaling 174 individuals.



*Holly Franco served as a Participant board member*

### **Family Self Sufficiency (FSS)**

Holly Franco overcame an abusive marriage and cared for special needs children, making it impossible to work full time. Holly received a Housing Choice Voucher, worked part-time, and enrolled in the Family Self Sufficiency program (FSS). As Holly's income increased, the voucher subsidy decreased. Under FSS the subsidy savings go into an escrow. When public support is no longer needed the participant receives the funds in escrow. Holly used FSS escrow funds to help buy a home.

Today, Holly is a social services navigator for the state of Oregon.

### **What is the Housing Authority?**

The Housing Authority of Thurston County (HATC) is a public corporation authorized by state law and created by local resolution, governed by six appointed commissioners. There is no local or state funding for operations. It administers a \$21 Million HUD Housing Choice Voucher rental assistance program (aka Section 8), offers supportive services, is the community's largest provider of below-market-rate rentals with 581 units, allocates \$2.8 Million annually in rental operation subsidies to nine non-profits for specific properties. HATC serves 5,000+ neighbors.

#### ***Board of Commissioners***

Jay Goldstein, Chair  
Joelene Gioulis, Vice Chair  
Jim Cooper, Commissioner  
Khamla Martin (9/2023-Present)  
Aaron Quitugua, Commissioner  
Lisa Vatske, Commissioner  
Holly Franco (Resigned 9/2023)

#### ***Lead Staff***

Craig Chance, Executive Director  
Karen, McVea, Rental Assistance Director  
Tammie Smith, Housing Stability Director  
Tom Rawson, Development & Administration Director

Housing Authority of Thurston County 1206 12<sup>th</sup> Ave SE Olympia WA 98501 360-753-8292  
Mailing Address: PO Box 1638, Olympia WA 98507-1638 [www.HATC.Org](http://www.HATC.Org)

