

HOUSING **A**DVISORY **C**OMMITTEE



November 18, 2010 – 9:00 a.m.

**Housing Authority of
Washington County
Department of Housing Services
111 NE Lincoln Street, Suite 200-L
Hillsboro, Oregon 97124**



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Next Meeting:

December 10, 2010—Holiday Luncheon
Hayden Lakefront Grill
8187 Southwest Tualatin Sherwood Road

2011 Meeting Schedule
January 27
February 24
March 24
April 28
May 26 - Budget
June 23
July 28
August 25
September 22
October 27
November 17
Friday, December 2 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
November 18, 2010 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. October 28 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS**
- IV. ACCEPT - REPORT OF SECRETARY**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. ADJOURNMENT**



**MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
October 28, 2010 9:00 AM**

Washington County Department of Housing Services – Juvenile Services Building
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124 – Housing Conference Room

COMMITTEE MEMBERS PRESENT

Juliet Parrott Ramsay Weit
David Nase Renee Bruce
Donna Pottle Laurie Butler

STAFF PRESENT

Val Valfre, Director
Yvette Potter
Michael O'Neill, Finance Manager
Annette Evans, Homeless Programs Coordinator

COMMITTEE MEMBERS ABSENT

Ron Lehr Peter Hainley

Chair Bruce called the meeting to order at 9:02 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from October 1, 2010— Ramsay Weit

Second: Juliet Parrott

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Val Valfre commented on the success of the HAC Retreat and participation by the Board and the COA staff.
- The Housing Authority Board of Directors and Board of County Commissioners will approve agenda items on November 2, 2010 to submit the FY2010 Continuum of Care application and approve the purchase of a unit using NSP2 grant funds.
- Ramsay Weit announced that Providence will develop an 80-unit senior housing project in downtown Beaverton. This project will include housing and a ground-level walk-in clinic. The project will be on Main and Angel.
- Bienestar has purchased 6 ½ acres in Forest Grove to create 38 units of farmworker housing. This project utilized a \$3.5 million Rural Development grant.
- The Knoll in Tigard will provide 54 units of senior housing in Tigard.
- There is a senior housing project underway in Sherwood as well.
- Portland area nonprofits are showing increased interest in developing housing in Washington County—which may increase affordable housing choices, but also increase competition for limited assistance funding.



IV. REPORT OF SECRETARY

A. Financial Statement

Mr. O'Neill presented the first financial report for the FY2010-2011 fiscal year.

Net program income is positive, cash flow from operations is positive, and net cash flow is positive. Debt service payments have been significantly reduced as a result of the bond refinancing.

The Housing Authority balance sheet reflects capital assets (generally public housing), as well as debt service and depreciation on affordable housing. Section 8 funds are restricted by HUD, and may only be used for Section 8 voucher assistance and directly related administration. The unrestricted cash balance in Section 8 provides a buffer to pay for administrative costs that exceed Section 8 guidelines—for example, to cover staff wage increases that HUD will not cover.

Restricted cash balance reflects proceeds from the sale of several public housing units. HAWC received additional Section 8 vouchers as part of the sale program, so total number of clients receiving rent assistance remained the same. The sale proceeds will be applied to the unrestricted cash deficit in the affordable housing program. This transfer process will take a number of years, as a result of regulatory limits on how funds may be transferred between programs. As a result, the any unrestricted cash flow generated for the next several years will be transferred to the affordable housing program, and will not be available for other purposes. Unrestricted cash is also being put towards debt reserves required by the County as part of the bond refinance.

Several of the affordable housing properties purchased between 1999-2001 have consistently been a drain on cash flow. The bond refinancing has helped with this issue, but the properties are not expected to generate significant cash flows. Rent increases are constrained by market forces and the need to remain affordable, and properties do not seem to meet current grant program guidelines.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time. The wait list is still very long, and DHS is working to utilize all available vouchers. The wait list is approaching 6,600 persons, and some people decline to complete applications because the waitlist is so long.
- Average vacancy days per unit is 18.33. Some public housing units can be challenging to rent because they are located far from transit and other services.
- Occupancy rates remain high in public housing and Section 8 vouchers.

C. Affordable Housing

- Occupancy rates remain high in affordable housing. Aloha Park has closed, and is now included in the total affordable housing units.



- Part of the reason occupancy remains high is the lack of new developments and new housing unit—there are fewer choices available.
- Work orders are still being completed in a timely manner.

D. Special Projects

- Project-Based Vouchers

In 2009 the Housing Authority advertised a Request for Proposal (RFP) for 75 project-based vouchers – 50 vouchers to be allocated to the chronically homeless and 25 vouchers to be allocated for other community needs.

At this time 38 vouchers allocated for the chronically homeless category remain outstanding. Staff continues to seek opportunities to utilize these vouchers. The Department of Housing Services website now includes a direct link to the RFP for these vouchers, and Val Valfre presented information on these vouchers at the HOME workshop as well.

E. Report on Homelessness

Ms. Evans reported on the following:

- The Health Resources and Services Administration (HRSA) earmark for the new Sequoia Mental Health clinic has been released. The groundbreaking has taken place, and a celebration is planned. This project will include a new clinic and 15 units of attached affordable housing in Spruce Place. Occupancy is anticipated in Summer 2011.
- The Severe Weather Shelter Train-the-Trainer orientation was held on October 2. A meeting with the law enforcement council was held on October 14, and the Oregon State Police has expressed an interest in partnering on this program, and Ms. Evans will meet with 211 and the Washington County Fire Defense Board. Some churches have expressed an interest in opening as shelters prior to cold weather. However, this may be a challenge for local jurisdictions who agreed to support the shelters as an emergency resource. Ms. Evans is providing contact information to churches so they may contact their local governments to discuss other options (like Sonrise's 90-day temporary use permit).
- The Year 2 Homeless Assessment Report was mailed to the HAC and presented to the Washington County Board of Commissioners on October 28. The Board was generally receptive and responded well to the data presented in the report, and felt that the Washington County Continuum of Care is making good progress on the Ten-Year Plan to End Homelessness.
- The FY2010 McKinney-Vento Homeless Assistance Grant application for the Washington County Continuum of Care will go to the Board of Commissioners for approval on November 2. Community partners identified \$1.5 million in leveraged resources for FY2010.



- The Anti-Poverty Strategies Plan work group may provide a forum to explore ideas to encourage self-sufficiency and reduce the impacts of the 'cliff effect' for low-income households receiving assistance.
- The Bridges To Housing employment initiative (in partnership with Community Action and WorkSource) has enrolled 4 of the 12 Phase 2 Bridges To Housing families.
- 17 of the 25 HUD-VASH vouchers are being utilized. In November, the Housing Authority will begin work to secure additional VASH vouchers.
- Homeless To Work has 7 men and 2 women. There are 3 men's beds available in the program. Daniel Floyd is the new HTW case manager, taking over for Jeff Baynes. This program is aimed at low-barrier persons who are homeless largely due to problems arising from recent economic problems.
- The FY2010 HomePlate earmark was not funded, but may be included in FY2011 earmarks.

V. OLD BUSINESS

- TVHP-Aloha Park Complex

This 4.5 acre, 80-unit property is strategically located on 185th Avenue in Aloha near the light-rail station, bus lines, new PCC Willow Creek Center and shopping.

HUD and the Housing Authority successfully completed a Transfer of Physical Assets (TPA) process, allowing closure on the property on October 15.

- Tax Exemptions for Affordable Housing

Housing Services staff has met with staff from Washington County Assessment and Taxation, the Cities of Beaverton, Tigard, and Hillsboro, and affordable housing providers to collect feedback about the potential property tax exemption for affordable housing providers.

Staff received approval from the Chair and Chair-Elect to move ahead with discussions with City Mayors and Managers. Staff met with Mayor Dirksen and City Manager Craig Prosser in Tigard to discuss their affordable housing programs. Tigard's affordable housing program includes a set-aside to pay for Systems Development Charges for a limited number of affordable housing developments. The set-aside is not directly connected to the tax exemption program—it is an additional program Tigard uses to support affordable housing.

The goal of the ongoing tax exemption proposal under ORS 307:540-548 is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County.

- Sustainable Housing and Communities

Washington County and the Housing Authority of Washington County joined the regional Consortium to develop a grant proposal for a regional planning project to



better link affordable housing development to high-opportunity areas that include transit, employment, and other amenities. The regional application was submitted to HUD in August, but was not chosen for funding.

A Washington County application for a local Sustainable Communities TIGER II Planning/Community Challenge grant was developed and submitted to HUD in August. The proposal will support and expand the Aloha-Reedville Study to include development of a local affordable housing and equity strategy.

Washington County's grant proposal for the Aloha-Reedville Study and Livable Community plan was awarded \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total.

Washington County staff is working with representatives from HUD and DOT to negotiate the Cooperative Agreement(s) for the award. Project work on this 3-year project is tentatively anticipated to begin sometime in early 2011. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments.

Key outcomes and performance measures for this project include an increase in study area affordable housing and increased participation from traditionally underrepresented communities. The goal of this project is to produce a plan with strong community support—and a successful planning project may increase the chances of securing grant funds to implement project strategies for the community.

- Neighborhood Stabilization Program (NSP)

The Housing Authority of Washington County closed on two 4-bedroom new-construction homes in Hillsboro using NSP1 funds, and has located a property in Arbor Rose to purchase using NSP2 funds. The property is under contract for \$161,500 and is scheduled to close November 8.

- HAC Vacancies

There is one current vacancy on the HAC committee, the Elderly or Minority Representative. We are seeking an Elderly or Minority Representative from District 1 and are requesting recommendations from community partners.

- FSS Program Coordinating Committee

The Family Self-Sufficiency (FSS) program is required to have a Program Coordinating Committee (PCC) to assist in securing resources, developing the FSS Action Plan, and implementing the FSS program. The PCC has been formed, and will likely meet quarterly.

VI. NEW BUSINESS

- HAC Annual Holiday Luncheon



The annual HAC holiday luncheon is scheduled for Friday, December 10 at 1pm. The Boardroom at Hayden's Lakefront Grill in Tualatin has been reserved for the event.

- 2011 HAC Meeting Dates

2011 HAC meeting dates are the fourth Thursday of every month, except for the month of November.

Motion: Approve proposed 2011 HAC meeting dates—a Juliet Parrott

Second: Donna Pottle

Vote: All approve

- HUD Physical Assets Inspection

The HUD inspection went very well—the maintenance staff did a very good job to prepare and assist in the inspection process.

- Regional WorkSource and Transportation Mobility Counseling Project

The *Regional WorkSource and Transportation Mobility Counseling* pilot project is a collaborative effort between HAWC, the Housing Authority of Portland, the Vancouver Housing Authority, and the Housing Authority of Clackamas County to implement an innovative pilot to help low-income families make informed housing and transportation decisions while accessing training and employment supports.

An application for Regional Transportation Options (RTO) funding to support a portion of this project was submitted in October. The Housing Authority of Portland (HAP) is the lead applicant, with the Vancouver Housing Authority, the Housing Authority of Washington County, and the Housing Authority of Clackamas County as co-applicants.

The RTO Subcommittee will announce awards in December 2010.

VII. ADJOURNMENT

Meeting adjourned at 10:56 a.m.

Motion: Laurie Butler

Second: Ramsay Weit

Vote: All approve

Respectfully submitted,
Adolph "Val" Valfre, Jr.
Secretary/ Executive Director

Agenda Item: II

Date: 11/18/2010



IV. REPORT OF SECRETARY
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
September 2010

Cash Flow – The reporting structure of the Housing Authority remains the same as for the prior fiscal year, with the exception that Homeless Programs, formerly included in the Local Fund, are no longer included in the Housing Authority financial statements. The Homeless Programs are now under the Department of Housing Services (DHS). If it would please the committee, staff can prepare financials for the DHS, which would include reports for Administration, Continuum of Care and Homeless Programs.

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts have been adjusted to eliminate the Homeless Program transactions, for the sake of comparability. The prior year amounts are 3/12 of the actual amounts for the entire fiscal year.

Debt service payments and reserve contributions are spread throughout the year rather than being recorded at the time of disbursement.

For the first three months of the Fiscal Year, cash flow from operations of \$62,022 exceeded the budgeted amount by \$27,507, and the prior year by \$45,051.

All but two of the programs had positive cash flow from operations. Public Housing had a negative cash flow of \$26,006, due to high maintenance labor and outside purchases. A review of expenses is pending. The Local Fund Properties had a negative cash flow of \$11,737 due to maintenance hours spent on the two new rental properties purchased with a Neighborhood Stabilization loan, to make them ready to rent.

The Affordable Housing program had sufficient cash flows to fund replacement reserves and county bond reserves.

Balance Sheet - The balance sheet is presented in the same format as before. The negative unrestricted cash balance for non-HUD programs is shown as a cash overdraft, although over time the restricted cash balance in the Public Housing program will reduce this balance. The upcoming transfer to us of Aloha Parks apartments will strengthen the balance sheet of the Authority.

Agenda Item: IV.A.1

Date: 11/18/2010



IV. REPORT OF SECRETARY
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – September 2010

	Section 8	Public Housing	Kaybern (USDA)	Local Fund Programs	Local Fund Properties	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	444,343	357,650	6,127	-	730	-	808,850
Gross billable rent	-	143,762	15,299	-	9,986	1,040,099	1,209,146
Vacancy loss	-	(956)	-	-	(3,192)	(43,711)	(47,859)
Premiums (concessions)	-	-	-	-	(166)	(8,690)	(8,856)
Other tenant revenue	-	27,697	-	-	3,309	24,893	55,899
Tenant revenue	-	170,503	15,299	-	9,937	1,012,591	1,208,330
Other revenue (incl GF subsidy)	4,070	149	-	2,210	-	58,633	65,062
Total operating revenue	448,413	528,302	21,426	2,210	10,667	1,071,224	2,082,242
Operating expenses:							
Repair and maintenance	-	336,187	2,355	-	15,540	183,560	537,642
Total program operations	333,631	78,249	3,309	151	1,843	173,638	590,821
Utilities	-	14,442	2,099	-	389	72,475	89,405
Insurance	1,083	9,734	163	-	222	22,915	34,117
PILOT	-	10,146	-	-	-	-	10,146
Bad debt, net of recoveries	-	(150)	-	-	-	11,579	11,429
Other	12,469	-	-	-	-	-	12,469
Total operating expenses	347,183	448,608	7,926	151	17,994	464,167	1,286,029
Net program income	101,230	79,694	13,500	2,059	(7,327)	607,057	796,213
Other ongoing cash outflows:							
HAWC administration	92,297	105,700	1,095	-	638	735	200,465
Debt service	-	-	8,682	-	3,072	431,601	443,355
Replacements-operating	-	-	-	-	700	89,671	90,371
Total outflows	92,297	105,700	9,777	-	4,410	522,007	734,191
Cash flow from operations	8,933	(26,006)	3,723	2,059	(11,737)	85,050	62,022
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	3,294	5,994	(163)	3,171	(200)	(16,282)	(4,186)
Capital fund receipts	-	39,781	-	-	-	-	39,781
Capitalized modernization	-	(35,688)	-	-	-	-	(35,688)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-	(74,028)	(74,028)
Section 18 transfers from Public Housing	-	-	1,334	-	-	210,131	211,465
Net unrestricted cash flows	12,227	(15,919)	4,894	5,230	(11,937)	204,871	199,366
Restricted cash flows:							
Housing Assistance Payments earned	4,628,240	-	-	-	-	-	4,628,240
Housing Assistance Payments	(4,420,082)	-	-	-	-	-	(4,420,082)
Investment income - restricted	5,960	13,129	-	-	-	-	19,089
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-	74,028	74,028
Sec 18 transfers to Affordable Housing	-	(211,465)	-	-	-	-	(211,465)
Total restricted cash flows	214,118	(198,336)	-	-	-	74,028	89,810
Net cash flows	226,345	(214,255)	4,894	5,230	(11,937)	278,899	289,176

Agenda Item: <u>IV.A.2</u>
Date: <u>11/18/2010</u>



IV. REPORT OF SECRETARY
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	808,850	808,182	668	805,686	3,164
Gross billable rent	1,209,146	1,198,522	10,624	1,220,353	(11,207)
Vacancy loss	(47,859)	(42,242)	(5,617)	(53,847)	5,988
Premiums (concessions)	(8,856)	(10,379)	1,523	(12,806)	3,950
Other tenant revenue	55,899	22,468	33,431	35,817	20,082
Tenant revenue	1,208,330	1,168,370	39,960	1,189,517	18,813
Other revenue (incl GF subsidy)	65,062	91,833	(26,771)	116,530	(51,468)
Total operating revenue	2,082,242	2,068,385	13,857	2,111,733	(29,491)
Operating expenses:					
Repair and maintenance	537,642	478,862	(58,780)	542,575	4,933
Total program operations	590,821	621,629	30,808	591,411	590
Utilities	89,405	112,365	22,960	111,854	22,449
Insurance	34,117	33,234	(883)	32,151	(1,966)
PILOT	10,146	10,451	305	12,266	2,120
Bad debt, net of recoveries	11,429	15,416	3,987	25,745	14,316
Other	12,469	11,116	(1,353)	28,410	15,941
Total operating expenses	1,286,029	1,283,073	(2,956)	1,344,412	58,383
Net program income	796,213	785,312	10,901	767,321	28,892
Other ongoing cash outflows:					
HAWC administration	200,465	219,399	18,934	189,305	(11,160)
Debt service	443,355	443,912	557	462,462	19,107
Replacements-operating	90,371	87,486	(2,885)	98,583	8,212
Total outflows	734,191	750,797	16,606	750,350	16,159
Cash flow from operations	62,022	34,515	27,507	16,971	45,051
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(4,186)	(12,867)	8,681	(10,679)	6,493
Capital fund receipts	39,781	115,168	(75,387)	175,472	(135,691)
Capitalized modernization	(35,688)	(115,168)	79,480	(215,524)	179,836
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	(74,028)	(74,028)	-	-	(74,028)
Section 18 transfers from Public Housing	211,465	220,978	(9,513)	244,615	(33,150)
Net unrestricted cash flows	199,366	168,598	30,768	210,855	(11,489)
Restricted cash flows:					
Housing Assistance Payments earned	4,628,240	4,431,380	196,860	4,468,239	160,001
Housing Assistance Payments	(4,420,082)	(4,329,990)	(90,092)	(4,460,493)	40,411
Investment income - restricted	19,089	30,198	(11,109)	27,317	(8,228)
Sale of property	-	-	-	96,403	(96,403)
Transfers from unrestricted cash	74,028	74,028	-	-	74,028
Sec 18 transfers to Affordable Housing	(211,465)	(220,978)	9,513	(244,615)	33,150
Total restricted cash flows	89,810	(15,362)	105,172	(113,149)	202,959
Net cash flows	289,176	153,236	135,940	97,706	191,470

Agenda Item: **IV.A.3**

Date: 11/18/2010



IV. REPORT OF SECRETARY
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	444,343	453,085	(8,742)	421,454	22,889
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	4,070	19,522	(15,452)	5,863	(1,793)
Total operating revenue	448,413	472,607	(24,194)	427,317	21,096
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	333,631	362,377	28,746	329,480	(4,151)
Utilities	-	-	-	-	-
Insurance	1,083	1,116	33	1,083	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	12,469	11,116	(1,353)	11,734	(735)
Total operating expenses	347,183	374,609	27,426	342,297	(4,886)
Net program income	101,230	97,998	3,232	85,020	16,210
Other ongoing cash outflows:					
HAWC administration	92,297	111,137	18,840	88,068	(4,229)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	92,297	111,137	18,840	88,068	(4,229)
Cash flow from operations	8,933	(13,139)	22,072	(3,048)	11,981
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,294	-	3,294	549	2,745
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	12,227	(13,139)	25,366	(2,499)	14,726
Restricted cash flows:					
Housing Assistance Payments earned	4,628,240	4,431,380	196,860	4,468,239	160,001
Housing Assistance Payments	(4,420,082)	(4,329,990)	(90,092)	(4,460,493)	40,411
Investment income - restricted	5,960	11,443	(5,483)	10,044	(4,084)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	214,118	112,833	101,285	17,790	196,328
Net cash flows	226,345	99,694	126,651	15,291	211,054



IV. REPORT OF SECRETARY
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	357,650	344,344	13,306	373,938	(16,288)
Gross billable rent	143,762	148,485	(4,723)	138,230	5,532
Vacancy loss	(956)	(1,135)	179	(1,204)	248
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	27,697	8,138	19,559	13,616	14,081
Tenant revenue	170,503	155,489	15,014	150,641	19,862
Other revenue (incl GF subsidy)	149	1,239	(1,090)	1,898	(1,749)
Total operating revenue	528,302	501,072	27,230	526,477	1,825
Operating expenses:					
Repair and maintenance	336,187	279,276	(56,911)	319,899	(16,288)
Total program operations	78,249	81,472	3,223	79,488	1,239
Utilities	14,442	15,332	890	14,368	(74)
Insurance	9,734	9,315	(419)	8,930	(804)
PILOT	10,146	10,451	305	12,266	2,120
Bad debt, net of recoveries	(150)	(148)	2	9,369	9,519
Other	-	-	-	-	-
Total operating expenses	448,608	395,698	(52,910)	444,320	(4,288)
Net program income	79,694	105,374	(25,680)	82,157	(2,463)
Other ongoing cash outflows:					
HAWC administration	105,700	104,676	(1,024)	98,404	(7,296)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	105,700	104,676	(1,024)	98,404	(7,296)
Cash flow from operations	(26,006)	698	(26,704)	(16,247)	(9,759)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,994	9,417	(3,423)	8,312	(2,318)
Capital fund receipts	39,781	115,168	(75,387)	175,472	(135,691)
Capitalized modernization	(35,688)	(115,168)	79,480	(175,472)	139,784
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(15,919)	10,115	(26,034)	(7,935)	(7,984)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	13,129	18,755	(5,626)	17,273	(4,144)
Sale of property	-	-	-	96,403	(96,403)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(211,465)	(220,978)	9,513	(244,615)	33,150
Total restricted cash flows	(198,336)	(202,223)	3,887	(130,939)	(67,397)
Net cash flows	(214,255)	(192,108)	(22,147)	(138,874)	(75,381)

Agenda Item: IV.A.5

Date: 11/18/2010



IV. REPORT OF SECRETARY
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	6,127	6,377	(250)	5,939	188
Gross billable rent	15,299	15,300	(1)	15,066	233
Vacancy loss	-	(459)	459	(351)	351
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	326	(326)	380	(380)
Tenant revenue	15,299	15,167	132	15,094	205
Other revenue (incl GF subsidy)	-	67	(67)	216	(216)
Total operating revenue	21,426	21,611	(185)	21,249	177
Operating expenses:					
Repair and maintenance	2,355	6,118	3,763	8,199	5,844
Total program operations	3,309	3,213	(96)	3,334	25
Utilities	2,099	2,382	283	2,287	188
Insurance	163	153	(10)	148	(15)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	507	507
Other	-	-	-	-	-
Total operating expenses	7,926	11,866	3,940	14,475	6,549
Net program income	13,500	9,745	3,755	6,774	6,726
Other ongoing cash outflows:					
HAWC administration	1,095	1,145	50	1,029	(66)
Debt service	8,682	8,688	6	8,688	6
Replacements-operating	-	294	294	491	491
Total outflows	9,777	10,127	350	10,208	431
Cash flow from operations	3,723	(382)	4,105	(3,434)	7,157
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(163)	(674)	511	(612)	449
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	47,500	(47,500)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	1,334	2,026	(692)	1,677	(343)
Net unrestricted cash flows	4,894	970	3,924	45,131	(40,237)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	4,894	970	3,924	45,131	(40,237)



IV. REPORT OF SECRETARY
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
 Working Capital Basis
 LOCAL FUND PROGRAM – UNAUDITED
 July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	-	-	-	-
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	2,210	10,181	(7,971)	16,184	(13,974)
Total operating revenue	2,210	10,181	(7,971)	16,184	(13,974)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	151	1,953	1,802	1,347	1,196
Utilities	-	-	-	-	-
Insurance	-	-	-	-	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(44)	(44)
Other	-	-	-	16,676	16,676
Total operating expenses	151	1,953	1,802	17,979	17,828
Net program income	2,059	8,228	(6,169)	(1,795)	3,854
Other ongoing cash outflows:					
HAWC administration	-	1,018	1,018	769	769
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	-	1,018	1,018	769	769
Cash flow from operations	2,059	7,210	(5,151)	(2,564)	4,623
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,171	5,128	(1,957)	3,975	(804)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	(77,700)	77,700
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	5,230	12,338	(7,108)	(76,289)	81,519
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	5,230	12,338	(7,108)	(76,289)	81,519



IV. REPORT OF SECRETARY
A. Financial Statement
8. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND PROPERTIES – UNAUDITED
July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	730	752	(22)	730	-
Gross billable rent	9,986	4,670	5,316	4,534	5,452
Vacancy loss	(3,192)	-	(3,192)	-	(3,192)
Premiums (concessions)	(166)	-	(166)	-	(166)
Other tenant revenue	3,309	1,344	1,965	2,482	827
Tenant revenue	9,937	6,014	3,923	7,015	2,922
Other revenue (incl GF subsidy)	-	2,011	(2,011)	3,311	(3,311)
Total operating revenue	10,667	8,777	1,890	11,056	(389)
Operating expenses:					
Repair and maintenance	15,540	601	(14,939)	2,420	(13,120)
Total program operations	1,843	945	(898)	952	(891)
Utilities	389	25	(364)	25	(364)
Insurance	222	124	(98)	121	(101)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	-	-	-	-	-
Total operating expenses	17,994	1,695	(16,299)	3,518	(14,476)
Net program income	(7,327)	7,082	(14,409)	7,538	(14,865)
Other ongoing cash outflows:					
HAWC administration	638	292	(346)	223	(415)
Debt service	3,072	3,620	548	3,071	(1)
Replacements-operating	700	2,011	1,311	3,955	3,255
Total outflows	4,410	5,923	1,513	7,249	2,839
Cash flow from operations	(11,737)	1,159	(12,896)	289	(12,026)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(200)	-	(200)	255	(455)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(11,937)	1,159	(13,096)	544	(12,481)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(11,937)	1,159	(13,096)	544	(12,481)



IV. REPORT OF SECRETARY
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
 Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
 July 2010 – September 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	3,624	(3,624)	3,624	(3,624)
Gross billable rent	1,040,099	1,030,067	10,032	1,062,524	(22,425)
Vacancy loss	(43,711)	(40,648)	(3,063)	(52,292)	8,581
Premiums (concessions)	(8,690)	(10,379)	1,689	(12,806)	4,116
Other tenant revenue	24,893	12,660	12,233	19,340	5,553
Tenant revenue	1,012,591	991,700	20,891	1,016,767	(4,176)
Other revenue (incl GF subsidy)	58,633	58,813	(180)	89,057	(30,424)
Total operating revenue	1,071,224	1,054,137	17,087	1,109,448	(38,224)
Operating expenses:					
Repair and maintenance	183,560	192,867	9,307	212,056	28,496
Total program operations	173,638	171,669	(1,969)	176,812	3,174
Utilities	72,475	94,626	22,151	95,174	22,699
Insurance	22,915	22,526	(389)	21,870	(1,045)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	11,579	15,564	3,985	15,912	4,333
Other	-	-	-	-	-
Total operating expenses	464,167	497,252	33,085	521,824	57,657
Net program income	607,057	556,885	50,172	587,624	19,433
Other ongoing cash outflows:					
HAWC administration	735	1,131	396	812	77
Debt service	431,601	431,604	3	450,703	19,102
Replacements-operating	89,671	85,181	(4,490)	94,137	4,466
Total outflows	522,007	517,916	(4,091)	545,652	23,645
Cash flow from operations	85,050	38,969	46,081	41,972	43,078
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(16,282)	(26,738)	10,456	(23,159)	6,877
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(40,052)	40,052
Transfers to (from) Local Fund	-	-	-	30,200	(30,200)
Transfers to restricted cash	(74,028)	(74,028)	-	-	(74,028)
Section 18 transfers from Public Housing	210,131	218,952	(8,821)	242,938	(32,807)
Net unrestricted cash flows	204,871	157,155	47,716	251,899	(47,028)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	74,028	74,028	-	-	74,028
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	74,028	74,028	-	-	74,028
Net cash flows	278,899	231,183	47,716	251,899	27,000



IV. REPORT OF SECRETARY
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
September 30, 2010

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund Programs	Local Fund Properties	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	107,341	2,232,870	—	—	—	—	2,340,211
Restricted cash and cash equivalents	205,392	65,256	1,080	30,000	1,100	114,766	417,594
Accounts receivable, net	18,768	86,039	—	—	5,156	410,013	519,976
Current portion of contracts receivable	—	—	—	—	2,364	—	2,364
Other current assets	3,249	33,256	425	3,170	697	53,580	94,377
Total current assets	334,750	2,417,421	1,505	33,170	9,317	578,359	3,374,522
Non-current assets:							
Restricted cash and cash equivalents	3,120,775	4,744,606	36,128	100	—	436,114	8,337,723
Contracts receivable	—	—	—	352,968	89,182	—	442,150
Bond issuance costs, net	—	—	—	—	—	602,194	602,194
Capital assets, non-depreciable	—	4,354,298	50,000	10,298	158,956	4,117,867	8,691,419
Capital assets, depreciable, net	—	4,482,941	82,819	—	483,187	19,314,380	24,363,327
Total non-current assets	3,120,775	13,581,845	168,947	363,366	731,325	24,470,555	42,436,813
Total assets	3,455,525	15,999,266	170,452	396,536	740,642	25,048,914	45,811,335
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	(7,252)	(1,105,435)	125,637	5,871,158	4,884,108
Accounts payable	562	319,299	603	—	675	355	321,494
Deferred revenue	—	6,910	441	—	4	4,837	12,192
Accrued interest payable - notes payable	—	—	2,661	—	184	41,466	44,311
Current portion of notes and contracts payable	—	—	2,946	—	8,367	109,912	121,225
Current liabilities payable from restricted assets:							
Tenant and other deposits	205,392	65,256	1,080	30,000	1,100	256,474	559,302
Accrued interest payable - bonds payable	—	—	—	—	—	307,411	307,411
Current portion of bonds payable	—	—	—	—	—	228,292	228,292
Total curr. liabilities payable from restr. assets	205,392	65,256	1,080	30,000	1,100	792,177	1,095,005
Total current liabilities	205,954	391,465	479	(1,075,435)	135,967	6,819,905	6,478,335
Non-current liabilities:							
Bonds payable	—	—	—	—	—	25,651,162	25,651,162
Contracts and notes payable	—	—	335,968	—	548,885	1,724,775	2,609,628
Total non-current liabilities	—	—	335,968	—	548,885	27,375,937	28,260,790
Total liabilities	205,954	391,465	336,447	(1,075,435)	684,852	34,195,842	34,739,125
Assets							
Invested in capital assets, net of related debt	—	8,837,239	(206,095)	10,298	84,891	(4,038,287)	4,688,046
Restricted	3,117,527	4,744,606	36,128	100	—	192,507	8,090,868
Unrestricted	132,044	2,025,956	3,972	1,461,573	(29,101)	(5,301,148)	(1,706,704)
Total net assets	3,249,571	15,607,801	(165,995)	1,471,971	55,790	(9,146,928)	11,072,210
Total liabilities and net assets	3,455,525	15,999,266	170,452	396,536	740,642	25,048,914	45,811,335

Agenda Item: IV.A.10
Date: 11/18/2010



IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
October 2010

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,358	1,501	1,077	645	352	155	78	40	14	5	1	6,227
Average Days	683	643	655	660	650	672	663	700	726	602	710	664

Wait List Based on Gender			
Gender	Female	Male	Total
Total	4,390	1,837	6,227

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	87	192	745	55	4,697	91	360	6,227

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,123	4,982	122	6,227

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,705	478	3,161	882	6,227

Agenda Item: <u>IV.B.1.</u> Date: <u>11/18/2010</u>
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IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
2. Public Housing Average Vacancy Days

Fiscal Year-to-Date
October 2010

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
October 2009	11	168	15.27
November 2009	15	210	14.07
December 2009	16	225	14.06
January 2010	20	305	15.25
February 2010	27	380	14.07
March 2010	34	490	14.41
April 2010	38	538	14.16
May 2010	42	589	14.02
<u>June 2010</u>	<u>49</u>	<u>679</u>	<u>13.86</u>
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33
October 2010	9	219	24.33

* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 11/18/2010



IV. REPORT OF SECRETARY
C. Affordable Housing

• **SECTION 8 AND LOW RENT PUBLIC HOUSING**

a) Section 8 Waiting List: 6,227 (last month – 6,482). Statistically, the average wait time is about 3-4 years. However, there is a lag in the process. We are near 100% utilization of our vouchers, so there are few vouchers being offered each month – which over time will markedly increase the number of applicants and also the average wait list period. Given the above, new applicants should expect at least a 3-4 year wait.

b) Public Housing Average Vacancy Days: Vacancy dates for the month of October 2010 were at 24.33 days (last month – 18.33). The increase was due to difficulty in finding any applicants who were interested in accepting a 3-bedroom house in Forest Grove that was two miles away from public transportation. Vacancy dates are measured on a fiscal year basis, so September reflects the cumulative results of three months only. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

*Public Housing: 99% (last month – 99%).

*Section 8: 97.77% (last month – 98.12%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,554 vouchers leased up in October (last month – 2,561). Five (5) new vouchers were issued, and 48 applicants with vouchers are searching for housing (last month 4 new, 38 looking).

d) Work Order Effectiveness:

Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For September the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	3.28 hrs	3.0 hrs	24 hrs
Routine WO's	3.69 days	3 days	25 days

• **AFFORDABLE HOUSING**

All affordable housing (601 units, now including Aloha Park) is now consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting.

a) Infinity-Managed Properties: 96.5% Occupancy (21 vacancies / 601 units), compared to 95.40% (24 vacancies/521 units) last month. NTR – 97%. Despite the relatively good numbers, there continues to be a “softening” in the rental market. As a result, we



anticipate targeted increases in rents, and there may be some pressure to offer concessions at specific sites, as needed, to minimize vacancies.

- **MAINTENANCE ACTIVITIES**

Special Projects:

- Garage door replaced on one (1) Public Housing unit.
- Gutters and downspouts have been replaced on the twelve (12) unit Kaybern Terrace building.
- Prepared for HUD's physical inspection of all Public Housing properties.
- Installing CO alarms in all Public Housing units with a natural gas appliance or attached garage per recent State law requirements.
- Installed vinyl flooring in one (1) Rural Housing unit.

Turnovers:

- Completed turnovers on four (4) Public Housing units with an average of 7.33 days per unit and one (1) Rural Housing unit.
- Maintenance completed the interior painting on all of the turns by in-house Maintenance staff.

ARRA Fund Improvements on Public Housing

- Cabinets have been replaced at two (2) units.

Capital Fund Improvements on Public Housing

- Carpet has been replaced in three (3) units.
- Concrete has been replaced or upgraded on three (3) units.
- Water heaters have been replaced in two (2) units.
- Stoves have been replaced in two (2) units.



IV. REPORT OF SECRETARY
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

Currently, we have 12 vouchers pledged to Community Partners for Affordable Housing (CPAH) for chronically homeless individuals at the Knoll in Tigard in support of our 10-Year Plan to End Homelessness. It is anticipated that construction at this new development will be completed in Spring 2011, at which time occupancy will begin. There are still 38 vouchers for this category that are outstanding and awaiting sponsors. (Potential value – up to \$331,056 per year, or \$3,310,560 over 10 years)

We also awarded all of our 25 “special needs” category vouchers, and 92% of these vouchers (23) are now leased up.

Agenda Item: IV.D.

Date: 11/18/2010



IV. REPORT OF SECRETARY
E. Report on Homelessness

• **FY2010 MCKINNEY-VENTO HOMELESS ASSISTANCE GRANT**

On November 2, the Board of County Commissioners approved the submittal of a \$2,040,755 McKinney-Vento CoC Homeless Assistance grant application. The federal request will fund 11 housing and service programs, and will be matched with more than \$1.8 million leveraged funds, providing \$3.8 million in resources to serve homeless persons during Year 4 of the 10-Year Plan.

The U.S. Department of Housing and Urban Development (HUD) announced the national competitive grant providing \$1.68 billion in federal funds (\$1.43 billion in 2009) to develop housing and related supportive services for people moving from homelessness to independent living. HUD will announce awards within 60 days of the November application deadline (by January 18, 2011).

• **ENDING HOMELESS ADVISORY COUNCIL (EHAC)**

The EHAC met on October 15 to receive reports on statewide homeless issues. To address the increasing number of homeless students throughout Oregon schools, the Oregon Department of Education is hosting regional summit's to focus on creating informed networks among school districts, county agencies, community service providers and advocates in the region who are working with homeless children, youth and families. This is an opportunity for collaboration and community planning. A summit is scheduled on December 7th in Washington County.

The EHAC is taking a lead in forming a statewide planning work group for developing and replicating the SOAR (SSI/SSD, Outreach, Access and Recovery) initiative across Oregon. Currently, the national SOAR program has trained Benefits Specialists in Lane, Coos/Curry, Klamath, and Jackson/Douglas counties. Annette Evans will represent Washington County on the SOAR planning work group.

Ms. Kris Bilhardt was introduced as a new EHAC Ex-Officio member representing the Domestic Violence system.

Mr. Paul Carlson, U.S. Interagency Council on Homelessness, presented background and key elements of the federal strategic plan, Opening Doors, a policy blueprint that embraces many of the national best practices incorporated in 10-Year Plans across the nation. The federal plan and the HEARTH Act both embrace the housing-first model for rapidly housing homeless persons.

• **SEVERE WEATHER SHELTER TRAINING – 12/2010 to 3/2011**

Six churches are confirmed to be Severe Weather Shelters serving homeless persons with temporary overnight emergency shelter: Beaverton First Baptist (Beaverton), Forest Grove United Church of Christ (Forest Grove), Shelter at Orenco Station (Sonrise Church, Hillsboro), St. Anthony's Catholic and Calvin Presbyterian



(Tigard), and Rolling Hills Community Church (Tualatin). Shelter operations are scheduled to open on December 1, 2010.

Briefings on the 2010-2011 shelter operations have been made to the Washington County Law Enforcement Council and the Washington County Fire Defense Board.

- **PROJECT HOMELESS CONNECT – JANUARY 28, 2011**

The 5th annual Project Homeless Connect will be held on Friday, January 28, at Sunrise Church. The one-day one-stop event will provide free resources and on-site health care for homeless persons. The Washington County Department of Housing Services is a financial sponsor of the event.

A Key Leader Briefing on Homelessness will be hosted the evening prior to Project Homeless Connect. Housing Advisory Committee members will receive “Save The Date” invites by end of November that will include speakers representing local, state and federal initiatives to end homelessness.

- **POINT IN TIME HOMELESS COUNT – JANUARY 22 TO 31, 2011**

A point-in-time street and shelter count will occur the last week of January 2011. Community Action is the lead agency for performing the street outreach. The shelter and transitional housing count data is extracted from the HMIS system administered by the Department of Housing Services. Community Action enters the street outreach interview data into HMIS and this data is combined with the shelter HMIS to de-duplicate the homeless count data prior to exporting to the Oregon Housing and Community Services (OHCS) for reporting statewide homelessness.

- **HEARTH ACT AND THE FEDERAL STRATEGIC PLAN**

Signed in May 2009 by President Obama, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorizes the McKinney-Vento Act to:

- Amend the definition of homelessness to broaden the population of persons who can be served by federally funded homeless assistance programs;
- Replace the Emergency Shelter Grant with a new Emergency Solutions Grant that provides more flexible funding to include prevention of homelessness;
- Codify the Continuum of Care (CoC) model that has been administered by HUD;
- Legislate high standards of data reporting and performance measures.

The HEARTH Act requires CoC’s to establish system-wide performance measurements, to include but not limited to:

- Reduction in the length of homelessness for all homeless persons (Average days of stay in homeless assistance programs; e.g. Shelter, Transitional Housing).
- Reduction in rate of recidivism; both institutional and in the homeless system.
- Increased access to mainstream and income resources.



A first-ever federal strategic plan (FSP) aimed toward preventing and ending homelessness was released on June 22, 2010, and aligns with the HEARTH Act. Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness adopts the “housing first” model and is the roadmap for joint action by the 19-member U.S. Interagency Council on Homelessness along with local and state partners in the public and private sectors. It will provide a reference framework for the allocation of resources and the alignment of programs to achieve our goal to prevent and end homelessness in America. To view a copy of the FSP visit http://www.ich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf

- **ANTI-POVERTY STRATEGIES PLAN**

The Anti-Poverty Strategy Work Group will be meeting in December with Washington County representatives on the Workforce Investment Board (WIB) to provide information on needs in our community and receive information on the process and policy of the Workforce Investment Act, the Regional Workforce Strategic Plan, and the committee structures between the Region 2 Workforce Investment Board and Worksystems, Inc. Assisting persons living in poverty to achieve economic stability is critical to preventing homelessness.

Community Action is the lead agency addressing issues of poverty in Washington County. Community Action has a strategic vision and plan as an organization. The Anti-Poverty Strategy Plan is a collaborative process to develop for the first time a non-agency-specific plan to link housing and community development resources with other social supports needed by low income residents. A work group of community stakeholders has been formed to work with Community Action to implement the anti-poverty strategies.

To view a copy of Community Action’s 2010 Issues of Poverty, visit http://caowash.org/documents/10-11_Issues_of_Poverty.pdf

- **EMPLOYMENT INITIATIVE SUPPORTS B2H, SAFAH AND HPRP PROGRAMS**

A new employment training partnership was launched in Washington County between Community Action, the service provider agency for participants in the Bridges To Housing (B2H) Program, and Worksystems Inc. To fully utilize the training and employment opportunities provided in the agreement by March 2011, the program was expanded to serve homeless families participating in other programs.

To date, four (4) Career Mapping Workshops have been completed with family advocate staff from Community Action and the WorkSource liaison.

Twenty (20) participants have been targeted for the program to include six (6) B2H participants and 14 participants from the Community Action SAFAH Self-Sufficiency program, the Homeless Prevention and Rapid Rehousing (HPRP) program, and HopeSpring program administered by Lutheran Community Services NW.



The vision for this partnership creates a coordinated system that aligns resources and services so job seekers have access to the range of support and assistance to successfully achieve economic independence.

- **HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) Program**

The Housing Authority of Washington County has leased 16 homeless veteran households on HUD-VASH vouchers, with 2 additional vouchers issued and awaiting lease-up. The HUD-VASH Program provides Housing Choice vouchers for permanent supportive housing while the VA provides homeless veterans with case management and supportive services to promote and maintain recovery and housing.

The Housing Authority of Washington County, in partnership with the US Department of Housing and Urban Development (HUD) and the US Department of Veterans Affairs (VA), received \$178,596 in new rental assistance funds to serve 25 homeless veteran households.

- **HOMELESS TO WORK PROGRAM (HTW)**

(Gary Calvert to update and present during HAC meeting)

V. OLD BUSINESS

- **ALOHA PARK APARTMENT COMPLEX (Former TVHP Property)**

This 4.5 acre, 80-unit property is strategically located on 185th Avenue in Aloha near the light-rail station, bus lines, new PCC Willow Creek Center and shopping. HUD has approved the use of five units to house high-need, homeless families participating in the Bridges to Housing program – supporting the County’s 10-Year Plan to End Homelessness.

The Housing Authority closed on Aloha Park’s Transfer of Physical Assets (TPA) on October 15, increasing Housing Authority-owned properties to 601 units

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC staff is working to collect additional information to quantify how the exemption could reduce County expenses. HAWC is also working to schedule meetings with Mayors and City Managers, and will seek to present a proposal for a county-wide tax exemption policy to the Board of County Commissioners and at a City Managers’ meeting.

The goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County. This initiative



supports the Consolidated Plan recommendation for intergovernmental cooperation and consistency, and is one of the key strategies of the County's 10-Year Plan to End Homelessness.

- **2010 CONGRESSIONAL EARMARK - HOMEPLATE**

No updates to present. FY2011 earmarks will likely be announced this summer.

- **SUSTAINABLE HOUSING AND COMMUNITIES**
Sustainable Communities Planning Grant Program

The Office of Sustainable Housing and Communities supports multi-jurisdictional regional planning efforts integrating housing, economic development, and transportation decision-making to create accessible, sustainable, equitable, and economically viable communities.

A Washington County application for a local Sustainable Communities TIGER II Planning/Community Challenge grant was developed and submitted to HUD in August. The proposal will support and expand the Aloha-Reedville Study to include development of a local affordable housing and equity strategy that will be compatible with the regional strategy being developed.

Washington County's grant proposal for \$2 million for the Aloha-Reedville Study and Livable Community plan was awarded \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total.

Washington County staff is working with representatives from HUD and DOT to negotiate the Cooperative Agreement(s) for the award. Project work is tentatively anticipated to be sometime in early 2011. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments.

- **NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**

The Department of Housing Services has located an Arbor Rose property for purchase under the NSP2 program. The Housing Authority Board of Directors and County Board of Commissioners approved this acquisition on November 2nd, but closing has been delayed until Fannie Mae provides the title to Bank of America.

- **HAC VACANCIES**

No change. There is one current vacancy on the HAC committee, the Elderly or Minority Representative. We are seeking an Elderly or Minority Representative from District 1 and are requesting recommendations from community partners.



- **WORKSYSTEMS COLLABORATION**

Housing Services is beginning a collaborative venture with WorkSystems to select low-income individuals from our Section 8 program to participate in Occupational Skills Training.

A small group of clients (not more than 25 people) will be selected to participate in this program. The selection process will attempt to identify participants who will be motivated and benefit from training leading to livable wage jobs. Two case managers have begun training on WorkSource programs and training opportunities, and will work with clients and WorkSource staff to help participants move towards living-wage employment. This program builds upon a regional collaboration effort between HAWC, the Housing Authority of Portland, Clackamas County Housing Authority and the Vancouver Housing Authority.

This is a great opportunity to provide low-income individuals with critical skills and training in living-wage industries.

- **ANNUAL HOLIDAY LUNCHEON**

The annual HAC holiday luncheon is scheduled for Friday, December 10 at 1pm. The Boardroom at Hayden's Lakefront Grill in Tualatin has been reserved for the event.

- **HUD PHYSICAL ASSETS INSPECTION**

HUD performed a physical inspection of our 243 public housing portfolio. The inspector reviews a sampling of units for health and safety issues, and the overall physical condition of interiors and exteriors. HAWC received score of 87 points out of 100.

- **REGIONAL WORKSOURCE AND TRANSPORTATION MOBILITY COUSELING PROJECT**

The *Regional WorkSource and Transportation Mobility Counseling* pilot project is a collaborative effort between HAWC, the Housing Authority of Portland, the Vancouver Housing Authority, and the Housing Authority of Clackamas County to implement an innovative pilot to help low-income families make informed housing and transportation decisions while accessing training and employment supports.

This program will provide 150 low-income households receiving rental assistance and training/employment services with support and resources to make fully informed housing and transportation decisions. The goal of this pilot project is to provide clear, understandable, and complete information on combined housing and transportation costs and to assist families in securing the housing that makes the best use of limited income by reducing their total housing and transportation cost burdens.

An application for Regional Transportation Options (RTO) funding to support a portion of this project was submitted in October. The Housing Authority of Portland



(HAP) is the lead applicant, with the Vancouver Housing Authority, the Housing Authority of Washington County, and the Housing Authority of Clackamas County as co-applicants.

The RTO Subcommittee will announce awards in December 2010.

VI. NEW BUSINESS

- **BI-STATE OHA/AWHA CONFERENCE**

The annual Bi-State meeting of the Oregon Housing Authorities and Association of Washington Housing Authorities will occur on November 18-19, 2010 in Portland, Oregon. Mr. Valfre has been asked to participate in a panel discussion regarding the financial sustainability of affordable housing – specifically steps and strategies underway to address affordable housing portfolio sustainability issues. Val's assignment is to discuss increasing rental subsidies through project-basing vouchers and our experiences in pursuing this.

- **Benessere Village**

Bienestar has submitted a proposal in response to the City of Hillsboro's RFQ for Downtown Urban Development. The proposal features a 59-unit affordable housing project for seniors at the corner of SE 2nd Avenue and SE Washington Street in Hillsboro. This "five-story project features distinctive commercial/retail space on the ground floor, engaging community room and large spacious roof garden on the second floor and 59 one- and two-bedroom housing units on floors two through five." The Housing Authority believes that this would be a very viable project for seniors, particularly given its convenient access to the Max line and downtown Hillsboro services. The Housing Authority has agreed to explore a formal collaboration with Bienestar regarding a joint ownership role should their proposal be accepted for award.

VII. ADJOURNMENT