

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



**Thursday, August 25, 2011
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:

September 22, 2011
Department of Housing Services, Conference Room
111 NE Lincoln Street, Suite 200-L
Hillsboro, Oregon 97124

2011 Meeting Schedule
August 25
September 22
DATE CHANGE: Friday, October 7 - Retreat
October 27
November 17
Friday, December 2 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
August 25, 2011 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. July 28, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- 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
July 28, 2011, 1:00 PM

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

Ramsay Weit Renee Bruce
Carol Gakin
Donna Pottle
Juliet Parrott

STAFF PRESENT

Val Valfre, Executive Director
Kimberly Armstrong, Management Analyst
Gary Calvert, Asset Manager
Melanie Fletcher, Software Applications Specialist

COMMITTEE MEMBERS ABSENT

Peter Hainley Laurie Butler
David Nase Ron Lehr

Chair Bruce called the meeting to order at 9:05 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from June 6, 2011—Ramsay Weit

Second: Juliet Parrot

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Special report: Fair Housing Audit Testing update

Melanie Fletcher provided an overview of the recent fair housing testing conducted as part of Washington County's update to the Fair Housing Plan.

Audit testing was conducted between March 2010 and June 2011. A total of 21 tests were conducted. Tests are conducted by pairs of test renters with similar rental backgrounds—one tester was a member of a protected class, the other was not. If the protected-class renter was treated differently than the non-protected class renter, this can indicate discrimination.

- Race: 8 tests (16 testers)—4 tests showed different treatment, 1 was inconclusive, 1 showed no difference
- National origin: 8 tests (16 testers) —7 tests showed different treatment, 1 showed no difference
- Disability: 5 tests (10 testers)—4 tests showed different treatment, 1 showed no difference



Examples of different treatments included:

- Comparative (non-protected) tester was offered a move-in special; protected tester was not offered special
- Comparative tester was offered a flat-rate \$200 deposit; protected tester was told that the deposit could be up to \$790
- Protected tester was warned that 'if [his] credit was horrible' the deposit would increase; comparative tester was not informed of this
- Comparative tester was told that their application would be bumped to the top of the waitlist; protected tester was told that they would be called after the existing waitlist was exhausted
- Comparative tester was told that a unit was available; protected tester was informed that the unit was not available and was directed to a development with a Hispanic property manager (steering)
- Protected tester was informed that renter's insurance would be required; comparative tester was not informed of this (Note: renter's insurance is optional)
- Four protected testers in the national origin tests were asked how many people would be living in the unit; no comparative testers were asked this question. Protected testers for this test were Latino—the inference is that this question was asked to screen out Hispanic households based on the stereotype that they have large families.

Renee Bruce asked if both testers dealt with the same property manager for a single test. Melanie Fletcher clarified that both testers try to contact the property on the same day, and that the testers do not know themselves if they are in the protected or comparative test group. However, it is possible that testers worked with two different managers at the same property in some cases.

Carol Gakin asked how many people are allowed to live in a housing unit. Kim Armstrong clarified that Washington County does not regulate number of persons who may live in a unit. Lease agreements for rentals may include a limit on allowable residents. Gary Calvert reported that in general, lease agreement standards are two persons per bedroom, plus one additional—so a three-bedroom rental unit could have up to seven residents.

The results of audit testing indicate that housing discrimination has become much more subtle. Without paired testing, these treatment differences would not be apparent, and renters may not know that they were discriminated against.

There will be follow-up on this issue—including discussion of strategies to educate landlords about fair housing—in October. The planning group will be meeting monthly through December to develop the Fair Housing Plan.

Renee Bruce pointed out that housing management and property management positions are frequently not well-paid positions, and often have high turnover rates.



Ongoing training is important to insure that new managers are educated on fair housing issues.

- Val Valfre reported that four agenda items will be presented at the Board meeting on August 2.
 - Approve Section 8 Management Assessment Program (SEMAP) Certification for FY2011-2012
 - Approve update to the Admissions and Continued Occupancy Plan
 - Approve Write-offs for Past Due Tenants in Public Housing
 - Approve contract to replace carpet and flooring
- The Sequoia Mental Health facility on 185th in Aloha will hold its grand opening on Friday, July 29 from 3-5pm.

IV. REPORT OF SECRETARY

A. Financial Statement

Val Valfre presented the financial report, as Michael O'Neill is out at a training.

The Housing Authority continues to have an overall positive cash flow, and the FY2011 cash flow will exceed the amount required to fund County bond reserves by over \$20,000.

The Public Housing program has a negative cash flow, largely due to maintenance and labor costs.

The Section 8 program has a negative cash flow as a result of federal funding reductions.

The Housing Authority budget for FY2012 was approved by the Board on June 28.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time (at least 3-4 years) for applicants with a preference. The wait list is still very long, and DHS is working to utilize all available vouchers. The Section 8 overlease issue has been resolved with HUD assistance and other housing authorities absorbing port-ins.
- Average vacancy days per unit is 15.14. Twenty days and under is outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- REAC inspections will take place on August 24-25.

C. Affordable Housing

- Occupancy rates also remain high in affordable housing.



- Infinity Property Management has a new 3-year contract to manage the affordable housing portfolio. The property management contract with Infinity requires at least semi-annual Fair Housing training.

Juliet Parrott asked if it might be possible to take some action to reduce turnover for property managers, possibly reducing the cost of training. Gary Calvert responded that this can be challenging, especially in nonstandard housing projects.

D. Special Projects

- Project-Based Vouchers

The Knoll in Tigard is now open for occupancy. This property includes 12 project-based vouchers for chronically homeless veterans.

Ninety (90) project-based vouchers are proposed to be used in partnership with Luke-Dorf for the Substance Abuse and Mental Health Services Administration (SAMHSA) grant-funded project, if an award is granted. The remaining 48 PBVs will be allocated based on serving Washington County's "highest need" populations as determined by Washington County's Consolidated Plan, the 10-Year Plan to End Homeless, and in consultation with community partners.

In response to a question from Renee Bruce, Val Valfre clarified that project-based vouchers not currently allocated to a project remain in the tenant-based voucher pool until awarded. Once applicants are selected for a project-based unit, the voucher is allocated to the project as long as the contract is in effect.

E. Report on Homelessness

Val Valfre invited questions on the Homeless report, as Annette Evans is out of the office.

- Homeless Plan Advisory Committee (HPAC)

The Homeless Plan Advisory Committee (HPAC) met on July 21 to discuss funding priorities and strategies. The Year 3 Homeless Assessment Report will for to HPAC on September 15, and will be presented to the Board in October.

Renee Bruce discussed the single-entry system and other programs that were supported with American Recovery and Reinvestment Act (ARRA) funding and other programs. As ARRA funds are exhausted and other funding sources are reduced, it becomes more and more difficult to retain the systems Washington County has developed in the last few years.

Renee also reported that the Federal Emergency Food and Shelter Program (EFSP), which provides a significant portion of Washington County's emergency rent assistance and shelter funding, was cut by 40%. Rather than implementing an across-the-board cut, the program's thresholds were revised to direct funding to the "most needy" communities. Washington County no longer qualifies for funding under



EFSP, which will mean the loss of a 20-year funding source to Community Action and other agencies.

Other funding changes will also reduce shelter funding available in Washington County—it is likely that the shelter network will have to be reduced or significantly altered in response to funding decreases.

Renee Bruce also expressed appreciation for the County funding request for Community Action’s homeless prevention assistance program.

V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Staff is working to set up an appointment with Mayor Truax of Forest Grove, and will also bring this issue back to the Board. Ramsay Weit also suggested that the analysis of impediments to Fair Housing may provide an additional justification for considering this exemption.

- Aloha-Reedville Study and Livable Community Plan

Consultant contracts with JLA Associates for public involvement contract and Leland Consulting for housing and economic analysis were executed in early July.

Consultant meetings have identified high-priority tasks to begin work. The first round of HUD and DOT semi-annual reports are being drafted for submission.

Public comments so far have included many mentions of sidewalks, TV Highway, and pedestrian and safety concerns. The next major public event will take place in October or November, and will likely be held at Aloha High School.

- Regional Transportation Mobility Counseling Project

An informal RFP was released by Home Forward (formerly Housing Authority of Portland) for two consultants to assist on this project—a curriculum-development consultant and a research and evaluation consultant. Consultant proposals are due August 19. Proposals will be reviewed and scored, and a consultant will be selected, after that date.

One consultant will develop a curriculum and tools to educate low-income households on the benefits of location-efficient housing. The other consultant will assist the housing authorities to use a pilot to test the efficacy of the curriculum and tools and make recommendations to improve the tools or delivery. Once a useful set of tools is developed, the goal will be to make the curriculum available to all Housing clients. We may also be able to make the curriculum available to “Rent Well” clients, and possibly a larger audience or the public.



- FY2011 VA-HUD VASH Vouchers

The first allocation of VASH vouchers did not include Washington County. There may be additional allocations in the future, and HAWC will continue to advocate for additional VASH vouchers in Washington County.

- HAWC and Housing Department Reports

A first draft of the annual report is anticipated to be available for review at the HAC retreat in October.

- Regional Sustainable Communities Planning Grant, Round 2

HUD has indicated that the NOFA for the second round of Sustainable Communities Regional Planning grants will be released soon. Metro is working to develop a regional proposal that will include a number of designated target area plans that will develop processes and best practices to inform regional strategies. Outcomes and best practices from the Aloha-Reedville project would also inform the target area plans and regional strategies.

VI. NEW BUSINESS

- Affordable Housing Database Update

Metro is working with regional partners, including Washington County, to update the 2007 affordable housing database. The update is tentatively scheduled to be completed in late 2011 or early 2012.

- Regional Opportunity Mapping Project

Metro is working to develop a regional set of indicators and mapping tool that would allow Opportunity Mapping to take place region-wide. Staff is working to determine Washington County's capacity to participate in this project.

- Housing Authority Unified Wait List

The Housing Authority has determined to close the Section 8 and Public Housing Unified Waitlist. This is an administrative action, and does not require permission from the Housing Authority Board of Directors. The Board received a memo describing the circumstances and rationale for this action.

The waitlist is currently very long, with over 6,000 applications. Applicants to the waitlist currently face a multi-year wait for assistance, and it would take ten years to exhaust the current waitlist based on the historic rate of attrition in the Section 8 and public housing programs. As a result of the economic downturn, households are not moving off of housing assistance programs, resulting in a very small number of vouchers being released for new clients. The long waitlist also creates additional administrative burdens, as staff must often screen hundreds of households to find the small number who are still eligible for voucher assistance five or more years after their application was submitted.



Current and anticipated funding shortfalls have forced the Housing Authority to focus its staff resources on core responsibilities. Serving current housing clients and existing applicants, and meeting the regulatory requirements of our existing programs are higher-priority activities than accepting and screening new applications.

Public notices have been published in the Oregonian, the Hillsboro Argus, the Skanner, the Asian Reporter, and El Hispanic News. The waitlist will be closed on September 1. Applications will be accepted until that date, and the 6,000+ clients on the current waitlist will remain eligible for vouchers as they become available. When the waitlist has been reduced to about 24 months (~1200), the waitlist will likely be reopened.

Applications will continue to be accepted for project-based housing units from eligible households on the project-based wait lists. Shelter Plus Care clients who become sufficiently stable to move on to Section 8 and live independently will be assessed on a case-by-case basis for an Administrative preference.

Motion: Given current funding shortfalls and the need to focus staff resources on serving existing clients and other essential activities, the Housing Advisory Committee supports the decision to close the Unified Wait List. The HAC recognizes that the waitlist will be reopened in the future, when the current waitlist is reduced to about 24 months.— Juliet Parrott

Second: Carol Gakin

Vote: All approve

- Aloha Park Apartments

The Housing Authority is attempting to work with HUD to alter the current use agreement on Aloha Park, or refinance the property, to permit the Housing Authority to access a portion of the property's equity for rehabilitation work on the property and future cash flow as unrestricted funds. Currently, Aloha Park's cash flow is restricted to the property. Aloha Park has replacement reserves and residual receipts available for Aloha Park maintenance and capital needs as well.

- Public Housing Program Write Offs

The public housing program writes off some amount of debt from past public housing residents every year. These debts are generally owed to the Housing Authority as a result of property damage, unpaid rent, and unreported income. The Housing Authority works with clients to create payment agreements and collect debts prior to writing off the unpaid debt.

The write-off amount for FY2011 is significantly higher than FY2010—however, 31 accounts were written off in 2011, as opposed to 16 in 2010.

- HAC Annual Retreat

Val Valfre has contacted Robin Boyce at the Housing Development Center and Cyndy Cook from Housing Works to discuss possible presentations at the HAC Retreat on October 7. Ron Lehr may also be interested in presenting some case



studies of other housing authorities. The retreat will discuss developing financial stability and increasing cash flow and funding sources.

The HAC discussed other subjects that may be of interest at the Retreat. Renee Bruce suggested a short presentation of high points in the last year. Juliet Parrott also remarked that she would like to discuss developing new projects with accessible housing units.

VII. ADJOURNMENT

Meeting adjourned at 10:55a.m.

A handwritten signature in black ink that reads "Adolph Valfre, Jr." in a cursive script.

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



IV. REPORT OF SECRETARY
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
June 2011

Cash Flow

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 the actual amounts for the entire fiscal year.

Debt service payments, reserve contributions, and insurance expense are spread throughout the year rather than being reflected at the time of disbursement.

For Fiscal Year 2010-11, cash flow from operations, of \$174,243 exceeded the budgeted amount by \$36,120, and the prior year by \$119,585. \$74,124 of the cash flow was from Aloha Park, which is a new property and is not reflected in the budget or prior year amounts.

Public Housing had negative cash flow from operations of \$155,624, due to high maintenance labor and outside purchases. Section 8 had a negative cash flow of \$43,869, due primarily to a reduction in funding for Section 8 administration. Other programs had positive or near-breakeven cash flow from operations.

Affordable Housing cash flow from operations exceeds the amount required to fund County bond reserves by \$20,516.

Statement of Net Assets (Balance Sheet)

The Authority is continually monitoring its cash position. Nearly all of the cash of the Authority is deposited in the primary County bank account. The cash is in three categories:

- Unrestricted cash – available to pay operating expenses. Unrestricted cash for Section 8 and Public Housing can only be spent within those programs.
- Restricted cash – current – consists of tenant security deposits and FSS (Family Self Sufficiency) escrow accounts.
- Restricted cash – noncurrent – Section 8 restricted cash can only be used to pay for Housing Assistance Payments. The restricted cash for Kaybern, Aloha Park, and Affordable Housing are replacement reserves and bond payment reserves. The restricted cash in the Public Housing program is from the sale of property, and is approved to be used to pay the operating and administrative costs of the Affordable Housing program, as those expenses are incurred. This should eliminate the unrestricted cash deficit in non-Federal programs within five years.

Other – Due mainly to a change in scoring rules by HUD, the Authority will receive either a high or standard performer rating for FY2010-2011.



V. REPORT OF SECRETARY
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – June 2011

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,761,865	1,407,640	26,458	2,921	31,339	14,496	3,244,719
Gross billable rent	-	608,829	61,022	47,941	367,612	4,159,403	5,244,807
Vacancy loss	-	(3,900)	(513)	(4,722)	(5,983)	(155,137)	(170,255)
Premiums (concessions)	-	(380)	(20)	(263)	(10,215)	(34,414)	(45,292)
Other tenant revenue	-	48,485	211	5,034	2,094	123,501	179,325
Tenant revenue	-	653,034	60,700	47,990	353,508	4,093,353	5,208,585
Other revenue (incl GF subsidy)	20,349	5,001	1,448	42,036	7,675	238,322	314,831
Total operating revenue	1,782,214	2,065,675	88,606	92,947	392,522	4,346,171	8,768,135
Operating expenses:							
Repair and maintenance	-	1,339,469	17,093	27,514	93,960	751,943	2,229,979
Total program operations	1,434,054	306,199	12,808	17,403	99,306	683,708	2,553,478
Utilities	-	64,623	9,225	3,444	39,806	396,283	513,381
Insurance	4,332	38,985	651	1,015	7,144	93,180	145,307
PILOT	-	47,292	-	-	-	-	47,292
Bad debt, net of recoveries	-	66,753	(893)	162	4,079	77,649	147,750
Other	66,365	1,600	-	29,813	10,665	-	108,443
Total operating expenses	1,504,751	1,864,921	38,884	79,351	254,960	2,002,763	5,745,630
Net program income	277,463	200,754	49,722	13,596	137,562	2,343,408	3,022,505
Other ongoing cash outflows:							
HAWC administration	321,332	356,378	3,870	5,544	3,500	2,179	692,803
Debt service	-	-	34,750	12,285	51,684	1,726,414	1,825,133
Replacements-operating	-	-	-	700	8,254	321,372	330,326
Total outflows	321,332	356,378	38,620	18,529	63,438	2,049,965	2,848,262
Cash flow from operations	(43,869)	(155,624)	11,102	(4,933)	74,124	293,443	174,243
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	4,964	21,311	(82)	9,383	444	(50,712)	(14,692)
Capital fund receipts	-	188,521	-	-	-	-	188,521
Capitalized modernization	-	(188,521)	(5,180)	-	(140,640)	(19,060)	(353,401)
Transfers to (from) Local Fund	-	-	-	(113,962)	-	-	(113,962)
Transfers to restricted cash - CAO	-	-	-	-	-	(273,777)	(273,777)
Transfers from (to) restricted cash - Repl Re	-	-	-	-	(21,504)	(60,480)	(81,984)
Section 18 transfers from Public Housing	-	-	-	11,002	-	880,515	891,517
Net unrestricted cash flows	(38,905)	(134,313)	5,840	(98,510)	(87,576)	769,929	416,465
Restricted cash flows:							
Housing Assistance Payments earned	18,596,299	-	-	-	-	-	18,596,299
Housing Assistance Payments	(18,245,138)	-	-	-	-	-	(18,245,138)
Investment income - restricted	29,876	43,663	-	-	-	-	73,539
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-	273,777	273,777
Transfers from (to)unrestricted - Repl Res	-	-	-	-	21,504	60,480	81,984
Sec 18 transfers to Affordable Housing	-	(891,517)	-	-	-	-	(891,517)
Total restricted cash flows	381,037	(847,854)	-	-	21,504	334,257	(111,056)
Net cash flows	342,132	(982,167)	5,840	(98,510)	(66,072)	1,104,186	305,409



IV. REPORT OF SECRETARY
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	3,244,719	3,232,727	11,992	3,222,743	21,976
Gross billable rent	5,244,807	4,794,085	450,722	4,881,411	363,396
Vacancy loss	(170,255)	(168,966)	(1,289)	(215,386)	45,131
Premiums (concessions)	(45,292)	(41,516)	(3,776)	(51,225)	5,933
Other tenant revenue	179,325	89,873	89,452	143,268	36,057
Tenant revenue	5,208,585	4,673,476	535,109	4,758,068	450,517
Other revenue (incl GF subsidy)	314,831	367,332	(52,501)	452,875	(138,044)
Total operating revenue	8,768,135	8,273,535	494,600	8,433,686	334,449
Operating expenses:					
Repair and maintenance	2,229,979	1,915,431	(314,548)	2,170,294	(59,685)
Total program operations	2,553,478	2,486,482	(66,996)	2,365,639	(187,839)
Utilities	513,381	449,458	(63,923)	447,414	(65,967)
Insurance	145,307	132,933	(12,374)	128,605	(16,702)
PILOT	47,292	41,802	(5,490)	49,063	1,771
Bad debt, net of recoveries	147,750	61,663	(86,087)	102,978	(44,772)
Other	108,443	44,464	(63,979)	113,639	5,196
Total operating expenses	5,745,630	5,132,233	(613,397)	5,377,632	(367,998)
Net program income	3,022,505	3,141,302	(118,797)	3,056,054	(33,549)
Other ongoing cash outflows:					
HAWC administration	692,803	877,591	184,788	757,219	64,416
Debt service	1,825,133	1,775,642	(49,491)	1,849,846	24,713
Replacements-operating	330,326	349,946	19,620	394,331	64,005
Total outflows	2,848,262	3,003,179	154,917	3,001,396	153,134
Cash flow from operations	174,243	138,123	36,120	54,658	119,585
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(14,692)	(51,468)	36,776	(42,714)	28,022
Capital fund receipts	188,521	460,671	(272,150)	701,887	(513,366)
Capitalized modernization	(353,401)	(460,671)	107,270	(862,094)	508,693
Transfers to (from) Local Fund	(113,962)	-	(113,962)	-	(113,962)
Transfers to restricted cash - CAO	(273,777)	(155,890)	(117,887)	-	(273,777)
Transfers from (to) restricted cash - Repl Re	(81,984)	-	(81,984)	-	(81,984)
Section 18 transfers from Public Housing	891,517	883,911	7,606	978,459	(86,942)
Net unrestricted cash flows	416,465	814,676	(398,211)	830,196	(413,731)
Restricted cash flows:					
Housing Assistance Payments earned	18,596,299	17,725,519	870,780	17,872,956	723,343
Housing Assistance Payments	(18,245,138)	(17,319,960)	(925,178)	(17,841,973)	(403,165)
Investment income - restricted	73,539	120,792	(47,253)	109,268	(35,729)
Sale of property	-	-	-	385,613	(385,613)
Transfers from unrestricted - CAO	273,777	155,890	117,887	-	273,777
Transfers from (to)unrestricted - Repl Res	81,984	-	81,984	-	81,984
Sec 18 transfers to Affordable Housing	(891,517)	(883,911)	(7,606)	(978,459)	86,942
Total restricted cash flows	(111,056)	(201,670)	90,614	(452,595)	341,539
Net cash flows	305,409	613,006	(307,597)	377,601	(72,192)



IV. REPORT OF SECRETARY
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,761,865	1,812,339	(50,474)	1,685,817	76,048
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	20,349	78,089	(57,740)	23,452	(3,103)
Total operating revenue	1,782,214	1,890,428	(108,214)	1,709,269	72,945
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	1,434,054	1,449,504	15,450	1,317,924	(116,130)
Utilities	-	-	-	-	-
Insurance	4,332	4,464	132	4,333	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	66,365	44,464	(21,901)	46,937	(19,428)
Total operating expenses	1,504,751	1,498,432	(6,319)	1,369,194	(135,557)
Net program income	277,463	391,996	(114,533)	340,075	(62,612)
Other ongoing cash outflows:					
HAWC administration	321,332	444,548	123,216	352,273	30,941
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	321,332	444,548	123,216	352,273	30,941
Cash flow from operations	(43,869)	(52,552)	8,683	(12,198)	(31,671)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,964	-	4,964	2,197	2,767
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(38,905)	(52,552)	13,647	(10,001)	(28,904)
Restricted cash flows:					
Housing Assistance Payments earned	18,596,299	17,725,519	870,780	17,872,956	723,343
Housing Assistance Payments	(18,245,138)	(17,319,960)	(925,178)	(17,841,973)	(403,165)
Investment income - restricted	29,876	45,771	(15,895)	40,175	(10,299)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	381,037	451,330	(70,293)	71,158	309,879
Net cash flows	342,132	398,778	(56,646)	61,157	280,975



IV. REPORT OF SECRETARY
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,407,640	1,377,376	30,264	1,495,752	(88,112)
Gross billable rent	608,829	593,940	14,889	552,919	55,910
Vacancy loss	(3,900)	(4,538)	638	(4,816)	916
Premiums (concessions)	(380)	-	(380)	-	(380)
Other tenant revenue	48,485	32,552	15,933	54,462	(5,977)
Tenant revenue	653,034	621,954	31,080	602,565	50,469
Other revenue (incl GF subsidy)	5,001	4,956	45	7,593	(2,592)
Total operating revenue	2,065,675	2,004,286	61,389	2,105,910	(40,235)
Operating expenses:					
Repair and maintenance	1,339,469	1,117,095	(222,374)	1,279,593	(59,876)
Total program operations	306,199	325,880	19,681	317,949	11,750
Utilities	64,623	61,326	(3,297)	57,473	(7,150)
Insurance	38,985	37,258	(1,727)	35,718	(3,267)
PILOT	47,292	41,802	(5,490)	49,063	1,771
Bad debt, net of recoveries	66,753	(593)	(67,346)	37,476	(29,277)
Other	1,600	-	(1,600)	-	(1,600)
Total operating expenses	1,864,921	1,582,768	(282,153)	1,777,272	(87,649)
Net program income	200,754	421,518	(220,764)	328,638	(127,884)
Other ongoing cash outflows:					
HAWC administration	356,378	418,702	62,324	393,616	37,238
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	356,378	418,702	62,324	393,616	37,238
Cash flow from operations	(155,624)	2,816	(158,440)	(64,978)	(90,646)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	21,311	37,666	(16,355)	33,248	(11,937)
Capital fund receipts	188,521	460,671	(272,150)	701,887	(513,366)
Capitalized modernization	(188,521)	(460,671)	272,150	(701,887)	513,366
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(134,313)	40,482	(174,795)	(31,730)	(102,583)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	43,663	75,021	(31,358)	69,093	(25,430)
Sale of property	-	-	-	385,613	(385,613)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(891,517)	(883,911)	(7,606)	(978,459)	86,942
Total restricted cash flows	(847,854)	(808,890)	(38,964)	(523,753)	(324,101)
Net cash flows	(982,167)	(768,408)	(213,759)	(555,483)	(426,684)



IV. REPORT OF SECRETARY
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	26,458	25,507	951	23,756	2,702
Gross billable rent	61,022	61,200	(178)	60,262	760
Vacancy loss	(513)	(1,836)	1,323	(1,404)	891
Premiums (concessions)	(20)	-	(20)	-	(20)
Other tenant revenue	211	1,303	(1,092)	1,519	(1,308)
Tenant revenue	60,700	60,667	33	60,377	323
Other revenue (incl GF subsidy)	1,448	266	1,182	864	584
Total operating revenue	88,606	86,440	2,166	84,997	3,609
Operating expenses:					
Repair and maintenance	17,093	24,469	7,376	32,796	15,703
Total program operations	12,808	12,849	41	13,331	523
Utilities	9,225	9,526	301	9,148	(77)
Insurance	651	611	(40)	592	(59)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(893)	-	893	2,028	2,921
Other	-	-	-	-	-
Total operating expenses	38,884	47,455	8,571	57,895	19,011
Net program income	49,722	38,985	10,737	27,102	22,620
Other ongoing cash outflows:					
HAWC administration	3,870	4,578	708	4,114	244
Debt service	34,750	34,750	-	34,750	-
Replacements-operating	-	1,176	1,176	1,965	1,965
Total outflows	38,620	40,504	1,884	40,829	2,209
Cash flow from operations	11,102	(1,519)	12,621	(13,727)	24,829
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(82)	(2,694)	2,612	(2,447)	2,365
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	190,000	(190,000)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	8,105	(8,105)	6,707	(6,707)
Net unrestricted cash flows	5,840	3,892	1,948	180,533	(174,693)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	5,840	3,892	1,948	180,533	(174,693)



IV. REPORT OF SECRETARY
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,921	3,009	(88)	2,921	-
Gross billable rent	47,941	18,679	29,262	18,134	29,807
Vacancy loss	(4,722)	-	(4,722)	-	(4,722)
Premiums (concessions)	(263)	-	(263)	-	(263)
Other tenant revenue	5,034	5,377	(343)	9,926	(4,892)
Tenant revenue	47,990	24,056	23,934	28,060	19,930
Other revenue (incl GF subsidy)	42,036	48,770	(6,734)	64,737	(22,701)
Total operating revenue	92,947	75,835	17,112	95,718	(2,771)
Operating expenses:					
Repair and maintenance	27,514	2,403	(25,111)	9,682	(17,832)
Total program operations	17,403	11,584	(5,819)	9,191	(8,212)
Utilities	3,444	101	(3,343)	98	(3,346)
Insurance	1,015	497	(518)	484	(531)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	162	-	(162)	(175)	(337)
Other	29,813	-	(29,813)	66,702	36,889
Total operating expenses	79,351	14,585	(64,766)	85,982	6,631
Net program income	13,596	61,250	(47,654)	9,736	3,860
Other ongoing cash outflows:					
HAWC administration	5,544	5,239	(305)	3,967	(1,577)
Debt service	12,285	14,478	2,193	12,285	-
Replacements-operating	700	8,045	7,345	15,818	15,118
Total outflows	18,529	27,762	9,233	32,070	13,541
Cash flow from operations	(4,933)	33,488	(38,421)	(22,334)	17,401
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	9,383	20,511	(11,128)	16,922	(7,539)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(113,962)	-	(113,962)	(310,799)	196,837
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	11,002	-	11,002	-	11,002
Net unrestricted cash flows	(98,510)	53,999	(152,509)	(316,211)	217,701
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(98,510)	53,999	(152,509)	(316,211)	217,701



IV. REPORT OF SECRETARY
A. Financial Statement
8. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	31,339	-	31,339	-	31,339
Gross billable rent	367,612	-	367,612	-	367,612
Vacancy loss	(5,983)	-	(5,983)	-	(5,983)
Premiums (concessions)	(10,215)	-	(10,215)	-	(10,215)
Other tenant revenue	2,094	-	2,094	-	2,094
Tenant revenue	353,508	-	353,508	-	353,508
Other revenue (incl GF subsidy)	7,675	-	7,675	-	7,675
Total operating revenue	392,522	-	392,522	-	392,522
Operating expenses:					
Repair and maintenance	93,960	-	(93,960)	-	(93,960)
Total program operations	99,306	-	(99,306)	-	(99,306)
Utilities	39,806	-	(39,806)	-	(39,806)
Insurance	7,144	-	(7,144)	-	(7,144)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	4,079	-	(4,079)	-	(4,079)
Other	10,665	-	(10,665)	-	(10,665)
Total operating expenses	254,960	-	(254,960)	-	(254,960)
Net program income	137,562	-	137,562	-	137,562
Other ongoing cash outflows:					
HAWC administration	3,500	-	(3,500)	-	(3,500)
Debt service	51,684	-	(51,684)	-	(51,684)
Replacements-operating	8,254	-	(8,254)	-	(8,254)
Total outflows	63,438	-	(63,438)	-	(63,438)
Cash flow from operations	74,124	-	74,124	-	74,124
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	444	-	444	-	444
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(140,640)	-	(140,640)	-	(140,640)
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	(21,504)	-	(21,504)	-	(21,504)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(87,576)	-	(87,576)	-	(87,576)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	21,504	-	21,504	-	21,504
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	21,504	-	21,504	-	21,504
Net cash flows	(66,072)	-	(66,072)	-	(66,072)



IV. REPORT OF SECRETARY
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2010 – June 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	14,496	14,496	-	14,497	(1)
Gross billable rent	4,159,403	4,120,266	39,137	4,250,096	(90,693)
Vacancy loss	(155,137)	(162,592)	7,455	(209,166)	54,029
Premiums (concessions)	(34,414)	(41,516)	7,102	(51,225)	16,811
Other tenant revenue	123,501	50,641	72,860	77,361	46,140
Tenant revenue	4,093,353	3,966,799	126,554	4,067,066	26,287
Other revenue (incl GF subsidy)	238,322	235,251	3,071	356,229	(117,907)
Total operating revenue	4,346,171	4,216,546	129,625	4,437,792	(91,621)
Operating expenses:					
Repair and maintenance	751,943	771,464	19,521	848,223	96,280
Total program operations	683,708	686,665	2,957	707,244	23,536
Utilities	396,283	378,505	(17,778)	380,695	(15,588)
Insurance	93,180	90,103	(3,077)	87,478	(5,702)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	77,649	62,256	(15,393)	63,649	(14,000)
Other	-	-	-	-	-
Total operating expenses	2,002,763	1,988,993	(13,770)	2,087,289	84,526
Net program income	2,343,408	2,227,553	115,855	2,350,503	(7,095)
Other ongoing cash outflows:					
HAWC administration	2,179	4,524	2,345	3,249	1,070
Debt service	1,726,414	1,726,414	-	1,802,811	76,397
Replacements-operating	321,372	340,725	19,353	376,548	55,176
Total outflows	2,049,965	2,071,663	21,698	2,182,608	132,643
Cash flow from operations	293,443	155,890	137,553	167,895	125,548
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(50,712)	(106,951)	56,239	(92,634)	41,922
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(19,060)	-	(19,060)	(160,207)	141,147
Transfers to (from) Local Fund	-	-	-	120,799	(120,799)
Transfers to restricted cash - CAO	(273,777)	(155,890)	(117,887)	-	(273,777)
Transfers from (to) restricted cash - Repl Re	(60,480)	-	(60,480)	-	(60,480)
Section 18 transfers from Public Housing	880,515	875,806	4,709	971,752	(91,237)
Net unrestricted cash flows	769,929	768,855	1,074	1,007,605	(237,676)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	273,777	155,890	117,887	-	273,777
Transfers from (to)unrestricted - Repl Res	60,480	-	60,480	-	60,480
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	334,257	155,890	178,367	-	334,257
Net cash flows	1,104,186	924,745	179,441	1,007,605	96,581



IV. REPORT OF SECRETARY
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
June 30, 2011

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	89,408	1,973,834	7,197	909,033	56,577	(4,858,591)	(1,822,542)
Restricted cash and cash equivalents	204,234	50,704	1,000	31,700	34,235	263,254	585,127
Accounts receivable, net	20,128	44,769	1,406	335	1,190	378,978	446,806
Current portion of contracts receivable	—	4,913	—	2,436	—	—	7,349
Other current assets	—	5,656	—	3,304	2,935	17,260	29,155
Total current assets	313,770	2,079,876	9,603	946,808	94,937	(4,199,099)	(754,105)
Non-current assets:							
Restricted cash and cash equivalents	3,281,563	4,095,088	36,139	100	49,965	696,427	8,159,282
Contracts receivable	—	—	—	440,539	—	—	440,539
Capital assets, non-depreciable	—	3,771,278	50,000	201,838	41,617	4,095,129	8,159,862
Capital assets, depreciable, net	—	4,742,305	77,890	587,991	187,569	18,548,074	24,143,829
Total non-current assets	3,281,563	12,608,671	164,029	1,230,468	279,151	23,339,630	40,903,512
Total assets	3,595,333	14,688,547	173,632	2,177,276	374,088	19,140,531	40,149,407
Liabilities							
Current liabilities:							
Accounts payable	10,960	61,834	1,223	532	10,882	381	85,812
Deferred revenue	16,926	6,828	56	4	715	2,703	27,232
Accrued interest payable - notes payable	—	—	2,661	184	1,243	660,765	664,853
Current portion of notes and contracts payable	—	—	2,946	8,367	59,818	283,325	354,456
Current liabilities payable from restricted assets:							
Tenant and other deposits	204,234	50,704	1,000	31,700	34,235	263,254	585,127
Total curr. liabilities payable from restr. assets	204,234	50,704	1,000	31,700	34,235	263,254	585,127
Total current liabilities	232,120	119,366	7,886	40,787	106,893	1,210,428	1,717,480
Non-current liabilities:							
Contracts and notes payable	—	—	333,692	709,304	153,198	26,853,812	28,050,006
Total non-current liabilities	—	—	333,692	709,304	153,198	26,853,812	28,050,006
Total liabilities	232,120	119,366	341,578	750,091	260,091	28,064,240	29,767,486
Net Assets							
Invested in capital assets, net of related debt	—	8,513,583	(208,748)	72,158	51,057	(4,199,770)	4,228,280
Restricted	3,282,498	4,095,088	36,139	100	15,077	402,264	7,831,166
Unrestricted	80,715	1,960,510	4,663	1,354,927	47,863	(5,126,203)	(1,677,525)
Total net assets	3,363,213	14,569,181	(167,946)	1,427,185	113,997	(8,923,709)	10,381,921
Total liabilities and net assets	3,595,333	14,688,547	173,632	2,177,276	374,088	19,140,531	40,149,407



IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
July 2011

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,389	1,492	1,014	584	326	149	76	33	17	6	1	6,088
Average Days	777	722	743	737	743	766	807	777	1,082	420	983	753

Wait List Based on Gender			
Gender	Female	Male	Total
Total	4,224	1,864	6,088

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	69	194	749	51	4,651	90	284	6,088

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,084	4,904	100	6,088

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,597	430	3,025	1,036	6,088



IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
2. Public Housing Average Vacancy Days

Fiscal Year-to-Date
July 2011

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
July 2010*	2	31	14.50
August 2010	5	98	18.60
September 2010	6	116	18.33
October 2010	9	228	24.33
November 2010	12	288	23.00
December 2010	16	328	19.50
January 2011	21	450	20.43
February 2011	24	486	19.21
March 2011	27	502	17.59
April 2011	34	544	15.12
May 2011	39	620	15.03
June 2011	43	651	15.14
July 2011**	3	36	12.00

* Begin FY 2011 Reporting

** Begin FY 2012 Reporting



IV. REPORT OF SECRETARY
C. Affordable Housing

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

a) Section 8 Waiting List: 6,088 (last month – 5,998). We are over 100% utilization of our vouchers, so there are no vouchers being offered at this time. Applicants should expect at least a 3-4 year wait. The waitlist will be closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.

b) Public Housing Average Vacancy Days: Vacancy days for the month of July 2011 were at 12.00 (last month – 15.14). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. 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: 101.9% (last month – 102.1%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,661 vouchers leased up in July (last month – 2,665). One (1) new voucher was issued, and 36 applicants with vouchers are searching for housing (last month 18 new, 57 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 July, 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	0.00 hrs	3.0 hrs	24 hrs
Routine WO's	6.17 hrs	3 days/24 hrs	25 days

• **AFFORDABLE HOUSING**

The Housing Authority owns or co-owns 1312 units of affordable housing. The 601 affordable housing units solely owned by HAWC are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Infinity Property Management was awarded a three-year property management contract for the affordable housing portfolio in June 2011.

a) Infinity-Managed Properties: 96.34% Occupancy (22 vacancies / 601 units), compared to 96.74% (18 vacancies) last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced vinyl flooring at two (2) Public Housing units.
- Garage doors replacements were completed in one (1) Public Housing unit.
- Pest control services were provided at one (1) Public Housing unit.
- Replaced water heaters at four (4) Public Housing units
- Replaced range at one (1) Public Housing unit.
- A new exhaust fan was installed at one (1) Public Housing unit.
- Maintenance staff is performing intense inspections and repairs on all 243 Public Housing units in preparation for the REAC inspection scheduled for August 24-25. The physical inspection will count as 40% of the PHAS score.

Turnovers:

- Completed turnovers on three (3) Public Housing units with an average of 12 days per unit.
- Maintenance completed the interior painting on all of the turnovers using in-house staff.
- Cleaning complete on three (3) turnovers by an outside vendor.

Capital Fund Improvements on Public Housing

- Carpet has been replaced in two (2) units.
- Cabinets were replaced in one (1) unit.



**IV. REPORT OF SECRETARY
D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

Currently, we have 12 project-based vouchers (PBV) 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. Eight (8) PBVs are leased up at The Knoll, and four new tenants are in process. There are still 38 vouchers for this category that are outstanding and awaiting sponsors.

Luke-Dorf, Inc. has been conditionally awarded 90 project-based vouchers for chronically homeless persons (38 from the prior allocation and 52 from the new allocation of 100 project-based vouchers authorized in the FY2012 Annual Plan), that will be project-based if Luke-Dorf is awarded a SAMSA (Substance Abuse and Mental Health Services Administration) grant.

We also awarded all of our 25 “special needs” category vouchers to Luke-Dorf (12) and LifeWorks NW (13), and 22 of these vouchers are currently leased up. New residents are being screened for the available PBV units currently.



IV. REPORT OF SECRETARY
E. Report on Homelessness

- **EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)**

Washington County provider agencies will be impacted with a loss of funding to serve homeless persons and persons living in poverty. The Emergency Food and Shelter Program (EFSP) is a federal program funded under the Federal Emergency Management Agency (FEMA). The FY2011 appropriation for EFSP was reduced by 40%, resulting in a higher threshold in unemployment and poverty that jurisdictions are required to meet. Washington County is a regional partner with Clackamas and Multnomah counties that shares in a regional allocation of more than \$1.2 million in funds – until this latest round of funding – when all three counties were advised they would receive \$0 (zero) funding. This is a net loss of \$1.2 million to our metro-area.

In the FY2010 EFSP budget, Washington County nonprofit agencies received \$376,296 that provided resources to operate emergency shelters (\$135,467), meal/food boxes (\$78,000) and rent/mortgage assistance (\$162,829) activities.

- **SEVERE WEATHER SHELTER RESPONSE PLAN – CONCERT BENEFITS**
BEAVERTON FIRST BAPTIST SHELTER

On August 6, a benefit concert was held at Beaverton First Baptist Church to support the shelter operations being planned this winter. The concert was attended by nearly 250 people and raised \$1,654 in funds to purchase cots, blankets, and other items needed to serve the homeless. In addition, donations of food and hygiene items were donated by concert attendees for the shelter pantry. Annette Evans, Homeless Program Coordinator, was keynote speaker and addressed the outcomes of last year's shelter operations, the need for safety net shelters to serve as life-safety programs, while functioning as a portal of entry to the countywide homeless response system. Beaverton First Baptist Church has participated in the Severe Weather Shelter program since December 2008.

Annette Evans is working with pastors and shelter coordinators to begin discussions on what facilities will be available this winter, to schedule training for shelter coordinators and volunteers, and provide information to the Law Enforcement Council (LEC) and Washington County Fire Defense Board.

During the winter of November 2010 to March 2011, these faith-based shelters provided 4,796 bed stays to homeless persons through the work of nearly 12,000 volunteer hours.

- **FY2011 EMERGENCY SOLUTIONS PROGRAM (ESG)**

HUD will implement a FY2011 blended ESG program at a level of at least \$225 million, an increase of \$65 million over the national FY2010 allocation amount of \$160 Million. A blended program includes components of the current Emergency



Shelter Grant (ESG), providing funds for emergency shelter operations and outreach, and will be transformed under the HEARTH Act to the Emergency Solutions Grant (ESG), that will fund shelter operations, and new components to include short- and medium-term rent assistance and housing relocation/stabilization.

Washington County Office of Community Development administers the ESG formula-funded program. In FY2010, the formula funding for Washington County provided \$88,350 as compared to \$122,532 estimated for FY2011 – a 39% increase in funding.

- **FY2011 MCKINNEY-VENTO HOMELESS ASSISTANCE GRANT**

The FY2011 federal appropriation makes available \$1.6 billion for homeless programs under the FY2011 Continuum of Care (CoC) McKinney-Vento Homeless Assistance grant competition.

The Washington County Department of Housing Services is the Lead CoC Agency for coordinating the countywide CoC system development. HUD anticipates release of the Notice of Funding Available (NOFA) in the next 30 to 45 days. In partnership with service provider agencies, Annette Evans will be writing the grant application that seeks \$2 million federal funds to provide supportive services, HMIS, transitional and permanent supportive housing, and renew 110 units of Shelter Plus Care tenant-based rental assistance.

The Beaverton/Hillsboro/Washington County CoC pro-rata share is \$873,259, as compared to \$750,313 for the Clackamas CoC and \$3,685,155 for the Multnomah/Gresham/Portland CoC. Washington County's CoC is in 'hold-harmless funding' whereby the renewal funding to sustain current Supportive Housing Program projects is \$919,559 and exceeds the federal pro-rata formula of \$873,259; therefore, no new projects can be funded under hold-harmless with the exception of a competitive Permanent Housing bonus project.

HUD appropriates special bonus funding (15% of a jurisdiction's pro-rata formula) that is highly competitive. Washington County project proposals can compete for \$130,898 in bonus funding to acquisition/rehab/construct/lease permanent housing and supportive services to individuals who are chronically homeless. All funding proposals are presented to the HSSN, who rate and rank the proposals for final selection of one project to be submitted in the CoC grant application.

- **HOMELESS PLAN ADVISORY COMMITTEE (HPAC)**

On July 21, the Homeless Plan Advisory Committee (HPAC) launched into a new effort to get at the systemic causes of homelessness, and provide leadership in policy and funding development that supports key strategies in the 10-Year Plan to End Homelessness and gaps in the CoC identified by the Washington County Housing and Supportive Services Network (HSSN).



Annually, the HSSN performs a CoC Gaps Analysis to identify available local resources and access to service delivery systems, local CoC need based on current demographics of homelessness, unemployment and poverty data, and barriers that need policy and resources to effectively address the social issues surrounding homelessness. From the HSSN Gaps Analysis, key barriers were identified that are above the authority or ability of the HSSN membership agencies to address. The HSSN looks forward to the action and steps taken by the HPAC to provide leadership and support in this area.

The HPAC will meet on September 15 to receive a report on Year 3 outcomes of the 10-Year Plan implementation, and to continue work in addressing key gaps and barriers in the CoC system.

- **EMERGENCY RENT ASSISTANCE PROGRAM**

A key strategy implemented to prevent homelessness in Washington County is the systems change that focused rent assistance funds and a housing specialist at one agency, providing a universal point of referral for at risk tenancies. This systems change and the emphasis of placing rent funds and a housing specialist position to support households facing housing instability have demonstrated results in a reduction of eviction court cases filed, and contributed to the reduced homelessness reported in January 2011.

On June 28, the Board of County Commissioners appropriated \$88,000 of a \$260,000 request to fund rent assistance and retention of the housing specialist position. It was noted that due to County budget constraints and reductions occurring across departments, full funding of the proposal was not possible.

With unemployment and underemployment remaining high for this region, the need for rent assistance remains a priority. Impacting these efforts is the recent announcement by FEMA that Washington County's EFSP funding would be cut to zero. Public and private partners continue to leverage funds to fully support the rent assistance and housing specialist position.

- **BRIDGES TO HOUSING (B2H) PROGRAM**

A new two-year Phase 5 project serving five families in the Bridges To Housing (B2H) program was appropriated \$50,000 in the FY2012 County General Fund budget. The total project budget is \$191,000, and leveraged \$141,000 in federal and local resources. The program has leased two homeless families with barriers to housing and anticipates the program to be fully leased in the next 30 to 45 days.

WorkSystems Inc. (WSI) has realized budget reductions that resulted in a number of staff being laid-off. The Aligned Partner program supporting B2H is currently budgeted at \$51,146 in the WSI FY2012 budget; however, it is in jeopardy of being downsized or ended in future budget cycles.



- **YEAR 4 – A ROAD HOME: 10-YEAR PLAN TO END HOMELESSNESS**

The Housing and Supportive Services Network (HSSN) approved the Year 4 Work Plan goals and strategies to end homelessness. The Work Plan is a fluid document that tracks progress of strategy implementation. Quarterly reports will be posted on the county website at <http://www.co.washington.or.us/Housing/10-year-plan-to-end-homelessness.cfm>

The latest budget requirements include:

\$2.0 million (58%) Funds Committed

\$1.5 million (33%) Unfunded or Funds Requested*

* Excludes the \$1.2 million budget line item for affordable housing in strategy 2.4.

The total Year 4 budget is estimated at \$3.5 million, excluding strategy 2.4

- **YEAR 3: 2011 HOMELESS ASSESSMENT REPORT**

The Washington County Homeless Assessment Report on outcomes and challenges is an annual compilation of client and program data that highlights the implementation of the 10-Year Plan strategies. Annette Evans will present the Year 3 report to the Homeless Plan Advisory Committee (HPAC) at the September 15 meeting, at which time the HPAC will have an opportunity to provide comment prior to the report presentation to the Washington County Board of Commissioners in October.

Copies of the final report will be provided to the HPAC, city mayors and managers, the state Ending Homeless Advisory Council (EHAC), HUD, the federal US Interagency Council on Homelessness (USICH), and other community stakeholders.

- **FY2012 FEDERAL LEGISLATIVE AGENDA – FAMILY STABILIZATION SERVICES**

On November 23, the Washington County Board of Commissioners received a list of projects for the Fiscal Year 2012 Federal Legislative Agenda. The legislative priority list includes a Family Stabilization Services program for homeless youth, under the Labor, Health and Human Services and Education Appropriation Bill.

The Family Stabilization Services program would augment the current runaway and homeless crisis system to effectively provide timely intervention to prevent youth homelessness and their entry into the criminal justice system. If funded, the Boys and Girls Aid Society would implement the program in partnership with the Washington County Housing Services and Juvenile Services departments.



V. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from former Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC met with Mayor Truax of Forest Grove, and expects to hear from the Hillsboro School District Board in August. Staff will meet with TVF&R and check in with Beaverton School District as well.

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.

UPDATE: The Housing Authority continued its presentations on nonprofit low-income housing property tax exemptions to Washington County local governing jurisdictions and taxing districts in August. On August 15, staff met with Chief Duyck and his staff at TVF&R and received general approval for the initiative. A meeting is scheduled on August 31 to meet with the Forest Grove School District.

- **ALOHA-REEDVILLE STUDY AND LIVABLE COMMUNITY PLAN**
Sustainable Housing and Communities

The Technical Advisory Committee and the Citizen Advisory Committee were approved on by the Board in June, and will hold their first meetings on Wednesday, August 10. These meetings will provide project orientation, establish meeting protocols and expectations, and gather some early feedback from committee members.

In addition to advisory committees, a number of Key Stakeholders have been identified and invited to participate in the process. They received TAC and CAC packets in August as well.

Staff is working to refine the public involvement plan and begin collecting data and survey methodologies for the existing conditions report and establishing baseline measures for project outcomes. The first round of semi-annual reports were also completed and submitted to HUD and DOT.

- **REGIONAL TRANSPORTATION MOBILITY COUNSELING PROJECT**

The *Regional Transportation Mobility Counseling* pilot project will provide low-income households receiving rental assistance with support and resources to make fully informed housing and transportation decisions. The goal of this pilot project is to develop an educational curriculum to provide clear, understandable, and complete information on combined housing and transportation costs when making housing choices. If the pilot program is successful, participating housing authorities will seek to integrate the program into its regular operations.



The informal RFP for a curriculum development consultant and a research and evaluation consultant was released in early July. Consultant proposals are due in August. The consultants will assist PHA staff in developing the curriculum and tools, refining the pilot project, and evaluating the efficacy of the tools and implementation of the pilot.

- **FY2011 VA-HUD VASH VOUCHERS**

The Housing Authority initiated its solicitation process in January for the next round of HUD-VA Veterans Affairs Supportive Housing (VASH) vouchers. This solicitation included persistent communication with Oregon Senators and Representatives, Washington County partners and the Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA). Senators Merkley and Wyden, and Representative Wu have signed on to an Oregon Congressional Delegation letter to be sent to the VA.

Washington County did not receive any VASH vouchers in the first allocation, but will continue to advocate for additional vouchers in future distributions.

- **HAWC and HOUSING DEPARTMENT REPORTS**

Staff is working to collect data for a HAWC annual report, to include demographics on the population accessing housing services, geographic data on public housing, affordable housing, and voucher clients, occupancy rates, lease-up rates, work-order efficacy, and other information and performance measures. The recent Auditor recommendations include a suggestion for a department-wide annual performance report. A draft should be available for the HAC retreat in October.

- **REGIONAL SUSTAINABLE COMMUNITIES PLANNING GRANT, ROUND 2**

HUD released the NOFA for the Sustainable Communities Regional Planning grant program in July. Pre-applications are due August 25, and grant proposals will be due in early September. Metro is working to develop a regional proposal for grant funds, which will include two target area plans that will be used to develop processes and best practices that can be used region-wide. Outcomes, best practices, and lessons learned in the Aloha-Reedville project will also inform the regional project.

The grant proposal would also develop a regional standard for conducting housing needs assessments, using opportunity mapping in decision-making, and coordinate annual Fair Housing assessments and planning. Washington County staff is working to determine the level of participation that can be expected with current staff capacity and workloads. Washington County will likely be a Consortium member, but may not have sufficient staff available to be extremely active as a work group member in developing regional tools and processes.

The NOFA is available for download here:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa_11/2011grpscrplccg



- **AFFORDABLE HOUSING DATABASE UPDATE**

Metro and other regional partners, including Washington County, worked together in 2007 to develop a region-wide database and map illustrating the subsidized affordable housing in the region. As a result of several projects, including the discussions around Sustainable Communities, Metro has invited partners to reconvene to update this work group to update the database and affordable housing map.

Regional partners will work with their local agencies to assemble data for Metro to update the database by the end of August, with the goal of having an updated database in September. This should allow the updated information to be included in existing conditions reports for a variety of projects around the region.

- **REGIONAL OPPORTUNITY MAPPING PROJECT**

Metro has convened a work group to discuss developing a regional set of indicators and a mapping tool that would allow something similar to Opportunity Mapping to be done region-wide. The group is considering basing the regional tool on Metro's internal Context Tool, which considers a variety of indicators to assess a location's overall livability. Regional partners would participate in determining indicators, providing data, and conducting local outreach to solicit community feedback, and Metro and the Coalition for a Livable Future would work to develop a database and web-based tool that would be available as a general resource. Washington County staff will work with decision-makers to secure participation in this project, and set up a meeting with Coalition for a Livable Future to demonstrate the existing tool and begin discussion of possible indicators for the regional tool.

- **HAC ANNUAL RETREAT**

The HAC Retreat will take place at Jenkins Estate on Friday, October 7. The retreat will focus on creating financial stability, and will feature Robin Boyce (Housing Development Center), Cyndy Cook ("Housing Works" – the Housing Authority of Central Oregon), and other speakers. Feedback, comments and suggestions on the retreat format, additional topics or speakers, etc. are welcome.

VI. NEW BUSINESS

- **ANNUAL HOME PROGRAM PRESENTATION**

Adolph 'Val' Valfre presented information on Section 8 Housing Choice Project-based Vouchers to potential HOME Project applicants at the HOME workshop on August 17. These vouchers may, if awarded, provide bonus points toward a HOME Project Loan application. These project-based vouchers (PBVs) support the Consolidated Plan's "high need" housing priorities and the strategies of the 10-Year Plan to End Homelessness.



There are two available categories for Project-Based Vouchers.

Category I includes up to ninety (90) PBVs to provide housing for chronically homeless disabled individuals. These vouchers have been conditionally awarded to the aforementioned Luke-Dorf Inc., SAMHSA project for chronically homeless disabled singles, but may be allocated to another project if the SAMHSA grant is not awarded.

Category II includes up to 48 vouchers for permanent housing serving persons earning 30% or less of HUD-established Median Family Income (MFI). This is a new PBV category and allows opportunity for development of new mixed-income affordable housing. In addition projects offering housing and services to individuals re-entering the community will be considered for PBV awards in Category II.

- **HAC OCTOBER SCHEDULE**

Because the HAC Retreat is scheduled for October 7, the committee may wish to cancel the regularly-scheduled HAC meeting on October 27.

ACTION: Cancel the HAC meeting scheduled for October 27, 2011

VII. ADJOURNMENT