

**H**OUSING  
**A**DVISORY  
**C**OMMITTEE



**December 2010 – 9:00 a.m.**

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



## TABLE OF CONTENTS

**I. MEETING MINUTES, November 18, 2010 ..... Page 3**

**II. ORAL COMMUNICATIONS**

**III. REPORT OF SECRETARY**

A. Financial Statement..... Page 9

B. Section 8 and Low Rent Public Housing..... Page 19

C. Affordable Housing ..... Page 21

D. Special Projects..... Page 23

E. Report on Homelessness ..... Page 24

**IV. OLD BUSINESS.....Page 27**

**V. NEW BUSINESS.....Page 29**

**VI. ADJOURNMENT**

Next Meeting:

January 27, 2011  
Department of Housing Services, Conference Room  
111 NE Lincoln Street, Suite 200-L  
Hillsboro, Oregon 97124

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



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**November 18, 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**

Ramsay Weit                      Peter Hainley  
David Nase                        Laurie Butler  
Donna Pottle

**STAFF PRESENT**

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

**COMMITTEE MEMBERS ABSENT**

Ron Lehr                            Juliet Parrott

Vice Chair Butler 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 28, 2010— Ramsay Weit

Second: Donna Pottle

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- The Housing Authority Board of Directors and Board of County Commissioners approved agenda items to submit the FY2010 Continuum of Care application and approve the purchase of a unit using NSP2 grant funds at the November 2 meeting.
- The Board of County Commissioners will be asked to renew five Homeless Plan Advisory Committee (HPAC) terms on December 7.
- The Arbor Rose property purchased with NSP2 grant funds closed on November 17, 2010.
- There is one remaining vacancy on the HAC—the vacant position is the Elderly or Minority representative. We do not have a HAC member from District 1, and would strongly prefer to fill this vacancy with someone from District 1 (Aloha-Beaverton area). Ramsay Weit suggested making an announcement at a Providence Eldercare Board meeting.



#### IV. REPORT OF SECRETARY

##### A. Financial Statement

Mr. O'Neill presented the financial report.

The Housing Authority closed on Aloha Park on October 15, 2010. This acquisition transferred the property and its cash reserves to HAWC, including:

- \$124,000 replacement reserves
- \$20,000 residual receipts
- \$20,000 tax and insurance reserves
- \$33,000 unrestricted cash

There are \$52,000 in liabilities (largely tenant security deposits) and a \$255,000 mortgage payable on the property. The original purchase price of the property was \$3.4 million, and it is currently valued at \$2.2 million.

The need assessment indicates that the property's driveways are the most immediate need. Other improvements were made prior to the acquisition as well.

The Housing Authority is positive year-to-date and positive to budget in most areas. Local Fund Properties absorbed expenses for yard work and other maintenance on the new properties acquired with NSP grant funds. Public Housing has a negative-to-budget cash flow as a result of higher than anticipated maintenance expenses, as a result of installing State-mandated CO2 detectors and other work.

Mr. Valfre commended Michael O'Neill on his work in getting the Housing Authority through recent audits and County budget processes.

##### 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 has decreased slightly as a result of draw-downs to issue additional vouchers. The front desk staff has reported that some people have declined to complete applications because the waitlist (over 6,000 applicants) is so long.
- Average vacancy days per unit is 24.33. The increase was due to difficulty in finding any applicants who were interested in accepting a 3-bedroom house in Forest Grove that is two miles away from public transportation. Properties that are located several miles from transit are often difficult to fill.

It may be possible to take some action on these properties. Options include: selling the units—though this is a difficult and time-consuming process; or creating a separate waitlist with HUD approval for hard-to-fill units. Laurie Butler suggested developing some sort of partnership that could provide transportation assistance. Staff will consider some possible strategies and report back to HAC at a future meeting.

- Occupancy rates remain high in public housing and Section 8 vouchers.



### C. Affordable Housing

- Occupancy rates also remain high in affordable housing. Aloha Park is now officially owned by the Housing Authority and its 80 units are included in the total affordable housing units.
- Work orders are still being completed in a timely manner.

Peter Hainley suggested that HAWC may be approaching a sufficiently large number of units that self-management may be a good option. David Nase and Ramsay Weit voiced general support —if this idea can be more efficient and better fill the organization’s mission by working directly with more low-income residents.

### 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.

### E. Report on Homelessness

Ms. Evans reported on the following:

- The City of Beaverton proclaimed November 18, 2010 Homeless Awareness Day. There was also a Beaverton Cares event held.
- The Severe Weather Shelters may begin opening soon. Ms. Evans met with the Washington County Fire Defense Board to discuss needs and support that can be offered to the shelters. There was some concern about providing first aid and health checks without a supervising physician, but the County EMS Manager clarified that basic checks are permissible without being classified as a medical call.

A Severe Weather Shelter Activation List will go out this afternoon, but expected shelter openings include:

- Beaverton First Baptist
- Forest Grove United Church of Christ (waiting on blankets)
- Tigard St. Antony’s Catholic Church
- Tualatin Rolling Hills Church

There will be no Hillsboro shelters until Sunrise is able to open. First Congregational Church in Hillsboro has partnered with Sunrise, and are unable to open as a primary shelter site. They are working with Forest Grove to permit that shelter to serve as the primary west County shelter until Sunrise can open.



Information sheets have gone out, and are loaded into the CAD system with WCCCA.

- Project Homeless Connect will be held on Friday, January 28. The Key Leader Briefing will be held the evening prior, on Thursday January 27. Mary McBride (HUD Region X Director) has been invited to speak. A speaker from the Community Action Partnership of Oregon (CAPO) will present the State perspective, and a shelter director will be the local speaker. The Vision Action Network (VAN) will send out invitations to the briefing.
- The Point-In-Time Homeless County (PIT) will take place the last week in January. The work group has decided to move forward with planning without waiting for state guidance on proposed changes. The State is considering moving from paper forms to HMIS—this is the process Washington County is currently using.
- The rules and regulations for the HEARTH Act have not yet been released, though they are due soon.
- Val Valfre commended Annette Evans's efforts in submitting the Continuum of Care grant application.

## V. OLD BUSINESS

- Aloha Park Apartment Complex

The property closed on October 15, 2010, bringing HAWC's total number of affordable housing units to 601.

- 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 Craig Prosser in Tigard, and Mayor Wiley and Sara Jo Chaplan in Hillsboro. These meetings have been generally positive, and staff hopes to schedule meetings with Mayor Doyle and the school districts soon.

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

A handout with details on ORS 307.540-548 and some of the potential impacts of the proposed exemption was provided to the HAC. ORS 307.540-548 is currently scheduled to sunset in 2014, but the ORS has been extended twice previously. A few Oregon cities, including Tigard, Portland, and Eugene, have adopted this exemption. There are about 41 properties owned by nonprofit providers in Washington County. About 20 have some form of exemption already. Peter



Hainley and Ramsay Weit requested more data on the exemptions these properties utilize—staff will work on collecting this information.

One of the benefits of this program is the potential cost savings resulting from decreased emergency calls and greater housing stability for low-income families. The nonprofit is required to utilize the savings resulting from exemption to benefit residents—this could allow nonprofits to keep rents flat when expenses go up, provide more services or improve property maintenance, etc.

It may be more feasible to convince local governments to adopt this program for a specific period of time—such as five years—to permit some assessments and reporting on program benefits.

- 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 debrief meeting is scheduled at Metro on November 22.

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.

Mike Dahlstrom and Kim Armstrong have been identified as some of the key staff members on this project. They attended a CPO6 meeting on November 4 to make some initial connections with community residents about the project.

- 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 Housing Authority Board of Directors and County Board of Commissioners approved this acquisition on November 2<sup>nd</sup>, but closing has been delayed until Fannie Mae provides the title to Bank of America.

- HAC Vacancies

No updates.

- 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. Two case managers have started receiving training in WorkSource processes and resources.

- 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.

- HUD Physical Assets Inspection

The HUD public housing inspection was completed, with a score of 87 out of 100.

- Regional WorkSource and Transportation Mobility Project

No update.

## VI. NEW BUSINESS

- Bi-State OHA/AWHA Conference

The Bi-State meeting is scheduled for November 18-19 in Portland. Val Valfre will participate in an affordable housing panel discussion. His topic is Project-based Vouchers.

- Benessare 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 2<sup>nd</sup> Avenue and SE Washington Street in Hillsboro. Hillsboro has announced that they will delay making a decision on this RFQ for a period of time.

- New Washington County Commissioners

Ramsay Weit suggested that it may be valuable to invite the two new Commissioners to a meeting to familiarize them with Housing projects and activities. This could highlight some of the more strategically-important projects, such as Bridges to Housing and the Sustainable Communities initiatives.

## VII. ADJOURNMENT

Meeting adjourned at 10:54 a.m.

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

Agenda Item: II

Date: 12/2010



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

**Cash Flow** – The report has been modified to report the local fund on a combined basis, and adding a column for the new property, Aloha Park.

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 4/12 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 \$85,641, exceeded the budgeted amount by \$39,597, and the prior year by \$67,423. \$8,229 of the cash flow was from Aloha Park, which was not budgeted for.

All but two of the programs had positive cash flow from operations. Public Housing had a negative cash flow of \$27,096, due to high maintenance labor and outside purchases. The Local Fund had a negative cash flow of \$8,462 due to maintenance hours spent on the two new rental properties purchased with a Neighborhood Stabilization loan, to make them ready to rent.

Affordable Housing cash flow from operations fell short by \$352 of the amount required to fund County bond reserves.

**Statement of Net Assets (Balance Sheet)** - Like the cash flow, the balance sheet has been reformatted to reflect the addition of Aloha Park. All cash balances, both positive and negative, are shown in the asset section of the balance sheet. Over time, the restricted cash balance in the Public Housing program will be applied to reduce the negative unrestricted balance in the Affordable Housing program.

Aloha Park has been added to the balance sheet at the purchase price, which consists of all the assets less liabilities that the authority acquired, plus \$1.00 cash. This comes to \$36,356 for the land and \$40,997 for the buildings, for a total purchase price of \$77,353, for an asset that has an assessed property tax market value of \$2.4 million.

**Other** – The Audit report for the Authority’s financial statements was issued December 17. The report is unqualified, with no findings and no management recommendations. The report will be posted on the Authority’s website soon.

Agenda Item: IV.A.1

Date: 12/2010



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	598,143	505,138	8,251	974	-	-	1,112,506
Gross billable rent	-	190,080	20,289	13,627	21,460	1,386,837	1,632,293
Vacancy loss	-	(1,457)	-	(3,257)	(938)	(56,965)	(62,617)
Premiums (concessions)	-	-	-	(166)	-	(15,821)	(15,987)
Other tenant revenue	-	28,880	-	3,309	1,959	38,686	72,834
Tenant revenue	-	217,503	20,289	13,513	22,481	1,352,737	1,626,523
Other revenue (incl GF subsidy)	5,482	1,229	348	2,210	535	79,016	88,820
Total operating revenue	603,625	723,870	28,888	16,697	23,016	1,431,753	2,827,849
Operating expenses:							
Repair and maintenance	-	452,743	3,047	15,561	3,737	245,974	721,062
Total program operations	447,432	106,512	4,441	2,773	6,217	230,109	797,484
Utilities	-	20,865	3,180	859	459	111,261	136,624
Insurance	1,444	12,979	217	296	442	30,553	45,931
PILOT	-	13,528	-	-	-	-	13,528
Bad debt, net of recoveries	-	(200)	69	-	800	21,725	22,394
Other	17,079	-	-	-	-	-	17,079
Total operating expenses	465,955	606,427	10,954	19,489	11,655	639,622	1,754,102
Net program income	137,670	117,443	17,934	(2,792)	11,361	792,131	1,073,747
Other ongoing cash outflows:							
HAWC administration	127,919	144,539	1,491	874	-	1,202	276,025
Debt service	-	-	11,576	4,096	3,132	575,468	594,272
Replacements-operating	-	-	-	700	-	117,109	117,809
Total outflows	127,919	144,539	13,067	5,670	3,132	693,779	988,106
Cash flow from operations	9,751	(27,096)	4,867	(8,462)	8,229	98,352	85,641
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	3,494	7,975	(155)	3,803	7	(20,876)	(5,752)
Capital fund receipts	-	66,380	-	-	-	-	66,380
Capitalized modernization	-	(89,857)	(5,180)	-	-	-	(95,037)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	(1,334)	(98,704)	(100,038)
Section 18 transfers from Public Housing	-	-	2,705	3,596	-	281,605	287,906
Net unrestricted cash flows	13,245	(42,598)	2,237	(1,063)	6,902	260,377	239,100
Restricted cash flows:							
Housing Assistance Payments earned	6,159,148	-	-	-	-	-	6,159,148
Housing Assistance Payments	(5,912,743)	-	-	-	-	-	(5,912,743)
Investment income - restricted	8,765	17,088	-	-	-	-	25,853
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	1,334	98,704	100,038
Sec 18 transfers to Affordable Housing	-	(287,906)	-	-	-	-	(287,906)
Total restricted cash flows	255,170	(270,818)	-	-	1,334	98,704	84,390
Net cash flows	268,415	(313,416)	2,237	(1,063)	8,236	359,081	323,490

Agenda Item: IV.A.2

Date: 12/2010



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,112,506	1,077,575	34,931	1,074,248	38,258
Gross billable rent	1,632,293	1,598,028	34,265	1,627,137	5,156
Vacancy loss	(62,617)	(56,322)	(6,295)	(71,795)	9,178
Premiums (concessions)	(15,987)	(13,839)	(2,148)	(17,075)	1,088
Other tenant revenue	72,834	29,957	42,877	47,756	25,078
Tenant revenue	1,626,523	1,557,825	68,698	1,586,023	40,500
Other revenue (incl GF subsidy)	88,820	122,445	(33,625)	150,958	(62,138)
Total operating revenue	2,827,849	2,757,845	70,004	2,811,229	16,620
Operating expenses:					
Repair and maintenance	721,062	638,477	(82,585)	723,433	2,371
Total program operations	797,484	828,826	31,342	788,547	(8,937)
Utilities	136,624	149,819	13,195	149,138	12,514
Insurance	45,931	44,311	(1,620)	42,868	(3,063)
PILOT	13,528	13,934	406	16,354	2,826
Bad debt, net of recoveries	22,394	20,554	(1,840)	34,326	11,932
Other	17,079	14,821	(2,258)	37,880	20,801
Total operating expenses	1,754,102	1,710,742	(43,360)	1,792,546	38,444
Net program income	1,073,747	1,047,103	26,644	1,018,683	55,064
Other ongoing cash outflows:					
HAWC administration	276,025	292,530	16,505	252,406	(23,619)
Debt service	594,272	591,880	(2,392)	616,615	22,343
Replacements-operating	117,809	116,649	(1,160)	131,444	13,635
Total outflows	988,106	1,001,059	12,953	1,000,465	12,359
Cash flow from operations	85,641	46,044	39,597	18,218	67,423
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(5,752)	(17,156)	11,404	(14,238)	8,486
Capital fund receipts	66,380	153,557	(87,177)	233,962	(167,582)
Capitalized modernization	(95,037)	(153,557)	58,520	(287,365)	192,328
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	(100,038)	(98,704)	(1,334)	-	(100,038)
Section 18 transfers from Public Housing	287,906	294,637	(6,731)	326,153	(38,247)
Net unrestricted cash flows	239,100	224,821	14,279	276,730	(37,630)
Restricted cash flows:					
Housing Assistance Payments earned	6,159,148	5,908,506	250,642	5,957,652	201,496
Housing Assistance Payments	(5,912,743)	(5,773,320)	(139,423)	(5,947,324)	34,581
Investment income - restricted	25,853	40,264	(14,411)	36,423	(10,570)
Sale of property	-	-	-	128,538	(128,538)
Transfers from unrestricted cash	100,038	98,704	1,334	-	100,038
Sec 18 transfers to Affordable Housing	(287,906)	(294,637)	6,731	(326,153)	38,247
Total restricted cash flows	84,390	(20,483)	104,873	(150,864)	235,254
Net cash flows	323,490	204,338	119,152	125,866	197,624



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	598,143	604,113	(5,970)	561,939	36,204
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	5,482	26,030	(20,548)	7,817	(2,335)
Total operating revenue	603,625	630,143	(26,518)	569,756	33,869
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	447,432	483,167	35,735	439,309	(8,123)
Utilities	-	-	-	-	-
Insurance	1,444	1,488	44	1,444	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	17,079	14,821	(2,258)	15,646	(1,433)
Total operating expenses	465,955	499,476	33,521	456,399	(9,556)
Net program income	137,670	130,667	7,003	113,357	24,313
Other ongoing cash outflows:					
HAWC administration	127,919	148,183	20,264	117,424	(10,495)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	127,919	148,183	20,264	117,424	(10,495)
Cash flow from operations	9,751	(17,516)	27,267	(4,067)	13,818
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,494	-	3,494	732	2,762
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	13,245	(17,516)	30,761	(3,335)	16,580
Restricted cash flows:					
Housing Assistance Payments earned	6,159,148	5,908,506	250,642	5,957,652	201,496
Housing Assistance Payments	(5,912,743)	(5,773,320)	(139,423)	(5,947,324)	34,581
Investment income - restricted	8,765	15,257	(6,492)	13,392	(4,627)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	255,170	150,443	104,727	23,720	231,450
Net cash flows	268,415	132,927	135,488	20,385	248,030



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	505,138	459,125	46,013	498,584	6,554
Gross billable rent	190,080	197,980	(7,900)	184,306	5,774
Vacancy loss	(1,457)	(1,513)	56	(1,605)	148
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	28,880	10,851	18,029	18,154	10,726
Tenant revenue	217,503	207,318	10,185	200,855	16,648
Other revenue (incl GF subsidy)	1,229	1,652	(423)	2,531	(1,302)
Total operating revenue	723,870	668,095	55,775	701,970	21,900
Operating expenses:					
Repair and maintenance	452,743	372,365	(80,378)	426,531	(26,212)
Total program operations	106,512	108,626	2,114	105,983	(529)
Utilities	20,865	20,442	(423)	19,158	(1,707)
Insurance	12,979	12,419	(560)	11,906	(1,073)
PILOT	13,528	13,934	406	16,354	2,826
Bad debt, net of recoveries	(200)	(198)	2	12,492	12,692
Other	-	-	-	-	-
Total operating expenses	606,427	527,588	(78,839)	592,424	(14,003)
Net program income	117,443	140,507	(23,064)	109,546	7,897
Other ongoing cash outflows:					
HAWC administration	144,539	139,567	(4,972)	131,205	(13,334)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	144,539	139,567	(4,972)	131,205	(13,334)
Cash flow from operations	(27,096)	940	(28,036)	(21,659)	(5,437)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7,975	12,555	(4,580)	11,083	(3,108)
Capital fund receipts	66,380	153,557	(87,177)	233,962	(167,582)
Capitalized modernization	(89,857)	(153,557)	63,700	(233,962)	144,105
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(42,598)	13,495	(56,093)	(10,576)	(32,022)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	17,088	25,007	(7,919)	23,031	(5,943)
Sale of property	-	-	-	128,538	(128,538)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(287,906)	(294,637)	6,731	(326,153)	38,247
Total restricted cash flows	(270,818)	(269,630)	(1,188)	(174,584)	(96,234)
Net cash flows	(313,416)	(256,135)	(57,281)	(185,160)	(128,256)

Agenda Item: IV.A.5

Date: 12/2010



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	8,251	8,502	(251)	7,919	332
Gross billable rent	20,289	20,400	(111)	20,087	202
Vacancy loss	-	(612)	612	(468)	468
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	434	(434)	506	(506)
Tenant revenue	20,289	20,222	67	20,126	163
Other revenue (incl GF subsidy)	348	89	259	288	60
Total operating revenue	28,888	28,813	75	28,333	555
Operating expenses:					
Repair and maintenance	3,047	8,156	5,109	10,932	7,885
Total program operations	4,441	4,283	(158)	4,444	3
Utilities	3,180	3,175	(5)	3,049	(131)
Insurance	217	204	(13)	197	(20)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	676	607
Other	-	-	-	-	-
Total operating expenses	10,954	15,818	4,864	19,298	8,344
Net program income	17,934	12,995	4,939	9,035	8,899
Other ongoing cash outflows:					
HAWC administration	1,491	1,526	35	1,371	(120)
Debt service	11,576	11,583	7	11,583	7
Replacements-operating	-	392	392	655	655
Total outflows	13,067	13,501	434	13,609	542
Cash flow from operations	4,867	(506)	5,373	(4,574)	9,441
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(155)	(898)	743	(816)	661
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	63,333	(63,333)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	2,705	2,702	3	2,236	469
Net unrestricted cash flows	2,237	1,298	939	60,179	(57,942)
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	2,237	1,298	939	60,179	(57,942)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	974	1,003	(29)	974	-
Gross billable rent	13,627	6,226	7,401	6,045	7,582
Vacancy loss	(3,257)	-	(3,257)	-	(3,257)
Premiums (concessions)	(166)	-	(166)	-	(166)
Other tenant revenue	3,309	1,792	1,517	3,309	-
Tenant revenue	13,513	8,019	5,494	9,353	4,160
Other revenue (incl GF subsidy)	2,210	16,257	(14,047)	21,579	(19,369)
Total operating revenue	16,697	25,279	(8,582)	31,906	(15,209)
Operating expenses:					
Repair and maintenance	15,561	801	(14,760)	3,227	(12,334)
Total program operations	2,773	3,862	1,089	3,064	291
Utilities	859	34	(825)	33	(826)
Insurance	296	166	(130)	161	(135)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(58)	(58)
Other	-	-	-	22,234	22,234
Total operating expenses	19,489	4,863	(14,626)	28,661	9,172
Net program income	(2,792)	20,416	(23,208)	3,245	(6,037)
Other ongoing cash outflows:					
HAWC administration	874	1,746	872	1,322	448
Debt service	4,096	4,826	730	4,095	(1)
Replacements-operating	700	2,682	1,982	5,273	4,573
Total outflows	5,670	9,254	3,584	10,690	5,020
Cash flow from operations	(8,462)	11,162	(19,624)	(7,445)	(1,017)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,803	6,837	(3,034)	5,641	(1,838)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	(103,600)	103,600
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	3,596	-	3,596	-	3,596
Net unrestricted cash flows	(1,063)	17,999	(19,062)	(105,404)	104,341
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	(1,063)	17,999	(19,062)	(105,404)	104,341



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	-	-	-	-
Gross billable rent	21,460	-	21,460	-	21,460
Vacancy loss	(938)	-	(938)	-	(938)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	1,959	-	1,959	-	1,959
Tenant revenue	22,481	-	22,481	-	22,481
Other revenue (incl GF subsidy)	535	-	535	-	535
Total operating revenue	23,016	-	23,016	-	23,016
Operating expenses:					
Repair and maintenance	3,737	-	(3,737)	-	(3,737)
Total program operations	6,217	-	(6,217)	-	(6,217)
Utilities	459	-	(459)	-	(459)
Insurance	442	-	(442)	-	(442)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	800	-	(800)	-	(800)
Other	-	-	-	-	-
Total operating expenses	11,655	-	(11,655)	-	(11,655)
Net program income	11,361	-	11,361	-	11,361
Other ongoing cash outflows:					
HAWC administration	-	-	-	-	-
Debt service	3,132	-	(3,132)	-	(3,132)
Replacements-operating	-	-	-	-	-
Total outflows	3,132	-	(3,132)	-	(3,132)
Cash flow from operations	8,229	-	8,229	-	8,229
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7	-	7	-	7
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	(1,334)	-	(1,334)	-	(1,334)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	6,902	-	6,902	-	6,902
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	1,334	-	1,334	-	1,334
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	1,334	-	1,334	-	1,334
Net cash flows	8,236	-	8,236	-	8,236



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	4,832	(4,832)	4,832	(4,832)
Gross billable rent	1,386,837	1,373,422	13,415	1,416,699	(29,862)
Vacancy loss	(56,965)	(54,197)	(2,768)	(69,722)	12,757
Premiums (concessions)	(15,821)	(13,839)	(1,982)	(17,075)	1,254
Other tenant revenue	38,686	16,880	21,806	25,787	12,899
Tenant revenue	1,352,737	1,322,266	30,471	1,355,689	(2,952)
Other revenue (incl GF subsidy)	79,016	78,417	599	118,743	(39,727)
Total operating revenue	1,431,753	1,405,515	26,238	1,479,264	(47,511)
Operating expenses:					
Repair and maintenance	245,974	257,155	11,181	282,741	36,767
Total program operations	230,109	228,888	(1,221)	235,749	5,640
Utilities	111,261	126,168	14,907	126,898	15,637
Insurance	30,553	30,034	(519)	29,159	(1,394)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	21,725	20,752	(973)	21,216	(509)
Other	-	-	-	-	-
Total operating expenses	639,622	662,997	23,375	695,763	56,141
Net program income	792,131	742,518	49,613	783,501	8,630
Other ongoing cash outflows:					
HAWC administration	1,202	1,508	306	1,083	(119)
Debt service	575,468	575,471	3	600,937	25,469
Replacements-operating	117,109	113,575	(3,534)	125,516	8,407
Total outflows	693,779	690,554	(3,225)	727,536	33,757
Cash flow from operations	98,352	51,964	46,388	55,965	42,387
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(20,876)	(35,650)	14,774	(30,878)	10,002
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(53,402)	53,402
Transfers to (from) Local Fund	-	-	-	40,266	(40,266)
Transfers to restricted cash	(98,704)	(98,704)	-	-	(98,704)
Section 18 transfers from Public Housing	281,605	291,935	(10,330)	323,917	(42,312)
Net unrestricted cash flows	260,377	209,545	50,832	335,868	(75,491)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	98,704	98,704	-	-	98,704
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	98,704	98,704	-	-	98,704
Net cash flows	359,081	308,249	50,832	335,868	23,213

Agenda Item: IV.A.9

Date: 12/2010



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**October 31, 2010**

<b>Assets</b>	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	90,616	2,232,277	10,763	984,007	68,127	(5,834,026)	(2,448,236)
Restricted cash and cash equivalents	213,584	66,006	1,080	31,400	32,973	257,539	602,582
Accounts receivable, net	37,741	86,175	(343)	3,787	2,549	426,080	555,989
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	2,888	31,662	434	3,823	8,987	29,233	77,027
<b>Total current assets</b>	<b>344,829</b>	<b>2,416,120</b>	<b>11,934</b>	<b>1,025,381</b>	<b>112,636</b>	<b>(5,121,174)</b>	<b>(1,210,274)</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	3,177,242	4,672,124	36,129	100	139,771	461,195	8,486,561
Contracts receivable	—	—	—	441,874	—	—	441,874
Capital assets, non-depreciable	—	4,380,897	50,000	172,128	36,356	4,117,867	8,757,248
Capital assets, depreciable, net	—	4,430,453	81,696	481,218	40,997	19,224,590	24,258,954
<b>Total non-current assets</b>	<b>3,177,242</b>	<b>13,483,474</b>	<b>167,825</b>	<b>1,095,320</b>	<b>217,124</b>	<b>23,803,652</b>	<b>41,944,637</b>
<b>Total assets</b>	<b>3,522,071</b>	<b>15,899,594</b>	<b>179,759</b>	<b>2,120,701</b>	<b>329,760</b>	<b>18,682,478</b>	<b>40,734,363</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	19,763	293,952	6,421	529	33,500	9,532	363,697
Deferred revenue	—	7,924	460	4	548	3,693	12,629
Accrued interest payable - notes payable	—	—	2,661	184	1,568	454,854	459,267
Current portion of notes and contracts payable	—	—	2,946	8,367	59,818	301,755	372,886
<b>Current liabilities payable from restricted assets:</b>							
Tenant and other deposits	212,811	66,006	1,080	31,400	32,973	257,539	601,809
<b>Total curr. liabilities payable from restr. assets</b>	<b>212,811</b>	<b>66,006</b>	<b>1,080</b>	<b>31,400</b>	<b>32,973</b>	<b>257,539</b>	<b>601,809</b>
<b>Total current liabilities</b>	<b>232,574</b>	<b>367,882</b>	<b>13,568</b>	<b>40,484</b>	<b>128,407</b>	<b>1,027,373</b>	<b>1,810,288</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	—	—	335,745	548,234	190,819	26,787,085	27,861,883
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>335,745</b>	<b>548,234</b>	<b>190,819</b>	<b>26,787,085</b>	<b>27,861,883</b>
<b>Total liabilities</b>	<b>232,574</b>	<b>367,882</b>	<b>349,313</b>	<b>588,718</b>	<b>319,226</b>	<b>27,814,458</b>	<b>29,672,171</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	8,811,350	(206,995)	96,745	(45,794)	(3,499,160)	5,156,146
Restricted	3,153,441	4,672,124	36,129	100	12,280	213,972	8,088,046
Unrestricted	136,056	2,048,238	1,312	1,435,138	44,048	(5,846,792)	(2,182,000)
<b>Total net assets</b>	<b>3,289,497</b>	<b>15,531,712</b>	<b>(169,554)</b>	<b>1,531,983</b>	<b>10,534</b>	<b>(9,131,980)</b>	<b>11,062,192</b>
<b>Total liabilities and net assets</b>	<b>3,522,071</b>	<b>15,899,594</b>	<b>179,759</b>	<b>2,120,701</b>	<b>329,760</b>	<b>18,682,478</b>	<b>40,734,363</b>

Agenda Item: IV.A.10  
Date: 12/2010



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

<b>Wait List Time Based on # of HH Members</b>												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,253	1,418	1,022	616	352	145	74	37	14	4	1	<b>5,937</b>
Average Days	678	630	650	667	658	664	673	698	757	500	741	<b>659</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	4,185	1,752	<b>5,937</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	85	184	706	52	4,478	88	344	<b>5,937</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,070	4,749	118	<b>5,937</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	1,593	421	3,027	896	<b>5,937</b>

Agenda Item: <u>IV.B.1.</u>
Date: <u>12/2010</u>



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

*Fiscal Year-to-Date*  
*November 2010*

**Average Vacancy Days - Public Housing**

<b>Month</b>	<b>Total Vacant Units</b>	<b>Total Counted Vacancy Days</b>	<b>Average Vacancy Days Per Unit</b>
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
June 2010	49	679	13.86
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33
October 2010	9	219	24.33
November 2010	13	276	21.23

\* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 12/2010



IV. REPORT OF SECRETARY  
C. Affordable Housing

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

a) Section 8 Waiting List: 5,937 (last month – 6,227). 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 November 2010 were at 21.23 days (last month – 24.33). Vacancy dates are measured on a fiscal year basis, so November reflects the cumulative results of five 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: 97.70% (last month – 97.78%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2550 vouchers leased up in November (last month – 2,554). Six (6) new vouchers were issued, and 68 applicants with vouchers are searching for housing (last month 5 new, 48 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 November 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	2.80 hrs	3.0 hrs	24 hrs
Routine WO's	3.4 days	3 days	25 days

• **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 97.6% Occupancy (14 vacancies / 601 units, now including Aloha Park), compared to 96.5% (21 vacancies) 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:

- All fallen leaves removed at all multi-unit complexes.
- Removed overgrown vegetation at 7<sup>th</sup> Street complex to aid law enforcement in controlling illegal activity adjacent to property.
- Installing CO alarms in all Public Housing unit with a natural gas appliance and/or attached garage per State law.
- Lead Based Paint Testing was completed on forty-one (41) Public Housing units.
- Repaired all overhead parking lot lighting at all multi-unit complexes.

Turnovers:

- Completed turnovers on four (4) Public Housing units with an average of 5.5 days per 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 three (3) units.

Capital Fund Improvements on Public Housing

- Carpet has been replaced in two (2) units.
- Water heaters have been replaced in three (3) units.
- Stove has been replaced in one (1) unit.
- Underlayment and vinyl flooring replaced in five (5) units.
- Cadet wall heaters installed at one (1) Public Housing unit to replace inefficient ceiling heating system.



**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: 12/2010



#### IV. REPORT OF SECRETARY

##### E. Report on Homelessness

- **KEY LEADER BRIEFING ON HOMELESSNESS – TENTATIVE JANUARY 27, 2011**

Washington County elected officials, business leaders, community advocates, and service providers are invited to receive updates on the status of homelessness in Washington County, federal and state policy addressing prevention and ending of homelessness, and key issues of homelessness being addressed at the local level.

The annual event is held in conjunction with the Project Homeless Connect (PHC) event; however, this year the Key Leader Briefing is tentatively being planned for the day prior to PHC (tentatively planned on January 27, 2011).

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

The 5th annual Project Homeless Connect (PHC) 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 and will be staffing a Housing Authority table providing assistance to households seeking Section 8.

For more information on this event, visit [www.phcwashco.org](http://www.phcwashco.org).

- **2010 ANNUAL HOMELESS ASSESSMENT REPORT (AHAR)**

Washington County Department of Housing Services is the lead agency for administering the local Homeless Management Information System (HMIS) and reporting outcomes of homeless programs to the US Department of Housing and Urban Development (HUD).

Washington County has participated in the AHAR report for 2008, 2009 and recently submitted data for the 2010 report. The AHAR relies on data from two sources: single-night, point-in-time counts of both sheltered and unsheltered homeless populations reported on the Continuum of Care applications to HUD; and counts of the sheltered homeless population over a full year provided by a sample of communities based on data in their local Homeless Management Information Systems (HMIS).

The report comes at a time of economic uncertainty and provides a few early indicators of how the economic downturn may be affecting the housing situation of low-income and vulnerable Americans. In these times, it is especially important to have comprehensive information about people who have become homeless. This latest report will be important in informing policy decisions and developing new strategies to prevent homelessness and assure decent affordable housing for our citizens. – Shaun Donovan, Secretary, US Dept. of HUD, July 2009



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

A HUD mandated point-in-time street and shelter count will occur in January 2011. Collecting good data on the number, characteristics, and service needs of individuals, families, and unaccompanied children experiencing homelessness is a critical component of local homeless planning and program development. Training of outreach volunteers is scheduled for January 11 and 12, with the count beginning on January 22. This is a difficult task given the short timeframe to cover the 727 square miles that comprise Washington County as a jurisdiction and the scattered homeless sites located within this vast area.

Nationally, the PIT count process will be used as the primary data source for federal agencies to understand homelessness trends and track progress against the goals and objectives contained in Opening Doors, the Federal Strategic Plan to End Homelessness. Additionally, the Congressionally-mandated Annual Homeless Assessment Report (AHAR) is prepared using PIT and Homeless Management Information System (HMIS) data.

- **SEVERE WEATHER SHELTERS/WARMING CENTERS OPEN IN WASHINGTON COUNTY**

Four churches opened November 19 to provide overnight emergency shelter to homeless persons in Forest Grove, Beaverton, Tigard, and Tualatin. These churches remained open for 8 days during nighttime freezing temperatures.

Six churches are confirmed to be Severe Weather Shelters: 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). In addition, the Safe Place Youth Shelter has opened their facility to be a daytime warming center for youth ages 12 to 19 years.

The employees of Cascade MicroTech generously donated coats, gloves, blankets, sleeping bags, hats, scarves and a cash donation. The donated items have been dispersed amongst the Severe Weather Shelters to support shelter operations and to provide essential warm clothing to the homeless.

- **FY2012 FEDERAL LEGISLATIVE AGENDA**

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.

- **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](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.

Community Action is the lead agency addressing issues of poverty in Washington County. 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.



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

The Housing Authority of Washington County has leased 17 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.

## V. OLD BUSINESS

- **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 has met with Mayors and City Managers from Tigard and Hillsboro, and is working to schedule a meeting with Beaverton and the school districts. Staff will also 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.

- **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.

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 2<sup>nd</sup>, but the closing was delayed until Fannie Mae provides the title to Bank of America. The Housing Authority now owns this property – its third NSP property.

- **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.

- **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.

- **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**

- **FY2011 VA-HUD VASH VOUCHERS**

The Housing Authority will begin its solicitation process in December for the next round of HUD-VA Veterans Affairs Supportive Housing (VASH) vouchers. This will include persistent communication with Oregon Senators and Representatives, the Chair for the Board of Commissioners, and the Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA).

## **VII. ADJOURNMENT**