

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



**January 27, 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:

February 24, 2011  
Department of Housing Services, Conference Room  
111 NE Lincoln Street, Suite 200-L  
Hillsboro, Oregon 97124

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



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
January 27, 2011 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. November 18 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS**
- IV. ACCEPT - REPORT OF SECRETARY**
  - A. Financial Statement: Year-to-Date Income Statements
  - B. Section 8 and Low Rent Public Housing
  - C. Affordable Housing
  - D. Special Projects
  - E. Report on Homelessness
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**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  
Kimberly Armstrong, Management Analyst  
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's financial position 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 Sonrise is able to open. First Congregational Church in Hillsboro has partnered with Sonrise, 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 Sonrise 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 City Manager Craig Prosser in Tigard, and Mayor Wiley and City Manager 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. Of the approximately 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. Staff will make the request.

## VII. ADJOURNMENT

Meeting adjourned at 10:54 a.m.

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

Agenda Item: II

Date: 1/27/2011



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**November 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 5/12 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 five months of the Fiscal Year, cash flow from operations, of \$129,225, exceeded the budgeted amount by \$71,678, and the prior year by \$106,451. \$37,216 of the cash flow was from Aloha Park, which was not budgeted for.

All but one of the programs had positive cash flow from operations. Public Housing had a negative cash flow of \$57,644, due to high maintenance labor and outside purchases.

Affordable Housing cash flow from operations exceeded the amount required to fund County bond reserves by \$11,683.

**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 costs to purchase and \$1.00 cash. This comes to \$41,617 for the land and \$46,929 for the buildings, for a total purchase price of \$88,546, 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: 1/27/2011



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	747,447	597,396	10,375	1,217	-	2,277	1,358,712
Gross billable rent	-	241,515	25,389	15,677	104,550	1,733,575	2,120,706
Vacancy loss	-	(1,825)	-	(1,732)	(2,936)	(68,716)	(75,209)
Premiums (concessions)	-	(294)	-	(166)	-	(17,313)	(17,773)
Other tenant revenue	-	31,873	-	3,309	9,987	44,074	89,243
Tenant revenue	-	271,269	25,389	17,088	111,601	1,691,620	2,116,967
Other revenue (incl GF subsidy)	6,624	1,248	348	16,191	2,688	98,479	125,578
Total operating revenue	754,071	869,913	36,112	34,496	114,289	1,792,376	3,601,257
Operating expenses:							
Repair and maintenance	-	558,498	5,368	16,057	20,355	302,733	903,011
Total program operations	568,930	133,329	5,555	6,746	27,010	281,317	1,022,887
Utilities	-	26,450	3,566	859	17,434	145,415	193,724
Insurance	1,805	16,244	272	383	2,141	38,872	59,717
PILOT	-	16,910	-	-	-	-	16,910
Bad debt, net of recoveries	-	(291)	69	-	2,381	30,161	32,320
Other	21,618	-	-	107	-	-	21,725
Total operating expenses	592,353	751,140	14,830	24,152	69,321	798,498	2,250,294
Net program income	161,718	118,773	21,282	10,344	44,968	993,878	1,350,963
Other ongoing cash outflows:							
HAWC administration	155,586	176,417	1,813	1,065	3,000	1,353	339,234
Debt service	-	-	14,470	5,120	3,132	719,335	742,057
Replacements-operating	-	-	-	700	1,620	138,127	140,447
Total outflows	155,586	176,417	16,283	6,885	7,752	858,815	1,221,738
Cash flow from operations	6,132	(57,644)	4,999	3,459	37,216	135,063	129,225
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	3,645	9,578	(148)	4,501	34	(24,536)	(6,926)
Capital fund receipts	-	99,830	-	-	-	-	99,830
Capitalized modernization	-	(99,830)	(5,180)	-	-	-	(105,010)
Transfers to (from) Local Fund	-	-	-	(67,328)	-	-	(67,328)
Transfers to restricted cash	-	-	-	-	(1,334)	(123,380)	(124,714)
Section 18 transfers from Public Housing	-	-	3,262	4,264	-	346,029	353,555
Net unrestricted cash flows	9,777	(48,066)	2,933	(55,104)	35,916	333,176	278,632
Restricted cash flows:							
Housing Assistance Payments earned	7,691,861	-	-	-	-	-	7,691,861
Housing Assistance Payments	(7,409,571)	-	-	-	-	-	(7,409,571)
Investment income - restricted	11,118	20,278	-	-	-	-	31,396
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	1,334	123,380	124,714
Sec 18 transfers to Affordable Housing	-	(353,555)	-	-	-	-	(353,555)
Total restricted cash flows	293,408	(333,277)	-	-	1,334	123,380	84,845
Net cash flows	303,185	(381,343)	2,933	(55,104)	37,250	456,556	363,477

Agenda Item: IV.A.2

Date: 1/27/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,358,712	1,346,970	11,742	1,342,810	15,902
Gross billable rent	2,120,706	1,997,536	123,170	2,033,921	86,785
Vacancy loss	(75,209)	(70,403)	(4,806)	(89,744)	14,535
Premiums (concessions)	(17,773)	(17,298)	(475)	(21,344)	3,571
Other tenant revenue	89,243	37,446	51,797	59,695	29,548
Tenant revenue	2,116,967	1,947,282	169,685	1,982,528	134,439
Other revenue (incl GF subsidy)	125,578	153,055	(27,477)	188,698	(63,120)
Total operating revenue	3,601,257	3,447,307	153,950	3,514,036	87,221
Operating expenses:					
Repair and maintenance	903,011	798,100	(104,911)	904,289	1,278
Total program operations	1,022,887	1,036,034	13,147	985,682	(37,205)
Utilities	193,724	187,274	(6,450)	186,423	(7,301)
Insurance	59,717	55,389	(4,328)	53,585	(6,132)
PILOT	16,910	17,418	508	20,443	3,533
Bad debt, net of recoveries	32,320	25,693	(6,627)	42,908	10,588
Other	21,725	18,527	(3,198)	47,350	25,625
Total operating expenses	2,250,294	2,138,435	(111,859)	2,240,680	(9,614)
Net program income	1,350,963	1,308,872	42,091	1,273,356	77,607
Other ongoing cash outflows:					
HAWC administration	339,234	365,663	26,429	315,508	(23,726)
Debt service	742,057	739,851	(2,206)	770,769	28,712
Replacements-operating	140,447	145,811	5,364	164,305	23,858
Total outflows	1,221,738	1,251,325	29,587	1,250,582	28,844
Cash flow from operations	129,225	57,547	71,678	22,774	106,451
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(6,926)	(21,446)	14,520	(17,798)	10,872
Capital fund receipts	99,830	191,946	(92,116)	292,453	(192,623)
Capitalized modernization	(105,010)	(191,946)	86,936	(359,206)	254,196
Transfers to (from) Local Fund	(67,328)	-	(67,328)	-	(67,328)
Transfers to restricted cash	(124,714)	(123,380)	(1,334)	-	(124,714)
Section 18 transfers from Public Housing	353,555	368,296	(14,741)	407,691	(54,136)
Net unrestricted cash flows	278,632	281,017	(2,385)	345,914	(67,282)
Restricted cash flows:					
Housing Assistance Payments earned	7,691,861	7,385,633	306,228	7,447,065	244,796
Housing Assistance Payments	(7,409,571)	(7,216,650)	(192,921)	(7,434,155)	24,584
Investment income - restricted	31,396	50,330	(18,934)	45,528	(14,132)
Sale of property	-	-	-	160,672	(160,672)
Transfers from unrestricted cash	124,714	123,380	1,334	-	124,714
Sec 18 transfers to Affordable Housing	(353,555)	(368,296)	14,741	(407,691)	54,136
Total restricted cash flows	84,845	(25,603)	110,448	(188,581)	273,426
Net cash flows	363,477	255,414	108,063	157,333	206,144



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**

Working Capital Basis  
SECTION 8 – UNAUDITED  
July 2010 – November 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	747,447	755,141	(7,694)	702,424	45,023
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	6,624	32,537	(25,913)	9,772	(3,148)
Total operating revenue	754,071	787,678	(33,607)	712,196	41,875
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	568,930	603,959	35,029	549,134	(19,796)
Utilities	-	-	-	-	-
Insurance	1,805	1,860	55	1,805	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	21,618	18,527	(3,091)	19,557	(2,061)
Total operating expenses	592,353	624,346	31,993	570,496	(21,857)
Net program income	161,718	163,332	(1,614)	141,700	20,018
Other ongoing cash outflows:					
HAWC administration	155,586	185,228	29,642	146,780	(8,806)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	155,586	185,228	29,642	146,780	(8,806)
Cash flow from operations	6,132	(21,896)	28,028	(5,080)	11,212
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,645	-	3,645	915	2,730
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	9,777	(21,896)	31,673	(4,165)	13,942
Restricted cash flows:					
Housing Assistance Payments earned	7,691,861	7,385,633	306,228	7,447,065	244,796
Housing Assistance Payments	(7,409,571)	(7,216,650)	(192,921)	(7,434,155)	24,584
Investment income - restricted	11,118	19,071	(7,953)	16,740	(5,622)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	293,408	188,054	105,354	29,650	263,758
Net cash flows	303,185	166,158	137,027	25,485	277,700

Agenda Item: IV.A.4

Date: 1/27/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	597,396	573,907	23,489	623,230	(25,834)
Gross billable rent	241,515	247,475	(5,960)	230,383	11,132
Vacancy loss	(1,825)	(1,891)	66	(2,007)	182
Premiums (concessions)	(294)	-	(294)	-	(294)
Other tenant revenue	31,873	13,563	18,310	22,693	9,180
Tenant revenue	271,269	259,148	12,121	251,069	20,200
Other revenue (incl GF subsidy)	1,248	2,065	(817)	3,164	(1,916)
Total operating revenue	869,913	835,120	34,793	877,463	(7,550)
Operating expenses:					
Repair and maintenance	558,498	465,458	(93,040)	533,163	(25,335)
Total program operations	133,329	135,783	2,454	132,479	(850)
Utilities	26,450	25,553	(897)	23,947	(2,503)
Insurance	16,244	15,524	(720)	14,883	(1,361)
PILOT	16,910	17,418	508	20,443	3,533
Bad debt, net of recoveries	(291)	(247)	44	15,615	15,906
Other	-	-	-	-	-
Total operating expenses	751,140	659,489	(91,651)	740,530	(10,610)
Net program income	118,773	175,631	(56,858)	136,933	(18,160)
Other ongoing cash outflows:					
HAWC administration	176,417	174,459	(1,958)	164,007	(12,410)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	176,417	174,459	(1,958)	164,007	(12,410)
Cash flow from operations	(57,644)	1,172	(58,816)	(27,074)	(30,570)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	9,578	15,694	(6,116)	13,853	(4,275)
Capital fund receipts	99,830	191,946	(92,116)	292,453	(192,623)
Capitalized modernization	(99,830)	(191,946)	92,116	(292,453)	192,623
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(48,066)	16,866	(64,932)	(13,221)	(34,845)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	20,278	31,259	(10,981)	28,789	(8,511)
Sale of property	-	-	-	160,672	(160,672)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(353,555)	(368,296)	14,741	(407,691)	54,136
Total restricted cash flows	(333,277)	(337,037)	3,760	(218,230)	(115,047)
Net cash flows	(381,343)	(320,171)	(61,172)	(231,451)	(149,892)

Agenda Item: IV.A.5

Date: 1/27/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	10,375	10,628	(253)	9,898	477
Gross billable rent	25,389	25,500	(111)	25,109	280
Vacancy loss	-	(765)	765	(585)	585
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	543	(543)	633	(633)
Tenant revenue	25,389	25,278	111	25,157	232
Other revenue (incl GF subsidy)	348	111	237	360	(12)
Total operating revenue	36,112	36,017	95	35,415	697
Operating expenses:					
Repair and maintenance	5,368	10,195	4,827	13,665	8,297
Total program operations	5,555	5,354	(201)	5,555	-
Utilities	3,566	3,969	403	3,812	246
Insurance	272	255	(17)	247	(25)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	845	776
Other	-	-	-	-	-
Total operating expenses	14,830	19,773	4,943	24,124	9,294
Net program income	21,282	16,244	5,038	11,291	9,991
Other ongoing cash outflows:					
HAWC administration	1,813	1,908	95	1,714	(99)
Debt service	14,470	14,479	9	14,479	9
Replacements-operating	-	490	490	819	819
Total outflows	16,283	16,877	594	17,012	729
Cash flow from operations	4,999	(633)	5,632	(5,721)	10,720
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(148)	(1,123)	975	(1,020)	872
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	79,167	(79,167)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	3,262	3,377	(115)	2,795	467
Net unrestricted cash flows	2,933	1,621	1,312	75,221	(72,288)
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	2,933	1,621	1,312	75,221	(72,288)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,217	1,254	(37)	1,217	-
Gross billable rent	15,677	7,783	7,894	7,556	8,121
Vacancy loss	(1,732)	-	(1,732)	-	(1,732)
Premiums (concessions)	(166)	-	(166)	-	(166)
Other tenant revenue	3,309	2,240	1,069	4,136	(827)
Tenant revenue	17,088	10,023	7,065	11,692	5,396
Other revenue (incl GF subsidy)	16,191	20,321	(4,130)	26,974	(10,783)
Total operating revenue	34,496	31,598	2,898	39,883	(5,387)
Operating expenses:					
Repair and maintenance	16,057	1,002	(15,055)	4,033	(12,024)
Total program operations	6,746	4,826	(1,920)	3,830	(2,916)
Utilities	859	42	(817)	41	(818)
Insurance	383	207	(176)	202	(181)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(73)	(73)
Other	107	-	(107)	27,793	27,686
Total operating expenses	24,152	6,077	(18,075)	35,826	11,674
Net program income	10,344	25,521	(15,177)	4,057	6,287
Other ongoing cash outflows:					
HAWC administration	1,065	2,183	1,118	1,653	588
Debt service	5,120	6,033	913	5,119	(1)
Replacements-operating	700	3,352	2,652	6,591	5,891
Total outflows	6,885	11,568	4,683	13,363	6,478
Cash flow from operations	3,459	13,953	(10,494)	(9,306)	12,765
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,501	8,546	(4,045)	7,051	(2,550)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(67,328)	-	(67,328)	(129,500)	62,172
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	4,264	-	4,264	-	4,264
Net unrestricted cash flows	(55,104)	22,499	(77,603)	(131,755)	76,651
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	(55,104)	22,499	(77,603)	(131,755)	76,651



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	-	-	-	-
Gross billable rent	104,550	-	104,550	-	104,550
Vacancy loss	(2,936)	-	(2,936)	-	(2,936)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	9,987	-	9,987	-	9,987
Tenant revenue	111,601	-	111,601	-	111,601
Other revenue (incl GF subsidy)	2,688	-	2,688	-	2,688
Total operating revenue	114,289	-	114,289	-	114,289
Operating expenses:					
Repair and maintenance	20,355	-	(20,355)	-	(20,355)
Total program operations	27,010	-	(27,010)	-	(27,010)
Utilities	17,434	-	(17,434)	-	(17,434)
Insurance	2,141	-	(2,141)	-	(2,141)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,381	-	(2,381)	-	(2,381)
Other	-	-	-	-	-
Total operating expenses	69,321	-	(69,321)	-	(69,321)
Net program income	44,968	-	44,968	-	44,968
Other ongoing cash outflows:					
HAWC administration	3,000	-	(3,000)	-	(3,000)
Debt service	3,132	-	(3,132)	-	(3,132)
Replacements-operating	1,620	-	(1,620)	-	(1,620)
Total outflows	7,752	-	(7,752)	-	(7,752)
Cash flow from operations	37,216	-	37,216	-	37,216
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	34	-	34	-	34
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	35,916	-	35,916	-	35,916
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	37,250	-	37,250	-	37,250



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,277	6,040	(3,763)	6,040	(3,763)
Gross billable rent	1,733,575	1,716,778	16,797	1,770,873	(37,298)
Vacancy loss	(68,716)	(67,747)	(969)	(87,153)	18,437
Premiums (concessions)	(17,313)	(17,298)	(15)	(21,344)	4,031
Other tenant revenue	44,074	21,100	22,974	32,234	11,840
Tenant revenue	1,691,620	1,652,833	38,787	1,694,611	(2,991)
Other revenue (incl GF subsidy)	98,479	98,021	458	148,429	(49,950)
Total operating revenue	1,792,376	1,756,894	35,482	1,849,080	(56,704)
Operating expenses:					
Repair and maintenance	302,733	321,445	18,712	353,425	50,692
Total program operations	281,317	286,112	4,795	294,684	13,367
Utilities	145,415	157,710	12,295	158,623	13,208
Insurance	38,872	37,543	(1,329)	36,449	(2,423)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	30,161	25,940	(4,221)	26,520	(3,641)
Other	-	-	-	-	-
Total operating expenses	798,498	828,750	30,252	869,701	71,203
Net program income	993,878	928,144	65,734	979,379	14,499
Other ongoing cash outflows:					
HAWC administration	1,353	1,885	532	1,354	1
Debt service	719,335	719,339	4	751,171	31,836
Replacements-operating	138,127	141,969	3,842	156,895	18,768
Total outflows	858,815	863,193	4,378	909,420	50,605
Cash flow from operations	135,063	64,951	70,112	69,959	65,104
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(24,536)	(44,563)	20,027	(38,598)	14,062
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(66,753)	66,753
Transfers to (from) Local Fund	-	-	-	50,333	(50,333)
Transfers to restricted cash	(123,380)	(123,380)	-	-	(123,380)
Section 18 transfers from Public Housing	346,029	364,919	(18,890)	404,897	(58,868)
Net unrestricted cash flows	333,176	261,927	71,249	419,838	(86,662)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	123,380	123,380	-	-	123,380
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	123,380	123,380	-	-	123,380
Net cash flows	456,556	385,307	71,249	419,838	36,718

Agenda Item: IV.A.9

Date: 1/27/2011



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
<b>Assets</b>							
Current assets:							
Unrestricted cash and cash equivalents	56,611	2,148,083	5,463	944,924	55,512	(5,804,438)	(2,593,845)
Restricted cash and cash equivalents	221,891	66,383	1,080	31,400	34,485	264,659	619,898
Accounts receivable, net	70,589	91,439	(343)	3,482	10,563	612,410	788,140
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	2,527	28,397	379	3,833	7,057	22,890	65,083
Total current assets	351,618	2,334,302	6,579	986,003	107,617	(4,904,479)	(1,118,360)
Non-current assets:							
Restricted cash and cash equivalents	3,229,099	4,609,665	36,131	100	139,599	486,276	8,500,870
Contracts receivable	—	—	—	441,874	—	—	441,874
Capital assets, non-depreciable	—	4,414,347	55,180	161,793	41,617	4,117,867	8,790,804
Capital assets, depreciable, net	—	4,377,964	80,572	479,249	46,929	19,134,801	24,119,515
Total non-current assets	3,229,099	13,401,976	171,883	1,083,016	228,145	23,738,944	41,853,063
Total assets	3,580,717	15,736,278	178,462	2,069,019	335,762	18,834,465	40,734,703
<b>Liabilities</b>							
Current liabilities:							
Accounts payable	35,330	221,324	386	1,792	20,104	4,492	283,428
Deferred revenue	—	5,557	446	4	1,788	3,894	11,689
Accrued interest payable - notes payable	—	—	2,661	184	1,568	560,832	565,245
Current portion of notes and contracts payable	—	—	2,946	8,367	59,818	281,273	352,404
Current liabilities payable from restricted assets:							
Tenant and other deposits	221,118	66,383	1,080	31,400	34,485	264,659	619,125
Total curr. liabilities payable from restr. assets	221,118	66,383	1,080	31,400	34,485	264,659	619,125
Total current liabilities	256,448	293,264	7,519	41,747	117,763	1,115,150	1,831,891
Non-current liabilities:							
Contracts and notes payable	—	—	335,521	547,580	181,605	26,843,582	27,908,288
Total non-current liabilities	—	—	335,521	547,580	181,605	26,843,582	27,908,288
Total liabilities	256,448	293,264	343,040	589,327	299,368	27,958,732	29,740,179
<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	170,828	1,959,540	6,288	1,382,847	69,908	(5,839,079)	(2,249,668)
Total net assets	3,324,269	15,443,014	(164,578)	1,479,692	36,394	(9,124,267)	10,994,524
Total liabilities and net assets	3,580,717	15,736,278	178,462	2,069,019	335,762	18,834,465	40,734,703

Agenda Item: IV.A.10  
Date: 1/27/2011



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

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,160	1,349	936	574	326	138	71	32	12	5	1	<b>5,605</b>
Average Days	683	630	640	654	647	660	678	680	744	666	774	<b>657</b>

Wait List Based on Gender					
Gender	Female		Male		Total
Total	3,938		1,667		<b>5,605</b>

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	75	198	681	53	4,227	83	318	<b>5,605</b>

Wait List Based on Ethnicity					
HH Ethnicity	Hispanic	Not Hispanic		Unknown	Total
	1,015	4,478		112	<b>5,605</b>

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,449	391	2,842	923	<b>5,605</b>

Agenda Item: IV.B.1.  
Date: 1/27/2011



**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>
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
December 2010	17	312	18.35

\* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 1/27/2011



IV. REPORT OF SECRETARY  
C. Affordable Housing

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

a) Section 8 Waiting List: 5,605 (last month – 5,937). Statistically, the average wait time is about 3-4 years. However, there is a lag in the process. We are near 98% 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 December 2010 were at 18.35 days (last month – 21.23). 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: 97.43% (last month – 97.70%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,543 vouchers leased up in December (last month – 2,550). Twenty-five (25) new vouchers were issued, and 82 applicants with vouchers are searching for housing (last month 6 new, 68 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 December 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	2.88 hrs	3.0 hrs	24 hrs
Routine WO's	2.43 days	3 days	25 days

• **AFFORDABLE HOUSING**

The Housing Authority owns or co-owns 1312 units of affordable housing. Of the 601 affordable housing units solely owned by HAWC, 521 units are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Aloha Park, a new acquisition, comprises the remaining 80 units; these are managed and reported on separately by Cascade Management.

a) Infinity-Managed Properties: 96.73% Occupancy (17 vacancies / 521 units), compared to 97.3% (14 vacancies) last month. NTR – 97%.

b) Aloha Park (Cascade Management) 100% Occupancy (0 vacancies/ 80 units), compared to 100% (0 vacancies last month).



Rent increases at Aloha Park will go into effect in March.

	Current rent	Increased rent	Increase	Typical Market Rent
1 bedroom (20)	\$398	\$416	\$18	\$575
2 bedroom (40)	\$432	\$516	\$84	\$675
3 bedroom (20)	\$473	\$565	\$92	\$800

The rent increase was initiated by HUD and OHCS to bring rents in Section 236 properties up to established OHCS contract rent rates. The previous rent increase (9/1/2009) was driven by Aloha Park budget requirements, While this increase will improve HAWC's financial bottom line, additional revenue generated by the increase will be restricted to improvements at Aloha Park.

Note: Eight of the 20 1-bedroom units at Aloha Park are project-based Section 8. The tenant's portion of the rent is based on income, and the difference between the tenant portion and the basic rent is paid through Section 8.

The property management contract for the affordable housing portfolio will open for re-bidding this year. The new management contract will begin 7/1/2011 (FY2012).

• **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced deteriorated underlayment and vinyl flooring in kitchen and bathroom of two (2) Public Housing units.
- 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 thirty-four (34) Public Housing units, for a total of seventy-three (73) units tested.

Turnovers:

- Completed turnovers on four (4) Public Housing units with an average of 8.5 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 one (1) unit.
- Underlayment and vinyl flooring replaced in two (2) units.



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

- **PROJECT-BASED VOUCHERS**

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

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

Agenda Item: IV.D.

Date: 1/27/2011



**IV. REPORT OF SECRETARY**  
**E. Report on Homelessness**

- **KEY LEADER BRIEFING ON HOMELESSNESS – 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 will be held the evening prior to the one-day Project Homeless Connect (PHC) event. Guest speakers include Dr. Susan Pendergrass, US Department of Veterans Affairs, Mr. Paul Carlson, US Interagency Council on Homelessness, Ms. Janet Byrd, Neighborhood Partnerships, and Ms. Sydney Webb, The Good Neighbor Center.

HAC members should have received an invite for this event from Vision Action Network. If not, please advise Annette Evans at [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us) or call 503-846-4760.

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

The 5<sup>th</sup> annual Project Homeless Connect (PHC) will be held on Friday, January 28, from 10 a.m. to 6 p.m. 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 information to households seeking housing assistance provided by the Housing Authority portfolio of programs, to include the Section 8 voucher program, Public Housing program, affordable housing, and homeless programs.

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

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

A HUD mandated point-in-time street and shelter count will occur in January 2011. Collecting comprehensive, non-duplicated 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. The Homeless Count activity is difficult 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 urban/rural area.

Nationally, the PIT count process is used as a 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**

Beginning with the first arctic blast of cold weather in Washington County on November 19, churches have been addressing the humanitarian work of feeding and sheltering the homeless with hot meals and overnight emergency shelter.

Six churches are participating in the county's Severe Weather Shelter Response Plan: 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.

In December, the employees of Cascade MicroTech and Washington County employees generously donated coats, gloves, blankets, sleeping bags, hats, scarves. 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 – 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.

- **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 HEART 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 received a report from Mr. Ron Hogue, a member of the Region 2 Workforce Investment Board, in December 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.

- **BRIDGES TO HOUSING PROGRAM - PHASE 4 PROJECT (2011 to 2013)**

The Washington County Jurisdictional Implementation Team (JIT) approved the budget and implementation of a new Bridges To Housing Program project that will serve five high-need homeless families with housing assistance, intensive case management, and supportive services. The Phase 4 project will include an emphasis on participants accessing and obtaining employment related income.

The two-year Phase 4 project will begin implementation in March 2011. In addition to Washington County General Funds, the project will be matched with federal and other local resources through collaborative partnerships. Total project cost is estimated at \$182,000.



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

The HUD-VASH Program provides Housing Choice vouchers (rental assistance) in partnership with case management and services provided by the US Department of Veterans Affairs. In 2010 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.

During the first six months of the VASH (Veteran Services Supportive Housing) program, 17 homeless veteran households have received HUD-VASH vouchers and leased units, thus ending their homeless situation. An additional 2 homeless veteran households have vouchers and are awaiting housing, with 2 additional homeless veteran households scheduled to receive vouchers in the coming week. To fully lease the 25 voucher program, outreach workers are actively seeking homeless veterans for referral to the VA CBOC (Community Based Outpatient Clinic), where they will be screened for the program. Currently, four vouchers are available for homeless veterans.

## 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 has met with Mayors and City Managers from Tigard and Hillsboro, as well as the Superintendent and CFO for the Hillsboro School District. A meeting with Mayor Doyle is scheduled February 2, and meetings with Beaverton and Tigard-Tualatin School Districts will also be scheduled. 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. The property is “rent-ready”, and awaiting final processing of the tenant's Section 8 housing voucher.

Update 1/13/2011: the Arbor Rose property is now occupied.

- **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 TRANSPORTATION MOBILITY COUSELING PROJECT**

The *Regional 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.

This program 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 and to assist families make housing choices that make the best use of limited income by reducing their total housing and transportation cost burdens. If the pilot program is successful, participating housing authorities will seek to integrate the program into its regular operations.

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 grant application for \$60,000 in RTO funding to support the Mobility Counseling piece of this project was approved in December.

- **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).

- **BENESSARE VILLAGE**

Bienestar 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. This project encompasses five stories, with the first floor planned for commercial/retail to fit in with the Hillsboro downtown urban development vision.

Selection interviews on two RFP proposals invited by the City of Hillsboro were held in early January. HAWC has received an offer to consider a co-owner role and is awaiting a formal proposal for review and consideration.



## VI. NEW BUSINESS

- **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. HAWC will also be posting HAC meeting dates and information packets on the department website.

- **BUDGET CHALLENGES**

We are fairly aware of the budget challenges being discussed in the newspapers at the State level and the associated impacts on key programs that address community needs. You also need to know that there are also major challenges in 2011 at the federal level.

We recently met with Steve Palmer, Washington County's federal lobbyist and his predictions for this year are sober. His sense is that all "discretionary" federal programs will take a hit this year – some programs whose continuing funding levels are still uncertain and awaiting the outcome of the Continuing Resolution (CR) for the FY2011 budget, which expires on March 4, 2011. There is also talk of a \$60 Billion cut from the FY2012 budget, which the President is scheduled to announce on February 14. While some "earmarks" may still get approval, they will be greatly scrutinized for cost-benefit. It is also very likely that HUD programs will be cut to some degree, which would impact funding for our Section 8 and Public Housing programs, Homeless Programs and potentially minimize future/follow-on funding for the Sustainable/Livable Communities programs, to include Aloha-Reedville. We are hopeful that these programs will be able to avoid major cuts in funding, but this remains to be played out in Washington DC.

I have provided the following excerpt from the PHADA (Public Housing Authorities Directors Association) "Advocate" publication for your review and comment as needed.

*"Even though Fiscal Year 2011 started last October, the 111<sup>th</sup> Congress adjourned without completing a budget. Without a doubt, this is the most immediate and perhaps serious challenge we face in the new year. At this stage, all public and assisted programs are being funded at 2010 levels even though we face some significant increases, particularly in utility costs through the rest of the winter. To make matters worse, the Continuing Resolution (CR) did not provide sufficient funds to renew all existing vouchers, and it is not yet clear what the 112<sup>th</sup> Congress will do (if anything) to address this problem. In some cases, HAs (Housing Authorities) may have to hold back vouchers from being issued, or attrite their programs downward,*



*at least temporarily until the budget is finalized. The CR goes until March 4 so the new Congress will have to deal with the '11 budget almost immediately upon returning to Washington.”*

*“Meanwhile, the FY2012 budget process kicks off in the first part of February when President Obama releases his spending plan. Congress usually takes some time to examine the President’s blueprint, and then begins marking-up its Budget Resolution in the early spring with action on individual appropriations bills through the spring and summer months. As we know all too well, the process completely broke down in 2010 (and in a few other recent years) as lawmakers were unable to agree on any Budget Resolution or spending bills. Leadership in the new Congress has vowed to not repeat those past failures.”*

*“While lawmakers say they want to proceed with the 2012 budget under regular order, it is very unclear as to what appropriation bills may look like as Congress moves them forward. Citing huge budget deficits and escalating debt, some members of Congress have vowed to impose steep cuts in all federally funded programs. Other lawmakers, meanwhile, will resist such cuts.”*

In summary, this all leads to what will be a dynamic session in Washington – with great impact on the size and outreach of our key programs (the operating and capital funds, renewal of all vouchers, homeless programs, etc.). We will be partnering with other Housing Authorities and Housing Associations to address our concerns and ensure adequate funding for these core programs.

## VII. ADJOURNMENT