

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



**Thursday, November 17, 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:

HAC Holiday Luncheon
Friday, December 9, 2011
Hayden’s Lakefront Grill

2011 Meeting Schedule
November 17
DATE CHANGE: Friday, December 9 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
November 17, 2011 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. September 22, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. ACCEPT - REPORT OF SECRETARY**
 - Financial Statement: Year-to-Date Income Statements
 - 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
September 22, 2011, 1:00 PM

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

COMMITTEE MEMBERS PRESENT

Ramsay Weit Laurie Butler
Carol Gakin Renee Bruce
Ron Lehr Juliet Parrott

STAFF PRESENT

Val Valfre, Executive Director
Kim Armstrong, Management Analyst
Gary Calvert, Asset Manager
Michael O'Neill, Financial Manager
Annette Evans, Homeless Services Coordinator

COMMITTEE MEMBERS ABSENT

Peter Hainley Donna Pottle
David Nase

Chair Bruce called the meeting to order at 9:03 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Renee Bruce pointed out that Vice-Chair Butler called the August meeting to order, as she was not present.

Motion: Approve the minutes from August 25, 2011 with one correction— Juliet Parrott

Second: Ron Lehr

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Ron Lehr reported that interest rates are going down, and that this may impact the tax exempt market.
- Renee Bruce stated that Community Action is still receiving a large number of calls for assistance. The loss of Emergency Food and Shelter Grant funding will impact Community Action and other assistance programs in Washington County.
- Census 2010 population counts will adjust some funding for formula-funded programs, including Low-Income Home Energy Assistance Program (LIHEAP).
- Renee Bruce announced that she will be away for the next two months.
- Val Valfre reported that the HABOD are scheduled to approve Project-Based Voucher (PBVs) awards at their October 4 meeting. PBV awards will go to REACH Community Development, Enterprise (EAM, Inc.) and Accessible Living.



- The Department is currently in the second phase of its departmental audit, and there have been no issues of concern raised.
- The Federal Transportation, Housing and Urban Development (THUD) bill is currently going through the mark-up process. It appears likely that Section 8 Administrative funding will remain at reduced levels for the next year, and that Public Housing, Capital Fund, CDBG and HOME programs will face cuts.

IV. REPORT OF SECRETARY

A. Financial Statement

Michael O'Neill remarked that presenting financials for a single month would be fairly inaccurate. Financial reports will resume at the next HAC meeting.

Financials for the previous fiscal year have been submitted and approved by HUD. The new scoring system for financials will result in a High Performer score for HAWC as soon as HUD scores the FY2010-11 financials.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time (at least 3-4 years) for applicants with a preference. The wait list is still very long, and DHS is working to utilize all available vouchers.
- FY2011-2012 reporting has begun. Average vacancy days per unit is 14.29. Twenty days and under is rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- The Public Housing and Section 8 Unified Waitlist has been closed to new applications as of September 1. The waitlist is currently nearly 6,300. The Housing Authority will begin issuing vouchers to new clients (as they are released by exiting households) as soon as we have confirmed that we are on track to recover from the overlease issues earlier in the year.
- The Public Housing program recently went through a HUD Physical Assessment. HAWC scored 37.6 out of 40 points (94%) on this inspection.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.



D. Special Projects

- Project-Based Vouchers

Three proposals for projects utilizing Project-Based Vouchers (PBVs) were received. PBV awards will be awarded under 10 year contracts with the option for a 5-year renewal. Project proposals include two new projects and one major rehabilitation. PBVs will be awarded to REACH, Enterprise, and Accessible Living. These PBVs will support affordable units for households earning 30% MFI or under in Sherwood, Beaverton, and Orenco Station.

There is also a conditional award to of 90 PBVs for chronically homeless persons to Luke-Dorf, Inc. that will move forward if SAMSA (Sunstance Abuse and Mental Health Services Administration) grant funding is awarded.

E. Report on Homelessness

Annette Evans presented the following report.

- Homeless Prevention—Rent Assistance Subcommittee

Washington County Thrives will be leading a portion of the efforts to identify rental assistance funding to support short-term rental assistance programs in the County. The Interfaith Committee on Homelessness will also work to partner with other agencies to find some funding for these programs.

- FY2011 McKinney-Vento Homeless Assistance Grant

The Housing Authority of Washington County will present a permanent housing bonus project for FY2011 funding at the next HSSN meeting. This proposal would utilize bonus funds to provide additional Shelter Plus Care tenant-based rental assistance.

- Year 4—A Road Home: 10-Year Plan to End Homelessness

Eviction court cases continue to decline—currently there are about 200 fewer eviction court cases for 2011 than at this point in 2010.

The new Oregon Healthcare Reform Act may also provide some additional services for homeless and vulnerable populations.

The Sherriff's office has offered to provide some staff time to help quantify the costs and cost savings that could be achieved by reducing chronically homeless recidivism in the jail and hospital systems.

- Year 3: 2011 Homeless Assessment Report

The Year 3 report was approved by the HPAC on September 15, 2011. The report will be presented to the Washington County Board of Commissioners at the October 11, 2011 worksession.



By reducing the time households spend in shelters with diversion programs, Washington County was able to serve nearly 100 additional households with no new shelter beds and no additional funding.

- Severe Weather Shelter Response Plan

The training event for Severe Weather Shelter providers has been rescheduled for October 20.

V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Staff met with Mayor Truax of Forest Grove, the Forest Grove School District, and TVF&R. The Hillsboro School Board has asked staff to come to a worksession in October to discuss this program as well. We hope to confirm support from some of these taxing entities in order to demonstrate community support to the Board.

- Aloha-Reedville Study and Livable Community Plan

The Citizen's Advisory Committee (CAC) nominated its two representatives to the Leadership Coordinating Committee at the September 14 meeting. The Board will approve the appointments in October.

The Technical Advisory (TAC) and Citizen Advisory Committees will have the opportunity to review and comment on the first draft of the Existing Conditions Report in October.

TAC and CAC meetings are scheduled for Wednesday, October 26. The TAC will meet from 1:30-4pm, and the CAC will meet 6-8:30pm. All CAC and TAC meetings are scheduled for the TVF&R facility on SW Blanton in Aloha.

The next Open House is scheduled for Wednesday November 2 at Aloha High School, and will include short presentations on the Existing Conditions Report.

- Regional Transportation Mobility Counseling Project

This project may be delayed in order to allow the pilot project to incorporate regional Opportunity Maps data.

- HAWC and Housing Department Reports

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

- Regional Sustainable Communities Planning Grant, Round 2

Washington County is a Consortium member for this Metro-led project. Metro is developing a regional grant proposal for this program. Washington County is collecting details on staff effort and participation levels for the Metro proposal.



- Affordable Housing Database Update

No update was presented at the meeting.

- Regional Opportunity Mapping Project

No update was presented at the meeting.

- HAC Annual Retreat

The agenda was provided for review and comment.

Robin Boyce at the Housing Development Center and Cyndy Cook and Geoff Wall from Housing Works provided some comments and questions about their presentations. Ron Lehr will also present some information on financing assumptions and possible options for gap funding at the retreat. Michael O'Neill will present information on HAWC financials. The group suggested placing emphasis on HAWC's financial progress and improvements in recent years.

Several Washington County Board Commissioners, including Chair Duyck, have indicated that they plan to attend the retreat. Bob Davis and Rob Massar from the County Administrative Office will attend as well.

The retreat will discuss developing financial stability and increasing cash flow and funding sources. The retreat will take place at Jenkins Estate in Beaverton.

VI. NEW BUSINESS

VII. ADJOURNMENT

Motion: To adjourn meeting — Carol Gakin

Second: Ron Lehr

Vote: All approve

Meeting adjourned at 10:44a.m.

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



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

Cash Flow:

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts are 3/12 of the actual amounts for the entire fiscal year.

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

For the first three months of the Fiscal Year, cash flow from operations, of a negative \$77,267 fell short of the budgeted amount by \$83,257, and the prior year by \$117,545. Approximately \$20,000 of this variance is due to timing of Health Insurance payments by the County.

Section 8 had negative cash flow of \$40,639, which was \$5,036 unfavorable to budget, due to the timing of Health Insurance payments mentioned above.

Public Housing had negative cash flow of \$127,147, which was \$59,675 unfavorable to budget, primarily due to high maintenance outside purchases and supplies, including:

1. \$17,494 for flooring work performed before the effective date of the CFP11 contract, which will cover flooring costs going forward.
2. \$4,917 for moving costs to relocate a tenant, and
3. \$63,553 of purchases on Purchasing cards, which is \$17,878 higher than the prior year purchases for three months.

Aloha Park had positive cash flow of \$47,974, which is \$25,012 favorable to budget, which may be due to the change of property managers on July 1.

Affordable Housing cash flow from operations of \$32,130 is unfavorable to budget by \$42,260 and to the prior year by \$41,229, due to outside purchases and cost of supplies higher than normal. The cash flow is short of the amount required to fund County bond reserves year to date by \$34,779.

Statement of Net Assets (Balance Sheet): Nothing significant to report.



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	428,525	318,220	4,126	730	11,004	-	762,605
Gross billable rent	-	134,033	15,843	12,970	128,409	1,065,660	1,356,915
Vacancy loss	-	(1,450)	(425)	-	(5,134)	(50,561)	(57,570)
Premiums (concessions)	-	(22)	-	-	(718)	(5,295)	(6,035)
Other tenant revenue	-	14,922	-	-	1,152	20,139	36,213
Tenant revenue	-	147,483	15,418	12,970	123,709	1,029,943	1,329,523
Other revenue (incl GF subsidy)	13,875	28	193	1,250	1,575	64,987	81,908
Total operating revenue	442,400	465,731	19,737	14,950	136,288	1,094,930	2,174,036
Operating expenses:							
Repair and maintenance	-	385,407	1,755	183	20,501	202,851	610,697
Total program operations	374,041	77,124	2,582	2,298	21,648	186,742	664,435
Utilities	-	12,837	2,481	1,167	9,850	96,190	122,525
Insurance	1,094	9,934	153	259	-	23,208	34,648
PILOT	-	11,823	-	-	-	-	11,823
Bad debt, net of recoveries	-	(177)	-	-	-	17,577	17,400
Other	20,409	640	-	310	-	-	21,359
Total operating expenses	395,544	497,588	6,971	4,217	51,999	526,568	1,482,887
Net program income	46,856	(31,857)	12,766	10,733	84,289	568,362	691,149
Other ongoing cash outflows:							
HAWC administration	87,495	95,290	164	816	102	943	184,810
Debt service	-	-	8,687	3,071	18,209	432,153	462,120
Replacements-operating	-	-	346	-	18,004	103,136	121,486
Total outflows	87,495	95,290	9,197	3,887	36,315	536,232	768,416
Cash flow from operations	(40,639)	(127,147)	3,569	6,846	47,974	32,130	(77,267)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	327	3,780	12	1,759	-	(8,634)	(2,756)
Capital fund receipts	-	12,008	-	-	-	-	12,008
Capitalized modernization	-	(12,008)	-	-	-	-	(12,008)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(66,909)	(66,909)
Transfers from (to) restricted cash - Repl Re	-	-	-	-	(7,560)	(18,420)	(25,980)
Section 18 transfers from Public Housing	-	-	-	1,594	-	238,147	239,741
Net unrestricted cash flows	(40,312)	(123,367)	3,581	10,199	40,414	176,314	66,829
Restricted cash flows:							
Housing Assistance Payments earned	4,379,657	-	-	-	-	-	4,379,657
Housing Assistance Payments	(4,766,592)	-	-	-	-	-	(4,766,592)
Investment income - restricted	5,817	7,380	-	-	-	-	13,197
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-	66,909	66,909
Transfers from (to)unrestricted - Repl Res	-	-	-	-	7,560	18,420	25,980
Sec 18 transfers to Affordable Housing	-	(239,741)	-	-	-	-	(239,741)
Total restricted cash flows	(381,118)	(232,361)	-	-	7,560	85,329	(520,590)
Net cash flows	(421,430)	(355,728)	3,581	10,199	47,974	261,643	(453,761)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	762,605	743,180	19,425	811,193	(48,588)
Gross billable rent	1,356,915	1,373,061	(16,146)	1,311,202	45,713
Vacancy loss	(57,570)	(49,048)	(8,522)	(42,564)	(15,006)
Premiums (concessions)	(6,035)	(13,217)	7,182	(11,323)	5,288
Other tenant revenue	36,213	51,760	(15,547)	44,831	(8,618)
Tenant revenue	1,329,523	1,362,557	(33,034)	1,302,146	27,377
Other revenue (incl GF subsidy)	81,908	79,669	2,239	78,708	3,200
Total operating revenue	2,174,036	2,185,406	(11,370)	2,192,047	(18,011)
Operating expenses:					
Repair and maintenance	610,697	561,756	(48,941)	557,496	(53,201)
Total program operations	664,435	660,940	(3,495)	641,608	(22,827)
Utilities	122,525	137,966	15,441	128,345	5,820
Insurance	34,648	38,177	3,529	36,327	1,679
PILOT	11,823	10,400	(1,423)	11,823	-
Bad debt, net of recoveries	17,400	20,190	2,790	36,938	19,538
Other	21,359	19,093	(2,266)	27,166	5,807
Total operating expenses	1,482,887	1,448,522	(34,365)	1,439,703	(43,184)
Net program income	691,149	736,884	(45,735)	752,344	(61,195)
Other ongoing cash outflows:					
HAWC administration	184,810	171,637	(13,173)	173,201	(11,609)
Debt service	462,120	470,807	8,687	456,283	(5,837)
Replacements-operating	121,486	88,450	(33,036)	82,582	(38,904)
Total outflows	768,416	730,894	(37,522)	712,066	(56,350)
Cash flow from operations	(77,267)	5,990	(83,257)	40,278	(117,545)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(2,756)	(5,542)	2,786	(3,673)	917
Capital fund receipts	12,008	29,130	(17,122)	47,130	(35,122)
Capitalized modernization	(12,008)	(29,130)	17,122	(88,350)	76,342
Transfers to (from) Local Fund	-	(16,500)	16,500	(28,491)	28,491
Transfers to restricted cash - CAO	(66,909)	(66,909)	-	(68,444)	1,535
Transfers from (to) restricted cash - Repl Re	(25,980)	(25,980)	-	(20,496)	(5,484)
Section 18 transfers from Public Housing	239,741	227,194	12,547	222,879	16,862
Net unrestricted cash flows	66,829	118,253	(51,424)	100,833	(34,004)
Restricted cash flows:					
Housing Assistance Payments earned	4,379,657	4,651,271	(271,614)	4,649,075	(269,418)
Housing Assistance Payments	(4,766,592)	(4,545,375)	(221,217)	(4,561,285)	(205,307)
Investment income - restricted	13,197	19,316	(6,119)	17,832	(4,635)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	66,909	66,909	-	68,444	(1,535)
Transfers from (to)unrestricted - Repl Res	25,980	25,980	-	20,496	5,484
Sec 18 transfers to Affordable Housing	(239,741)	(226,105)	(13,636)	(222,879)	(16,862)
Total restricted cash flows	(520,590)	(8,004)	(512,586)	(28,317)	(492,273)
Net cash flows	(453,761)	110,249	(564,010)	72,516	(526,277)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	428,525	421,699	6,826	440,479	(11,954)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	13,875	4,418	9,457	5,087	8,788
Total operating revenue	442,400	426,117	16,283	445,566	(3,166)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	374,041	364,682	(9,359)	361,750	(12,291)
Utilities	-	-	-	-	-
Insurance	1,094	1,110	16	1,083	(11)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	20,409	15,498	(4,911)	16,647	(3,762)
Total operating expenses	395,544	381,290	(14,254)	379,480	(16,064)
Net program income	46,856	44,827	2,029	66,086	(19,230)
Other ongoing cash outflows:					
HAWC administration	87,495	80,430	(7,065)	80,333	(7,162)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	87,495	80,430	(7,065)	80,333	(7,162)
Cash flow from operations	(40,639)	(35,603)	(5,036)	(14,247)	(26,392)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	327	(28)	355	1,241	(914)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	4,672	(4,672)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(40,312)	(30,959)	(9,353)	(13,006)	(27,306)
Restricted cash flows:					
Housing Assistance Payments earned	4,379,657	4,651,271	(271,614)	4,649,075	(269,418)
Housing Assistance Payments	(4,766,592)	(4,545,375)	(221,217)	(4,561,285)	(205,307)
Investment income - restricted	5,817	7,707	(1,890)	6,916	(1,099)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(381,118)	113,603	(494,721)	94,706	(475,824)
Net cash flows	(421,430)	82,644	(504,074)	81,700	(503,130)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	318,220	300,904	17,316	351,910	(33,690)
Gross billable rent	134,033	152,847	(18,814)	152,207	(18,174)
Vacancy loss	(1,450)	(1,112)	(338)	(975)	(475)
Premiums (concessions)	(22)	(114)	92	(95)	73
Other tenant revenue	14,922	12,344	2,578	12,121	2,801
Tenant revenue	147,483	163,965	(16,482)	163,259	(15,776)
Other revenue (incl GF subsidy)	28	1,131	(1,103)	1,250	(1,222)
Total operating revenue	465,731	466,000	(269)	516,419	(50,688)
Operating expenses:					
Repair and maintenance	385,407	330,116	(55,291)	334,868	(50,539)
Total program operations	77,124	79,213	2,089	76,551	(573)
Utilities	12,837	16,793	3,956	16,156	3,319
Insurance	9,934	9,990	56	9,746	(188)
PILOT	11,823	10,400	(1,423)	11,823	-
Bad debt, net of recoveries	(177)	(819)	(642)	16,688	16,865
Other	640	-	(640)	400	(240)
Total operating expenses	497,588	445,693	(51,895)	466,232	(31,356)
Net program income	(31,857)	20,307	(52,164)	50,187	(82,044)
Other ongoing cash outflows:					
HAWC administration	95,290	87,779	(7,511)	89,095	(6,195)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	95,290	87,779	(7,511)	89,095	(6,195)
Cash flow from operations	(127,147)	(67,472)	(59,675)	(38,908)	(88,239)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,780	5,106	(1,326)	5,328	(1,548)
Capital fund receipts	12,008	29,130	(17,122)	47,130	(35,122)
Capitalized modernization	(12,008)	(29,130)	17,122	(47,130)	35,122
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(123,367)	(62,366)	(61,001)	(33,580)	(89,787)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	7,380	11,609	(4,229)	10,916	(3,536)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(239,741)	(226,105)	(13,636)	(222,879)	(16,862)
Total restricted cash flows	(232,361)	(214,496)	(17,865)	(211,963)	(20,398)
Net cash flows	(355,728)	(276,862)	(78,866)	(245,543)	(110,185)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	4,126	6,385	(2,259)	6,615	(2,489)
Gross billable rent	15,843	15,300	543	15,256	587
Vacancy loss	(425)	(459)	34	(128)	(297)
Premiums (concessions)	-	(6)	6	(5)	5
Other tenant revenue	-	47	(47)	53	(53)
Tenant revenue	15,418	14,881	537	15,175	243
Other revenue (incl GF subsidy)	193	322	(129)	362	(169)
Total operating revenue	19,737	21,588	(1,851)	22,152	(2,415)
Operating expenses:					
Repair and maintenance	1,755	3,870	2,115	4,274	2,519
Total program operations	2,582	3,334	752	3,203	621
Utilities	2,481	2,436	(45)	2,306	(175)
Insurance	153	167	14	163	10
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	21	21	(223)	(223)
Other	-	-	-	-	-
Total operating expenses	6,971	9,828	2,857	9,723	2,752
Net program income	12,766	11,760	1,006	12,429	337
Other ongoing cash outflows:					
HAWC administration	164	895	731	968	804
Debt service	8,687	8,688	1	8,688	1
Replacements-operating	346	-	(346)	-	(346)
Total outflows	9,197	9,583	386	9,656	459
Cash flow from operations	3,569	2,177	1,392	2,773	796
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	12	20	(8)	(21)	33
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(1,295)	1,295
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	3,581	2,197	1,384	1,457	2,124
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	3,581	2,197	1,384	1,457	2,124



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	730	730	-	730	-
Gross billable rent	12,970	13,293	(323)	11,985	985
Vacancy loss	-	(399)	399	(1,181)	1,181
Premiums (concessions)	-	-	-	(66)	66
Other tenant revenue	-	2,075	(2,075)	1,259	(1,259)
Tenant revenue	12,970	14,970	(2,000)	11,998	972
Other revenue (incl GF subsidy)	1,250	10,000	(8,750)	10,509	(9,259)
Total operating revenue	14,950	25,700	(10,750)	23,237	(8,287)
Operating expenses:					
Repair and maintenance	183	7,302	7,119	6,880	6,697
Total program operations	2,298	2,989	691	4,352	2,054
Utilities	1,167	908	(259)	861	(306)
Insurance	259	235	(24)	254	(5)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	41	41
Other	310	192	(118)	7,453	7,143
Total operating expenses	4,217	11,626	7,409	19,841	15,624
Net program income	10,733	14,074	(3,341)	3,396	7,337
Other ongoing cash outflows:					
HAWC administration	816	703	(113)	1,386	570
Debt service	3,071	3,620	549	3,071	-
Replacements-operating	-	215	215	175	175
Total outflows	3,887	4,538	651	4,632	745
Cash flow from operations	6,846	9,536	(2,690)	(1,236)	8,082
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,759	2,522	(763)	2,346	(587)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(21,172)	21,172	(28,491)	28,491
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	1,594	2,924	(1,330)	2,751	(1,157)
Net unrestricted cash flows	10,199	(6,190)	16,389	(24,630)	34,829
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	10,199	(6,190)	16,389	(24,630)	34,829



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	11,004	9,838	1,166	7,835	3,169
Gross billable rent	128,409	132,568	(4,159)	91,903	36,506
Vacancy loss	(5,134)	(2,600)	(2,534)	(1,496)	(3,638)
Premiums (concessions)	(718)	(4,007)	3,289	(2,554)	1,836
Other tenant revenue	1,152	2,101	(949)	524	628
Tenant revenue	123,709	128,063	(4,354)	88,377	35,332
Other revenue (incl GF subsidy)	1,575	2,692	(1,117)	1,919	(344)
Total operating revenue	136,288	140,593	(4,305)	98,131	38,157
Operating expenses:					
Repair and maintenance	20,501	27,341	6,840	23,490	2,989
Total program operations	21,648	35,842	14,194	24,827	3,179
Utilities	9,850	16,117	6,267	9,952	102
Insurance	-	2,652	2,652	1,786	1,786
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	1,782	1,782	1,020	1,020
Other	-	3,403	3,403	2,666	2,666
Total operating expenses	51,999	87,137	35,138	63,741	11,742
Net program income	84,289	53,456	30,833	34,390	49,899
Other ongoing cash outflows:					
HAWC administration	102	1,281	1,179	875	773
Debt service	18,209	26,346	8,137	12,921	(5,288)
Replacements-operating	18,004	2,867	(15,137)	2,064	(15,940)
Total outflows	36,315	30,494	(5,821)	15,860	(20,455)
Cash flow from operations	47,974	22,962	25,012	18,530	29,444
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	-	260	(260)	111	(111)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(35,160)	35,160
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(7,560)	(7,560)	-	(5,376)	(2,184)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	40,414	15,662	24,752	(21,895)	62,309
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	7,560	7,560	-	5,376	2,184
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	7,560	7,560	-	5,376	2,184
Net cash flows	47,974	23,222	24,752	(16,519)	64,493



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	3,624	(3,624)	3,624	(3,624)
Gross billable rent	1,065,660	1,059,053	6,607	1,039,851	25,809
Vacancy loss	(50,561)	(44,478)	(6,083)	(38,784)	(11,777)
Premiums (concessions)	(5,295)	(9,090)	3,795	(8,604)	3,309
Other tenant revenue	20,139	35,193	(15,054)	30,875	(10,736)
Tenant revenue	1,029,943	1,040,678	(10,735)	1,023,338	6,605
Other revenue (incl GF subsidy)	64,987	61,106	3,881	59,581	5,406
Total operating revenue	1,094,930	1,105,408	(10,478)	1,086,543	8,387
Operating expenses:					
Repair and maintenance	202,851	193,127	(9,724)	187,987	(14,864)
Total program operations	186,742	174,880	(11,862)	170,927	(15,815)
Utilities	96,190	101,712	5,522	99,071	2,881
Insurance	23,208	24,023	815	23,295	87
PILOT	-	-	-	-	-
Bad debt, net of recoveries	17,577	19,206	1,629	19,412	1,835
Other	-	-	-	-	-
Total operating expenses	526,568	512,948	(13,620)	500,692	(25,876)
Net program income	568,362	592,460	(24,098)	585,851	(17,489)
Other ongoing cash outflows:					
HAWC administration	943	549	(394)	545	(398)
Debt service	432,153	432,153	-	431,604	(549)
Replacements-operating	103,136	85,368	(17,768)	80,343	(22,793)
Total outflows	536,232	518,070	(18,162)	512,492	(23,740)
Cash flow from operations	32,130	74,390	(42,260)	73,359	(41,229)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(8,634)	(13,422)	4,788	(12,678)	4,044
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(4,765)	4,765
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(66,909)	(66,909)	-	(68,444)	1,535
Transfers from (to) restricted cash - Repl Res	(18,420)	(18,420)	-	(15,120)	(3,300)
Section 18 transfers from Public Housing	238,147	224,270	13,877	220,129	18,018
Net unrestricted cash flows	176,314	199,909	(23,595)	192,481	(16,167)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	66,909	66,909	-	68,444	(1,535)
Transfers from (to)unrestricted - Repl Res	18,420	18,420	-	15,120	3,300
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	85,329	85,329	-	83,564	1,765
Net cash flows	261,643	285,238	(23,595)	276,045	(14,402)



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

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	17,060	2,029,477	11,571	922,245	75,146	(4,854,604)	(1,799,105)
Restricted cash and cash equivalents	203,491	52,154	1,080	31,700	33,917	262,600	584,942
Accounts receivable, net	8,043	58,984	—	—	20,768	62,798	150,593
Current portion of contracts receivable	—	4,913	—	2,436	—	—	7,349
Other current assets	3,280	35,539	460	881	2,935	35,612	78,707
Total current assets	231,874	2,181,067	13,111	957,262	132,766	(4,493,594)	(977,514)
Non-current assets:							
Restricted cash and cash equivalents	2,900,578	3,862,727	36,114	100	59,308	781,756	7,640,583
Contracts receivable	—	—	—	439,705	—	—	439,705
Capital assets, non-depreciable	—	3,783,286	50,000	202,465	41,617	4,095,129	8,172,497
Capital assets, depreciable, net	—	4,600,897	74,434	582,976	184,834	18,278,010	23,721,151
Total non-current assets	2,900,578	12,246,910	160,548	1,225,246	285,759	23,154,895	39,973,936
Total assets	3,132,452	14,427,977	173,659	2,182,508	418,525	18,661,301	38,996,422
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	—	—	—	—	—
Accounts payable	2,417	198,945	251	326	10,882	97,227	310,048
Deferred revenue	89	220,427	94	259	39	4,119	225,027
Accrued interest payable - notes payable	—	—	2,591	162	894	344,376	348,023
Current portion of notes and contracts payable	—	—	3,821	8,875	64,142	289,201	366,039
Current liabilities payable from restricted assets:							
Tenant and other deposits	203,491	52,154	1,080	31,700	33,917	262,600	584,942
Total curr. liabilities payable from restr. assets	203,491	52,154	1,080	31,700	33,917	262,600	584,942
Total current liabilities	205,997	471,526	7,837	41,322	109,874	997,523	1,834,079
Non-current liabilities:							
Contracts and notes payable	—	—	332,883	706,749	134,501	26,523,166	27,697,299
Total non-current liabilities	—	—	332,883	706,749	134,501	26,523,166	27,697,299
Total liabilities	205,997	471,526	340,720	748,071	244,375	27,520,689	29,531,378
Net Assets							
Invested in capital assets, net of related debt	—	8,384,183	(212,270)	69,816	27,807	(4,439,228)	3,830,308
Restricted	2,901,166	3,862,727	36,114	100	59,308	781,756	7,641,171
Unrestricted	25,289	1,709,541	9,095	1,364,521	87,035	(5,201,916)	(2,006,435)
Total net assets	2,926,455	13,956,451	(167,061)	1,434,437	174,150	(8,859,388)	9,465,044
Total liabilities and net assets	3,132,452	14,427,977	173,659	2,182,508	418,525	18,661,301	38,996,422



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

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,151	1,510	998	541	324	157	74	37	16	6	1	5,815
Average Days	787	760	781	764	777	763	856	755	912	512	1,075	775

Wait List Based on Gender			
Gender	Female	Male	Total
Total	4,050	1,765	5,815

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	59	198	719	49	4,469	81	240	5,815

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,059	4,670	86	5,815

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,569	404	2,964	878	5,815



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

Fiscal Year-to-Date
October 2011

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
July 2010*	2	31	14.50
August 2010	5	98	18.60
September 2010	6	116	18.33
October 2010	9	228	24.33
November 2010	12	288	23.00
December 2010	16	328	19.50
January 2011	21	450	20.43
February 2011	24	486	19.21
March 2011	27	502	17.59
April 2011	34	544	15.12
May 2011	39	620	15.03
June 2011	43	651	15.14
<hr/>			
July 2011**	3	36	12.00
August 2011	7	100	14.29
September 2011	13	191	14.69
November 2011	15	225	15.00

* Begin FY 2011 Reporting

** Begin FY 2012 Reporting



IV. REPORT OF SECRETARY
C. Affordable Housing

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

- a) Section 8 Waiting List: 5,815 (last month – 6,278). The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of August 2011 were at 15.00 (last month – 14.69). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

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

*Section 8: 99% (last month – 98.8%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,595 vouchers leased up in October (last month – 2,578). Two (2) new vouchers was issued, and 30 applicants with vouchers are searching for housing (last month 2 new PBVs, 25 looking).

d) Work Order Effectiveness:

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

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	1.61 hrs	3.0 hrs	24 hrs
Routine WO's	5.61days	3 days/24 hrs	25 days

• **AFFORDABLE HOUSING**

The Housing Authority owns or co-owns 1312 units of affordable housing. The 601 affordable housing units solely owned by HAWC are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Kayburn Terrance is now managed by Infinity and included in the affordable unit count.

- a) Infinity-Managed Properties: 95.27% Occupancy (17 vacancies / 613 units), compared to 93.86% (22 vacancies out of 613 units) last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- No new appliances were replaced. Maintenance has begun using salvaged parts to extend the operational life of appliances. This eliminated the need to replace three stoves in October.
- Fencing was replaced at one (1) Public Housing unit.
- Annual Fire Extinguisher servicing was performed at all Public Housing Units.
- Security camera systems at the 7th Street complex was upgraded to increase hard drive storage.
- The following activities are now being performed during housing unit turnover:
 - Service entrance conductors at the main panel are being tightened to reduce the risk of fire and overloads
 - Electrical outlets in kitchens, bathrooms, and laundry rooms are being upgraded to GFCI outlets
 - Outlets in bedrooms are being replaced with tamper-resistant outlets to reduce the risk of electrical shock

Turnovers:

- Completed turnovers on two (2) Public Housing units.
- Interior painting completed by in-house Maintenance staff.
- Carpet replaced in both turnovers by vendor.
- Cleaning completed in both turnovers by vendor.

Capital Improvements:

- Siding was replaced on two (2) Public Housing units.



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

• **PROJECT-BASED VOUCHERS**

Currently, we have 12 project-based vouchers (PBV) from a 2009 RFP 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. All twelve (12) of the PBVs are leased up at The Knoll.

We also awarded 25 “special needs” category vouchers to Luke-Dorf (12) and LifeWorks NW (13), and 20 of these vouchers are currently leased up. New residents are being screened for the available PBV units currently.

A new RFP for Project-Based Vouchers released in August 2011 included two voucher categories. Category I vouchers will serve 90 chronically homeless persons, and includes the 38 vouchers still outstanding from the first RFP in 2009.

Luke-Dorf, Inc. was conditionally awarded 90 project-based vouchers for chronically homeless persons (38 from the prior allocation and 52 from the new allocation of 100 project-based vouchers authorized in the FY2012 Annual Plan) contingent on award of a SAMSA (Substance Abuse and Mental Health Services Administration) grant. The grant application, however, was not successful.

Category II vouchers support permanent housing serving persons earning 30% or less of HUD-established Median Family Income (MFI). This is a new PBV category and allows opportunity for development of new mixed-income affordable housing.

The Housing Authority received qualifying PBV proposals for Category II vouchers from Enterprise Community Partners, REACH Community Development, and Housing Independence. HABOD approved these awards on October 4, 2011.



IV. REPORT OF SECRETARY
E. Report on Homelessness

• **FY2011 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)**

The Emergency Food and Shelter Program (EFSP) is funded under the Federal Emergency Management Agency (FEMA). Washington County is a partner jurisdiction with Clackamas and Multnomah counties, receiving a regional allocation of more than \$1.2 million in funds annually – until this latest round of funding announced in July 2011 – when all three counties were advised they would receive \$0 (zero) EFSP funding. The net loss to Washington County is \$376,296 that supports emergency shelters (\$135,467), meal/food boxes (\$78,000) and rent/mortgage assistance (\$162,829) activities.

The Oregon EFSP State Board convened in October to appropriate \$275,280 in federal EFSP State Set-Aside to support 14 jurisdictions in Oregon that did not receive an initial EFSP appropriation of funds.

The EFSP Local Board met on 11/1/2011 to make recommendation to the Federal EFSP Board in support of the following allocation: \$62,988 Washington County, \$104,163 Multnomah County, and \$41,193 Clackamas County. Since the July 2011 announcement, Washington County partner agencies has been working to bridge funding shortfalls in shelter, food and rent assistance. Annette Evans, Washington County Representative on EFSP Local Board, made a recommendation to the EFSP Local Board for appropriation of the \$62,988 in Washington County as follows: \$50,390 to Rent Assistance (Community Action), \$12,698 to Food/Meals (Oregon Food Bank). The EFSP Local Board approved the recommendation, and will submit to the Federal EFSP Board for final approval.

EFSP Local Board members were advised the EFSP funds will need to be spent by December 31, 2011, and are awaiting the final award letter from the Federal EFSP Board.

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

The FY2011 federal appropriation makes available \$1.6 billion for homeless programs under the FY2011 Continuum of Care (CoC) McKinney-Vento Homeless Assistance grant competition. The Beaverton/Hillsboro/Washington County CoC pro-rata share is \$873,259, as compared to Clackamas CoC pro-rata share \$750,313 and \$3,685,155 for Multnomah/Gresham/Portland CoC.

The Washington County Department of Housing Services is the Lead CoC Agency for coordinating the countywide CoC homeless system. In partnership with service provider agencies, Annette Evans prepared the grant application that seeks \$2.1 million federal funds to provide supportive services, HMIS, transitional and permanent supportive housing, and renew 110 units of Shelter Plus Care tenant-based rental assistance. The application includes a new competitive Shelter Plus Care tenant-based rental assistance project serving three (3) chronically homeless



individuals, with a project request of \$127,980 for a Permanent Housing Initiative bonus project.

On October 25, the Board of County Commissioners approved the submittal of the grant application. HUD anticipates funding awards announcements for renewal projects in January 2012.

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

HUD will implement a FY2011 blended ESG program at a level of at least \$225 million, an increase of \$65 million over the national FY2010 allocation amount of \$160 Million. A blended program includes components of the current Emergency Shelter Grant (ESG), providing funds for emergency shelter operations and outreach, and will be transformed under the HEARTH Act to the Emergency Solutions Grant (ESG) that will fund shelter operations, with new components to include short and medium term rent assistance and housing relocation/stabilization.

An estimated FY2011 blended ESG appropriation for Washington County is \$122,532, and reflects an increase of approximately \$34,000. The Washington County Office of Community Development administers the ESG program. In FY2010, the formula funding for Washington County provided \$88,350 as compared to the FY2011 estimate of \$122,532 – a 39% increase in funding.

- **SEVERE WEATHER SHELTER RESPONSE**

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

On October 20, Annette Evans hosted a specialized training for all shelter coordinators and volunteers on safety awareness, infection control and health awareness, community resources, and changes to the 2011-2012 SOS-Shelter program. Presentations on the shelter response plan have been provided to hospital/healthcare staff, the Washington County Law Enforcement Council and Fire Defense Board. Annette has provided Washington County Consolidated Communication Agency (WCCCA) with Specialized Information Worksheets to update the 911 Dispatch CAD system for each of the shelter sites.

The city of Hillsboro has granted a 90-day temporary use permit to Sonrise Church, the facility hosting the SOS-Shelter program. This year, the SOS-Shelter is moving to an "enrolled program" - a change from the daily first-come, first-served program in previous years. Intake and screening for the 90-day shelter program began in November, with 45 beds to serve a target population that includes adult singles and couples without children. The shelter operations are scheduled to open on December 1, 2011, and operate through the morning of February 29, 2012.



Funds and donation of sleeping bags, new socks, and bus tickets are needed by all shelter sites. Donations can be made directly to the participating shelter providers. In 2010-11, the six shelters reported 11,585 volunteer hours given in support of the 4,796 bed stays provided to homeless persons.

- **POINT IN TIME HOMELESS COUNT – JANUARY 22 TO 31, 2012**

A point-in-time (PIT) street and shelter count will occur the last week of January 2012. Community Action is the lead agency for performing the street outreach. The shelter and transitional housing data is extracted from the HMIS system administered by the Department of Housing Services. Community Action enters the street outreach data into HMIS and this data is combined with the shelter HMIS to de-duplicate the homeless count data. The HMIS System Administrator will export all data by March 9, 2012, to the Oregon Housing and Community Services (OHCS) for reporting statewide homelessness.

In addition to street outreach, volunteers will engage with homeless at the Project Homeless Connect event, at Severe Weather Shelters in church facilities, hospitals, and school districts.

- **PROJECT HOMELESS CONNECT – JANUARY 27, 2012**

The 6th annual Project Homeless Connect will be held on Friday, January 27, at Sunrise Church. The one-day, one-stop event will provide free resources and on-site health care for homeless persons. The Washington County Department of Housing Services is a financial sponsor of the event.

A Key Leader Briefing on Homelessness is being planned prior to Project Homeless Connect. Save The Date invites will be mailed to HAC members and include the key note speaker, date, time, and location specifics.

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

The Washington County 2011 Homeless Assessment Report on outcomes and challenges is a compilation of data that highlights the latest demographics of homelessness, the demonstrated outcomes of public and private partnerships that provide prevention, diversion and intervention resources, and data on how homeless people utilize the homeless response system (shelter, housing, and services).

In Year 3 of the 10-Year Plan to End Homelessness, the homeless response system served 1,929 people (935 households) in emergency shelter and housing programs. This is a 35% increase in people served as compared to 1,255 people (581 households) served in Year 1 of the 10-Year Plan. The increase is a direct result of systems alignment and new resources that offer an array of housing and services that provide the right resources to the right people at the right point in time for the right amount of time. Emphasis has been placed on prevention and diversion strategies that work to shorten the length of homelessness through rapid re-housing.



The report was presented to the Washington County Board of Commissioners on October 18, and mailed to community stakeholders, elected officials at city, state and federal levels, members of the Housing Advisory Committee (HAC), and the Homeless Plan Advisory Committee (HPAC).

The report is available on the county website at
http://www.co.washington.or.us/Housing/upload/2011-Homeless-Assessment-Report_Year-3.pdf

- **OREGON ENDING HOMELESS ADVISORY COUNCIL (EHAC)**

The EHAC was introduced to Ms. Margaret Van Vliet, new Director for Oregon Housing and Community Services (OHCS).

The Corporation for Supportive Housing presented outcomes of the October Charrette hosted in central Oregon in support of the development of local 10-Year Plans in rural areas of the state. The State of Oregon Framework to Support Rural Plans to End and Prevent Homelessness reported on six focus areas, to include discharge planning, systems of care, housing opportunities, keys to housing, performance measures/political will, and emergency response. The outcome of the Charrette included Action Plans developed during portions of the event to be used by community leaders to launch 10-Year Plan development in jurisdictions that currently do not have a plan, and to revitalize plans in areas where the plan implementation has not fully been implemented.

The EHAC received a briefing on the Year 2 implementation of the state's 10-Year Plan: A Home For Hope. The report was presented to Governor Kitzhaber, and is available on the Oregon website at
http://www.ehac.oregon.gov/OHCS/pdfs/2011_EHAC_Annual_Report.pdf

- **ANTI-POVERTY STRATEGIES PLAN**

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

Assistant Professor Donald Schweitzer, Pacific University, is working with graduate students to perform consumer surveys with focus group populations living in poverty, to include homeless veterans, seniors, families with children in Head Start program, young adults, and other low-income populations. The consumer surveys will inform the work of the Anti-Poverty Strategy Work Group.

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



- **HEARTH ACADEMY CLINIC – OCTOBER 25 & 26, 2011**

The Oregon Housing and Community Services (OHCS) hosted a 2-day HEARTH Academy Clinic facilitated by the National Alliance to End Homelessness. The clinic informed local Continuums of Care (CoC) on changes to be expected in implementing the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, and emphasized the need for CoC's to work on governance structures, data quality, and reallocate and reauthorize local/state/federal funds to prevent homelessness and rapidly re-housing for homeless households.

Signed in May 2009 by President Obama, the 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:

- Reduce overall homelessness through prevention and rapid re-housing.
- 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.

V. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from former Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers, and have had generally positive discussions with a number of jurisdictions. Val Valfre and Kim Armstrong attended a Hillsboro School District work session on October 11 to discuss the program. The Hillsboro School District has not yet made a final decision to participate.

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.



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

The Technical Advisory Committee and Citizen Advisory Committee reviewed and commented on the first draft of the Existing Conditions report on October 26, 2011.

Over the next few months, project staff will work with partner agencies from the TAC and other jurisdictions to continue to compile data and perform analysis to refine the Existing Conditions Report. The next draft of the report will be reviewed again in January—though portions will be released for review and comment in the interim.

The next public Open House event for this project has been scheduled for November 2, to take place at Aloha High School.

The Leadership Coordinating Committee (LCC) will meet on December 8, from 8:30-10:30am at the TVF&R North Operating Center in Aloha.

- **REGIONAL TRANSPORTATION MOBILITY COUNSELING PROJECT**

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

This pilot project has been delayed to allow better coordination with regional Opportunity Mapping work.

- **HAWC and HOUSING DEPARTMENT REPORTS**

Staff is working to collect data for a HAWC annual report, to include demographics on the population accessing housing services, geographic data on public housing, affordable housing, and voucher clients, occupancy rates, lease-up rates, work-order efficacy, and other information and performance measures. Client surveys were sent to all voucher-holders, public housing clients, and affordable housing residents. Nearly 1,000 surveys were returned, data entry has been completed, and analysis is underway. A draft report was handed out at the HAC Retreat in October.

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

The regional Consortium led by Metro submitted an application for Regional Sustainable Communities Planning grant funding. If the region is awarded funding, the grant will support two target area plans that will be used to develop processes and best practices that can be used region-wide. Outcomes, best practices, and lessons learned in the Aloha-Reedville project will also inform the regional project.



The grant project would also develop a regional standard for conducting housing needs assessments, using opportunity mapping in decision-making, and coordinate annual Fair Housing assessments and planning.

- **REGIONAL OPPORTUNITY MAPPING PROJECT**

Metro has convened a work group to discuss developing a regional set of indicators and a mapping tool that would allow something similar to Opportunity Mapping to be done region-wide. The group is considering basing the regional tool on Metro's internal Context Tool, which considers a variety of indicators to assess a location's overall livability. Regional partners would participate in determining indicators, providing data, and conducting local outreach to solicit community feedback, and Metro and the Coalition for a Livable Future would work to develop a database and web-based tool that would be available as a general resource. Washington County staff has set up a meeting on September 19 with Coalition for a Livable Future to demonstrate the existing tool and begin discussion of possible indicators for the regional tool.

VI. NEW BUSINESS

- **HAC HOLIDAY LUNCHEON**

The HAC Holiday Luncheon has been scheduled for Friday, December 9 at 1pm at Hayden's Lakefront Grill (<http://haydensgrill.com>) in Tualatin.

We will be meeting in a private dining room on the hotel side of the building, "The Century Room", and will order from Hayden's regular lunch menu.

- **2012 HAC MEETING SCHEDULE**

ACTION REQUIRED: Adopt 2012 HAC meeting dates

- Thursday, January 26
- Thursday, February 23
- Thursday, March 22
- Thursday, April 26
- Thursday, May 24 - Budget
- Thursday, June 28
- Thursday, July 26
- Thursday, August 23
- Thursday, September 27
- Friday, October 5 – Retreat (Tentative)
- Thursday, October 25
- Thursday, November 15
- Friday, December 7 – Luncheon (Tentative)

VII. ADJOURNMENT