

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



**Thursday, February 23, 2012  
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:

Thursday, March 22, 2012

2012 Meeting Schedule
February 23
March 22
April 26
May 24 - Budget
June 28
July 26
August 23
September 27
October 5 – Retreat (Tentative)
October 25
November 15
Friday, December 7 - Luncheon



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
February 23, 2012 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. November 17, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
  - Financial Statement: Year-to-Date Income Statements
  - Section 8 and Low Rent Public Housing
  - C. Affordable Housing
  - D. Special Projects
  - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**November 17, 2011, 9:00am**

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  
Peter Hainley                     David Nase  
Ron Lehr

**STAFF PRESENT**

Kim Armstrong, Program Coordinator  
Gary Calvert, Asset Manager  
Michael O'Neill, Financial Manager  
Annette Evans, Homeless Services Coordinator

**COMMITTEE MEMBERS ABSENT**

Juliet Parrott                     Donna Pottle  
Renee Bruce                        Carol Gakin

Vice-Chair Butler called the meeting to order at 9:03 a.m.

**I. ROLL CALL** - A quorum was present.

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from September 22, 2011— Ramsay Weit

Second: Ron Lehr

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- There are two Housing Authority Board of Director positions scheduled to expire on December 31, 2011. Carol Gakin and Sydney Sherwood-Webb will both retire from the Board after many years of service. Recruitment for new HABOD members will open next week. One of the two Directors must be a person who is directly assisted by the Housing Authority—the other position is an At-Large director. Ron Lehr commented that it would be beneficial to have one HAC member on the HABOD, or take some other action to involve the Directors in HAC activity. Ramsay Weit has also discussed this with Val Valfre.
- Ron Lehr, Gary Calvert, and Dave Nase commented that rental vacancy rates are low, and market rental rates are rising.



## REPORT OF SECRETARY

### A. Financial Statement

Michael O'Neill presented financials. There are some significant variances to budget in this report, caused largely by higher expenses than expected in Maintenance. Expenses are expected to return to usual levels, and expenses should be on track to end the year within budget.

Ramsay Weit asked for clarification on internal controls on purchasing card expenses. Michael O'Neill reiterated that purchasing card purchases are approved by supervisors. Much of the higher maintenance costs were the result of unit turnovers, as well as some major plumbing expenses. Mr. O'Neill stated that these costs are not normal recurring costs.

NAHRO released the FY2012 T-HUD Appropriations Bill conference agreement, which is expected to be voted into law. The Public Housing Capital Fund recapture is included in this agreement, which HAWC will provide out of capital reserves in Public Housing.

Section 8 Administrative fees are receiving a cut of about 15% from FY2011 levels. This will result in Section 8 shortfalls of approximately \$170,000 in County FY2012 (Jan-June) and \$170,000 in County FY2013 (July-Dec). Currently, reserves are being used to fill Section 8 shortfalls, but reserves will be exhausted by the end of December 2011.

Peter Hainley commented that agencies receiving Federal funding should do a better job of communicating the value of their programs to legislators. Peter Hainley asked if staff was aware of the potential ramifications of Federal cuts—staff was generally briefed previously.

Ramsay Weit asked that the committee be updated on how the department will handle funding shortfalls in future meetings.

### 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.
- Average vacancy days per unit is 15.00. 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 over 5,800. The waitlist is being purged to remove inactive applicants.

Peter Hainley asked if information on FSS participation could be included in future HAC reports. This would assist partner organizations like CASA who administer IDAs.



### C. Affordable Housing

- Occupancy rates remain high in affordable housing.
- Rental rates in affordable housing are going up.

### D. Special Projects

- Project-Based Vouchers

Ramsay Weit asked for some clarification of PBV numbers. Peter Hainley suggested adding a chart to the report—future HAC reports will include a chart.

Kim Armstrong clarified that the RFP for the 90 outstanding chronic homeless PBVs is still open—HAWC will accept proposals for these vouchers until they are allocated. In the meantime, the vouchers remain in use through the regular Section 8 program.

Category II vouchers that were awarded to new projects will be allocated and leased up as development is completed and clients leave the program. Normal attrition and our limited ability to overlease temporarily generally can provide enough vouchers to lease up projects with PBVs when they are ready for occupancy.

### E. Report on Homelessness

Annette Evans presented the following report.

- FY2011 Emergency Food and Shelter Program (EFSP)

The \$62,988 in State EFSP Set-Aside funding directed to Washington County has been approved by the EFSP Local Board, and will be allocated to Rent Assistance (Community Action) and Food/Meals (Oregon Food Bank). It is not yet clear how this program will fare in the FY2012 Federal allocation.

- FY2011 McKinney-Vento Homeless Assistance Grant

The FY2011 Continuum of Care (CoC) grant application has been submitted. HUD awards are expected in the next 90 days.

- FY2011 Emergency Solutions Program (ESG)

This program replaces the Emergency Shelter Grant program under the HEARTH Act. The first HEARTH Act release indicates that Washington County will receive a \$49,607 funding increase under the new initiative—more than the \$34,000 increase originally estimated.



- Severe Weather Shelter Response

Freezing weather is predicted over the weekend. Five cities—Beaverton, Hillsboro, Tigard, Tualatin, and Forest Grove—will participate in the Severe Weather Shelter network this year. St. Antony’s Catholic in Tigard will be open tonight. Other shelters are still finalizing their arrangements, and should be ready to open for freezing temperatures in the near future.

Sonrise Church will **not** be a drop-in program this year. Intake for the 90-day enrolled shelter program took place recently, and 32 of the 40 beds have been filled. Outreach workers will connect with additional potential clients for outreach on Monday November 28. After current beds are filled, applicants will be placed on a waitlist in date/time order. The SOS program will only be accepting adults without children—families with children will not be accommodated for this program.

Peter Hainley asked for additional information on the Sonrise program. Annette Evans clarified that the stable 90-day program provides an opportunity to provide enrolled participants with some of the services they need to move out of homelessness, rather than the first-come-first-serve model of the SWS system. The enrolled program will also address some of the concerns about loitering, litter, and other issues that arose when homeless persons waited in lines and around the Sonrise neighborhood in previous years.

If Sonrise is activated as a SWS, they will partner with another Hillsboro church and accommodate those households in a separate facility.

- Point in Time Homeless Count—January 22-31, 2012

Planning for the PIT Count is underway.

- Project Homeless Connect—January 27, 2012

HAC members will be invited to the Key Leaders Briefing on Thursday, January 26. The keynote speaker will be Philip Mangano, the former Director of the US Interagency Council on Homelessness.

Project Homeless Connect will be held from 9am-4pm on Friday January 27 at Sonrise Church.

- Year 3: 2011 Homeless Assessment Report

The Year 3 report was mailed to HAC members for review and comment.

There were no updates to other items in the Homeless Report.



#### IV. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Val Valfre will update the Board of Commissioners on jurisdictional support for this program soon.

Peter Hainley asked if this information could also be included in future HAC reports. Kim Armstrong commented that many jurisdictions, especially school districts, are supportive of stable housing, but would like more specific data on the benefits provided by this program.

- Aloha-Reedville Study and Livable Community Plan

Over 100 people attended the second Open House at Aloha High School on November 2.

Updates to Existing Conditions Reports will be released over the next few months.

The Leadership Coordinating Committee (LCC) is scheduled to meet on December 8 at the TVF&R facility on SW Blanton in Aloha.

- Regional Transportation Mobility Counseling Project

This project has been 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 will be distributed to HAC members via email, for review and comment at the next regular HAC meeting.

Client survey responses have been collected and entered for analysis and reporting. (Return rates for Spanish-language surveys were much lower.)

- 3,605 surveys were distributed to Housing residents
- 956 surveys were completed and returned

The majority of survey responses indicate a fairly high level of satisfaction with Housing customer service and property management. Responding to client messages within 2 days appears to be a possible area of improvement.

There are some differences between client group responses (Section 8 clients vs. public housing residents vs. affordable housing residents).

Noise appears to be most frequently reported as a problem for residents, though overall satisfaction with housing units is good.





- Regional Sustainable Communities Planning Grant, Round 2

The FY2012 T-HUD Appropriations Bill conference agreement did not include funding for the HUD Sustainable Communities grant program in FY2012. The current Metro grant application is for FY2011 funding, and is not directly impacted by this decision. Grant awards are expected in January 2012.

- Affordable Housing Database Update

No update was presented at the meeting.

- Regional Opportunity Mapping Project

No update was presented at the meeting.

## V. NEW BUSINESS

- HAC Holiday Luncheon

The HAC Holiday Luncheon is scheduled for Friday, December 9 at 1pm at Hayden's Lakefront Grill in Tualatin.

- 2012 HAC Meeting Schedule

Motion: Adopt 2012 HAC meeting dates— Ramsay Weit

Second: Ron Lehr

Vote: All approve

- 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
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NOTE: the January 26 HAC meeting was subsequently cancelled as a result of a conflict with the Project Homeless Connect Key Leaders Briefing. Regular HAC meetings will resume February 23, 2012.

## IV. ADJOURNMENT

Meeting adjourned at 10:24a.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

It has been over three months since our last meeting, as we scheduled around the December holidays and the Philip Mangano visit that promoted a business strategy toward addressing the Housing First principle in Washington County's efforts to end homelessness. At the same time, staff has been working hard to shore up our year-end financials and lease-up requirements, and to work with partners on affordable housing and homeless program initiatives. Let me bring you up to speed on key issues of importance to this agency.

- **New Housing Authority Board of Directors**

It is my pleasure to welcome the appointments of Ramsey Weit and Tricia Peterson to the Housing Authority Board of Directors as of January 24, 2012. Ramsey was appointed to the "at-large" position and Tricia was appointed to the resident member assisted by the Housing Authority position. Both terms will run from 1/24/2012 to 12/31/2012, and their first Board meeting was on February 7, 2012.

The new appointments to the Housing Authority Board of Directors were needed as the terms of Carol Gakin and Sydney Sherwood-Webb expired on 12/31/2011. Recruitment for the two expiring HABOD terms was opened by the Board of County Commissioners on November 11, 2011. The Housing Authority received three applications for the two open positions -- one for the "at-large" position and two for the resident member assisted by the Housing Authority position.

In accordance with a change to ORS 456.100(4), all newly appointed HAWC Board of Directors members will serve a term of four (4) years (mid-term vacancies shall be filled for the unexpired term). The Board of County Commissioners also clarified that that appointees to the HAWC Board of Directors shall either reside or have work interests within the geographical boundaries of Washington County.

- **Continuity of Operations Plan (COOP)**

One of the initiatives we have engaged in recently is the development of a Continuity of Operations Plan or "COOP". One of the key responsibilities of government is to ensure the capacity to reconstitute operations as soon as possible to serve its citizens during emergencies and/or disasters. Washington County in partnership with Tualatin Valley Search and Rescue has contracted with Bold Planning Solutions to provide assistance and development of the Department of Housing Service's COOP. This project is 100% funded by fiscal year 2010 and 2011 State Homeland Security Program grant dollars.

A COOP is a basic building block of any emergency planning program and has applicability up to and beyond a full scale disaster.

The purpose of a COOP is to provide the Department with an organizational model of essential resources and functions in the event of an emergency that threatens or incapacitates vital operations. This pro-active organization of priorities will ensure



that the Department of Housing Services is prepared to respond to emergencies, recover from them, and mitigate against their impacts.

The data that will be factored into the development of the COOP will include:

- Key Staff,
- Mission-Essential Functions
- Facilities
- Resources

Within each of these categories, sub-sets with priorities will be introduced resulting in a concise plan that will ensure that the Department of Housing Services is able to continue with minimal or no disruption during all types of emergencies. The Department's COOP is scheduled to be completed by May 25, 2012.

- **Department of Housing Services Budget**

The Department has an ongoing review of its revenues and expenditures in relation to its financial budget. Congressional funding shortfalls in 2011 and again in 2012 have challenged our capacity to operate without enacting changes to staffing and operations. Our two largest programs, the Section 8 Housing Choice Voucher (HCV) Program and the Public Housing Program, have experienced the greatest shortfalls in funding. Both programs have restricted funding -- that is, Section 8 funds can only be used on Section 8 programs and Public Housing fund can only be used on Public Housing programs.

The Section 8 HCV program receives funding in two categories: Housing Assistance Payments (HAP), providing rent subsidies to private landlords to make up the difference between the tenant share (30% of income) and Fair Market rent for the rental unit; and Administrative Fees, which pay for salaries and resources needed to administer the program and support the lease-up of vouchers. Initial projections for CY12 indicated that Section 8 Administrative Fees would be reduced to 75% of the total amount HUD estimates is needed to run the program. This reduction would have required eliminating 5 positions in the Section 8 program just to break even. Such a drastic staff cut would have made it impossible to keep our voucher lease-ups at 100%, making the Section 8 HCV program unsustainable. Why? HAWC receives Admin Fees monthly, at a set amount per voucher leased up. Therefore, decreased lease-ups would result in additional reductions in Admin Fees, requiring further staff reductions, further reducing lease-ups... creating a downward spiral for this important program.

HAWC requested a one-year waiver of the annual payment to the Affordable Housing bond reserve. The County granted the request and permitted HAWC to transfer these funds to the Section 8 program. This action made the Section 8 program "whole" through at least December 31, 2012

The Public Housing Program budget was also impacted by HUD funding shortfalls in capital fund grants, high staff costs and outside purchases. Previously, this deficit was managed using Public Housing reserve funds and allowing time to reduce staff through attrition. However, in FY12, HUD budget offsets effectively removed



\$608,000 from our Public Housing reserves. This dramatic reduction in conjunction with the deficit spending prompted a more aggressive approach to increase program solvency.

Housing Department budgets were also impacted by a 3.42% proposed Cost of Living Allowance (COLA) increase and increased County “overhead” charges for IT and Administration. These two required cost increases added the equivalent of over 2.3 employees (~ \$140,000) to the Department’s budget.

Based on these shortfalls and projections, a 10% staffing cut was initiated. The Department will show a permanent decrease from 39 FTE to 35 FTE. Three positions will be lost in Public Housing (2 Maintenance and 1 Accounting position) and one position in Section 8 (currently vacant) will be permanently deleted. The Assistant Director position will remain vacant. These actions were taken with much deliberation to ensure increased financial stability and no additional anticipated changes through at least December 31, 2012. This action will also allow us to maintain lease-ups and sustain client services . Our “leaner” staffing will be challenged with increased workloads and less capacity to respond effectively to new requirements and possible opportunities that arise. It is clear that Housing Authorities nationwide will not soon see relief from the highly regulatory HUD environment which limits our ability to respond effectively to challenges.

Our funding expectations for CY2013 and beyond depend on annual Congressional budget authorizations. Congressional authorization is impacted by the uncertainty inherent in the political process. If Congress restores funding to near normal levels, we should have longer-term financial sustainability. If Congress again imposes a 75-82% proration on Section 8 funds or creates large offsets to Public Housing’s Unrestricted Net Assets, we will need to reevaluate our options based on the projected funding scenario.

The Department’s two other programs, the Affordable Housing portfolio and Aloha Park Apartments, should remain financially sound. The Homeless Programs and the Aloha-Reedville Livable Communities Project are both well-managed with positive outcomes but will require continued General Fund assistance.

- **Upcoming Events**

The Department will schedule a bus tour for the Board of Commissioners to view successful models of Workforce Housing. These excellent properties were developed by noted housing developer Anna Geller near the Clackamas Town Center and feature quality construction and amenities that might be applicable in unincorporated areas like North Bethany and Aloha-Reedville, as well as in incorporated areas of Washington County. Date and time is to be determined.



**V. STAFF REPORTS**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**December 2011**

**Cash Flow:**

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts are 6/12 of the actual amounts for the entire fiscal year. **All amounts are Fiscal Year to Date unless otherwise noted.**

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 six months of the Fiscal Year, cash flow from operations, of \$31,524 exceeded the budgeted amount by \$19,546, but fell short of the prior year by \$49,035.

Section 8 had negative cash flow of \$46,501, which was \$24,705 favorable to budget due to a final proration of Section 8 Administrative Funds higher than the original HUD estimate.

Public Housing had negative cash flow of \$183,067, which was \$48,118 unfavorable to budget, primarily due to high maintenance staff costs and outside purchases.

Aloha Park had positive cash flow of \$72,845, which was \$26,920 favorable to budget, which may be due in part to the change of property managers on July 1.

Affordable Housing cash flow from operations of \$163,744 is favorable to budget by \$14,963 and to the prior year by \$17,027. This improvement from prior months is due to receiving HUD approval to pay for \$40,172 of current and prior year outside purchases from replacement reserves, which are restricted cash. The cash flow exceeds the amount required to fund County bond reserves year to date by \$29,925.

**Statement of Net Assets (Balance Sheet) –**

Section 8 has attained calendar year-end Unrestricted Net Assets of \$20,143, mainly because HUD's final calculation of Admin fees was greater than previously estimated. Therefore no local fund transfer at year end was necessary. Restricted net assets in the Public Housing program of \$3,648,662 exceed the unrestricted net assets in Affordable Housing and Local Fund combined by \$207,908, which is more than the \$66,000 budgeted to transfer to Homeless and Sustainability programs by June 30.



**V. STAFF REPORTS**  
**A. Financial Statement**  
**2. Year-To-Date Cash Flow - Expanded**  
**Working Capital Basis**  
**HOUSING AUTHORITY – UNAUDITED**  
**July 2011 – December 2011**

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	856,762	645,305	9,227	22,009	1,461	5,004	1,539,768
Gross billable rent	-	251,172	31,686	261,441	25,939	2,131,174	2,701,412
Vacancy loss	-	(2,561)	(425)	(7,446)	-	(95,125)	(105,557)
Premiums (concessions)	-	(22)	-	(847)	-	(14,678)	(15,547)
Other tenant revenue	-	24,523	-	(3,530)	-	49,331	70,324
Tenant revenue	-	273,112	31,261	249,618	25,939	2,070,702	2,650,632
Other revenue (incl GF subsidy)	21,100	1,468	551	3,979	7,696	127,342	162,136
Total operating revenue	877,862	919,885	41,039	275,606	35,096	2,203,048	4,352,536
Operating expenses:							
Repair and maintenance	-	690,769	7,279	82,736	1,388	533,990	1,316,162
Operations	725,596	157,646	4,566	48,319	4,601	360,088	1,300,816
Utilities	-	33,647	5,350	28,833	1,812	196,079	265,721
Insurance	2,187	19,867	307	5,378	518	46,416	74,673
PILOT	-	23,646	-	-	-	-	23,646
Bad debt, net of recoveries	-	(259)	-	973	-	37,184	37,898
Other	35,031	640	-	-	624	-	36,295
Total operating expenses	762,814	925,956	17,502	166,239	8,943	1,173,757	3,055,211
Net program income	115,048	(6,071)	23,537	109,367	26,153	1,029,291	1,297,325
Other ongoing cash outflows:							
HAWC administration	161,549	176,996	171	105	1,499	1,242	341,562
Debt service	-	-	17,375	36,417	6,142	864,305	924,239
Total outflows	161,549	176,996	17,546	36,522	7,641	865,547	1,265,801
Cash flow from operations	(46,501)	(183,067)	5,991	72,845	18,512	163,744	31,524
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	568	7,280	32	70	3,352	(15,325)	(4,023)
Capital fund receipts	-	50,913	-	-	-	-	50,913
Capitalized modernization	-	(50,913)	-	-	-	-	(50,913)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(133,819)	(133,819)
Transfers from (to) restricted cash - Repl Res	-	-	-	(15,120)	-	(36,840)	(51,960)
Section 18 transfers from Public Housing	-	-	-	-	3,341	456,828	460,169
Net unrestricted cash flows	(45,933)	(175,787)	6,023	57,795	25,205	434,588	301,891
Restricted cash flows:							
Housing Assistance Payments earned	8,700,165	-	-	-	-	-	8,700,165
Housing Assistance Payments	(9,449,663)	-	-	-	-	-	(9,449,663)
Investment income - restricted	10,508	13,702	-	-	-	-	24,210
Transfers from unrestricted - CAO	-	-	-	-	-	133,819	133,819
Transfers from (to)unrestricted - Repl Res	-	-	-	15,120	-	36,840	51,960
Purchased from replacement reserves	-	-	-	-	-	(40,172)	(40,172)
Sec 18 transfers to Affordable Housing	-	(460,169)	-	-	-	-	(460,169)
Total restricted cash flows	(738,990)	(446,467)	-	15,120	-	130,487	(1,039,850)
Net cash flows	(784,923)	(622,254)	6,023	72,915	25,205	565,075	(737,959)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**3. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
HOUSING AUTHORITY – UNAUDITED  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,539,768	1,486,363	53,405	1,622,385	(82,617)
Gross billable rent	2,701,412	2,746,123	(44,711)	2,622,404	79,008
Vacancy loss	(105,557)	(98,096)	(7,461)	(85,128)	(20,429)
Premiums (concessions)	(15,547)	(26,434)	10,887	(22,646)	7,099
Other tenant revenue	70,324	103,519	(33,195)	89,663	(19,339)
Tenant revenue	2,650,632	2,725,113	(74,481)	2,604,293	46,339
Other revenue (incl GF subsidy)	162,136	159,338	2,798	157,416	4,720
Total operating revenue	4,352,536	4,370,814	(18,278)	4,384,094	(31,558)
Operating expenses:					
Repair and maintenance	1,316,162	1,300,409	(15,753)	1,280,155	(36,007)
Operations	1,300,816	1,321,887	21,071	1,283,212	(17,604)
Utilities	265,721	275,932	10,211	256,691	(9,030)
Insurance	74,673	76,358	1,685	72,654	(2,019)
PILOT	23,646	20,800	(2,846)	23,646	-
Bad debt, net of recoveries	37,898	40,379	2,481	73,875	35,977
Other	36,295	38,185	1,890	54,333	18,038
Total operating expenses	3,055,211	3,073,950	18,739	3,044,566	(10,645)
Net program income	1,297,325	1,296,864	461	1,339,528	(42,203)
Other ongoing cash outflows:					
HAWC administration	341,562	343,276	1,714	346,402	4,840
Debt service	924,239	941,610	17,371	912,567	(11,672)
Total outflows	1,265,801	1,284,886	19,085	1,258,969	(6,832)
Cash flow from operations	31,524	11,978	19,546	80,559	(49,035)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(4,023)	(11,084)	7,061	(7,346)	3,323
Capital fund receipts	50,913	58,260	(7,347)	94,261	(43,348)
Capitalized modernization	(50,913)	(58,260)	7,347	(176,701)	125,788
Transfers to (from) Local Fund	-	(33,000)	33,000	(56,981)	56,981
Transfers to restricted cash - CAO	(133,819)	(133,819)	-	(136,889)	3,070
Transfers from (to) restricted cash - Repl Re	(51,960)	(51,960)	-	(40,992)	(10,968)
Section 18 transfers from Public Housing	460,169	454,388	5,781	445,759	14,410
Net unrestricted cash flows	301,891	236,503	65,388	201,670	100,221
Restricted cash flows:					
Housing Assistance Payments earned	8,700,165	9,302,542	(602,377)	9,298,150	(597,985)
Housing Assistance Payments	(9,449,663)	(9,090,750)	(358,913)	(9,122,569)	(327,094)
Investment income - restricted	24,210	38,632	(14,422)	35,663	(11,453)
Transfers from unrestricted - CAO	133,819	133,819	-	136,889	(3,070)
Transfers from (to)unrestricted - Repl Res	51,960	51,960	-	40,992	10,968
Purchased from replacement reserves	(40,172)	-	(40,172)	-	(40,172)
Sec 18 transfers to Affordable Housing	(460,169)	(452,210)	(7,959)	(445,759)	(14,410)
Total restricted cash flows	(1,039,850)	(16,007)	(1,023,843)	(56,634)	(983,216)
Net cash flows	(737,959)	220,496	(958,455)	145,036	(882,995)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
SECTION 8 – UNAUDITED  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	856,762	843,399	13,363	880,958	(24,196)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	21,100	8,837	12,263	10,175	10,925
Total operating revenue	877,862	852,236	25,626	891,133	(13,271)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	725,596	729,366	3,770	723,500	(2,096)
Utilities	-	-	-	-	-
Insurance	2,187	2,220	33	2,166	(21)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	35,031	30,995	(4,036)	33,294	(1,737)
Total operating expenses	762,814	762,581	(233)	758,960	(3,854)
Net program income	115,048	89,655	25,393	132,173	(17,125)
Other ongoing cash outflows:					
HAWC administration	161,549	160,861	(688)	160,666	(883)
Debt service	-	-	-	-	-
Total outflows	161,549	160,861	(688)	160,666	(883)
Cash flow from operations	(46,501)	(71,206)	24,705	(28,493)	(18,008)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	568	(55)	623	2,482	(1,914)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	9,343	(9,343)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(45,933)	(61,918)	15,985	(26,011)	(19,922)
Restricted cash flows:					
Housing Assistance Payments earned	8,700,165	9,302,542	(602,377)	9,298,150	(597,985)
Housing Assistance Payments	(9,449,663)	(9,090,750)	(358,913)	(9,122,569)	(327,094)
Investment income - restricted	10,508	15,414	(4,906)	13,832	(3,324)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(738,990)	227,206	(966,196)	189,413	(928,403)
Net cash flows	(784,923)	165,288	(950,211)	163,402	(948,325)





**V. STAFF REPORTS**  
**A. Financial Statement**  
**5. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED**  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	645,305	601,808	43,497	703,820	(58,515)
Gross billable rent	251,172	305,694	(54,522)	304,415	(53,243)
Vacancy loss	(2,561)	(2,224)	(337)	(1,950)	(611)
Premiums (concessions)	(22)	(228)	206	(190)	168
Other tenant revenue	24,523	24,688	(165)	24,243	280
Tenant revenue	273,112	327,929	(54,817)	326,517	(53,405)
Other revenue (incl GF subsidy)	1,468	2,262	(794)	2,501	(1,033)
Total operating revenue	919,885	931,999	(12,114)	1,032,838	(112,953)
Operating expenses:					
Repair and maintenance	690,769	660,231	(30,538)	669,736	(21,033)
Operations	157,646	158,430	784	153,100	(4,546)
Utilities	33,647	33,587	(60)	32,312	(1,335)
Insurance	19,867	19,981	114	19,493	(374)
PILOT	23,646	20,800	(2,846)	23,646	-
Bad debt, net of recoveries	(259)	(1,639)	(1,380)	33,377	33,636
Other	640	-	(640)	800	160
Total operating expenses	925,956	891,390	(34,566)	932,464	6,508
Net program income	(6,071)	40,609	(46,680)	100,374	(106,445)
Other ongoing cash outflows:					
HAWC administration	176,996	175,558	(1,438)	178,189	1,193
Debt service	-	-	-	-	-
Total outflows	176,996	175,558	(1,438)	178,189	1,193
Cash flow from operations	(183,067)	(134,949)	(48,118)	(77,815)	(105,252)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7,280	10,212	(2,932)	10,656	(3,376)
Capital fund receipts	50,913	58,260	(7,347)	94,261	(43,348)
Capitalized modernization	(50,913)	(58,260)	7,347	(94,261)	43,348
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	(175,787)	(124,737)	(51,050)	(67,159)	(108,628)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	13,702	23,218	(9,516)	21,832	(8,130)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(460,169)	(452,210)	(7,959)	(445,759)	(14,410)
Total restricted cash flows	(446,467)	(428,992)	(17,475)	(423,927)	(22,540)
Net cash flows	(622,254)	(553,729)	(68,525)	(491,086)	(131,168)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**6. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
KAYBERN TERRACE (USDA) – UNAUDITED  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	9,227	12,771	(3,544)	13,229	(4,002)
Gross billable rent	31,686	30,600	1,086	30,511	1,175
Vacancy loss	(425)	(918)	493	(257)	(168)
Premiums (concessions)	-	(13)	13	(10)	10
Other tenant revenue	-	93	(93)	106	(106)
Tenant revenue	31,261	29,763	1,498	30,350	911
Other revenue (incl GF subsidy)	551	644	(93)	724	(173)
Total operating revenue	41,039	43,178	(2,139)	44,303	(3,264)
Operating expenses:					
Repair and maintenance	7,279	7,738	459	8,547	1,268
Operations	4,566	6,666	2,100	6,405	1,839
Utilities	5,350	4,872	(478)	4,613	(737)
Insurance	307	334	27	326	19
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	43	43	(447)	(447)
Other	-	-	-	-	-
Total operating expenses	17,502	19,653	2,151	19,444	1,942
Net program income	23,537	23,525	12	24,859	(1,322)
Other ongoing cash outflows:					
HAWC administration	171	1,791	1,620	1,935	1,764
Debt service	17,375	17,375	-	17,375	-
Total outflows	17,546	19,166	1,620	19,310	1,764
Cash flow from operations	5,991	4,359	1,632	5,549	442
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	32	40	(8)	(41)	73
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(2,590)	2,590
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	6,023	4,399	1,624	2,918	3,105
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	6,023	4,399	1,624	2,918	3,105



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
LOCAL FUND – UNAUDITED  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	22,009	19,676	2,333	15,670	6,339
Gross billable rent	261,441	265,136	(3,695)	183,806	77,635
Vacancy loss	(7,446)	(5,200)	(2,246)	(2,992)	(4,454)
Premiums (concessions)	(847)	(8,013)	7,166	(5,108)	4,261
Other tenant revenue	(3,530)	4,202	(7,732)	1,047	(4,577)
Tenant revenue	249,618	256,125	(6,507)	176,754	72,864
Other revenue (incl GF subsidy)	3,979	5,383	(1,404)	3,838	141
Total operating revenue	275,606	281,184	(5,578)	196,262	79,344
Operating expenses:					
Repair and maintenance	82,736	60,414	(22,322)	51,107	(31,629)
Operations	48,319	71,685	23,366	49,654	1,335
Utilities	28,833	32,233	3,400	19,903	(8,930)
Insurance	5,378	5,305	(73)	3,572	(1,806)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	973	3,563	2,590	2,040	1,067
Other	-	6,805	6,805	5,333	5,333
Total operating expenses	166,239	180,005	13,766	131,609	(34,630)
Net program income	109,367	101,179	8,188	64,653	44,714
Other ongoing cash outflows:					
HAWC administration	105	2,563	2,458	1,750	1,645
Debt service	36,417	52,691	16,274	25,842	(10,575)
Total outflows	36,522	55,254	18,732	27,592	(8,930)
Cash flow from operations	72,845	45,925	26,920	37,061	35,784
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	70	520	(450)	222	(152)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(70,320)	70,320
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	(15,120)	(15,120)	-	(10,752)	(4,368)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	57,795	31,325	26,470	(43,789)	101,584
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	15,120	15,120	-	10,752	4,368
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	15,120	15,120	-	10,752	4,368
Net cash flows	72,915	46,445	26,470	(33,037)	105,952



**V. STAFF REPORTS**  
**A. Financial Statement**  
**8. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
ALOHA PARK – UNAUDITED  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,461	1,461	-	1,461	-
Gross billable rent	25,939	26,587	(648)	23,971	1,968
Vacancy loss	-	(798)	798	(2,361)	2,361
Premiums (concessions)	-	-	-	(132)	132
Other tenant revenue	-	4,150	(4,150)	2,517	(2,517)
Tenant revenue	25,939	29,939	(4,000)	23,995	1,944
Other revenue (incl GF subsidy)	7,696	20,000	(12,304)	21,018	(13,322)
Total operating revenue	35,096	51,400	(16,304)	46,474	(11,378)
Operating expenses:					
Repair and maintenance	1,388	15,036	13,648	14,108	12,720
Operations	4,601	5,980	1,379	8,702	4,101
Utilities	1,812	1,816	4	1,722	(90)
Insurance	518	471	(47)	508	(10)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	81	81
Other	624	385	(239)	14,907	14,283
Total operating expenses	8,943	23,688	14,745	40,028	31,085
Net program income	26,153	27,712	(1,559)	6,446	19,707
Other ongoing cash outflows:					
HAWC administration	1,499	1,405	(94)	2,772	1,273
Debt service	6,142	7,239	1,097	6,143	1
Total outflows	7,641	8,644	1,003	8,915	1,274
Cash flow from operations	18,512	19,068	(556)	(2,469)	20,981
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,352	5,044	(1,692)	4,692	(1,340)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(42,343)	42,343	(56,981)	56,981
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	3,341	5,849	(2,508)	5,501	(2,160)
Net unrestricted cash flows	25,205	(12,382)	37,587	(49,257)	74,462
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	25,205	(12,382)	37,587	(49,257)	74,462



**V. STAFF REPORTS**  
**A. Financial Statement**  
**9. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**AFFORDABLE HOUSING – UNAUDITED**  
July 2011 – December 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	5,004	7,248	(2,244)	7,248	(2,244)
Gross billable rent	2,131,174	2,118,106	13,068	2,079,702	51,472
Vacancy loss	(95,125)	(88,956)	(6,169)	(77,569)	(17,556)
Premiums (concessions)	(14,678)	(18,180)	3,502	(17,207)	2,529
Other tenant revenue	49,331	70,386	(21,055)	61,751	(12,420)
Tenant revenue	2,070,702	2,081,357	(10,655)	2,046,677	24,025
Other revenue (incl GF subsidy)	127,342	122,212	5,130	119,161	8,181
Total operating revenue	2,203,048	2,210,817	(7,769)	2,173,086	29,962
Operating expenses:					
Repair and maintenance	533,990	556,990	23,000	536,659	2,669
Operations	360,088	349,760	(10,328)	341,856	(18,232)
Utilities	196,079	203,424	7,345	198,142	2,063
Insurance	46,416	48,047	1,631	46,590	174
PILOT	-	-	-	-	-
Bad debt, net of recoveries	37,184	38,412	1,228	38,825	1,641
Other	-	-	-	-	-
Total operating expenses	1,173,757	1,196,633	22,876	1,162,072	(11,685)
Net program income	1,029,291	1,014,184	15,107	1,011,014	18,277
Other ongoing cash outflows:					
HAWC administration	1,242	1,098	(144)	1,090	(152)
Debt service	864,305	864,305	-	863,207	(1,098)
Total outflows	865,547	865,403	(144)	864,297	(1,250)
Cash flow from operations	163,744	148,781	14,963	146,717	17,027
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(15,325)	(26,845)	11,520	(25,356)	10,031
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(9,530)	9,530
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(133,819)	(133,819)	-	(136,889)	3,070
Transfers from (to) restricted cash - Repl Res	(36,840)	(36,840)	-	(30,240)	(6,600)
Section 18 transfers from Public Housing	456,828	448,539	8,289	440,258	16,570
Net unrestricted cash flows	434,588	399,816	34,772	384,960	49,628
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	133,819	133,819	-	136,889	(3,070)
Transfers from (to)unrestricted - Repl Res	36,840	36,840	-	30,240	6,600
Purchased from replacement reserves	(40,172)	-	(40,172)	-	(40,172)
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	130,487	170,659	(40,172)	167,129	(36,642)
Net cash flows	565,075	570,475	(5,400)	552,089	12,986



**V. STAFF REPORTS**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**December 31, 2011**

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Assets</b>							
Current assets:							
Unrestricted cash and cash equivalents	1,415	1,928,285	15,820	74,025	937,109	(4,240,771)	(1,284,117)
Restricted cash and cash equivalents	228,443	55,524	1,080	34,494	31,700	270,731	621,972
Accounts receivable, net	19,413	56,995	405	19,353	—	106,168	202,334
Current portion of contracts receivable	—	4,913	—	—	2,436	—	7,349
Other current assets	2,187	25,605	307	9,257	622	65,297	103,275
<b>Total current assets</b>	<b>251,458</b>	<b>2,071,322</b>	<b>17,612</b>	<b>137,129</b>	<b>971,867</b>	<b>(3,798,575)</b>	<b>(349,187)</b>
Non-current assets:							
Restricted cash and cash equivalents	2,542,092	3,648,622	36,114	73,343	100	820,104	7,120,375
Contracts receivable	—	—	—	—	439,149	—	439,149
Capital assets, non-depreciable	—	3,822,191	50,000	41,617	203,091	4,095,129	8,212,028
Capital assets, depreciable, net	—	4,459,488	70,978	182,099	577,961	18,007,946	23,298,472
<b>Total non-current assets</b>	<b>2,542,092</b>	<b>11,930,301</b>	<b>157,092</b>	<b>297,059</b>	<b>1,220,301</b>	<b>22,923,179</b>	<b>39,070,024</b>
<b>Total assets</b>	<b>2,793,550</b>	<b>14,001,623</b>	<b>174,704</b>	<b>434,188</b>	<b>2,192,168</b>	<b>19,124,604</b>	<b>38,720,837</b>
<b>Liabilities</b>							
Current liabilities:							
Accounts payable	2,056	226,533	1,637	10,882	181	89,867	331,156
Deferred revenue	89	4,543	32	—	71	2,632	7,367
Accrued interest payable - notes payable	—	—	2,521	894	162	657,809	661,386
Current portion of notes and contracts payable	—	—	4,697	64,142	8,876	289,201	366,916
Current liabilities payable from restricted assets:							
Tenant and other deposits	228,443	55,524	1,080	34,494	31,700	270,731	621,972
<b>Total curr. liabilities payable from restr. assets</b>	<b>228,443</b>	<b>55,524</b>	<b>1,080</b>	<b>34,494</b>	<b>31,700</b>	<b>270,731</b>	<b>621,972</b>
<b>Total current liabilities</b>	<b>230,588</b>	<b>286,600</b>	<b>9,967</b>	<b>110,412</b>	<b>40,990</b>	<b>1,310,240</b>	<b>1,988,797</b>
Non-current liabilities:							
Contracts and notes payable	—	—	332,073	112,599	704,673	26,568,397	27,717,742
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>332,073</b>	<b>112,599</b>	<b>704,673</b>	<b>26,568,397</b>	<b>27,717,742</b>
<b>Total liabilities</b>	<b>230,588</b>	<b>286,600</b>	<b>342,040</b>	<b>223,011</b>	<b>745,663</b>	<b>27,878,637</b>	<b>29,706,539</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	8,281,679	(215,792)	46,974	67,504	(4,754,522)	3,425,843
Restricted	2,542,819	3,648,622	36,115	73,343	100	820,104	7,121,103
Unrestricted	20,143	1,784,722	12,341	90,860	1,378,901	(4,819,615)	(1,532,648)
<b>Total net assets</b>	<b>2,562,962</b>	<b>13,715,023</b>	<b>(167,336)</b>	<b>211,177</b>	<b>1,446,505</b>	<b>(8,754,033)</b>	<b>9,014,298</b>
<b>Total liabilities and net assets</b>	<b>2,793,550</b>	<b>14,001,623</b>	<b>174,704</b>	<b>434,188</b>	<b>2,192,168</b>	<b>19,124,604</b>	<b>38,720,837</b>



**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*December 2011*

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,224	1,549	1,017	562	334	156	75	37	16	6	1	5,977
Average Days	801	783	806	785	793	798	899	793	950	550	1,113	796

Wait List Based on Gender			
Gender	Female	Male	Total
Total	4,170	1,807	5,977

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	61	202	726	49	4,621	81	237	5,977

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,095	4,797	85	5,977

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,622	420	3,033	902	5,977

NOTE: Current waitlist reporting will resume for February 2012.



**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**2. Public Housing Average Vacancy Days**

*Fiscal Year-to-Date*  
*January 2012*

**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>
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
October 2011	15	225	15.00
November 2011	21	311	14.81
December 2011	27	383	14.19
January 2012	27	383	14.19

\* Begin FY 2011 Reporting

\*\* Begin FY 2012 Reporting





V. STAFF REPORTS  
C. Affordable Housing

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

a) Section 8 Waiting List: December 5,977 (November – 5,815). 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 January 2012 were at 14.9 (last month – 14.19). 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 – 99%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,593 vouchers leased up in January (last month – 2,590). Zero (0) new vouchers was issued, and 24 applicants with vouchers are searching for housing (last month 5 new PBVs, 35 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 January, 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	1.97 hrs	3.0 hrs	24 hrs
Routine WO's	4.82 days	3 days/24 hrs	25 days

f) FSS Participation

There are currently 78 FSS participants, 64 from Section 8 and 14 from Public Housing. Of these, 46 (59%) have an escrow savings account.

• **AFFORDABLE HOUSING**

The Housing Authority owns or co-owns 1312 units of affordable housing. The 613 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 (18 vacancies / 613 units), compared to 95.28% (17 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Fencing was replaced at two (2) Public Housing units.
- Water heater was replaced at one (1) Public Housing unit.
- Crawlspace inspection performed on one (1) Public Housing unit.
- Flooring replaced in bathrooms and kitchens of three (3) Public Housing units.
- Installed a new tub surround at one (1) Public Housing unit.
- Removed three (3) dead trees on two (2) Public Housing properties to eliminate potential property damage.
- Replaced deteriorated siding on the south side of one (1) Public Housing unit.
- Cleaned storm drains at one (1) Public Housing property to reduce flood risk.
- Removed all trip hazards with a concrete grinder at Dove Court.
- Cleaned all gutters at Dove Court and Oregon Street complexes.
- Rebuilt one (1) dryer.

Turnovers:

- Completed zero (0) Public Housing unit turnovers with an average of 0 days per unit.

Capital Improvements:

- Cabinets were replaced at one (1) Public Housing unit.
- Garage door serviced at one (1) Public Housing unit.
- Materials priced and purchased for flooring

Training Accomplished:

- Changes in Purchasing forms and rules.
- Staff attended a broad range of training seminars ranging in topics from workplace safety to ADA legality and disability awareness.



**V. STAFF REPORTS**  
**D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	12	90
Category II (30% or under MFI)	48	30	18
Special Needs	25	25	0
Total PBVs	175	67	108

Currently, there are 175 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 48 PBVs in Category II (30% or less MFI). These 30% AMI units may be beneficial in subsidizing (1) a mixed income or multi-family project serving extremely low-income persons or (2) projects that offer housing and services for individuals re-entering the community.

The Housing Authority had awarded the 90 Category I PBVs as an integral part of a Substance Abuse and Mental Health Services Administration (SAMHSA) grant application but the PBVs were recovered when the grant was not awarded. The Housing Authority did receive 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.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	7
LifeWorks NW (Tom Brewer House)							13	13	8
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	in process				
REACH CDC (New development)				5					
Housing Independence (New development)				10					
Total PBVs	12	12	12	30	0	0	25	25	15



**V. STAFF REPORTS**  
**E. Report on Homelessness**

- **2012 POINT IN TIME (PIT) HOMELESS COUNT**

During the last 10 days of January 2012, a HUD mandated point-in-time (PIT) homeless count was conducted. Data collected from interviews with homeless persons will be entered into the Homeless Management Information System (HMIS) by 3/9/2012, with final de-duplicated homeless data results published by the Oregon Housing and Community Services (OHCS) by 4/9/2012.

The comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a critical component of local homeless planning and program development. Trend details on homelessness can be found in the 2011 Homeless Assessment Report online at [http://www.co.washington.or.us/Housing/upload/2011-Homeless-Assessment-Report\\_Year-3.pdf](http://www.co.washington.or.us/Housing/upload/2011-Homeless-Assessment-Report_Year-3.pdf)

- **KEY LEADER BRIEFING – JANUARY 26, 2012**

The Westside Economic Alliance hosted the 2012 Key Leader Briefing to address homelessness in Washington County. Mr. Philip Mangano, CEO and President for The American Round Table to Abolish Homelessness, was the keynote speaker. He presented on building the business case for ending homelessness, to include Framing The Issue, Innovative Business Thinking (increasing political will, public will, plan activities shaped by business principles and practices, evidence-based initiatives, and consumer involvement), Single Metric (measurable and performance driven outcomes), and The Economic Case (cost analysis and saving benefit report).

Mr. Mangano spoke to the Homeless Plan Advisory Committee (HPAC) on the accomplishments of implementing Washington County's jurisdiction-led, community-based 10-Year Plan, to include increased housing first programs and addressing discharge planning and systems alignment of public institutions.

Support for a cost savings analysis report was voiced following presentations made by Mr. Mangano. The Vision Action Network (VAN) and Washington County will take the lead to work with stakeholders to outline the timeline and develop a cost savings analysis report.

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

The 6th annual Project Homeless Connect (PHC) was held on Friday, January 27, from 9 a.m. to 4 p.m. at Sunrise Church. Attending the event included 674 individuals that received services and resources with the help of over 200 volunteers and 75 organizations representing all sectors (nonprofit, public, private and faith). For more information on this event, visit [www.phcwashco.org](http://www.phcwashco.org).



- **SEVERE WEATHER SHELTERS IN WASHINGTON COUNTY**

The SOS-Shelter (Sonrise Church) will end their winter shelter program on February 29, following 90-days of operation. With the first arctic blast of cold weather in Washington County on November 17, churches have been addressing the humanitarian work of feeding and sheltering the homeless.

Five 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). A sixth church has not been able to open due to delays in construction of the shelter area within Rolling Hills Community Church (Tualatin). The Safe Place Youth Shelter has opened their facility to be a daytime warming center for youth ages 12 to 19 years.

- **HEARTH ACT IMPLEMENTATION BEGINS JANUARY 2012**

On January 4, 2012, the US Department of Housing and Urban Development (HUD) enacted the final rule implementing a new homeless definition under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a reauthorizing of the McKinney-Vento Act.

The Washington County HSSN is working to implement the HEARTH Act federal rules as the regulatory statues are released in phases, to include rules for:

- Homeless definition for persons at risk of homelessness, and those who are literally homeless
- Emergency Solutions Grant Program
- Consolidate Plan Conforming Amendment
- Homeless Management Information System
- And not yet released, the CoC Program rule to include Supportive Housing, Shelter Plus Care and SRO Mod-Rehab programs

The new homeless definition will expand the population eligible to receive homeless services; however, there is relatively flat funding for housing and service programs. The HSSN is reviewing plans on how to respond to the greater demand this may create with continued limited funds available to serve persons in need of assistance.

- **CONTINUUM OF CARE (COC) CHECK-UP PROCESS**

In November 2011, the Office of Special Needs Assistance Program at HUD launched a national Continuum of Care (CoC) Check-up. The CoC Check-up is new processes designed by HUD to assist CoC's determine their local current capacity and performance and the degree to which CoC's are prepared for HEARTH implementation. Washington County Department of Housing Services is the CoC Lead Agency and is coordinating the check-up process in partnership with 20 community stakeholders.



The CoC Check-up will measure the Washington County CoC capacity and planning efforts in specific areas, to include:

- Governance and Structure
- Plan and Planning Process
- Infrastructure and Administrative Capacity
- Housing and Services

The HSSN Work Group members comprising the 20 stakeholders who participated in the CoC Self-Assessment process will prepare and submit an Action Plan for areas of the Check-up identified as needing improvement. The final Action Plan is due by March 16, 2012.

HUD is committed to helping CoC's make improvements to further prevent and end homelessness and prepare for HEARTH Act implementation. The CoC Check-up process is a required prerequisite for a CoC requesting HUD-funded technical assistance.

- **YEAR 4 WORK PLAN, IMPLEMENTATION OF THE 10-YEAR PLAN**

On January 3, the Housing and Supportive Services Network (HSSN) performed a mid-year update of the annual Work Plan. With \$4.1 million in resources providing prevention assistance, housing subsidy, case management and supportive services, economic support programs, and data collection activities, gaps remain in our ability to fully prevention and end homelessness for all vulnerable populations.

To view a copy of the Year 4 Work Plan for implementing A Road Home: 10-Year Plan to End Homelessness in Washington County, please visit the county website at <http://www.co.washington.or.us/Housing/upload/YEAR-4-WORK-PLAN-adopted-June-1-2011.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. Pacific University will submit a final report that will inform the work of the Anti-Poverty Strategy Work Group in addressing systems alignment to improve access to social services and housing



choice, and policy discussions that result in a livable community where all people can thrive.

- **BRIDGES TO HOUSING PROGRAM, PHASE 5 PROJECT (2011 to 2013)**

Neighborhood Partnerships will be convening the Bridges To Housing Regional Steering Committee to receive a final Evaluation Report on the program outcomes. The regional program is a housing-first model serving high-need (chronic) homeless families in Washington, Multnomah and Clackamas counties in Oregon, and Clark County in Washington state. The Washington County Jurisdictional Implementation Team (JIT) has engaged in planning efforts to consider sustainability of the program.

- **SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROGRAM**

The SSVF Program's purpose is to provide supportive services grants to non-profit organizations or consumer cooperatives who will coordinate or provide supportive services to very low-income or homeless veteran families who: (1) Are residing in permanent housing, (2) re homeless and scheduled to become residents of permanent housing within a specified time period, or (3) after exiting permanent housing, are seeking other housing that is responsive to such very low-income veteran families' needs and preferences.

A four-county consortium (Columbia, Washington, Clatsop, and Tillamook) has prepared an application requesting \$584,538 under the US Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) program.

The Washington County local lead agency is Community Action, who will provide the services and work in partnership with the consortium lead agencies, to include: Community Action Team, Inc. (Columbia County) who is the applicant for the consortium partners, Clatsop Community Action (Clatsop County) and Community Action Resources Enterprises (Tillamook County).

The Housing Authority of Washington County and Washington County Department of Housing Services and Washington County Disability, Aging and Veterans Services are support partners, in addition to other non-profit veteran service provider agencies.



**VI. OLD BUSINESS**

• **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

In late 2010, Housing Authority staff received general approval from former Chair Brian and Chair-Elect Duyck to proceed in discussions with local jurisdictions regarding a county-wide tax exemption program for nonprofit affordable housing providers. To date, we have had generally positive discussions with a number of jurisdictions.

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.

Meeting date	Jurisdiction	Name	Position	Support	Additional Activity
November 2010	City of Tigard	Craig Dirksen Craig Prosser	Mayor City Manager	Supportive-- currently adopted & supported in Tigard	
November 2010	City of Hillsboro	Terry Wiley Sara Jo Chaplan	Mayor (former) City Manager	General program support	
January 2011	Hillsboro School District	Mike Scott Adam Stewart	Superintendent CFO	General program support	Discussed at August & September School Board meetings-- no decision to date
February 2011	City of Beaverton	Denny Doyle Don Mazziotti	Mayor Community Development Director	Supportive	
February 2011	Tigard-Tualatin School District	Rob Saxton	Superintendent	Supportive-- currently partners with Tigard	
March 2011	Beaverton School District	Ron Porterfield Claire Hertz	Deputy Superintendent CFO	General program support	
July 2011	City of Forest Grove	Peter Truax Micheal Sykes	Mayor City Manager	General program support	
August 2011	Forest Grove School District	Yvonne Curtis Michael Schofield	Superintendent Business Director	General program support	
October 2011	TVF&R	Mike Duyck Dustin Morrow Debra Guzman	Fire Chief Deputy Chief CFO	Board approved support in December 2011, effective July 1, 2012-June 30, 2015	Would like to work with nonprofits & HAWC to improve safety at affordable properties

**Next Steps:** Schedule a meeting with Chair Duyck and Staff to report back on our results and request authority to (1) bring forward as a Board action for approval, and/or (2) work with local jurisdictions in formulating their ordinances to create a county-wide tax exemption program for nonprofit affordable housing providers.





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

The Leadership Coordinating Committee (LCC) met on December 8, from 8:30-10:30am at the TVF&R North Operating Center in Aloha. This meeting provided a project overview and an early review of some data and trends included in the draft Existing Conditions report.

The Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) reviewed and commented on the second draft of the Existing Conditions report on at its meeting on January 18.

Project staff reviewed the Phase 2 work plan and Public Engagement plan for the project, and revisions to both work plans are underway. Additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups will be included in Phase 2 work. The Center for Intercultural Organizing may also be engaged to assist in engaging and building capacity for immigrant communities in the study area.

The next CAC meeting is scheduled for February 8, 2012, and will include background education and review for CAC members on Metro policy and Federal, State, and local regulatory and guidance policies related to housing. The March meeting will include an overview of transportation policies and guidelines.

The TAC meeting tentatively scheduled for February has been delayed until March, to allow additional refinement of reports prior to the meeting.

- **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.

- **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. Metro did not receive grant funding to support this project. However, Metro hopes to continue to move the project forward, possibly at a slightly slower pace.



## VII. NEW BUSINESS

- **WORKFORCE SYSTEMS, INC**

The Housing Authority of Washington County will work with Workforce Systems, Inc, other regional housing authorities, and the SW Washington Workforce organization to develop a proposal for a Workforce Innovation Fund grant from the Department of Labor. The grant is seeking innovative practices that involve systems change through alignment between funding streams, collaborations, and policy reforms that lead to demonstrated employment outcomes.

Initial discussion suggested that the grant proposal should seek funding to continue to develop partnerships between Housing Authorities and Workforce, Inc. to connect low-income residents with career-track education and training for high-demand employment sectors. Additional details will be available as the proposal develops.

Grant proposals are due March 22, 2012.

- **UPCOMING HAC VACANCIES**

The HAC has three upcoming vacancies due to current terms expiring on 3/31/2012. Two vacancies are for Housing Authority Representative positions, and the other is an At-Large position.

Terms expiring on 3/31/2012 are:

- David Nase, At-Large
- Carol Gakin, Housing Authority Representative
- Juliet Parrott, Housing Authority Representative

Normally HAC terms are three years. However, in order to balance term expiry dates, this recruitment includes one three-year Housing Authority Representative term (expiring 3/31/2015) and one two-year term (expiring 3/31/2014).

David Nase has expressed interest in renewing his position on the HAC, while Juliet Parrott has decided not to reapply. So far, two applications for the Housing Authority Representative position have been received. Recruitment for HAC vacancies remains open until March 6, 2012. We hope to have new appointments by the Board prior to the April HAC meeting.



## VIII. RESOLUTIONS/ACTION ITEMS

- **2011 HAC RETREAT MINUTES**

Minutes from the HAC Annual Retreat in October will be reviewed at the February meeting.

ACTION REQUIRED: Accept HAC Annual Retreat minutes

- **HAWC and HOUSING DEPARTMENT REPORTS**

The data collection process for HAWC/Department annual reports has been established, and regular data collection is underway. Annual reports will 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. A draft report was handed out at the HAC Retreat in October, and will be reviewed at the February HAC meeting.

A draft report on client survey responses will also be reviewed at the February HAC meeting.

ACTION REQUIRED: Review HAWC/Department annual report and recommend to the Board of County Commissioners.

## IX. ADJOURNMENT