

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



October 28, 2010 – 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:

November 18, 2010
Department of Housing Services
Conference Room
111 NE Lincoln Street, Suite 200-L
Hillsboro, Oregon 97124

2010 MEETING SCHEDULE
November 18
December 10– Luncheon NOTE: Date change!



HOUSING ADVISORY COMMITTEE
Department of Housing Services
October 28, 2010 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. October 1, 2010 Retreat Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS**
- IV. ACCEPT - REPORT OF SECRETARY**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
 - A. ACTION—Approve 2011 Meeting Dates
- VII. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
October 1, 2010 9:00 AM

Jenkins Estate—8005 SW Grabhorn Road, Beaverton OR— Main House

COMMITTEE MEMBERS PRESENT

Juliet Parrott Ramsay Weit
Peter Hainley Ron Lehr
Laurie Butler Renee Bruce
David Nase

COMMITTEE MEMBERS ABSENT

Donna Pottle

STAFF PRESENT

Val Valfre, Director
Kim Armstrong, Administrative Assistant
Michael O'Neill, Finance Manager
Annette Evans, Homeless Programs Coordinator

GUESTS PRESENT

Andy Duyck Victor Merced
Bob Davis Jerralynn Ness
Ryan Fisher Robin Shultz
Rob Massar Sydney Webb

Chair Weit called the meeting to order at 12:35 p.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Renee Bruce noted that the minutes were dated incorrectly—the correct meeting date is August 26, 2010. Peter Hainley noted that his name was misspelled twice.

Motion: Approve the minutes from August 26, 2010 with corrections

Vote: All approve

III. ACTION – ELECTION OF OFFICERS

Motion: Elect Renee Bruce as the Housing Advisory Committee Chair— Juliet Parrott

Second: Ramsay Weit

Vote: All approve

Motion: Elect Laurie Butler as the Housing Advisory Committee Vice-Chair— David Nase

Second: Ramsay Weit

Vote: All approve



IV. ADJOURNMENT

Meeting adjourned at 12:45 p.m.

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

Agenda Item: <u>II</u> Date: <u>10/28/2010</u>



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

Cash Flow – The reporting structure of the Housing Authority remains the same as for the prior fiscal year, with the exception that Homeless Programs, formerly included in the Local Fund, are no longer included in the Housing Authority financial statements. The Homeless Programs are now under the Department of Housing Services (DHS). If it would please the committee, staff can prepare financials for the DHS, which would include reports for Administration, Continuum of Care and Homeless Programs.

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts have been adjusted to eliminate the Homeless Program transactions, for the sake of comparability. The prior year amounts reflected in this August 2010 are 2/12 of the actual amounts for the entire fiscal year.

Debt service payments and reserve contributions are spread throughout the year rather than being recorded at the time of disbursement.

For the first two months of the Fiscal Year, cash flow from operations, of \$66,112, exceeded the budgeted amount by \$43,096, and the prior year by \$54,793.

All but one of the programs had positive cash flow from operations. The Local Fund Properties had a negative cash flow of \$12,462 due to maintenance hours spent on the two new rental properties purchased with a Neighborhood Stabilization loan, to make them ready to rent.

The Affordable Housing program had sufficient cash flows to fund replacement reserves and county bond reserves.

Balance Sheet - The balance sheet is presented in the same format as before. The negative unrestricted cash balance for non-HUD programs is shown as a cash overdraft, although over time the restricted cash balance in the Public Housing program will reduce this balance. The upcoming transfer to us of the 80-unit Aloha Parks apartments will strengthen the balance sheet of the Authority.

Agenda Item: IV.A.1

Date: 10/28/2010



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund Programs	Local Fund Properties	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	296,266	234,551	4,003	-	487	-	535,307
Gross billable rent	-	97,330	10,199	-	4,865	693,361	805,755
Vacancy loss	-	(918)	-	-	(1,146)	(28,150)	(30,214)
Premiums (concessions)	-	-	-	-	(166)	(2,793)	(2,959)
Other tenant revenue	-	22,094	-	-	3,309	18,100	43,503
Tenant revenue	-	118,506	10,199	-	6,862	680,518	816,085
Other revenue (incl GF subsidy)	3,105	75	-	960	-	38,620	42,760
Total operating revenue	299,371	353,132	14,202	960	7,349	719,138	1,394,152
Operating expenses:							
Repair and maintenance	3,254	208,170	1,743	-	14,865	121,350	349,382
Total program operations	216,265	52,612	2,251	151	1,227	114,589	387,095
Utilities	-	6,986	1,631	-	389	47,946	56,952
Insurance	722	6,489	109	-	147	15,277	22,744
PILOT	-	6,764	-	-	-	-	6,764
Bad debt, net of recoveries	-	(100)	-	-	-	6,879	6,779
Other	8,051	-	-	-	-	-	8,051
Total operating expenses	228,292	280,921	5,734	151	16,628	306,041	837,767
Net program income	71,079	72,211	8,468	809	(9,279)	413,097	556,385
Other ongoing cash outflows:							
HAWC administration	63,232	72,016	756	-	435	619	137,058
Debt service	-	-	5,788	-	2,048	287,734	295,570
Replacements-operating	-	-	-	-	700	56,945	57,645
Total outflows	63,232	72,016	6,544	-	3,183	345,298	490,273
Cash flow from operations	7,847	195	1,924	809	(12,462)	67,799	66,112
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	3,107	3,986	(171)	2,210	(101)	(11,408)	(2,377)
Capital fund receipts	-	27,591	-	-	-	-	27,591
Capitalized modernization	-	(28,421)	-	-	-	-	(28,421)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-	(49,352)	(49,352)
Section 18 transfers from Public Housing	-	-	727	-	-	145,721	146,448
Net unrestricted cash flows	10,954	3,351	2,480	3,019	(12,563)	152,760	160,001
Restricted cash flows:							
Housing Assistance Payments earned	3,078,247	-	-	-	-	-	3,078,247
Housing Assistance Payments	(2,929,304)	-	-	-	-	-	(2,929,304)
Investment income - restricted	3,128	9,061	-	-	-	-	12,189
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-	49,352	49,352
Sec 18 transfers to Affordable Housing	-	(146,448)	-	-	-	-	(146,448)
Total restricted cash flows	152,071	(137,387)	-	-	-	49,352	64,036
Net cash flows	163,025	(134,036)	2,480	3,019	(12,563)	202,112	224,037



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	535,307	538,789	(3,482)	537,124	(1,817)
Gross billable rent	805,755	799,014	6,741	813,569	(7,814)
Vacancy loss	(30,214)	(28,161)	(2,053)	(35,898)	5,684
Premiums (concessions)	(2,959)	(6,919)	3,960	(8,538)	5,579
Other tenant revenue	43,503	14,978	28,525	23,878	19,625
Tenant revenue	816,085	778,912	37,173	793,011	23,074
Other revenue (incl GF subsidy)	42,760	61,223	(18,463)	77,686	(34,926)
Total operating revenue	1,394,152	1,378,924	15,228	1,407,821	(13,669)
Operating expenses:					
Repair and maintenance	349,382	319,239	(30,143)	361,714	12,332
Total program operations	387,095	414,417	27,322	394,272	7,177
Utilities	56,952	74,910	17,958	74,569	17,617
Insurance	22,744	22,156	(588)	21,434	(1,310)
PILOT	6,764	6,967	203	8,177	1,413
Bad debt, net of recoveries	6,779	10,277	3,498	17,163	10,384
Other	8,051	7,411	(640)	18,940	10,889
Total operating expenses	837,767	855,377	17,610	896,269	58,502
Net program income	556,385	523,547	32,838	511,552	44,833
Other ongoing cash outflows:					
HAWC administration	137,058	146,265	9,207	126,203	(10,855)
Debt service	295,570	295,941	371	308,308	12,738
Replacements-operating	57,645	58,325	680	65,722	8,077
Total outflows	490,273	500,531	10,258	500,233	9,960
Cash flow from operations	66,112	23,016	43,096	11,319	54,793
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(2,377)	(8,577)	6,200	(7,119)	4,742
Capital fund receipts	27,591	76,779	(49,188)	116,981	(89,390)
Capitalized modernization	(28,421)	(76,779)	48,358	(143,682)	115,261
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	(49,352)	-	(49,352)	-	(49,352)
Section 18 transfers from Public Housing	146,448	147,319	(871)	163,077	(16,629)
Net unrestricted cash flows	160,001	161,758	(1,757)	140,576	19,425
Restricted cash flows:					
Housing Assistance Payments earned	3,078,247	2,954,253	123,994	2,978,826	99,421
Housing Assistance Payments	(2,929,304)	(2,886,660)	(42,644)	(2,973,662)	44,358
Investment income - restricted	12,189	20,133	(7,944)	18,211	(6,022)
Sale of property	-	-	-	64,269	(64,269)
Transfers from unrestricted cash	49,352	-	49,352	-	49,352
Sec 18 transfers to Affordable Housing	(146,448)	(147,319)	871	(163,077)	16,629
Total restricted cash flows	64,036	(59,593)	123,629	(75,433)	139,469
Net cash flows	224,037	102,165	121,872	65,143	158,894



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	296,266	302,057	(5,791)	280,970	15,296
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	3,105	13,015	(9,910)	3,909	(804)
Total operating revenue	299,371	315,072	(15,701)	284,879	14,492
Operating expenses:					
Repair and maintenance	3,254	-	(3,254)	-	(3,254)
Total program operations	216,265	241,585	25,320	219,654	3,389
Utilities	-	-	-	-	-
Insurance	722	744	22	722	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	8,051	7,411	(640)	7,823	(228)
Total operating expenses	228,292	249,740	21,448	228,199	(93)
Net program income	71,079	65,332	5,747	56,680	14,399
Other ongoing cash outflows:					
HAWC administration	63,232	74,091	10,859	58,712	(4,520)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	63,232	74,091	10,859	58,712	(4,520)
Cash flow from operations	7,847	(8,759)	16,606	(2,032)	9,879
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,107	-	3,107	366	2,741
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	10,954	(8,759)	19,713	(1,666)	12,620
Restricted cash flows:					
Housing Assistance Payments earned	3,078,247	2,954,253	123,994	2,978,826	99,421
Housing Assistance Payments	(2,929,304)	(2,886,660)	(42,644)	(2,973,662)	44,358
Investment income - restricted	3,128	7,629	(4,501)	6,696	(3,568)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	152,071	75,222	76,849	11,860	140,211
Net cash flows	163,025	66,463	96,562	10,194	152,831

Agenda Item: IV.A.4

Date: 10/28/2010



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	234,551	229,563	4,988	249,292	(14,741)
Gross billable rent	97,330	98,990	(1,660)	92,153	5,177
Vacancy loss	(918)	(756)	(162)	(803)	(115)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	22,094	5,425	16,669	9,077	13,017
Tenant revenue	118,506	103,659	14,847	100,428	18,078
Other revenue (incl GF subsidy)	75	826	(751)	1,266	(1,191)
Total operating revenue	353,132	334,048	19,084	350,986	2,146
Operating expenses:					
Repair and maintenance	208,170	186,182	(21,988)	213,264	5,094
Total program operations	52,612	54,315	1,703	52,993	381
Utilities	6,986	10,221	3,235	9,579	2,593
Insurance	6,489	6,210	(279)	5,953	(536)
PILOT	6,764	6,967	203	8,177	1,413
Bad debt, net of recoveries	(100)	(99)	1	6,246	6,346
Other	-	-	-	-	-
Total operating expenses	280,921	263,796	(17,125)	296,212	15,291
Net program income	72,211	70,252	1,959	54,774	17,437
Other ongoing cash outflows:					
HAWC administration	72,016	69,784	(2,232)	65,603	(6,413)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	72,016	69,784	(2,232)	65,603	(6,413)
Cash flow from operations	195	468	(273)	(10,829)	11,024
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,986	6,278	(2,292)	5,541	(1,555)
Capital fund receipts	27,591	76,779	(49,188)	116,981	(89,390)
Capitalized modernization	(28,421)	(76,779)	48,358	(116,981)	88,560
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	3,351	6,746	(3,395)	(5,288)	8,639
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	9,061	12,504	(3,443)	11,516	(2,455)
Sale of property	-	-	-	64,269	(64,269)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(146,448)	(147,319)	871	(163,077)	16,629
Total restricted cash flows	(137,387)	(134,815)	(2,572)	(87,292)	(50,095)
Net cash flows	(134,036)	(128,069)	(5,967)	(92,580)	(41,456)

Agenda Item: IV.A.5

Date: 10/28/2010



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	4,003	4,251	(248)	3,959	44
Gross billable rent	10,199	10,200	(1)	10,044	155
Vacancy loss	-	(306)	306	(234)	234
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	217	(217)	253	(253)
Tenant revenue	10,199	10,111	88	10,063	136
Other revenue (incl GF subsidy)	-	44	(44)	144	(144)
Total operating revenue	14,202	14,406	(204)	14,166	36
Operating expenses:					
Repair and maintenance	1,743	4,078	2,335	5,466	3,723
Total program operations	2,251	2,141	(110)	2,222	(29)
Utilities	1,631	1,588	(43)	1,525	(106)
Insurance	109	102	(7)	99	(10)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	338	338
Other	-	-	-	-	-
Total operating expenses	5,734	7,909	2,175	9,650	3,916
Net program income	8,468	6,497	1,971	4,516	3,952
Other ongoing cash outflows:					
HAWC administration	756	763	7	686	(70)
Debt service	5,788	5,792	4	5,792	4
Replacements-operating	-	196	196	328	328
Total outflows	6,544	6,751	207	6,806	262
Cash flow from operations	1,924	(254)	2,178	(2,290)	4,214
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(171)	(449)	278	(408)	237
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	31,667	(31,667)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	727	1,351	(624)	1,118	(391)
Net unrestricted cash flows	2,480	648	1,832	30,087	(27,607)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	2,480	648	1,832	30,087	(27,607)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	-	-	-	-
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	960	6,788	(5,828)	10,790	(9,830)
Total operating revenue	960	6,788	(5,828)	10,790	(9,830)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	151	1,302	1,151	897	746
Utilities	-	-	-	-	-
Insurance	-	-	-	-	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(29)	(29)
Other	-	-	-	11,117	11,117
Total operating expenses	151	1,302	1,151	11,985	11,834
Net program income	809	5,486	(4,677)	(1,195)	2,004
Other ongoing cash outflows:					
HAWC administration	-	678	678	513	513
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	-	678	678	513	513
Cash flow from operations	809	4,808	(3,999)	(1,708)	2,517
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,210	3,419	(1,209)	2,650	(440)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	(51,800)	51,800
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	3,019	8,227	(5,208)	(50,858)	53,877
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	3,019	8,227	(5,208)	(50,858)	53,877



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	487	502	(15)	487	-
Gross billable rent	4,865	3,113	1,752	3,022	1,843
Vacancy loss	(1,146)	-	(1,146)	-	(1,146)
Premiums (concessions)	(166)	-	(166)	-	(166)
Other tenant revenue	3,309	896	2,413	1,654	1,655
Tenant revenue	6,862	4,009	2,853	4,677	2,185
Other revenue (incl GF subsidy)	-	1,341	(1,341)	2,207	(2,207)
Total operating revenue	7,349	5,852	1,497	7,371	(22)
Operating expenses:					
Repair and maintenance	14,865	401	(14,464)	1,613	(13,252)
Total program operations	1,227	630	(597)	635	(592)
Utilities	389	17	(372)	16	(373)
Insurance	147	83	(64)	81	(66)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	-	-	-	-	-
Total operating expenses	16,628	1,131	(15,497)	2,345	(14,283)
Net program income	(9,279)	4,721	(14,000)	5,026	(14,305)
Other ongoing cash outflows:					
HAWC administration	435	195	(240)	148	(287)
Debt service	2,048	2,413	365	2,048	-
Replacements-operating	700	1,341	641	2,636	1,936
Total outflows	3,183	3,949	766	4,832	1,649
Cash flow from operations	(12,462)	772	(13,234)	194	(12,656)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(101)	-	(101)	170	(271)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(12,563)	772	(13,335)	364	(12,927)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(12,563)	772	(13,335)	364	(12,927)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	2,416	(2,416)	2,416	(2,416)
Gross billable rent	693,361	686,711	6,650	708,349	(14,988)
Vacancy loss	(28,150)	(27,099)	(1,051)	(34,861)	6,711
Premiums (concessions)	(2,793)	(6,919)	4,126	(8,538)	5,745
Other tenant revenue	18,100	8,440	9,660	12,894	5,206
Tenant revenue	680,518	661,133	19,385	677,844	2,674
Other revenue (incl GF subsidy)	38,620	39,209	(589)	59,372	(20,752)
Total operating revenue	719,138	702,758	16,380	739,632	(20,494)
Operating expenses:					
Repair and maintenance	121,350	128,578	7,228	141,370	20,020
Total program operations	114,589	114,444	(145)	117,874	3,285
Utilities	47,946	63,084	15,138	63,449	15,503
Insurance	15,277	15,017	(260)	14,580	(697)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	6,879	10,376	3,497	10,608	3,729
Other	-	-	-	-	-
Total operating expenses	306,041	331,499	25,458	347,881	41,840
Net program income	413,097	371,259	41,838	391,751	21,346
Other ongoing cash outflows:					
HAWC administration	619	754	135	542	(77)
Debt service	287,734	287,736	2	300,469	12,735
Replacements-operating	56,945	56,788	(157)	62,758	5,813
Total outflows	345,298	345,278	(20)	363,769	18,471
Cash flow from operations	67,799	25,981	41,818	27,982	39,817
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(11,408)	(17,825)	6,417	(15,439)	4,031
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(26,701)	26,701
Transfers to (from) Local Fund	-	-	-	20,133	(20,133)
Transfers to restricted cash	(49,352)	-	(49,352)	-	(49,352)
Section 18 transfers from Public Housing	145,721	145,968	(247)	161,959	(16,238)
Net unrestricted cash flows	152,760	154,124	(1,364)	167,934	(15,174)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	49,352	-	49,352	-	49,352
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	49,352	-	49,352	-	49,352
Net cash flows	202,112	154,124	47,988	167,934	34,178



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

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund Programs	Local Fund Properties	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	76,323	2,301,530	—	—	—	—	2,377,853
Restricted cash and cash equivalents	226,774	65,306	1,080	30,000	1,100	111,234	435,494
Accounts receivable, net	54,357	88,140	—	—	5,305	398,979	546,781
Current portion of contracts receivable	—	—	—	—	2,364	—	2,364
Other current assets	3,610	36,501	480	3,170	770	61,218	105,749
Total current assets	361,064	2,491,477	1,560	33,170	9,539	571,431	3,468,241
Non-current assets:							
Restricted cash and cash equivalents	3,057,409	4,805,556	36,126	100	—	411,319	8,310,510
Contracts receivable	—	—	—	352,968	89,734	—	442,702
Bond issuance costs, net	—	—	—	—	—	603,726	603,726
Capital assets, non-depreciable	—	4,342,108	50,000	9,556	158,956	4,117,867	8,678,487
Capital assets, depreciable, net	—	4,535,430	83,942	—	485,156	19,404,169	24,508,697
Total non-current assets	3,057,409	13,683,094	170,068	362,624	733,846	24,537,081	42,544,122
Total assets	3,418,473	16,174,571	171,628	395,794	743,385	25,108,512	46,012,363
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	(5,750)	(1,103,863)	127,682	6,053,059	5,071,128
Accounts payable	5,447	335,347	1,548	—	819	11,487	354,648
Deferred revenue	—	7,516	460	—	—	4,384	12,360
Accrued interest payable - notes payable	—	—	2,661	—	184	37,959	40,804
Current portion of notes and contracts payable	—	—	2,946	—	8,367	109,751	121,064
Current liabilities payable from restricted assets:							
Tenant and other deposits	226,774	65,306	1,080	30,000	1,100	252,942	577,202
Accrued interest payable - bonds payable	—	—	—	—	—	204,941	204,941
Current portion of bonds payable	—	—	—	—	—	228,292	228,292
Total curr. liabilities payable from restr. assets	226,774	65,306	1,080	30,000	1,100	686,175	1,010,435
Total current liabilities	232,221	408,169	2,945	(1,073,863)	138,152	6,902,815	6,610,439
Non-current liabilities:							
Bonds payable	—	—	—	—	—	25,639,353	25,639,353
Contracts and notes payable	—	—	336,191	—	548,752	1,724,775	2,609,718
Total non-current liabilities	—	—	336,191	—	548,752	27,364,128	28,249,071
Total liabilities	232,221	408,169	339,136	(1,073,863)	686,904	34,266,943	34,859,510
Net Assets							
Invested in capital assets, net of related debt	—	8,877,538	(205,195)	9,556	86,993	(3,940,147)	4,828,745
Restricted	3,057,805	4,805,556	36,126	100	—	171,331	8,070,918
Unrestricted	128,447	2,083,308	1,561	1,460,001	(30,512)	(5,389,615)	(1,746,810)
Total net assets	3,186,252	15,766,402	(167,508)	1,469,657	56,481	(9,158,431)	11,152,853
Total liabilities and net assets	3,418,473	16,174,571	171,628	395,794	743,385	25,108,512	46,012,363

Agenda Item: <u>IV.A.10</u> Date: <u>10/28/2010</u>
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IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
August 2010

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,456	1,572	1,109	677	366	159	79	42	14	6	1	6,482
Average Days	676	638	643	657	660	660	639	694	695	679	679	656

Wait List Based on Gender			
Gender	Female	Male	Total
Total	4,584	1,898	6,482

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	89	202	761	57	4,900	95	378	6,482

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,159	5,202	121	6,482

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,801	531	3,272	878	6,482

Agenda Item: <u>IV.B.1.</u> Date: <u>10/28/2010</u>
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IV. REPORT OF SECRETARY
B. Section 8 and Low Rent Public Housing
2. Public Housing Average Vacancy Days

Fiscal Year-to-Date
August 2010

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
September 2009	11	168	15.27
October 2009	11	168	15.27
November 2009	15	210	14.07
December 2009	16	225	14.06
January 2010	20	305	15.25
February 2010	27	380	14.07
March 2010	34	490	14.41
April 2010	38	538	14.16
May 2010	42	589	14.02
<u>June 2010</u>	<u>49</u>	<u>679</u>	<u>13.86</u>
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33

* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 10/28/2010



IV. REPORT OF SECRETARY
C. Affordable Housing

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

a) Section 8 Waiting List: 6,482 (last month – 6,098). Statistically, the average wait time is about 3-4 years. However, there is a lag in the process. We are near 100% utilization of our vouchers, so there are few vouchers being offered each month – which over time will markedly increase the number of applicants and also the average wait list period. Given the above, new applicants should expect at least a 3-4 year wait.

b) Public Housing Average Vacancy Days: Vacancy dates for the month of September 2010 were at 18.33 days (last month – 18.60). Vacancy dates are measured on a fiscal year basis, so September reflects the cumulative results of three months only. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

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

*Section 8: 98.12% (last month – 98.27%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,561 vouchers leased up in September (last month – 2,565). Four (4) new vouchers were issued, and 38 applicants with vouchers are searching for housing (last month 4 new, 36 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 September 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	4.14 hrs	3.0 hrs	24 hrs
Routine WO's	3.20 days	3 days	25 days

• **AFFORDABLE HOUSING**

All affordable housing (521 units) is now consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting.

a) Infinity-Managed Properties: 95.40 % Occupancy (24 vacancies / 521 units), compared to 95.58% (23 vacancies) last month. NTR – 97%. Despite the relatively good numbers, there continues to be a “softening” in the rental market. As a result, we anticipate targeted increases in rents, and there may be some pressure to offer concessions at specific sites, as needed, to minimize vacancies.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Fencing replaced on one (1) Public Housing unit.
- Plumbing was replaced in one (1) Public Housing unit.
- Optical cable was installed at the Lincoln Street complex.
- ADA decking and ramp on one (1) Public Housing unit was removed and replaced due to severe deterioration posing a risk to residents.
- Prepared for HUD's physical inspection of all Public Housing properties.
- Working to install CO alarms in all Public Housing units with a natural gas appliance or attached garage per recent State law requirements.

Turnovers:

- Completed turnovers on three (3) Public Housing units with an average of 8.00 days per unit.
- Maintenance completed the interior painting on all of the turns by in-house Maintenance staff.

ARRA Fund Improvements on Public Housing

- Siding has been replaced on one (1) unit.

Capital Fund Improvements on Public Housing

- Carpet has been replaced in two (2) units.
- Range has been replaced on one (1) unit.

Training

- Four members of the Maintenance staff attended a Lead renovation certification class in order to work on our properties built prior to 1979.
- Maintenance staff attended a confined work-space certification class.



IV. REPORT OF SECRETARY
D. Programs and Special Projects

- **PROJECT-BASED VOUCHERS**

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

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

Agenda Item: IV.D.

Date: 10/28/2010



IV. REPORT OF SECRETARY

E. Report on Homelessness

- **SEVERE WEATHER SHELTER TRAINING – OCTOBER 2, 2010**

A comprehensive Severe Weather Shelter Train-The-Trainer Orientation was held on Saturday, October 2. The training was hosted at Beaverton First Baptist Church and focused on safety and preparedness in the areas of infection control (e.g. norovirus, use of personal protective equipment (e.g. gloves and paper face mask), bed bugs, media preparedness, NIMBY, evacuation plan/managing chaos, mitigating verbal confrontations, managing persons exhibiting signs of mental illness/addictions, and addressing needs of persons fleeing domestic violence.

Five churches are currently confirmed as Severe Weather Shelters: Beaverton First Baptist (Beaverton), Forest Grove United Church of Christ (Forest Grove), Shelter at Orenco Station (Sonrise Church, Hillsboro), St. Anthony's Catholic (Tigard) and Rolling Hills Community Church (Tualatin).

- **HOMELESS ASSESSMENT REPORT, YEAR 2: OUTCOMES AND CHALLENGES**

The Washington County Board of Commissioners received a presentation on the progress of ending homelessness in Washington County. The presentation was provided by Beaverton City Councilor Betty Bode, Chair of the Homeless Plan Advisory Committee, Val Valfre, Director of Housing Services, the 10-Year Plan lead agency, and Annette Evans, Homeless Program Coordinator.

Washington County has made significant progress in preventing and reducing homelessness, despite the ongoing economic recession that has caused the number of homeless persons to increase..

During Year 2 of the 10-Year Plan, the effective and efficient work of our community partners provided:

- 2,130 households (7,839 people) with emergency rent assistance (http://www.co.washington.or.us/Housing/upload/2010-Homeless-Assessment-Report_Year-2-FINAL.pdf see page 9 of the 2010 Homeless Assessment Report for details)
- 833 households (1,681 people) shelter and housing resources
- 3,221 bed stays at Severe Weather Shelters operated by faith-based community partners during December 2009 to April 2010

A hardcopy of the report will be provided to the Housing Advisory Committee members at the October 28 meeting.

- **FY2010 MCKINNEY-VENTO HOMELESS ASSISTANCE GRANT**

The U.S. Department of Housing and Urban Development (HUD) announced the national competitive grant providing \$1.68 billion in federal funds (2009 was \$1.43 billion) to develop housing and related supportive services for people moving from homelessness to independent living. The Washington County Department of



Housing Services is the Lead Continuum of Care (CoC) Agency on behalf of the Beaverton/Hillsboro/Washington County CoC. HUD reported the federal CoC pro-rata formula funding for Washington County at \$848,824 (Clackamas \$724,416 and Multnomah/Portland \$3,594,029).

The FY2010 CoC Homeless Assistance grant application will go before the Washington County Board of Commissioners on November 2 for consideration in approving the submittal of the \$2,040,755 application request to HUD. The application will renew funding for 10 programs and request \$124,680 new funding for Shelter Plus Care tenant-based rental assistance to serve chronically homeless individuals.

- **HEARTH ACT AND THE FEDERAL STRATEGIC PLAN**

Signed in May 2009 by President Obama, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorizes the McKinney-Vento Act to:

- Amend the definition of homelessness to broaden the population of persons who can be served by federally funded homeless assistance programs;
- Replace the Emergency Shelter Grant with a new Emergency Solutions Grant that provides more flexible funding to include prevention of homelessness;
- Codify the Continuum of Care (CoC) model that has been administered by HUD;
- Legislate high standards of data reporting and performance measures.

The HEARTH Act requires CoC's to establish system-wide performance measurements, to include but not limited to:

- Reduction in the length of homelessness for all homeless persons (Average days of stay in homeless assistance programs; e.g. Shelter, Transitional Housing).
- Reduction in rate of recidivism; both institutional and in the homeless system.
- Increased access to mainstream and income resources.

A first-ever federal strategic plan (FSP) aimed toward preventing and ending homelessness was released on June 22, 2010, and aligns with the HEARTH Act. Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness adopts the "housing first" model and is the roadmap for joint action by the 19-member U.S. Interagency Council on Homelessness along with local and state partners in the public and private sectors. It will provide a reference framework for the allocation of resources and the alignment of programs to achieve our goal to prevent and end homelessness in America. To view a copy of the FSP visit http://www.ich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf

- **ANTI-POVERTY STRATEGIES PLAN**

One in 10 households (51,573 people) lives below the Federal Poverty Level in Washington County. The 2009 Poverty Level for a family of 3 is \$18,310 annually. The Anti-Poverty Strategy published in the Consolidated Plan 2010-2015 includes



goals and strategies to address Public Policy, Service and Support Systems, and Civic Engagement. Community Action was charged with driving the implementation of the strategies and monitor progress of the Anti-Poverty Strategy Plan.

A subcommittee of the Anti-Poverty Strategy Work Group was formed to better understand the Workforce Investment Act, the Regional Workforce Strategic Plan, and the committee structures between the Region 2 Workforce Investment Board and Worksystems, Inc. Raising persons out of poverty through economic stability is critical to preventing homelessness.

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 formed to work with Community Action to implement the anti-poverty strategies.

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

- **EMPLOYMENT INITIATIVE FOR BRIDGES TO HOUSING (B2H) PROGRAM**

Community Action, the service provider agency for the Bridges To Housing (B2H) Program, and Worksystems Inc. have partnered to launch a new pilot project serving B2H families in Washington County. The vision for this partnership creates a coordinated system that aligns resources and services so job seekers have access to the range of support and assistance to successfully achieve economic independence.

To date, B2H clients have attended career mapping workshops and have developed career plans with their case managers. Worksystems and Community Action have worked to develop forms that will be used for release of information between client and case manager and employment staff.

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

The Housing Authority of Washington County has leased 17 homeless veteran households on HUD-VASH vouchers. The HUD-VASH Program provides Housing Choice vouchers for permanent supportive housing while the VA provides homeless veterans with case management and supportive services to promote and maintain recovery and housing.

The Housing Authority of Washington County, in partnership with the US Department of Housing and Urban Development (HUD) and the US Department of Veterans Affairs (VA), received \$178,596 in new rental assistance funds to serve 25 homeless veteran households.



A one-day Veteran Stand Down event was held on October 6, 2010, at the Forest Grove Armory. The Stand Down served 300 veterans with information on veterans' benefits, health benefits, and a job fair. Pacific University provided healthcare and dental services at the Stand Down. Clothing and food was also available.

- **HOMELESS TO WORK PROGRAM (HTW)**

(Gary Calvert to update and present during HAC meeting)

V. OLD BUSINESS

- **ALOHA PARK APARTMENT COMPLEX (Former TVHP Property)**

This 4.5 acre, 80-unit property is strategically located on 185th Avenue in Aloha near the light-rail station, bus lines, new PCC Willow Creek Center and shopping. HUD has approved the use of five units to house high-need, homeless families participating in the Bridges to Housing program – supporting the County's 10-Year Plan to End Homelessness.

The Housing Authority is working closely with HUD to gain legal ownership of the property through a Transfer of Physical Assets (TPA) process. The process is set to close on October 15.

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC staff is working to collect additional information to quantify how the exemption could reduce County expenses. HAWC is also working to schedule meetings with Mayors and City Managers, and will seek to present a proposal for a county-wide tax exemption policy to the Board of County Commissioners and at a City Managers' meeting.

The goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County. This initiative supports the Consolidated Plan recommendation for intergovernmental cooperation and consistency, and is one of the key strategies of the County's 10-Year Plan to End Homelessness.

- **2010 CONGRESSIONAL EARMARK - HOMEPLATE**

No updates to present. FY2011 earmarks will likely be announced this summer.



- **OREGON DEPARTMENT OF HOUSING AND COMMUNITY SERVICES
CONSOLIDATED FUNDING CYCLE (CFC)**

Washington County Housing Services submitted applications for Consolidated Funding Cycle (CFC) funds for Holly Tree Village and Tarkington Square Apartments. OHCS notified Washington County that neither application was selected for funding during this cycle.

- **SUSTAINABLE HOUSING AND COMMUNITIES
Sustainable Communities Planning Grant Program**

The Office of Sustainable Housing and Communities supports multi-jurisdictional regional planning efforts integrating housing, economic development, and transportation decision-making to create accessible, sustainable, equitable, and economically viable communities.

Washington County, the Housing Authority of Washington County, the Community Housing Fund, Beinestar, the City of Beaverton, and the City of Hillsboro participated in the regional Consortium submitting a \$5 million grant proposal to HUD.

A Washington County application for a local Sustainable Communities TIGER II Planning/Community Challenge grant was also developed and submitted to HUD. The proposal will support and expand the Aloha-Reedville Study to include development of a local affordable housing and equity strategy that will be compatible with the regional strategy being developed.

Both grant applications were submitted to HUD in August. Grant awards are anticipated sometime before the end of the calendar year.

UPDATE: HUD announced finalists for the Sustainable Communities Regional Planning Grant on October 14, 2010. The Portland region was not awarded funding at this time, but Metro has indicated a hope that the project can still move forward without these additional funds.

UPDATE: HUD and DOT announced finalists for the joint Sustainable Communities TIGER II Planning/Community Challenge grant on October 20, 2010. Washington County's grant proposal for \$2 million for the Aloha-Reedville Study and Livable Community plan was awarded funding! The grant award consists of \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments.

- **HOUSING CHOICE VOUCHERS: NON-ELDERLY PERSONS WITH DISABILITIES**

In April, HUD released a NOFA for 5,300 vouchers to provide housing support for non-elderly persons with disabilities. Washington County Housing Authority submitted an application for 200 vouchers, but was not selected for funding at this time.



- **NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**

The Department of Housing Services closed on two 4-bedroom new-construction homes in Hillsboro, located on SE 16th. These properties must remain affordable for 20 years under the terms of the grant. The units will be rented to families with incomes under 50% AMI.

Housing Services has located an Arbor Rose property for purchase under the NSP2 program. There is a signed contract, and the purchase is moving into inspection and appraisal. We anticipate requesting Housing Authority Board of Directors and County Board of Commissioners approval for this acquisition on November 2nd.

- **HAC VACANCIES**

There is one current vacancy on the HAC committee, the Elderly or Minority Representative. We are seeking an Elderly or Minority Representative from District 1 and are requesting recommendations from community partners.

- **FSS PROGRAM COORDINATING COMMITTEE**

The Family Self-Sufficiency (FSS) program is required to have a Program Coordinating Committee (PCC) to assist in securing resources, developing the FSS Action Plan, and implementing the FSS program. The PCC must include a Housing Authority representative and a public housing client. Recommended additional members may include welfare and employment agency representatives, childcare and nonprofit service providers, and other relevant service providers. This committee will likely meet quarterly.

UPDATE: The FSS PCC has been formed and members were announced on October 12, 2010. The seven-member committee includes HAWC staff, an FSS participant, and representatives from PCC, CASA of Oregon, and Clearpoint Credit Counseling Solutions.

- **WORKSYSTEMS COLLABORATION**

Housing Services is beginning a collaborative venture with WorkSystems to select low-income individuals from our Section 8 program to participate in Occupational Skills Training.

A small group of clients (not more than 25 people) will be selected to participate in this program. The selection process will attempt to identify participants who will be motivated and benefit from training leading to livable wage jobs. Two case managers have begun training on WorkSource programs and training opportunities, and will work with clients and WorkSource staff to help participants move towards living-wage employment. This program builds upon a regional collaboration effort between HAWC, the Housing Authority of Portland, Clackamas County Housing Authority and the Vancouver Housing Authority.



This is a great opportunity to provide low-income individuals with critical skills and training in living-wage industries.

VI. NEW BUSINESS

- **ANNUAL HOLIDAY LUNCHEON**

The annual HAC holiday luncheon is scheduled for Friday, December 10 at 1pm. The Boardroom at Hayden's Lakefront Grill in Tualatin has been reserved for the event.

Any requests for date changes or suggestions for alternative venues should be made before the end of October.

- **ACTION: APPROVE 2011 MEETING DATES**

Proposed 2011 meeting dates are the fourth Thursday of every month, except for the month of November. Proposed meeting dates are below.

DATE OF MEETING
January 27
February 24
March 24
April 28
May 26 - Budget
June 23
July 28
August 25
September 22
October 27
November 17
Friday, December 2 - Luncheon

- **HUD PHYSICAL ASSETS INSPECTION**

HUD performed a physical inspection of our 243 public housing portfolio. The inspector reviews a sampling of units for health and safety issues, and the overall physical condition of interiors and exteriors. Status Update: HAWC received score of 87 points out of 100.



- **REGIONAL WORKSOURCE AND TRANSPORTATION MOBILITY COUSELING PROJECT**

The *Regional WorkSource and Transportation Mobility Counseling* pilot project is a collaborative effort between HAWC, the Housing Authority of Portland, the Vancouver Housing Authority, and the Housing Authority of Clackamas County to implement an innovative pilot to help low-income families make informed housing and transportation decisions while accessing training and employment supports.

This program will provide 150 low-income households receiving rental assistance and training/employment services with support and resources to make fully informed housing and transportation decisions. Participants will work with a mobility counselor to assess housing and transportation needs and costs, identify potential savings resulting from location-efficient housing choices, and secure housing that may result in lower combined housing and transportation costs. The goal of this pilot project is to provide clear, understandable, and complete information on combined housing and transportation costs and to assist families in securing the housing that makes the best use of limited income by reducing their total housing and transportation cost burdens.

HAWC staff took the lead on developing and submitting a grant application to Metro for Regional Transportation Options (RTO) funding to support a portion of this project. The Housing Authority of Portland (HAP) is the lead applicant for this project, with the Vancouver Housing Authority, the Housing Authority of Washington County, and the Housing Authority of Clackamas County as co-applicants.

The RTO Subcommittee will announce awards in December 2010.

VII. ADJOURNMENT