

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



April 28, 2011 – 9:00 a.m.

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



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Next Meeting:

May 26, 2011

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

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



HOUSING ADVISORY COMMITTEE
Department of Housing Services
April 28, 2011 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. March 24, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. ACCEPT - REPORT OF SECRETARY**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
March 24, 2011, 9:00 AM

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

COMMITTEE MEMBERS PRESENT

Ramsay Weit Peter Hainley
Laurie Butler Carol Gakin
Ron Lehr Juliet Parrott
Donna Pottle Renee Bruce

STAFF PRESENT

Val Valfre, Director
Kimberly Armstrong, Management Analyst
Michael O'Neill, Finance Manager
Gary Calvert, Asset Manager

COMMITTEE MEMBERS ABSENT

David Nase

Chair Bruce called the meeting to order at 9:02 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

There were two corrections to the January 27 meeting minutes—Renee Bruce and Gary Calvert were present at the meeting.

Motion: Approve the minutes from January with corrections— Ramsay Weit

Second: Juliet Parrot

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- The Board of County Commissioners approved and ratified the award agreements with HUD and DOT for the Aloha-Reedville project at the March 1 Board meeting. The Safe Haven program FY2010 grant agreement was also approved at the March 1 Board meeting.
- The Board of County Commissioners approved the FY2010 grants for Homeless Management Information System (HMIS) and the Supportive Housing Program at the March 15 Board meeting.
- At the March 15 Board meeting, the following HAC appointments were made:
 - Carol Gakin was appointed to serve as the Elderly / Minority representative for a one-year term expiring March 31, 2012
 - Peter Hainley was appointed to represent the Agricultural / Farm Worker Community for a three year term expiring March 31, 2014



- Ronald Lehr was appointed as a Member-At-Large for a three year term expiring March 31, 2014
- Renee Bruce was appointed as a Social Service Organization representative for a three year term expiring March 31, 2014
- The Washington County Volunteer Recognition Event will take place on Thursday, April 14, 2011, from 5-7:30pm at the Cloverleaf Building.
- The public hearing for the FY2011 Public Housing Agency (PHA) Plan and approval of the PHA Plan is scheduled for the April 5, 2011 Board meeting.
- Peter Hainley reported that Oregon Opportunity Network (Oregon ON) has updated its bylaws to allow public housing agencies to become voting members.

IV. REPORT OF SECRETARY

A. Financial Statement

Mr. O'Neill presented the financial report.

The Affordable Housing cash flow from operations was revisited, and has been revised to \$19,000 positive to the amount required to fund County bond reserves.

Other programs are on track year-to-date.

There is concern over possible Congressional adjustments to Section 8 administrative funds—currently administrative fees are \$55.13 per unit month. Proposed cuts to administrative fee cuts range from 11% (\$49.00) to 33% (\$37.16). The Housing Authority does not have funds available to offset these cuts—reserves are restricted or committed to other purposes. It is possible that administrative cuts may result in staff cuts—leading to reduced lease-ups, further reducing administrative fees. This has serious long-term implications for the Housing Authority, as well as for the voucher assistance program in general.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time (at least 3-4 years). The wait list is still very long, and DHS is working to utilize all available vouchers. The wait list has decreased slightly as a result of draw-downs to issue additional vouchers.
- Average vacancy days per unit is 18.44.
- Occupancy rates remain high in public housing and for Section 8 vouchers.

C. Affordable Housing

- Occupancy rates also remain high in affordable housing. Aloha Park is now officially owned by the Housing Authority and its 80 units are included in the total affordable housing units.



- The RFP for laundry was re-issued as a result of a technical issue. The re-issued RFP clarifies some equipment requirements, and submissions should be reviewed shortly.
- The Holly Tree had a good State inspection, and its budget (including a rent increase) will be submitted shortly.
- Tarkington does not have a budget submission or rent increases for 2011.
- Aloha Park is in a budget review cycle currently for its eight Project-Based Section 8 units.
- The RFP for property management is out for bids, and a prebid conference for interested contractors is scheduled for next week.

D. Special Projects

- Project-Based Vouchers

The Knoll in Tigard was awarded twelve (12) project-based vouchers, and its grand opening is scheduled for April 21.

At this time 38 vouchers allocated for the chronically homeless category remain outstanding. Staff continues to seek opportunities to utilize these vouchers. Karen Voiss with Housing Independence is discussing a project that may be able to utilize these vouchers. Chronic homeless vouchers require partnering with an agency to provide resident services, and it has been challenging for providers to identify the funds to meet this requirement.

E. Report on Homelessness

Mr. Valfre reported on the following (in Ms. Evans' absence):

- The HEARTH Act is awaiting Congressional action and final rules and regulations.
- The Homeless Plan Advisory Committee met in January, and is scheduled to meet again on April 21.
- The Interfaith Committee on Homelessness plans to convene a forum on homeless issues sometime in the spring.
- The final Point-In-Time Homeless Count is being prepared for submission at the end of March. Renee Bruce remarked that this is the first year that PIT numbers have been inputted using HMIS.
- Donna Pottle asked if the Severe Weather Shelters are still operating. Kim Armstrong clarified that the shelters have now closed for the season.
- Renee Bruce stated that upcoming budget cuts may jeopardize recent successful programs such as the Single-Point Access System. Budget and policy changes may push the focus towards housing rather than shelters.



V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Housing Services staff met with the Assistant Superintendent and CEO from Beaverton School District on March 18. The school district was generally supportive, but will need to seek input and approval from their Board to pass a formal resolution.

Housing staff has met with Mayor Dirksen and City Manager Craig Prosser in Tigard, Mayor Willey and City Manager Sarah Jo Chaplen in Hillsboro, and Mayor Doyle and Don Mazziotti in Beaverton, as well as the Superintendent and CEO from the Hillsboro School District and the Superintendent of the Tigard-Tualatin School District.

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

- Sustainable Housing and Communities

Funding agreements between HUD, DOT and Washington have been executed, and grant funds are now obligated for the Aloha-Reedville Study and Livable Community plan.

Project work on this 3-year project has started, and committee structures and representation is being finalized. The Board is expected to establish and appoint advisory committees in April, and RFPs for consultant work will go out shortly.

This is a collaborative project between Land Use and Transportation, Housing Services, Community Development, and other partners.

Ramsay Weit asked if a project scope or workplan would be available for review and guidance to allow the public and other partners to keep track of project work. Kim Armstrong stated that the development of the affordable housing strategy is included in the current workplan, and affordable housing is a performance measure. Ramsay Weit suggested that it would be useful to have some mechanism that could be used to track progress on concurrent portions of the project, so interested parties could keep tabs on the elements that were particularly important (e.g. affordable housing, transportation, community services, etc.).

Senator Merkley and John Valley (Senator Merkley's Field Representative) attended a meeting hosted by CPO6 on Friday, March 11, to learn more about this project. The Senator was very interested, and CPO6 and the community are extremely excited about this project.

- Regional Transportation Mobility Counseling Project

This project was awarded a \$60,000 RTO grant from Metro. The project scope has been revised to decouple the employment training piece (though the Housing Authority is still partnering with WorkSource for training for interested housing clients). The revised project will focus on developing educational tools and a



curriculum that demonstrates the value of choosing location-efficient housing to clients, which can eventually be integrated into briefings for all residents.

Juliet Parrott commented that she recently read that a worker with a one-hour commute would need to earn approximately \$40,000 more to offset commute costs. She also suggested that this program should consider addressing perceived barriers to using transit (unsafe, 'weird', difficult, etc). Juliet Parrott also recommended that the program be made available to the general public after it is tested.

- FY2011 VA-HUD VASH Vouchers

No update was presented at the meeting.

- Benessare Village

No update was presented at the meeting.

- HAWC and Housing Department Reports

The proposed annual report (as recommended by the County Auditor) will be due in September. This should allow the report to reflect the fiscal year (July 1, 2010-June 30, 2011).

- Regional Homeless and Affordable Housing Assessment

Staff is still working with the Portland Housing Bureau to provide a consistent set of information to assess affordable housing in the region.

- Affordable Housing Report for Board Retreat

There is not currently a date set for the Board Retreat.

- FY2011 PHA Plan

A copy of the Board Agenda to approve the FY2011 PHA Plan was provided. The Board will be asked to approve the PHA Plan on April 5. The FY2011 PHA Plan is very similar to the FY2010 Plan, and includes the continuing conversion of 75 vouchers to project-based, as well as authorization to convert another 100 project-based vouchers to address prioritized housing needs. The new Medical Marijuana Policy is also included in the FY2011 Plan, and is discussed below.

VI. NEW BUSINESS

- FY2011 PHA Plan—Medical Marijuana Policy

The Housing Authority was required to develop and enact a policy regarding medical marijuana use. Federal law prohibits new tenants from using medical marijuana, but Housing Authorities in states that permit medical marijuana use have the discretion to set policies for current housing residents to align with Federal or State laws.

The proposed HAWC policy permits current residents with legitimate prescriptions to utilize medical marijuana in an alternate delivery format (pills,



liquids, foods, etc), but not to grow, distribute or sell marijuana for medical use, or consume medical marijuana through smoking (in accordance to the HAWC non-smoking policy). The proposed policy was reviewed, and HAC members commented that the proposed policy appears to be a balanced and fair approach.

Motion: Recommend approval of the HAWC Medical Marijuana Policy— Ron Lehr

Second: Ramsay Weit

Vote: All approve

- Resident Survey

A draft version of the resident survey for all housing residents was provided for HAC review and comment.

HAC members recommended a number of revisions to the survey language. Peter Hainley recommended giving the survey to a test or focus group, which may highlight some necessary revisions. He also suggested adding a question about how quickly a maintenance issue was resolved.

Peter Hainley commented that the relationship of the Housing Authority/Department of Housing Services be clarified, so residents understand that the survey is coming from their property owner (not the landlord or property manager).

Ron Lehr and other HAC members recommended including a question identifying which housing development the respondent lives in. This question will only identify larger multifamily buildings, to preserve anonymity. It was noted that surveys would need to be distributed to affordable housing residents by the management company—but that surveys should not be returned through the management company.

There was some concern over clients' ability to correctly identify their program/housing assistance type. This question may need to be revisited if the number of incorrect responses limits the value of the survey.

- Affordable Housing Policy White Paper

The HAC received a copy of the draft affordable housing white paper that will be used to develop a Board presentation on affordable housing. This will provide a foundation for proposing an affordable housing strategy for Washington County for Board consideration and approval.

Ron Lehr suggested that median income/HUD Median Family Income (set by MSA) should be clarified.

Peter Hainley suggested that it might be valuable to collect a group of policy experts—perhaps the group that worked on the Consolidated Plan— to answer questions about how the information could be organized and provide feedback on the document.



Ramsay Weit commented that the short-term audience was likely the Board of County Commissioners, and that this provides basic educational information. It may be possible/desirable to expand the information to a broader audience as well.

HAC members suggested a number of revisions that will be incorporated into the paper.

Peter Hainley stated that it may be more useful to trim the suggested strategies to those that are most applicable to County action. He also suggested that it may be useful to provide more information on why affordable housing is a problem, rather than on suggesting solutions.

Ron Lehr commented that many of the tools discussed are relatively small-impact, and that it may be more valuable to focus on tools with major impacts.

The paper will be revised, and the committee will be invited to provide feedback the presentation as it is developed.

VII. ADJOURNMENT

Meeting adjourned at 11:01a.m.

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

Agenda Item: II

Date: 4/28/2011



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

Cash Flow –

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts have been adjusted to eliminate the Homeless Program transactions, for the sake of comparability. The prior year amounts are 8/12 of the actual amounts for the entire fiscal year.

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

For the first eight months of the Fiscal Year, cash flow from operations, of \$149,269 exceeded the budgeted amount by \$57,190, and the prior year by \$112,829. \$67,804 of the cash flow was from Aloha Park, which is a new property and is not reflected in the budget or prior year amounts.

Public Housing had a negative cash flow from operations of \$104,065, due to high maintenance labor and outside purchases. Section 8 had a negative cash flow of \$6,707, which is favorable to budget by \$28,329. Other programs had positive cash flow.

Affordable Housing cash flow from operations exceeds the amount required to fund County bond reserves by \$12,404.

Statement of Net Assets (Balance Sheet) –

The Authority is continually monitoring its cash position. Nearly all of the cash of the Authority is deposited in the primary County bank account. The cash is in three categories:

- Unrestricted cash: available to pay operating expenses. Unrestricted cash for Section 8 and Public Housing can only be spent within those programs.
- Restricted cash – current: consists of tenant security deposits and FSS (Family Self Sufficiency) escrow accounts.
- Restricted cash – noncurrent: Section 8 restricted cash can only be used to pay for Housing Assistance Payments. The restricted cash for Kaybern, Aloha Park, and Affordable Housing are replacement reserves and bond payment reserves. The restricted cash in the Public Housing program is from the sale of property, and is approved to be used to pay the operating and administrative costs of the Affordable Housing program, as those expenses are incurred. This should eliminate the unrestricted cash deficit in non-Federal programs within five years.

Other – The Department of Housing Services Budget was revised and resubmitted to the County on April 5, after the County issued revised instructions, reducing cost-of-living adjustments from 2.5% to 1.43% and eliminating general fund increases.

Agenda Item: IV.A.1

Date: 4/28/2011



IV. REPORT OF SECRETARY
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – February 2011

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,194,958	918,038	16,746	1,947	16,667	2,277	2,150,633
Gross billable rent	-	402,962	40,787	30,620	237,845	2,772,923	3,485,137
Vacancy loss	-	(3,126)	(98)	(4,694)	(13,959)	(108,589)	(130,466)
Premiums (concessions)	-	(294)	-	(263)	-	(21,658)	(22,215)
Other tenant revenue	-	42,951	-	5,446	4,555	77,274	130,226
Tenant revenue	-	442,493	40,689	31,109	228,441	2,719,950	3,462,682
Other revenue (incl GF subsidy)	11,285	2,554	743	16,200	5,131	156,909	192,822
Total operating revenue	1,206,243	1,363,085	58,178	49,256	250,239	2,879,136	5,806,137
Operating expenses:							
Repair and maintenance	-	902,263	7,465	22,268	40,864	495,662	1,468,522
Total program operations	948,411	214,331	8,668	12,364	60,297	454,658	1,698,729
Utilities	-	43,667	6,256	2,203	29,156	259,135	340,417
Insurance	2,888	25,990	435	612	4,948	62,196	97,069
PILOT	-	27,056	-	-	-	-	27,056
Bad debt, net of recoveries	-	(1,173)	69	-	3,623	48,702	51,221
Other	37,439	-	-	418	5,940	-	43,797
Total operating expenses	988,738	1,212,134	22,893	37,865	144,828	1,320,353	3,726,811
Net program income	217,505	150,951	35,285	11,391	105,411	1,558,783	2,079,326
Other ongoing cash outflows:							
HAWC administration	224,212	255,016	2,670	1,537	5,000	1,703	490,138
Debt service	-	-	23,152	8,192	27,408	1,150,936	1,209,688
Replacements-operating	-	-	-	700	5,199	224,332	230,231
Total outflows	224,212	255,016	25,822	10,429	37,607	1,376,971	1,930,057
Cash flow from operations	(6,707)	(104,065)	9,463	962	67,804	181,812	149,269
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	4,177	14,529	(121)	6,642	43	(36,130)	(10,860)
Capital fund receipts	-	147,210	-	-	-	-	147,210
Capitalized modernization	-	(147,210)	(5,180)	-	-	-	(152,390)
Transfers to (from) Local Fund	-	-	-	(67,328)	-	-	(67,328)
Transfers to restricted cash - CAO	-	-	-	-	-	(169,408)	(169,408)
Transfers to restricted cash - Repl Res	-	-	-	-	(11,424)	(28,000)	(39,424)
Section 18 transfers from Public Housing	-	-	6,379	6,502	-	574,345	587,226
Net unrestricted cash flows	(2,530)	(89,536)	10,541	(53,222)	56,423	522,619	444,295
Restricted cash flows:							
Housing Assistance Payments earned	12,385,201	-	-	-	-	-	12,385,201
Housing Assistance Payments	(11,949,232)	-	-	-	-	-	(11,949,232)
Investment income - restricted	18,795	30,066	-	-	-	-	48,861
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-	169,408	169,408
Transfers from unrestricted - Repl Res	-	-	-	-	11,424	28,000	39,424
Sec 18 transfers to Affordable Housing	-	(587,226)	-	-	-	-	(587,226)
Total restricted cash flows	454,764	(557,160)	-	-	11,424	197,408	106,436
Net cash flows	452,234	(646,696)	10,541	(53,222)	67,847	720,027	550,731

Agenda Item: IV.A.2

Date: 4/28/2011



IV. REPORT OF SECRETARY
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,150,633	2,155,152	(4,519)	2,148,495	2,138
Gross billable rent	3,485,137	3,196,057	289,080	3,254,274	230,863
Vacancy loss	(130,466)	(112,644)	(17,822)	(143,591)	13,125
Premiums (concessions)	(22,215)	(27,677)	5,462	(34,150)	11,935
Other tenant revenue	130,226	59,916	70,310	95,512	34,714
Tenant revenue	<u>3,462,682</u>	<u>3,115,651</u>	<u>347,031</u>	<u>3,172,045</u>	<u>290,637</u>
Other revenue (incl GF subsidy)	192,822	244,887	(52,065)	301,917	(109,095)
Total operating revenue	<u>5,806,137</u>	<u>5,515,690</u>	<u>290,447</u>	<u>5,622,457</u>	<u>183,680</u>
Operating expenses:					
Repair and maintenance	1,468,522	1,276,954	(191,568)	1,446,861	(21,661)
Total program operations	1,698,729	1,657,656	(41,073)	1,577,092	(121,637)
Utilities	340,417	299,639	(40,778)	298,276	(42,141)
Insurance	97,069	88,622	(8,447)	85,737	(11,332)
PILOT	27,056	27,868	812	32,709	5,653
Bad debt, net of recoveries	51,221	41,109	(10,112)	68,652	17,431
Other	43,797	29,643	(14,154)	75,759	31,962
Total operating expenses	<u>3,726,811</u>	<u>3,421,491</u>	<u>(305,320)</u>	<u>3,585,086</u>	<u>(141,725)</u>
Net program income	<u>2,079,326</u>	<u>2,094,199</u>	<u>(14,873)</u>	<u>2,037,371</u>	<u>41,955</u>
Other ongoing cash outflows:					
HAWC administration	490,138	585,061	94,923	504,813	14,675
Debt service	1,209,688	1,183,762	(25,926)	1,233,231	23,543
Replacements-operating	230,231	233,297	3,066	262,887	32,656
Total outflows	<u>1,930,057</u>	<u>2,002,120</u>	<u>72,063</u>	<u>2,000,931</u>	<u>70,874</u>
Cash flow from operations	<u>149,269</u>	<u>92,079</u>	<u>57,190</u>	<u>36,440</u>	<u>112,829</u>
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(10,860)	(34,312)	23,452	(28,476)	17,616
Capital fund receipts	147,210	307,114	(159,904)	467,925	(320,715)
Capitalized modernization	(152,390)	(307,114)	154,724	(574,729)	422,339
Transfers to (from) Local Fund	(67,328)	-	(67,328)	-	(67,328)
Transfers to restricted cash - CAO	(169,408)	(103,927)	(65,481)	-	(169,408)
Transfers to restricted cash - Repl Res	(39,424)	-	(39,424)	-	(39,424)
Section 18 transfers from Public Housing	587,226	589,274	(2,048)	652,306	(65,080)
Net unrestricted cash flows	<u>444,295</u>	<u>543,114</u>	<u>(98,819)</u>	<u>553,466</u>	<u>(109,171)</u>
Restricted cash flows:					
Housing Assistance Payments earned	12,385,201	11,817,013	568,188	11,915,304	469,897
Housing Assistance Payments	(11,949,232)	(11,546,640)	(402,592)	(11,894,649)	(54,583)
Investment income - restricted	48,861	80,528	(31,667)	72,845	(23,984)
Sale of property	-	-	-	257,075	(257,075)
Transfers from unrestricted - CAO	169,408	103,927	65,481	-	169,408
Transfers from unrestricted - Repl Res	39,424	-	39,424	-	39,424
Sec 18 transfers to Affordable Housing	(587,226)	(589,274)	2,048	(652,306)	65,080
Total restricted cash flows	<u>106,436</u>	<u>(134,446)</u>	<u>240,882</u>	<u>(301,731)</u>	<u>408,167</u>
Net cash flows	<u>550,731</u>	<u>408,668</u>	<u>142,063</u>	<u>251,735</u>	<u>298,996</u>



IV. REPORT OF SECRETARY
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,194,958	1,208,226	(13,268)	1,123,878	71,080
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	11,285	52,059	(40,774)	15,635	(4,350)
Total operating revenue	1,206,243	1,260,285	(54,042)	1,139,513	66,730
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	948,411	966,337	17,926	878,615	(69,796)
Utilities	-	-	-	-	-
Insurance	2,888	2,976	88	2,889	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	37,439	29,643	(7,796)	31,291	(6,148)
Total operating expenses	988,738	998,956	10,218	912,795	(75,943)
Net program income	217,505	261,329	(43,824)	226,718	(9,213)
Other ongoing cash outflows:					
HAWC administration	224,212	296,365	72,153	234,849	10,637
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	224,212	296,365	72,153	234,849	10,637
Cash flow from operations	(6,707)	(35,036)	28,329	(8,131)	1,424
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,177	-	4,177	1,465	2,712
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(2,530)	(35,036)	32,506	(6,666)	4,136
Restricted cash flows:					
Housing Assistance Payments earned	12,385,201	11,817,013	568,188	11,915,304	469,897
Housing Assistance Payments	(11,949,232)	(11,546,640)	(402,592)	(11,894,649)	(54,583)
Investment income - restricted	18,795	30,514	(11,719)	26,783	(7,988)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	454,764	300,887	153,877	47,438	407,326
Net cash flows	452,234	265,851	186,383	40,772	411,462

Agenda Item: IV.A.4

Date: 4/28/2011



IV. REPORT OF SECRETARY
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	918,038	918,251	(213)	997,168	(79,130)
Gross billable rent	402,962	395,960	7,002	368,613	34,349
Vacancy loss	(3,126)	(3,025)	(101)	(3,211)	85
Premiums (concessions)	(294)	-	(294)	-	(294)
Other tenant revenue	42,951	21,701	21,250	36,308	6,643
Tenant revenue	442,493	414,636	27,857	401,710	40,783
Other revenue (incl GF subsidy)	2,554	3,304	(750)	5,062	(2,508)
Total operating revenue	1,363,085	1,336,191	26,894	1,403,940	(40,855)
Operating expenses:					
Repair and maintenance	902,263	744,730	(157,533)	853,062	(49,201)
Total program operations	214,331	217,254	2,923	211,966	(2,365)
Utilities	43,667	40,884	(2,783)	38,315	(5,352)
Insurance	25,990	24,839	(1,151)	23,812	(2,178)
PILOT	27,056	27,868	812	32,709	5,653
Bad debt, net of recoveries	(1,173)	(395)	778	24,984	26,157
Other	-	-	-	-	-
Total operating expenses	1,212,134	1,055,180	(156,954)	1,184,848	(27,286)
Net program income	150,951	281,011	(130,060)	219,092	(68,141)
Other ongoing cash outflows:					
HAWC administration	255,016	279,135	24,119	262,411	7,395
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	255,016	279,135	24,119	262,411	7,395
Cash flow from operations	(104,065)	1,876	(105,941)	(43,319)	(60,746)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	14,529	25,111	(10,582)	22,165	(7,636)
Capital fund receipts	147,210	307,114	(159,904)	467,925	(320,715)
Capitalized modernization	(147,210)	(307,114)	159,904	(467,925)	320,715
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(89,536)	26,987	(116,523)	(21,154)	(68,382)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	30,066	50,014	(19,948)	46,062	(15,996)
Sale of property	-	-	-	257,075	(257,075)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(587,226)	(589,274)	2,048	(652,306)	65,080
Total restricted cash flows	(557,160)	(539,260)	(17,900)	(349,169)	(207,991)
Net cash flows	(646,696)	(512,273)	(134,423)	(370,323)	(276,373)

Agenda Item: IV.A.5

Date: 4/28/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	16,746	17,005	(259)	15,837	909
Gross billable rent	40,787	40,800	(13)	40,175	612
Vacancy loss	(98)	(1,224)	1,126	(936)	838
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	869	(869)	1,013	(1,013)
Tenant revenue	40,689	40,445	244	40,251	438
Other revenue (incl GF subsidy)	743	177	566	576	167
Total operating revenue	58,178	57,627	551	56,664	1,514
Operating expenses:					
Repair and maintenance	7,465	16,313	8,848	21,864	14,399
Total program operations	8,668	8,566	(102)	8,887	219
Utilities	6,256	6,351	95	6,099	(157)
Insurance	435	407	(28)	395	(40)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	1,352	1,283
Other	-	-	-	-	-
Total operating expenses	22,893	31,637	8,744	38,597	15,704
Net program income	35,285	25,990	9,295	18,067	17,218
Other ongoing cash outflows:					
HAWC administration	2,670	3,052	382	2,743	73
Debt service	23,152	23,167	15	23,167	15
Replacements-operating	-	784	784	1,310	1,310
Total outflows	25,822	27,003	1,181	27,220	1,398
Cash flow from operations	9,463	(1,013)	10,476	(9,153)	18,616
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(121)	(1,796)	1,675	(1,631)	1,510
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	126,667	(126,667)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	6,379	5,403	976	4,471	1,908
Net unrestricted cash flows	10,541	2,594	7,947	120,354	(109,813)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	10,541	2,594	7,947	120,354	(109,813)



IV. REPORT OF SECRETARY
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,947	2,006	(59)	1,947	-
Gross billable rent	30,620	12,453	18,167	12,089	18,531
Vacancy loss	(4,694)	-	(4,694)	-	(4,694)
Premiums (concessions)	(263)	-	(263)	-	(263)
Other tenant revenue	5,446	3,585	1,861	6,617	(1,171)
Tenant revenue	31,109	16,037	15,072	18,707	12,402
Other revenue (incl GF subsidy)	16,200	32,513	(16,313)	43,158	(26,958)
Total operating revenue	49,256	50,556	(1,300)	63,812	(14,556)
Operating expenses:					
Repair and maintenance	22,268	1,602	(20,666)	6,455	(15,813)
Total program operations	12,364	7,722	(4,642)	6,127	(6,237)
Utilities	2,203	67	(2,136)	65	(2,138)
Insurance	612	331	(281)	323	(289)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(117)	(117)
Other	418	-	(418)	44,468	44,050
Total operating expenses	37,865	9,722	(28,143)	57,321	19,456
Net program income	11,391	40,834	(29,443)	6,491	4,900
Other ongoing cash outflows:					
HAWC administration	1,537	3,493	1,956	2,645	1,108
Debt service	8,192	9,652	1,460	8,190	(2)
Replacements-operating	700	5,363	4,663	10,545	9,845
Total outflows	10,429	18,508	8,079	21,380	10,951
Cash flow from operations	962	22,326	(21,364)	(14,889)	15,851
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	6,642	13,674	(7,032)	11,281	(4,639)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(67,328)	-	(67,328)	(207,199)	139,871
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	6,502	-	6,502	-	6,502
Net unrestricted cash flows	(53,222)	36,000	(89,222)	(210,807)	157,585
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(53,222)	36,000	(89,222)	(210,807)	157,585



IV. REPORT OF SECRETARY
A. Financial Statement
8. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	16,667	-	16,667	-	16,667
Gross billable rent	237,845	-	237,845	-	237,845
Vacancy loss	(13,959)	-	(13,959)	-	(13,959)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	4,555	-	4,555	-	4,555
Tenant revenue	228,441	-	228,441	-	228,441
Other revenue (incl GF subsidy)	5,131	-	5,131	-	5,131
Total operating revenue	250,239	-	250,239	-	250,239
Operating expenses:					
Repair and maintenance	40,864	-	(40,864)	-	(40,864)
Total program operations	60,297	-	(60,297)	-	(60,297)
Utilities	29,156	-	(29,156)	-	(29,156)
Insurance	4,948	-	(4,948)	-	(4,948)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	3,623	-	(3,623)	-	(3,623)
Other	5,940	-	(5,940)	-	(5,940)
Total operating expenses	144,828	-	(144,828)	-	(144,828)
Net program income	105,411	-	105,411	-	105,411
Other ongoing cash outflows:					
HAWC administration	5,000	-	(5,000)	-	(5,000)
Debt service	27,408	-	(27,408)	-	(27,408)
Replacements-operating	5,199	-	(5,199)	-	(5,199)
Total outflows	37,607	-	(37,607)	-	(37,607)
Cash flow from operations	67,804	-	67,804	-	67,804
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	43	-	43	-	43
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	(11,424)	-	(11,424)	-	(11,424)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	56,423	-	56,423	-	56,423
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	11,424	-	11,424	-	11,424
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	11,424	-	11,424	-	11,424
Net cash flows	67,847	-	67,847	-	67,847

Agenda Item: IV.A.8

Date: 4/28/2011



IV. REPORT OF SECRETARY
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2010 – February 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,277	9,664	(7,387)	9,665	(7,388)
Gross billable rent	2,772,923	2,746,844	26,079	2,833,397	(60,474)
Vacancy loss	(108,589)	(108,395)	(194)	(139,444)	30,855
Premiums (concessions)	(21,658)	(27,677)	6,019	(34,150)	12,492
Other tenant revenue	77,274	33,761	43,513	51,574	25,700
Tenant revenue	2,719,950	2,644,533	75,417	2,711,377	8,573
Other revenue (incl GF subsidy)	156,909	156,834	75	237,486	(80,577)
Total operating revenue	2,879,136	2,811,031	68,105	2,958,528	(79,392)
Operating expenses:					
Repair and maintenance	495,662	514,309	18,647	565,482	69,820
Total program operations	454,658	457,777	3,119	471,495	16,837
Utilities	259,135	252,337	(6,798)	253,797	(5,338)
Insurance	62,196	60,069	(2,127)	58,319	(3,877)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	48,702	41,504	(7,198)	42,433	(6,269)
Other	-	-	-	-	-
Total operating expenses	1,320,353	1,325,996	5,643	1,391,526	71,173
Net program income	1,558,783	1,485,035	73,748	1,567,002	(8,219)
Other ongoing cash outflows:					
HAWC administration	1,703	3,016	1,313	2,166	463
Debt service	1,150,936	1,150,943	7	1,201,874	50,938
Replacements-operating	224,332	227,150	2,818	251,032	26,700
Total outflows	1,376,971	1,381,109	4,138	1,455,072	78,101
Cash flow from operations	181,812	103,926	77,886	111,930	69,882
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(36,130)	(71,301)	35,171	(61,756)	25,626
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(106,805)	106,805
Transfers to (from) Local Fund	-	-	-	80,533	(80,533)
Transfers to restricted cash - CAO	(169,408)	(103,927)	(65,481)	-	(169,408)
Transfers to restricted cash - Repl Res	(28,000)	-	(28,000)	-	(28,000)
Section 18 transfers from Public Housing	574,345	583,871	(9,526)	647,835	(73,490)
Net unrestricted cash flows	522,619	512,569	10,050	671,737	(149,118)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	169,408	103,927	65,481	-	169,408
Transfers from unrestricted - Repl Res	28,000	-	28,000	-	28,000
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	197,408	103,927	93,481	-	197,408
Net cash flows	720,027	616,496	103,531	671,737	48,290

Agenda Item: IV.A.9

Date: 4/28/2011



IV. REPORT OF SECRETARY
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
February 28, 2011

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	79,058	2,005,850	13,897	945,690	99,491	(5,897,585)	(2,753,599)
Restricted cash and cash equivalents	229,298	65,683	1,080	31,700	34,079	263,809	625,649
Accounts receivable, net	56,688	114,880	(489)	2,436	5,876	668,266	847,657
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	1,444	18,651	216	3,603	5,387	48,410	77,711
Total current assets	366,488	2,205,064	14,704	985,793	144,833	(4,917,100)	(1,200,218)
Non-current assets:							
Restricted cash and cash equivalents	3,356,623	4,385,783	36,135	100	148,156	559,492	8,486,289
Contracts receivable	—	—	—	441,045	—	—	441,045
Capital assets, non-depreciable	—	4,461,727	55,180	163,979	41,617	4,117,867	8,840,370
Capital assets, depreciable, net	—	4,220,499	77,203	473,342	46,929	18,865,434	23,683,407
Total non-current assets	3,356,623	13,068,009	168,518	1,078,466	236,702	23,542,793	41,451,111
Total assets	3,723,111	15,273,073	183,222	2,064,259	381,535	18,625,693	40,250,893
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	—	—	—	—	—
Accounts payable	20,495	74,118	1,318	756	28,595	5,191	130,473
Deferred revenue	—	60,819	32	4	3,138	2,258	66,251
Accrued interest payable - notes payable	—	—	2,661	184	1,568	245,814	250,227
Current portion of notes and contracts payable	—	—	2,946	8,367	—	281,274	292,587
Current liabilities payable from restricted assets:							
Tenant and other deposits	229,298	65,683	1,080	31,700	34,079	263,809	625,649
Total curr. liabilities payable from restr. assets	229,298	65,683	1,080	31,700	34,079	263,809	625,649
Total current liabilities	249,793	200,620	8,037	41,011	67,380	798,346	1,365,187
Non-current liabilities:							
Contracts and notes payable	—	—	334,851	545,601	227,438	26,888,813	27,996,703
Total non-current liabilities	—	—	334,851	545,601	227,438	26,888,813	27,996,703
Total liabilities	249,793	200,620	342,888	586,612	294,818	27,687,159	29,361,890
Net Assets							
Invested in capital assets, net of related debt	—	8,682,226	(205,414)	83,353	1,239	(3,925,188)	4,636,216
Restricted	3,356,770	4,385,783	36,135	100	8,025	297,894	8,084,707
Unrestricted	116,548	2,004,444	9,613	1,394,194	77,453	(5,434,172)	(1,831,920)
Total net assets	3,473,318	15,072,453	(159,666)	1,477,647	86,717	(9,061,466)	10,889,003
Total liabilities and net assets	3,723,111	15,273,073	183,222	2,064,259	381,535	18,625,693	40,250,893

Agenda Item: IV.A.10

Date: 4/28/2011



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

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,082	1,289	918	548	305	141	67	27	12	4	1	5,395
Average Days	738	677	704	698	693	706	742	719	768	401	861	710

Wait List Based on Gender			
Gender	Female	Male	Total
Total	3,774	1,621	5,395

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	67	173	656	51	4,076	81	291	5,395

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	979	4,310	106	5,395

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,343	364	2,743	945	5,395

Agenda Item: <u>IV.B.1.</u> Date: <u>4/28/2011</u>



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

Fiscal Year-to-Date
March 2011

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
March 2010	34	490	14.41
April 2010	38	538	14.16
May 2010	42	589	14.02
June 2010	49	679	13.86
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33
October 2010	9	219	24.33
November 2010	13	276	21.23
December 2010	17	312	18.35
January 2011	22	429	19.50
February 2011	25	461	18.44
March 2011	28	475	16.96

* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 4/28/2011



IV. REPORT OF SECRETARY
C. Affordable Housing

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

a) Section 8 Waiting List: 5,395 (last month – 5,354). Statistically, the average wait time is about 2-3 years, but in reality -- new applicants should expect at least a 3-4 year wait. Various factors act to skew the wait list period. High utilization of available vouchers, for example, at or about 100% means that there are fewer vouchers to be offered each month. This is the current situation and can markedly slow the process.

b) Public Housing Average Vacancy Days: Vacancy days for the month of March 2011 were at 16.96 (last month – 18.44). 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. Maintenance and operations are doing a super job!

c) Occupancy Rates:

*Public Housing: 99% (last month – 100%).

*Section 8: 100% (last month – 100.2%). Our monthly allocation of Section 8 HAP funds is 99%, which favorably exceeds our budget authority goal of 95% minimum.

We had 2,617 vouchers leased up in March (last month – 2,612). Forty-three (43) new vouchers were issued, and 108 applicants with vouchers are searching for housing (last month 24 new, 149 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 March, the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.21 hrs	3.0 hrs	24 hrs
Routine WO's	2.99 days	3 days	25 days

• **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 97.12% Occupancy (15 vacancies / 521 units), compared to 96.16% (20 vacancies) last month. NTR – 97%.

b) Aloha Park (Cascade Management) 98.75% Occupancy (1 vacancy/ 80 units), compared to 97.5% (2 vacancies last month).



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced vinyl flooring at two (2) Public Housing kitchen units and one (1) bathroom.
- Installed handrails at Kaybern Terrace, a senior and disabled rural subsidized housing complex.
- Garage doors replacements were completed on three (3) Public Housing units.
- Restriped and numbered the parking lot at Kaybern Terrace complex.
- Replaced deteriorated deck at one (1) Public Housing unit.
- Replaced water heater in one (1) NSP property unit with a tankless high efficiency unit.

Turnovers:

- Completed turnovers on three (3) Public Housing units with an average of 4.7 days per unit.
- Maintenance completed the interior painting on all of the turnovers using in-house staff.

Capital Fund Improvements on Public Housing

- Cabinets have been replaced in three (3) units
- Carpet has been replaced in three (3) units.
- Water heaters replaced in two (2) units.
- Refrigerator replaced in one (1) unit.
- Stove replaced in one (1) unit.
- Concrete replacements and upgrades on three (3) units.

Training

- All maintenance staff and housing inspectors attended personal safety training.
- Senior Maintenance Technician attended Supervisor training.
- Manager attended HUD Environmental Review training.
- Staff attended Maintenance Fair.
- Safety Committee Chair attended OSHA training.



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. The Knoll's Grand Opening is scheduled for April 21. 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 have discussed the utility and availability of these vouchers with potential sponsors both in and outside Washington County, but to date with no success.

We also awarded all of our 25 “special needs” category vouchers, and 23 of these vouchers are currently leased up. New residents are being screened for the available PBV units currently.

We have requested and received Board approval to convert an additional 100 Section 8 Housing Choice Vouchers to “special needs” category project-based vouchers. We will be discussing how these will be allotted based on the highest need recommendations of the 2010-2015 Consolidated Plan and the 10-Year Plan to End Homelessness, the needs of our housing/service partners and strategic opportunities to address special needs in Washington County.

Agenda Item: IV.D.

Date: 4/28/2011



IV. REPORT OF SECRETARY
E. Report on Homelessness

• **POINT IN TIME (PIT) HOMELESS COUNT – JANUARY 2011**

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

Locally, community partners completed the annual homeless census (point in time count) and entered the census data into the Homeless Management Information System (HMIS). Enumeration of the 2011 data reports a slight decrease in homelessness, with 57% family households, 41% unaccompanied adults, and 2% unaccompanied youth <17 years of age. This data is awaiting final approval by the Oregon Housing and Community Services (OHCS).

Historical homeless count data includes:

- January 2011 = 1,356 * [*Draft - Awaiting OHCS Approval]
- January 2010 = 1,383
- January 2009 = 1,243
- January 2008 = 1,145
- January 2007 = 1,241
- January 2006 = 1,162
- January 2005 = 787

• **SEVERE WEATHER SHELTERS/WARMING CENTERS**

The Severe Weather Shelter Response Plan is a community partnership coordinated by the Department of Housing Services to bridge the shelter gap and address the need for temporary shelter of homeless persons during severe weather.

With warmer weather, the Severe Weather Shelters in Washington County have deactivated (closed). Recognition and great appreciation are extended to all agencies involved, but in particular the faith-based community partners who provide shelter and meals in their facilities. A debrief of the shelter operations has occurred and planning is underway for winter 2011-2012.



The following is a recap of the efforts and outcomes provided by the shelter volunteers:

November 19, 2010, through March 25, 2011

- 5 cities (*Beaverton, Forest Grove, Hillsboro, Tigard, and Tualatin*)
- 6 shelter sites (*Beaverton First Baptist, Forest Grove United Church of Christ, Shelter at Oregon Station supported by Sunrise and 19 faith organizations, Calvin Presbyterian and St. Anthony's Catholic, and Rolling Hills Community*)
- 106 days in operation (activation)
- 4,796 bed stays provided to homeless persons (1 person stay 5 nights = 5 bed stays)
- 11,585 volunteer hours expended in providing shelter and preparing meals

In addition, the Safe Place Youth Shelter was open as a daytime warming center for runaway and homeless youth ages 12 to 19 years.

- **FY2012 FEDERAL LEGISLATIVE AGENDA – FAMILY STABILIZATION SERVICES**

On November 23, the Washington County Board of Commissioners received a list of projects for the Fiscal Year 2012 Federal Legislative Agenda. The legislative priority list includes a Family Stabilization Services program for homeless youth, under the Labor, Health and Human Services and Education Appropriation Bill.

The Family Stabilization Services program would augment the current runaway and homeless crisis system to effectively provide timely intervention to prevent youth homelessness and their entry into the criminal justice system. If funded, the Boys and Girls Aid Society would implement the program in partnership with the Washington County Housing Services and Juvenile Services departments.

- **FY2010 MCKINNEY-VENTO HOMELESS ASSISTANCE GRANT - \$2 M AWARD**

On January 19, 2011, the U.S. Department of Housing and Urban Development (HUD) announced \$1.41 billion continuum of care (CoC) competition awards to renew housing and related supportive services for people moving from homelessness to independent living. The Washington County Department of Housing Services is the Lead CoC Agency on behalf of the Beaverton/Hillsboro/Washington County COC (the HSSN) and received a HUD award for \$1,994,339 million to renew funding for Supportive Housing (SHP) and Shelter Plus Care (SPC) programs.

A competitive new Permanent Housing Initiative project application is still pending for \$124,680 in SPC rental assistance to serve chronically homeless individuals.



- **HOMELESS PLAN ADVISORY COMMITTEE (HPAC)**

At the January 20 meeting, the HPAC identified strategies to champion in addressing homelessness, to include emergency rent assistance (prevention of homelessness), increasing employment opportunities, received report on tax exemption policy, and increasing private and philanthropic funding through capacity building.

A presentation on the Recuperative Care Program was coordinated by Michelle Johnson, Tuality Hospital, with a report planned for the next HPAC meeting. The Interfaith Committee on Homelessness is planning a Faith Forum with an emphasis on inviting the business community to assist in ending homelessness through employment and economic opportunities.

Due to a conflicting Bridges To Housing Regional Steering Committee meeting, the HPAC has been rescheduled to April 28, 2011.

- **HEARTH ACT AND “OPENING DOORS” FEDERAL STRATEGIC PLAN**

With the proposed FY2011 budget cuts, the implementation of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act may be delayed, and have an impact on the FY2011 McKinney-Vento Homeless Assistance grants whereby “prevention” of homelessness, a new program component under the HEARTH Act, may be limited.

Signed in May 2009 by President Obama, the HEARTH Act reauthorizes the McKinney-Vento Act to:

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

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



- **BRIDGES TO HOUSING (B2H) PROGRAM – PHASE 4**

Implementation of the Phase 4 Bridges To Housing project has been completed with five high-need homeless families accessing housing assistance, intensive case management, supportive services and education for their school-age children. The Phase 4 project will include an emphasis on participants accessing and obtaining employment related income. In addition to Washington County General Funds, the project will be matched with federal and other local resources through collaborative partnerships, with a total project cost at \$182,000.

The B2H Regional Steering Committee will be meeting on April 21 to receive reports from each of the 4 county B2H programs, and the B2H Evaluation Team will provide an update on results gathered on participant outcomes. Washington County conducted interviews with former B2H families that graduated from the program more than 8 months prior. Outcomes of the survey reflect families with permanent subsidy are stably housed, while families without subsidy have received 72-hour notices for non-payment of rent and rely on community supports. In all, the response was extremely positive that the program provided a path for developing self-reliance and moving toward long-term self-sufficiency upon completion of education and employment opportunities.

- **VETERAN'S AND FAMILIES CENTER**

The Salvation Army announced a new housing program that will open in Beaverton at a complex known as Normandy Woods, located on Farmington Road. The Veteran's And Families Center will provide shared housing and services to 48 homeless veterans (singles and families), with opportunities to expand the number of persons served. Veterans may live at the center for up to 9 months, and will be provided services through the VA Medical Center, community service providers, and linked with local employment opportunities.

The current program is a clean and sober housing model located within the Harbor Light Center (near 2nd and Burnside in Portland). Veterans enrolled in the Harbor Light Center will be provided the opportunity to relocate when the Beaverton site opens (grand opening planned for late June 2011). Intake and screening for homeless veterans will be administered through the Hillsboro VA CBOC (Community Based Outpatient Clinic) or the VA Medical Center in Portland.

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

During the past nine months, 21 homeless veteran households have been screened for eligibility and received HUD-VASH vouchers, thus ending their homeless situation. To fully lease the 25 voucher program, outreach workers are actively seeking homeless veterans for referral to the VA CBOC or the VA Medical Center,



where the veterans are screened for an array of housing programs and supportive services. Currently, four vouchers are available for homeless veterans.

On December 21, 2010, the Department of Veterans Affairs (VA) announced the VA's participation to enter client level data into the CoC's Homeless Management Information System (HMIS) – a process to be phased in over the next 12 months.

The HUD-VASH Program provides Housing Choice vouchers (rental assistance) in partnership with case management and services provided by the US Department of Veterans Affairs. In June 2010, the Housing Authority of Washington County, in partnership with the US Department of Housing and Urban Development (HUD) and the US Department of Veterans Affairs (VA), received \$178,596 in new rental assistance funds to serve 25 homeless veteran households.

V. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC has met with Mayors and City Managers from Beaverton, Tigard, and Hillsboro, as well as the staff from the Tigard-Tualatin, Hillsboro and Beaverton School Districts. At this point, the City of Beaverton, the City of Tigard, and Tigard-Tualatin School District support tax exemptions. The City of Hillsboro and the Hillsboro and Beaverton School Districts are generally supportive, but need the Board or Council support to take formal action.

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

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

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

Washington County's grant proposal for \$2 million for the Aloha-Reedville Study and Livable Community plan was awarded \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total.

Project work on this three-year effort has begun. The Citizen's Advisory Committee and Technical Advisory Committee are tentatively scheduled to be discussed at a Board worksession in early May, and appointed in mid-to-late May. The RFP for public involvement was released on April 18, and a pre-proposal conference has been scheduled for Thursday, April 21. The RFP for the Housing and Economic



Trends and Opportunities assessment and report will be released on April 22, and a pre-proposal conference has been scheduled for Tuesday, April 26. The County plans to select contractors in May, with intent to award by May 20. More information will be available as the project moves forward.

- **REGIONAL TRANSPORTATION MOBILITY COUSELING PROJECT**

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

This program will provide low-income households receiving rental assistance with support and resources to make fully informed housing and transportation decisions. The goal of this pilot project is to develop an educational curriculum to provide clear, understandable, and complete information on combined housing and transportation costs and to assist families make housing choices that make the best use of limited income by reducing their total housing and transportation cost burdens. If the pilot program is successful, participating housing authorities will seek to integrate the program into its regular operations.

A grant award for \$60,000 in Metro Regional Transportation Options (RTO) funding was approved in December. A revised scope of work and budget for this pilot project was approved by Metro, and an RFP for consultant(s) to assist in developing the curriculum and tools for the program is being developed.

- **FY2011 VA-HUD VASH VOUCHERS**

The Housing Authority initiated its solicitation process in January for the next round of HUD-VA Veterans Affairs Supportive Housing (VASH) vouchers. This solicitation included persistent communication with Oregon Senators and Representatives, Washington County partners and the Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA). Senators Merkley and Wyden, and Representative Wu have signed on to an Oregon Congressional Delegation letter to be sent to the VA. The President has signed the long-awaited FY2011 Federal Budget bill, which cut \$25M from the \$75M VASH program. This means that some VASH vouchers will be allotted this year, but the allocations will likely be smaller. We are hopeful that our request for new vouchers will remain competitive.

- **HAWC and HOUSING DEPARTMENT REPORTS**

Staff is working to collect data for a HAWC annual report, to include demographics on the population accessing housing services, geographic data on public housing, affordable housing, and voucher clients, occupancy rates, lease-up rates, work-order efficacy, and other information and performance measures. The recent Auditor



recommendations include a suggestion for a department-wide annual performance report.

The resident survey reviewed at the March meeting has been revised, and will be distributed to residents of one or two of the larger affordable housing properties as a pilot group/test run.

- **REGIONAL HOMELESSNESS AND AFFORDABLE HOUSING ASSESSMENT**

Staff is working with staff from the City of Portland Bureau of Housing to develop a fair and realistic assessment of affordable housing resources and investment across the region. This effort is being undertaken partially to address serious inconsistencies in the draft regional analysis that has been brought up by some elected officials. Staff hopes to use this opportunity to not only assess expenditures and resources region-wide, but develop regional tools, strategies, and partnerships to assist low-income and homeless residents.

- **AFFORDABLE HOUSING REPORT FOR BOARD RETREAT**

Staff has been invited to develop and present a primer on affordable housing at the Board retreat. Staff hopes to present information on the affordable housing policy context, some data on region-wide resources and spending, and information on a variety of tools and incentives that could be used to develop a voluntary program that would provide meaningful encouragement for affordable housing development in Washington County.

The Board retreat has not yet been scheduled, and it is not clear when it will take place. Staff will continue to work on the white paper and proposal, and will continue to seek and incorporate feedback from HAC, as well as other policy-makers and stakeholders.

VI. NEW BUSINESS

- **Financial Training for Public Housing Agency (PHA) Board Members**

The HUD Real Estate Assessment Center (REAC) will be providing financial training for PHA Board Members on April 28 and 29. In our invitation the Board of County Commissioners and to you, you were also provided a PowerPoint presentation of the training. Financial training is important so that PHA Board Members can be fully aware of the financial health and responsibilities of the Public Housing Authority.

The training will be presented remotely via Microsoft LiveMeeting, with audio provided through a conference call. The April 28 session is from 5:30 – 7:30 PM (Pacific Time). A more opportune time may be the April 29 session at 11:00 AM – 1:00 PM. If there is interest, we will set up a room for the April 29 training session. Please let us know if you are interested in attending this training at the Department of Housing Services by Tuesday, April 26.



- **HUD Sustainable Community Regional Planning Grant Program (Round 2)**

The Metro-led application for a Sustainable Communities Regional Planning Grant was not selected for a grant award in the first funding round. However, the Portland Metro region was awarded “Preferred Sustainability” status by the Office of Sustainable Housing and Communities, which gives regional partners access to additional funding opportunities and grants bonus points for future grant applications. H.R. 1473 approving the FY2011 Federal budget (through September 30, 2011) passed Congress on April 14. The approved budget includes \$100 million (a cut from the \$150 million in the FY2011 request) for HUD’s Sustainable Communities Initiative (\$70 million for regional planning grants and \$30 million for Community Challenge grants).

Metro has called a meeting for interested partners who participated in the original grant application for May 2. This group will discuss regional projects underway that may advance the proposed Housing and Opportunity Equity Strategy concept in the first grant proposal, and explore the possibility of submitting a grant proposal for the anticipated FY2011 funding opportunity.

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

Housing Authority staff is working on a COOP Plan to guide HAWC’s operations during an emergency situation involving disaster response. Areas of interest include: Succession Plans, Delegation of Authority, and Identification of Critical Business functions should a major disaster occur.

- **Public Housing Admissions and Continuity Plan (ACOP)**

The Authority staff is revising the public housing “policy and procedures” manual. This major revision will streamline formatting to improve readability and reference of new policies, such as Fair Housing, Medical Marijuana, Admissions and Terminations, and Grievance Procedures. It will also strive to parallel similar policies and procedures in the Section 8 Housing Choice Voucher Program wherever possible.

VII. ADJOURNMENT