



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



**Thursday, April 24, 2014
9:00 a.m.**

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



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Next Meeting:

Thursday, May 22, 2014

2014 HAC Meeting Schedule
Thursday, May 22 - Budget
Thursday, June 26
Thursday, July 24
Thursday, August 28
Thursday, September 25
Friday, October 17 – Retreat (Tentative)
Thursday, November 20
Friday, December 12 – Luncheon (Tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
April 24, 2014 at 9:00 A.M.

AGENDA

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**
 - A. March 27, 2014 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - 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
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
March 27, 2014, 9:00am

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

COMMITTEE MEMBERS PRESENT

Ron Lehr Gary Whiting
Peter Hainley Renee Bruce
Anapreet Kaur-Gill

STAFF PRESENT

Val Valfre, Executive Director
Michael O' Neill, Finance Manager
Gary Calvert, Asset Manager
Kim Armstrong, Program Coordinator

COMMITTEE MEMBERS ABSENT

Tricia Peterson David Nase
LaShanda Williams Sid Scott

GUESTS PRESENT

Renee Bruce called the meeting to order at 9:05 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from February 27, 2014—Ron Lehr

Second: Anapreet Kaur-Gill

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Anapreet Gill noted that one of her residents has recently received a housing voucher.
- Peter Hainley commented that the Housing Authority has made significant progress in the last 6 years. HAWC has overcome challenges and built networks, as well as advancing housing policy within Washington County over time. He also stated that the challenge and successes in the Aloha-Reedville Study are noteworthy.
- Ron Lehr noted that HAWC has been particularly successful in developing advocacy and educating decision-makers over time.
- Gary Whiting mentioned the May primaries for Commissioner seats. Current commissioners are running for re-election, and there are new candidates bidding for all available positions. If new Commissioners are elected, this would impact future decision-making in the County/
- Renee Bruce commented that her time on the HAC has increased her knowledge of housing development and organizational financials. She also noted that HAWC's reputation as a facilitator and relationship-builder has grown during the past 6 years.



IV. EXECUTIVE DIRECTOR'S REPORT

Personnel:

Recruitment and hiring for vacant positions will move forward shortly, after a budget assessment to determine that funds were available for both positions. The vacant Housing Inspector position will be posted shortly, and the Housing Rental Assistance Program Manager position will open a national recruitment soon.

HAWC will request additional funding to fill the Assistant Director position, which has been vacant since 2008 when Val assumed leadership of the Department. The outgoing HAC members discussed the need to develop a transition plan, and that filling this position will be a vital part of this process. A letter encouraging the County to support this request will be drafted for outgoing HAC members to submit to the CAO and Board.

FY2014 PHA Plan: The FY2014 PHA plan is out for public comment, and the Resident Advisory Board has met to provide comment. The Housing Authority Board of Directors will hold a public hearing and approve the plan on April 1, 2014. The only significant change for FY2014 is the adjustment to waitlist preferences and the potential to work with project-based VASH vouchers if there are interested partners for an appropriate project. The plan is due to HUD on April 17, 2014.

Capacity-Building Grants: The two capacity-building grants awarded to the Housing Authority will provide resources for document scanning of tenant files and other records, and for electronic tablets to facilitate fieldwork by inspectors and maintenance staff. Tablets are being rolled out for inspectors, and Public Housing files have been scanned. Workers are moving into scanning Section 8 casefiles.

FY2014 Capital Fund Program Grants (CFO): This program has received a slight increase for the coming year.

Aloha Park Refinancing: Gary Calvert provided an update on this process. HUD is currently requiring HAWC to convert 4 units to make them accessible per HUD Section 504 requirements (i.e., ADA) in order to approve the refinance. However, this property is constructed on a grade that makes an accessibility conversion economically infeasible, requiring the relocation of multiple load-bearing walls. HAWC is submitting a second engineer's report requesting a waiver of this requirement. All the common areas on the property will be updated and accessible. Peter Hainley recommended talking the Rob Prasch about the situation.

OHCS Transformation: The current transition plan keeps much of the organization intact, with some program spin off and reduced staff. The largest changes are likely to be in governance structure.

Veterans Housing Bill (HB2417): This program is expected to generate \$5.8 million dollars statewide through the biennium to fund emergency housing, a homeownership program, and capacity-building and development programs to



benefit veterans. These programs are funded by a \$5 increase to the document recording fee.

Set-Aside Funding Availability for Project-Based HUD-VASH Vouchers: The HSSN and other housing partners have been approached to discuss possible partnerships. There is currently not a partner expressing interest in this effort.

The group discussed some of the barriers to serving homeless clients, including addictions issues, re-entry issues and criminal barriers, etc. It remains challenging to find landlords who are willing to work with clients with barriers, and fund the services necessary to help residents be successful in housing.

There are some employers and landlords who have developed programs to successfully work with re-entry clients.

Oregon Housing Choice Voucher Bill: The Section 8 bill goes into effect in July 2014. Multifamily NW (<http://www.multifamilynw.org/>) will work with HAWC to provide landlord training to assist with this transition. There have been some concerns about landlords requiring households to have an income 3x the rent in order to qualify for a rental. The Housing Authorities will work with BOLI and other groups to attempt to resolve this before July.

Inclusionary Housing Initiative: Several advocacy groups are moving forward with a Legislative effort to change Oregon's prohibition of inclusionary zoning.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill noted that HAWC has received funding notices for all its HUD programs. Public Housing and Section 8 Administrative programs are funded at higher levels for the coming year. Section 8 Administration is still not up to pre-sequestration levels, however, so Section 8 Administration will require supplementing from local funds for the next year.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. Screenings are underway to issue new vouchers and increase voucher utilization. HAWC may consider re-opening the waitlist when the current list drops below 1,000 households.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Work order effectiveness is high.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.



D. Special Projects

- Project-Based Vouchers

No additional vouchers will be project-based in the 2014 PHA plan. The vouchers awarded to Benessere Village may not be utilized, depending on Bienestar's determination on whether to continue the project. The award is valid for two years and may be renewed. If Bienestar opts to continue forward with the process, the vouchers may still be used in the project.

Northwest Housing Alternatives has expressed some interest in project-basing VASH vouchers. This will be discussed with the VA and other partners.

F. Report on Homelessness

Annette Evans is out on vacation, but Renee Bruce provided some updates.

- FY2013 Federal McKinney-Vento Homeless Programs

No additional updates.

- "Community Connect"—Washington County's New Coordinated and Centralized Assessment System (CCAS)

The Housing Specialist does a 15-minute phone assessment and makes an appointment for the full assessment during that phone call. The full assessment takes about an hour, and covers details for qualification for all the available programs and services in Washington County.

Staff makes a strong effort to provide information about programs, and tries to provide information on addressing barriers for accessing existing programs (e.g. Rent Well classes for clients with credit issues). Working with providers to use this assessment process has also been challenging, but Annette Evans has done a great job getting providers to cooperate. Twenty-two programs have agreed to align with Community Connect and receive clients through the new centralized assessment system. The process of managing referrals through the centralized system will take some adjustment for participating partners.

CDBG funding has been awarded to help support this project.

- Cooperative Agreements to Benefit Homeless Individuals

No additional updates.

- Severe Weather Shelter Response Plan

A report will be provided in the next few months.

- Meyer Memorial Trust Funds Shelter/Warming Centers

No additional updates.

- Homeless Costs Study

The second phase of this research study is beginning.



- 2014 Point-In-Time (PIT) Homeless Census

No additional updates.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Exemptions for the coming year are due shortly. Due to Legislative changes, some projects are required to submit applications that have not needed to do so in the past.

- Aloha-Reedville Study and Livable Community Plan

The Aloha-Reedville Study and Livable Community Plan is in its final stages and is available on the project website for public review and comment at <http://www.co.washington.or.us/alohareedville>. The final public event took place on Thursday, March 20 at Willow Creek PCC. Public comments focused on traffic safety, sidewalks, and concerns about TV Highway.

The final Leadership Coordinating Committee (LCC) meeting will be held Friday, March 28 from 3-5pm in Hillsboro. The LCC meeting will likely focus on governance issues. Surveys conducted during this process asked questions about governance. Survey data suggests that while most (over 70%) residents agree that the community needs to make changes, but there is no strong agreement about making those changes through annexation, incorporation, or service districts. The adjoining cities have suggested that they would consider annexation if there is a community-led push to do so.

Implementation and additional support for community organization and improvements will depend on community initiative.

HUD has granted a 90-day no-cost extension to allow ordinance recommendations to move forward in the 2014 Ordinance Season. The extension will also allow additional discussion of alternative governance models and continued engagement with communities of color and traditional underrepresented communities.

- Housing Works: Workforce Innovation Grant with Worksystems, Inc.

This program continues to provide value to our clients. The Housing Works case manager works closely with clients to improve their job skills and education. Recently, some additional grant funds were made available for training and education. Washington County's success rate encouraged grant partners to allocate additional funds to HAWC clients.



- Consolidated Plan Work Group

Renee Bruce encouraged HAC members to complete the community survey located at: <http://www.surveymonkey.com/s/WaCoSurvey>. Other information about participating in this process is available here: <http://www.co.washington.or.us/CommunityDevelopment/Planning/consolidated-plan-participate.cfm>.

VII. NEW BUSINESS

- Housing Choice Voucher Bill Training

No additional updates were provided at the meeting.

- Public Housing Agency (PHA) Plan Public Hearing

No additional updates were provided at the meeting.

- Metro Housing Preference Survey

Kim Armstrong reported that Metro will be releasing an online Housing Preference Survey in April. This survey will be used to inform the upcoming Urban Growth Report and the Housing Needs Analysis. Washington County will partner with Metro and other agencies to encourage wide distribution and participation in this survey.

- HAC Term Expirations

Four HAC terms (Social Service Organization representative, Agricultural/Farmworker representative, Housing Authority representative, and one At-Large position) will expire on March 31, 2014. Applications have been received for these positions, and the Board is expected to appoint new members in April.

Val conveyed his heartfelt thanks to the outgoing HAC members for their valued contributions and years of dedicated service to the Housing Authority.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:42a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

We welcome four new members to the Housing Advisory Committee – Jack Schwab, Executive Director of the Good Neighbor Center; Karen Shawcross, Executive Director of Bienestar; Barbara Smith, Sr. Community Loan Officer at Key Bank; and Carina Delgado, Public Housing resident. Your expertise and willingness to work together to create greater opportunities for affordable housing and related services for low-income families and elderly and /or disabled residents will benefit the committee's impact in the community.

Housing Authority Operations: The following operations support our local mission for the Housing Authority:

- **FY2014 PHA Plan:** The public hearing for the PHA Plan was held on April 1, 2014, at the Housing Authority Board of Directors meeting. The plan was submitted to HUD on April 9, 2014.
- **Capacity-Building Grants:** Three full-time temporary workers have completed the scanning of Public Housing records, and are now working on the larger and final task of Section 8 records. Approximately 10% of these records have been scanned. Inspectors and maintenance staff have received mobile devices and training, and have begun to use these tablets in the field. Both projects will be completed at the end of June.
- **Aloha Park Refinancing:** This 80-unit property (8 project-based Section 8 units, 72 below-market affordable housing units) has positive cash flow, but revenue is restricted for use at that property only. HAWC is refinancing the property to gain access to its equity to support capital improvements to the entire affordable housing portfolio. Our request for prepayment, our application and loan documents have been forwarded to HUD. The refinancing process has encountered a series of roadblocks. HUD's requirement that four lower level units of these older, sub-ground level buildings need to be modified to full Section 504 (ADA) accessibility remains a challenge. HAWC has secured two reports from separate architects/engineers that these modifications would impact load-bearing walls and be economically infeasible. HUD is reviewing these reports. HUD's recent request for a mold inspection (despite no incidents of mold in prior HUD inspections) is also a challenge.

Housing Authority Affordable Housing & Services Initiatives: The following operations support our active involvement in State/regional and local partnerships to promote affordable housing, to prevent homelessness, and increase self-sufficiency of our clients:

- **HUD VASH Voucher Conversion to Project-Based:** Representatives from Northwest Housing Alternatives (NHA) and the Veterans Administration worked together to identify an opportunity to provide supportive permanent housing for veterans by project-basing HAWC's VASH vouchers. Converting VASH vouchers to project-



based vouchers has a separate authorization process requiring sign-off by both HUD and the VA. NHA offered to site three VASH units at its new Alma Gardens project in Orenco for veterans. The VA provided tentative approval to endorse the proposed application. HAWC offered to prepare and guide this application through the approval process. If approved, this project would provide an opportunity to further reduce homelessness for Washington County veterans.

- Oregon Housing and Community Services (OHCS) Transformation: During the 2013 legislative session, OHCS received half of their biennial budget and was asked to return in 2014 with recommendations on how to deliver services more efficiently. Margaret Van Vliet, Director, gave a report with her recommendations, including:
 - Refocus and streamline the agency to be a facilitator of local and regional prosperity efforts.
 - Create a single housing policy commission to integrate with the housing continuum, from ending homelessness to achieving homeownership, with related State policies;
 - Instill mutual accountability in major funding streams; and
 - Continue to drive alignment and coordination throughout State government.

The Transportation and Economic Development Subcommittee of Ways and Means approved the report and released the second year of funding. The agency's biggest proposed changes are likely to be in the governance structure of the agency. Currently, a number of advisory bodies provide input to the agency in discreet boards that are linked to a specific set of programs. The vision described in the report is to consolidate that input into a single governance body that provides policy advice across the housing continuum. (Courtesy of Ryan Fisher, NWPA). At the Oregon State Housing Council meeting on April 4, 2014, we considered various attributes of an effective governance body and how it would function. More work to be done in structuring this key topic in the coming months.

- Veterans Housing Bill (HB2417): I met with the rule-making group on February 26, 2014 to determine procedures on how to best utilize funds directed to the OHCS department as a result of the increased Document Recording Fee (DRF) (HB 2417) to better serve our veterans. The Bill enables a \$5.00 increase in the DRF from \$15.00 to \$20.00, and allows these dollars to flow to housing development, homeownership, and emergency services. I had testified in support of this Bill as I see good opportunities for this funding to make a positive difference in our veterans' housing and welfare. By the end of the 2013-15 Biennium, we anticipate \$5.83M in the following categories:
 - EHA (Emergency Housing Account) (10% - \$583,000) – this money will go to local Community Action agencies to be specifically dedicated to providing assistance to veterans for items such as rental application fees, first and last month's rent, short-term rental assistance, security deposits, etc.
 - HOAP (Homeownership Account Program) (14% - \$816,200) – these funds would create new programs that would assist veterans with mortgage



payments (homeless prevention), closing costs, special adaptations to homes due to injuries sustained while deployed, etc.

- GHAP (General Housing Account Program) (76% - \$4,430,800) – this money would be split between Capacity Building (6%) and Development (70%). This money could support permanent supportive housing projects along the lines of Housing Plus, or assist in the development of transitional veterans housing by providing the 35% matching dollars required by the US Department of Veterans Affairs Capital Grant and Per Diem program.

OHCS convened a work group on April 16 to discuss the Veterans Housing Bill and its timeline for funding implementation. It is possible that the GHAP funding may be reserved until next year to ensure that there is sufficient funding for two or more projects in the Spring NOFA. It is not clear if there will be a separate NOFA for veterans' projects, or just one combined affordable housing NOFA. Timeline and scope for the HOAP and EHA monies also remains under discussion.

- Oregon Housing Choice Voucher Bill: This Section 8 bill as written would preclude landlords from denying an application based solely on source of income. As of July 1st, refusing a tenant's application based solely on Section 8 assistance would also constitute a possible Fair Housing violation. HAWC and Multifamily NW are co-hosting a training session in Washington County for member and non-member landlords on April 17, 2014 to explain the new bill and educate landlords about compliance. We will also work to provide training sessions and FAQs to Section 8 case workers to allow them to better assist landlords and tenants in understanding the new law and its requirements.
- Inclusionary Housing Initiative: HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to support an Inclusionary Housing bill for the 2015 legislative session. We will be participating in a Workgroup on Housing Affordability, Balance and Choice in Salem on April 17 and May 6. There will be a presentation on Inclusionary Zoning as well as discussion related to housing trends in Portland and Lincoln County.
- Orchards at Orenco (Phase I) Due Diligence Phase: REACH Community Development is preparing for their closing on May 5, 2014 for Phase I of three phases. HAWC is a limited partner to this project and has also awarded eight Project-Based Vouchers for the site to serve families making 30% or less AMI.

Personnel: We have three vacant staff positions, which have required current staff to take on additional responsibility for achieving our program and customer service responsibilities.

- Housing Inspector: This position is open for applications and closes on April 17th.
- Housing Rental Assistance Program Manager: The Housing Rental Assistance Program Manager position classification was revised, and approved by the Board of



Commissioners on March 18, 2014. Open recruitment nationally was begun on April 14, and will close on May 2nd.

- Assistant Director: This position has been vacant since mid-2008. The Assistant Director's role is to provide leadership and backup to our small but capable management staff, and is responsible for day-to-day operations. HAWC has requested assistance from the County general fund in the new budget to help us to fill this senior position.

Overall, the Housing Authority is doing well and showing leadership in many important areas. Several of these initiatives extend well beyond the "typical" role of a Housing Authority – such as Aloha-Reedville, Continuum of Care programs, Project-basing with non-profits, county-wide tax exemption, veterans programs, etc. Despite staffing shortfalls, staff has maintained a high level of customer service and performance.

Nevertheless, our financials are very tight. With funding shortfalls for affordable housing continuing to persist, this will remain an ongoing challenge for HAWC. Clearly, refinancing Aloha Park Apartments remains a high priority and the resultant unrestricted cash from equity will be crucial to sustaining our efforts. HAWC is also evaluating partnerships that might bring in new resources, while seeking to maximize existing funding resources and minimize or defer costs. In this regard, I sincerely welcome the expertise of the Housing Advisory Committee in assisting us to resolve these challenges, while allowing us to "set the bar higher" in collaborative initiatives benefiting our community. .

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



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
February 2014

Cash Flow:

Along with comparison to budget, comparison to prior year is shown for all programs. The budget column reflects a FYTD proration of the actual budget, except that Section 8 and Public Housing HUD operating subsidies are adjusted to reflect budgeted revenue, which is less the first half of the fiscal year than the second half

For February FYTD, the cash basis loss from operations of \$13,513 is unfavorable to the budgeted gain of \$45,704 by \$59,217 but favorable to the prior year by \$24,946.

Section 8 had negative cash flow of \$204,129, which was \$49,447 unfavorable to budget. Section 8's loss to budget should increase by about \$10,000 per month through June 30, due to lower administrative fee funding from HUD for CY2014 than we budgeted. This shortfall will have to be resolved by local fund transfers.

Public Housing had negative cash flow FYTD of \$69,061, which is \$70,801 favorable to budget. The variance is improved from the prior month, and likely to continue to improve going forward. The Public Housing program has ample unrestricted cash to absorb any losses.

Kaybern Terrace was near to budget (\$34 unfavorable variance).

Aloha Park had FYTD negative cash flow of \$8,439, unfavorable to budget by \$62,407, due to high maintenance outlays for fixing up for the impending refinancing.

The local fund had cash flow of \$1,225, made up of a loss in the DOL project of \$17,556 due to the matching requirement, offset by positive performance by the Local Fund properties.

Affordable Housing cash flow from operations of \$257,102 was unfavorable to budget by \$16,689. Affordable Housing cash flow exceeds, by \$57,251 FYTD, the amount required to fund the bond reserve, as required by the bond agreement with the County.

Statement of Net Assets (Balance Sheet):

The balance sheet has been adjusted to reclassify the bond payment due 6/30 to restricted cash, even though it is in reality paid from unrestricted net assets, to show what the effect on Local Fund balances will be at fiscal year end. The Local Fund is now overdrawn, and will need a funding source to return to a positive balance. The Section 8 unrestricted net asset balance at 2/28 is \$1,888. Administrative funding for Section 8 for Calendar Year 2014 may not be sufficient to cover costs, so Local Fund subsidies of Section 8 will need to continue, worsening the overdraw. Some Local Fund relief may come from the upcoming refinance of Aloha Park.

Restricted net assets in the Public Housing program will, over time, be transferred to Affordable Housing, to eliminate the negative balance in unrestricted net assets by the end of CY2015.



V. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2013 – February 2014

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	1,016,523	739,839	15,928	28,880	44,723	13,806	1,859,699
Gross billable rent	-	409,904	42,417	354,752	57,166	2,937,540	3,801,779
Vacancy loss	-	(2,027)	(878)	(10,827)	-	(88,682)	(102,414)
Premiums (concessions)	-	(203)	(271)	(13,243)	-	(23,324)	(37,041)
Other tenant revenue	-	19,140	768	5,336	288	77,794	103,326
Tenant revenue	-	426,814	42,036	336,018	57,454	2,903,328	3,765,650
Other revenue (incl GF subsidy)	44,621	4,871	609	5,738	22,533	175,806	254,178
Total operating revenue	1,061,144	1,171,524	58,573	370,636	124,710	3,092,940	5,879,527
Operating expenses:							
Repair and maintenance	-	689,287	12,706	185,634	20,065	823,668	1,731,360
Operations	979,672	243,165	5,894	88,973	71,117	468,992	1,857,813
Utilities	-	47,633	6,404	40,697	6,052	284,633	385,419
Insurance	3,871	29,088	562	12,416	1,043	71,198	118,178
PILOT	-	28,640	-	-	-	-	28,640
Bad debt, net of recoveries	-	319	(55)	2,548	-	34,352	37,164
Other	31,368	-	-	-	2,853	-	34,221
Total operating expenses	1,014,911	1,038,132	25,511	330,268	101,130	1,682,843	4,192,795
Net program income	46,233	133,392	33,062	40,368	23,580	1,410,097	1,686,732
Other ongoing cash outflows:							
HAWC administration	250,362	202,453	53	305	14,165	1,876	469,214
Debt service	-	-	23,166	48,556	8,190	1,151,119	1,231,031
Total outflows	250,362	202,453	23,219	48,861	22,355	1,152,995	1,700,245
Cash flow from operations	(204,129)	(69,061)	9,843	(8,493)	1,225	257,102	(13,513)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	490	3,429	157	24	3,741	(6,915)	926
Capital fund receipts	-	19,707	-	-	-	-	19,707
Capitalized modernization	-	(19,707)	-	-	(8,855)	-	(28,562)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	200,000	-	-	-	(200,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(199,848)	(199,848)
Transfers from (to) restricted cash - Repl Res	-	-	-	(20,160)	-	(91,120)	(111,280)
Section 18 transfers from Public Housing	-	-	-	-	12,129	675,078	687,207
Net unrestricted cash flows	(3,639)	(65,632)	10,000	(28,629)	(191,760)	634,297	354,637
Restricted cash flows:							
Housing Assistance Payments earned	12,127,007	-	-	-	-	-	12,127,007
Housing Assistance Payments	(12,551,134)	-	-	-	-	-	(12,551,134)
Investment income - restricted	2,884	7,552	-	-	-	-	10,436
Transfers from unrestricted - CAO	-	-	-	-	-	199,848	199,848
Transfers from (to) unrestricted - Repl Res	-	-	-	20,160	-	91,120	111,280
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(687,207)	-	-	-	-	(687,207)
Total restricted cash flows	(421,243)	(679,655)	-	20,160	-	290,968	(789,770)
Net cash flows	(424,882)	(745,287)	10,000	(8,469)	(191,760)	925,265	(435,133)



V. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,859,699	1,893,369	(33,670)	1,737,494	122,205
Gross billable rent	3,801,779	3,760,382	41,397	3,688,358	113,421
Vacancy loss	(102,414)	(131,533)	29,119	(106,957)	4,543
Premiums (concessions)	(37,041)	(46,678)	9,637	(36,448)	(593)
Other tenant revenue	103,326	122,283	(18,957)	123,350	(20,024)
Tenant revenue	3,765,650	3,704,454	61,196	3,668,303	97,347
Other revenue (incl GF subsidy)	254,178	285,893	(31,715)	221,962	32,216
Total operating revenue	5,879,527	5,883,716	(4,189)	5,627,759	251,768
Operating expenses:					
Repair and maintenance	1,731,360	1,693,407	(37,953)	1,648,056	(83,304)
Operations	1,857,813	1,832,202	(25,611)	1,726,204	(131,609)
Utilities	385,419	382,204	(3,215)	372,056	(13,363)
Insurance	118,178	113,494	(4,684)	108,031	(10,147)
PILOT	28,640	28,643	3	28,615	(25)
Bad debt, net of recoveries	37,164	45,960	8,796	59,025	21,861
Other	34,221	26,804	(7,417)	29,439	(4,782)
Total operating expenses	4,192,795	4,122,714	(70,081)	3,971,426	(221,369)
Net program income	1,686,732	1,761,002	(74,270)	1,656,333	30,399
Other ongoing cash outflows:					
HAWC administration	469,214	484,266	15,052	464,727	(4,487)
Debt service	1,231,031	1,231,032	1	1,230,065	(966)
Total outflows	1,700,245	1,715,298	15,053	1,694,792	(5,453)
Cash flow from operations	(13,513)	45,704	(59,217)	(38,459)	24,946
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	926	(5,211)	6,137	2,723	(1,797)
Capital fund receipts	19,707	30,006	(10,299)	92,632	(72,925)
Capitalized modernization	(28,562)	(30,006)	1,444	(244,731)	216,169
Gain on sale of assets	-	-	-	16,117	(16,117)
Transfers to (from) Local Fund	-	48,500	(48,500)	-	-
Transfers to restricted cash - CAO	(199,848)	(199,851)	3	(230,982)	31,134
Transfers from (to) restricted cash - Repl Res	(111,280)	(112,720)	1,440	(111,280)	-
Section 18 transfers from Public Housing	687,207	685,044	2,163	679,662	7,545
Net unrestricted cash flows	354,637	461,466	(106,829)	165,682	188,955
Restricted cash flows:					
Housing Assistance Payments earned	12,127,007	11,817,100	309,907	11,729,758	397,249
Housing Assistance Payments	(12,551,134)	(12,482,307)	(68,827)	(12,480,347)	(70,787)
Investment income - restricted	10,436	15,897	(5,461)	6,458	3,978
Transfers from unrestricted - CAO	199,848	199,851	(3)	230,982	(31,134)
Transfers from (to) unrestricted - Repl Res	111,280	112,720	(1,440)	111,280	-
Purchased from replacement reserves	-	(43,892)	43,892	(16,912)	16,912
Sec 18 transfers to Affordable Housing	(687,207)	(685,045)	(2,162)	(679,662)	(7,545)
Total restricted cash flows	(789,770)	(1,065,676)	275,906	(1,098,443)	308,673
Net cash flows	(435,133)	(604,210)	169,077	(932,761)	497,628



V. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,016,523	1,067,213	(50,690)	1,063,094	(46,571)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	44,621	16,829	27,792	20,400	24,221
Total operating revenue	1,061,144	1,084,042	(22,898)	1,083,494	(22,350)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	979,672	954,619	(25,053)	911,150	(68,522)
Utilities	-	-	-	-	-
Insurance	3,871	4,531	660	2,916	(955)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	31,368	25,918	(5,450)	28,574	(2,794)
Total operating expenses	1,014,911	985,068	(29,843)	942,640	(72,271)
Net program income	46,233	98,974	(52,741)	140,854	(94,621)
Other ongoing cash outflows:					
HAWC administration	250,362	253,656	3,294	239,065	(11,297)
Debt service	-	-	-	-	-
Total outflows	250,362	253,656	3,294	239,065	(11,297)
Cash flow from operations	(204,129)	(154,682)	(49,447)	(98,211)	(105,918)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	490	(431)	921	721	(231)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	200,000	167,793	32,207	40,188	159,812
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(3,639)	12,680	(16,319)	(57,302)	53,663
Restricted cash flows:					
Housing Assistance Payments earned	12,127,007	11,817,100	309,907	11,729,758	397,249
Housing Assistance Payments	(12,551,134)	(12,482,307)	(68,827)	(12,480,347)	(70,787)
Investment income - restricted	2,884	4,474	(1,590)	(5,941)	8,825
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(421,243)	(660,733)	239,490	(756,530)	335,287
Net cash flows	(424,882)	(648,053)	223,171	(813,832)	388,950



V. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	739,839	769,411	(29,572)	594,361	145,478
Gross billable rent	409,904	339,983	69,921	347,679	62,225
Vacancy loss	(2,027)	(809)	(1,218)	(1,190)	(837)
Premiums (concessions)	(203)	(19)	(184)	(13)	(190)
Other tenant revenue	19,140	25,189	(6,049)	34,373	(15,233)
Tenant revenue	426,814	364,343	62,471	380,849	45,965
Other revenue (incl GF subsidy)	4,871	35,653	(30,782)	9,330	(4,459)
Total operating revenue	1,171,524	1,169,407	2,117	984,540	186,984
Operating expenses:					
Repair and maintenance	689,287	743,419	54,132	731,087	41,800
Operations	243,165	237,032	(6,133)	224,584	(18,581)
Utilities	47,633	48,339	706	44,433	(3,200)
Insurance	29,088	28,240	(848)	27,501	(1,587)
PILOT	28,640	28,643	3	28,615	(25)
Bad debt, net of recoveries	319	(237)	(556)	14,589	14,270
Other	-	-	-	-	-
Total operating expenses	1,038,132	1,085,436	47,304	1,070,809	32,677
Net program income	133,392	83,971	49,421	(86,269)	219,661
Other ongoing cash outflows:					
HAWC administration	202,453	223,833	21,380	221,323	18,870
Debt service	-	-	-	-	-
Total outflows	202,453	223,833	21,380	221,323	18,870
Cash flow from operations	(69,061)	(139,862)	70,801	(307,592)	238,531
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,429	5,810	(2,381)	5,903	(2,474)
Capital fund receipts	19,707	30,006	(10,299)	92,632	(72,925)
Capitalized modernization	(19,707)	(30,006)	10,299	(116,127)	96,420
Gain on sale of assets	-	-	-	16,117	(16,117)
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(65,632)	(134,052)	68,420	(309,067)	243,435
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	7,552	11,423	(3,871)	12,399	(4,847)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(687,207)	(685,045)	(2,162)	(679,662)	(7,545)
Total restricted cash flows	(679,655)	(673,622)	(6,033)	(667,263)	(12,392)
Net cash flows	(745,287)	(807,674)	62,387	(976,330)	231,043



V. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	15,928	15,922	6	15,593	335
Gross billable rent	42,417	40,800	1,617	42,212	205
Vacancy loss	(878)	(1,224)	346	(567)	(311)
Premiums (concessions)	(271)	-	(271)	-	(271)
Other tenant revenue	768	-	768	333	435
Tenant revenue	42,036	39,576	2,460	41,979	57
Other revenue (incl GF subsidy)	609	762	(153)	763	(154)
Total operating revenue	58,573	56,260	2,313	58,335	238
Operating expenses:					
Repair and maintenance	12,706	10,463	(2,243)	12,601	(105)
Operations	5,894	5,323	(571)	5,055	(839)
Utilities	6,404	6,841	437	6,542	138
Insurance	562	553	(9)	530	(32)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(55)	-	55	1,119	1,174
Other	-	-	-	-	-
Total operating expenses	25,511	23,180	(2,331)	25,847	336
Net program income	33,062	33,080	(18)	32,488	574
Other ongoing cash outflows:					
HAWC administration	53	36	(17)	27	(26)
Debt service	23,166	23,167	1	23,167	1
Total outflows	23,219	23,203	(16)	23,194	(25)
Cash flow from operations	9,843	9,877	(34)	9,294	549
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	157	147	10	133	24
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	10,000	10,024	(24)	9,427	573
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	10,000	10,024	(24)	9,427	573



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	28,880	29,028	(148)	29,040	(160)
Gross billable rent	354,752	354,752	-	354,752	-
Vacancy loss	(10,827)	(10,643)	(184)	(9,609)	(1,218)
Premiums (concessions)	(13,243)	(12,126)	(1,117)	(11,334)	(1,909)
Other tenant revenue	5,336	4,770	566	4,265	1,071
Tenant revenue	336,018	336,753	(735)	338,074	(2,056)
Other revenue (incl GF subsidy)	5,738	6,516	(778)	6,530	(792)
Total operating revenue	370,636	372,297	(1,661)	373,644	(3,008)
Operating expenses:					
Repair and maintenance	185,634	135,232	(50,402)	138,883	(46,751)
Operations	88,973	83,062	(5,911)	83,324	(5,649)
Utilities	40,697	39,058	(1,639)	37,628	(3,069)
Insurance	12,416	9,531	(2,885)	8,152	(4,264)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,548	2,847	299	1,147	(1,401)
Other	-	-	-	-	-
Total operating expenses	330,268	269,730	(60,538)	269,134	(61,134)
Net program income	40,368	102,567	(62,199)	104,510	(64,142)
Other ongoing cash outflows:					
HAWC administration	305	97	(208)	94	(211)
Debt service	48,556	48,556	-	48,556	-
Total outflows	48,861	48,653	(208)	48,650	(211)
Cash flow from operations	(8,493)	53,914	(62,407)	55,860	(64,353)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	24	241	(217)	230	(206)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(66,385)	66,385
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(20,160)	(20,160)	-	(20,160)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(28,629)	33,995	(62,624)	(30,455)	1,826
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	20,160	20,160	-	20,160	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	20,160	20,160	-	20,160	-
Net cash flows	(8,469)	54,155	(62,624)	(10,295)	1,826



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	44,723	1,947	42,776	26,292	18,431
Gross billable rent	57,166	36,103	21,063	35,915	21,251
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	288	1,769	(1,481)	1,435	(1,147)
Tenant revenue	57,454	37,873	19,581	37,350	20,104
Other revenue (incl GF subsidy)	22,533	50,481	(27,948)	9,604	12,929
Total operating revenue	124,710	90,301	34,409	73,246	51,464
Operating expenses:					
Repair and maintenance	20,065	7,110	(12,955)	6,065	(14,000)
Operations	71,117	60,535	(10,582)	33,697	(37,420)
Utilities	6,052	4,957	(1,095)	3,851	(2,201)
Insurance	1,043	782	(261)	866	(177)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	103	103	67	67
Other	2,853	886	(1,967)	865	(1,988)
Total operating expenses	101,130	74,373	(26,757)	45,411	(55,719)
Net program income	23,580	15,928	7,652	27,835	(4,255)
Other ongoing cash outflows:					
HAWC administration	14,165	5,072	(9,093)	3,128	(11,037)
Debt service	8,190	8,190	-	8,190	-
Total outflows	22,355	13,262	(9,093)	11,318	(11,037)
Cash flow from operations	1,225	2,666	(1,441)	16,517	(15,292)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,741	3,905	(164)	5,262	(1,521)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(47,622)	38,767
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(200,000)	(119,293)	(80,707)	(40,188)	(159,812)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	12,129	7,181	4,948	24,116	(11,987)
Net unrestricted cash flows	(191,760)	(105,541)	(86,219)	(41,915)	(149,845)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(191,760)	(105,541)	(86,219)	(41,915)	(149,845)



V. STAFF REPORTS
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2013 – February 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	13,806	9,848	3,958	9,114	4,692
Gross billable rent	2,937,540	2,988,744	(51,204)	2,907,801	29,739
Vacancy loss	(88,682)	(118,857)	30,175	(95,592)	6,910
Premiums (concessions)	(23,324)	(34,533)	11,209	(25,101)	1,777
Other tenant revenue	77,794	90,555	(12,761)	82,943	(5,149)
Tenant revenue	2,903,328	2,925,909	(22,581)	2,870,051	33,277
Other revenue (incl GF subsidy)	175,806	175,652	154	175,335	471
Total operating revenue	3,092,940	3,111,409	(18,469)	3,054,500	38,440
Operating expenses:					
Repair and maintenance	823,668	797,183	(26,485)	759,419	(64,249)
Operations	468,992	491,631	22,639	468,393	(599)
Utilities	284,633	283,009	(1,624)	279,601	(5,032)
Insurance	71,198	69,857	(1,341)	68,066	(3,132)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	34,352	43,247	8,895	42,105	7,753
Other	-	-	-	-	-
Total operating expenses	1,682,843	1,684,927	2,084	1,617,584	(65,259)
Net program income	1,410,097	1,426,482	(16,385)	1,436,916	(26,819)
Other ongoing cash outflows:					
HAWC administration	1,876	1,572	(304)	1,091	(785)
Debt service	1,151,119	1,151,119	-	1,150,153	(966)
Total outflows	1,152,995	1,152,691	(304)	1,151,244	(1,751)
Cash flow from operations	257,102	273,791	(16,689)	285,672	(28,570)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(6,915)	(14,883)	7,968	(9,525)	2,610
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(14,597)	14,597
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(199,848)	(199,851)	3	(230,982)	31,134
Transfers from (to) restricted cash - Repl Res	(91,120)	(92,560)	1,440	(91,120)	-
Section 18 transfers from Public Housing	675,078	677,863	(2,785)	655,546	19,532
Net unrestricted cash flows	634,297	644,360	(10,063)	594,994	39,303
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	199,848	199,851	(3)	230,982	(31,134)
Transfers from (to) unrestricted - Repl Res	91,120	92,560	(1,440)	91,120	-
Purchased from replacement reserves	-	(43,892)	43,892	(16,912)	16,912
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	290,968	248,519	42,449	305,190	(14,222)
Net cash flows	925,265	892,879	32,386	900,184	25,081



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
February 28, 2014

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	(15,493)	757,199	45,637	62,205	(462,453)	(1,260,792)	(873,697)
Restricted cash and cash equivalents	14,752	70,015	1,230	36,615	33,975	300,345	456,932
Accounts receivable, net	59,904	89,973	5,744	28,905	7,957	217,347	409,830
Current portion of contracts receivable	—	1,149	—	—	3,254	—	4,403
Other current assets	1,100	20,050	281	3,415	521	47,755	73,122
Total current assets	60,263	938,386	52,892	131,140	(416,746)	(695,345)	70,590
Non-current assets:							
Restricted cash and cash equivalents	727,423	1,517,346	36,103	127,124	—	1,499,595	3,907,591
Contracts receivable	—	—	—	—	401,884	—	401,884
Capital assets, non-depreciable	—	3,645,547	50,000	73,697	365,698	4,095,129	8,230,071
Capital assets, depreciable, net	—	3,561,618	36,419	247,686	781,848	15,344,878	19,972,449
Total non-current assets	727,423	8,724,511	122,522	448,507	1,549,430	20,939,602	32,511,995
Total assets	787,686	9,662,897	175,414	579,647	1,132,684	20,244,257	32,582,585
Liabilities							
Current liabilities:							
Accounts payable	54,437	46,763	3,352	69,672	15,728	—	189,952
Deferred revenue	—	5,029	15	—	1,092	3,017	9,153
Accrued interest payable - bonds and notes	—	—	2,584	118	113	255,306	258,121
Current portion of notes and contracts payable	—	—	3,911	43,379	10,041	311,730	369,061
Current liabilities payable from restricted assets:							
Tenant and other deposits	14,752	70,015	1,230	36,615	33,975	300,345	456,932
Total curr. liabilities payable from restr. assets	14,752	70,015	1,230	36,615	33,975	300,345	456,932
Total current liabilities	69,189	121,807	11,092	149,784	60,949	870,398	1,283,219
Non-current liabilities:							
Contracts and notes payable	162,012	—	323,807	—	714,194	26,046,303	27,246,316
Total non-current liabilities	162,012	—	323,807	—	714,194	26,046,303	27,246,316
Total liabilities	231,201	121,807	334,899	149,784	775,143	26,916,701	28,529,535
Net Assets							
Invested in capital assets, net of related debt	—	7,207,165	(241,299)	278,004	423,311	(6,918,026)	749,155
Restricted	554,597	1,517,346	36,103	127,124	—	1,499,595	3,734,765
Unrestricted	1,888	816,579	45,711	24,735	(65,770)	(1,254,013)	(430,870)
Total net assets	556,485	9,541,090	(159,485)	429,863	357,541	(6,672,444)	4,053,050
Total liabilities and net assets	787,686	9,662,897	175,414	579,647	1,132,684	20,244,257	32,582,585



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
March 2014

Wait List Time Based on # of HH Members										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	694	355	265	157	98	56	17	12	6	1,660
Average Days	1,553	1,547	1,606	1,688	1,455	1,546	1,775	1,585	1,666	1,582

Wait List Based on Gender			
Gender	Female	Male	Total
Total	1,159	501	1,660

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	19	64	235	12	1,260	16	54	1,660

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	360	1,285	15	1,660

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	314	136	793	417	1,660



WASHINGTON COUNTY
OREGON

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

Fiscal Year-to-Date
March 2014

Average Vacancy Days - Public Housing

	Units Turned Over This Month	Vacancy Days This Month	Average Vacancy		Total Average Vacancy Days Per Unit	
			Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	(FY cumulative total)
FY 2012-13						
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50
January 2013	0	0	0.00	18	369	20.50
February 2013	1	15	15.00	19	384	20.21
March 2013	2	22	11.00	21	406	19.33
April 2013	2	20	10.00	23	426	18.52
May 2013	8	144	18.00	31	570	18.39
June 2013	3	80	26.67	34	650	19.12
FY 2013-14						
July 2013	0	0	0.00	0	0	0.00
August 2013	3	29	9.67	3	29	9.67
September 2013	2	19	9.50	5	48	9.60
October 2013	6	63	10.50	11	111	10.09
November 2013	3	52	17.33	14	163	11.64
December 2013	1	9	9.00	15	172	11.47
January 2014	2	34	17.00	17	206	12.12
February 2014	3	51	17.00	20	257	12.85
March 2014	2	26	13.00	22	283	12.86



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: March: 1,660 last month 1,718. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of March 2014 were at 13.00 (last month – 17.00). FY2014 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys and the new tenant taking possession of the keys/unit. HAWC’s cumulative total vacancy days are 12.86. Excellent!
- c) Occupancy Rates:
 *Public Housing: 99.2% (last month – 99.5%)
 *Section 8: 99.7% (last month – 100%)

We had 2,626 vouchers leased up on the first of March (last month – 2,654). Thirty-one (31) new vouchers were issued, and 107 applicants with vouchers are searching for housing (last month 38 new, 105 looking). Our monthly allocation of Section 8 HAP funds is 100.8%. Our goal of budget authority is 95% minimum.

- 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 is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO’s	3.00 hrs	5.0 hrs	24 hrs
Routine WO’s	5.29 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 85 (72 from Section 8 and 14 from Public Housing)
 Total FSS participants w/escrow balance: 45
 Total Escrow Balance: \$141,008
 Average Escrow Balance: \$3,279
 Highest Escrow Accounts: \$15,901 (Section 8) and \$17,136 (Public Housing)
 IDA (Individual Development Accounts) Accounts: 3

• **AFFORDABLE HOUSING**

The 613 affordable housing units solely owned by HAWC are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Kaybern Terrace is now managed by Infinity and included in the affordable unit count. (The 711 units at Quatama Crossing co-owned in a partnership and managed by Simpson Property Management are not included.)

- a) Infinity-Managed Properties: 98.53% Occupancy (9 vacancies / 613 units), compared to 98.53% (9 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned two (2) Public Housing units over for new residents.
- All repairs, painting and landscaping was completed by Maintenance staff.
- Carpet was replaced in one (1) Public Housing turnover.
- Cleaning was performed in two (2) Public Housing units.

Special Projects:

- Replaced three (3) ranges in Public Housing units.
- Replaced siding on two (2) Public Housing units.
- Replaced gutters on two (2) Public Housing units.
- Treated two (2) Public Housing units with pest control services.
- Replaced two (2) refrigerators in Public Housing unit.
- Replaced three (3) Bath fans in Public Housing units for improved ventilation.
- Replaced and upgraded three (3) bathroom exhaust fans in Public Housing units for improved ventilation.
- Replaced bathtub surround in one (1) Public Housing unit.
- Replaced bathroom flooring in four (4) Public Housing units,
- Replaced fencing in two (2) Public Housing units.
- Replaced water heater in one (1) Public Housing unit.
- Preventative maintenance was performed on twenty (20) inspected pre-REAC units.
- Reported 600 year-to-date non-emergency work orders have been completed.
- Reported 100% of 61 year-to-date emergency work orders have been completed within 24 hours.



V. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	62	36
Special Needs	25	25	0
Total PBVs	225	189	36

There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 114 PBVs in Category II (30% or less MFI).

Remaining available project-based vouchers and project-based vouchers that have been awarded but are not yet leased are being utilized as tenant-based vouchers. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher program.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	9
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	10			
REACH CDC (The Orchards at Orenco)				16					
Northwest Housing Alternatives (Alma Gardens)				8	8	8			
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	31	32						
Bienestar (Benessere Village)				8					
Total PBVs	102	43	44	62	30	23	25	25	20



V. STAFF REPORTS
E. Report on Homelessness

• **FY2013 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

In January 2014, a collaborative FY2013 Continuum of Care (CoC) Program grant application was submitted to the U.S. Department of Housing and Urban Development. The competitive application requests \$2,615,044 in CoC Program Homeless Assistance funds to retain current homeless housing programs in Washington County. The effects of the cuts imposed by sequestration in FY2013 will create a shortfall in funds to renew all current projects at a national level, and emphasizes the competitive nature of this grant application. The first award announcement was released by HUD on April 8, to include Tier 1 “renewal only” projects. An additional \$390,211 is pending award for new projects as a result of reallocation and Tier 2 funding competition.

The FY2014 Omnibus Appropriations Bill was signed by President Obama on January 17, 2014, providing a 9 percent increase for homeless assistance grants, with a 2 percent cut to the Community Development Block Grant program (CDBG) that has provided funding for homeless programs in support of the county’s 10-Year Plan.

The President’s FY2015 budget includes more than \$2.4 billion for HUD Homeless Assistance Grants, an increase of \$301 million more than the FY2014 budget. At a national level, family homelessness has decreased by 8%, chronic homelessness by 16%, and homelessness among Veterans has decreased by 24%. The President’s budget supports an increase in permanent supportive housing and extends the goal to end chronic homelessness to 2016, a year later than originally planned given the budget was not fully funded in previous years by Congress.

Local HUD McKinney-Vento CoC Program Homeless Assistance funding.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014¹	FY2015²
	\$1.846 billion	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.406 billion
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion	\$1.8 billion	Split between CoC and ESG not available
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	\$2.2 million, with additional \$390,211 pending award	* Grant Notice of Funding expected late Spring 2014.	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	Split between CoC and ESG not available
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	Est. \$157,499	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	\$61,280	Not available	

¹ FY2014 Omnibus Appropriations; January 17, 2014.

² FY2015 President’s Budget; March 4, 2014.

³ FY2013 Emergency Solutions Grant reduced by Sequestration; HUD published May 30, 2013.



• **“COMMUNITY CONNECT” – WASHINGTON COUNTY’S NEW COORDINATED AND CENTRALIZED ASSESSMENT SYSTEM (CCAS)**

Implemented January 2014, during the first four months of operation the new Community Connect system has screened 289 households (725 people) for determination of homeless status, with 99 households completing the assessment process with a Housing Specialist staffed by Community Action Organization.

99 assessed households, of the 289 households screened for Homelessness

- 64% last permanent address in Washington County.
- 42% criminal history.
- 32% owe previous landlords (average \$2,040 per household).
- 47% treatment for mental health issues (self reported), with identification of some local mental health provider agencies noted.
- 12% hospitalized for health issues in last 12 months.
- 53% have one or more serious health issues.
- The policy governing operations of the Community Connect is available online at http://www.co.washington.or.us/Housing/EndHomelessness/upload/Community-Connect_Centralized-Assessment-System-Adopted-by-CoC.pdf

System Development Task	Status of Task
Define Access Point(s)	<u>COMPLETE</u> : Community Action Beaverton and Hillsboro offices, with a mobile assessment performed by outreach workers.
Develop Screening and Assessment Tools	<u>COMPLETE</u> : The Screening and Assessment tools were developed within HMIS.
Define HMIS Data Gathering and Sharing	<u>COMPLETE</u> : Department of Housing Services developed an HMIS report that prints daily to provide available bed data.
Develop Coordinated Intake and Referral Process	<u>COMPLETE</u> : Twenty-two (22) programs have agreed to align with the system.
Develop Resources to Staff the System	<u>COMPLETE</u> : Community Action has reprogrammed .5 FTE staff to support the initial system integration, with CDBG funding 1 FTE Specialist effective 7/1/2014.
Prepare written standards and policy	<u>COMPLETE</u> : Annette Evans prepared the standards and policy; HSSN adopted 1/8/2014.
Implement the Centralized Assessment System	<u>COMPLETE</u> : System testing performed January and February 2014, with the system going public after staffing secured.
Define Media to Market the System	<u>In process</u> : Develop after internal testing of the system, the written standards and policies, and staff is designated – target release June 2014.



• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

Luke-Dorf, Inc. is the local lead agency implementing the Housing TEAM (Transition, Engagement and Mentoring) Program, in partnership with the Housing Authority of Washington County providing 90 units of Section 8 Project-based Rental Assistance (PRA) to be phased in over 3 years. The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015, and is a federal-funded Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant that provides chronic homeless adults with housing and services to address their mental health and substance addiction.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
50 Units Total (Years 1 - 2) July 2012 to June 2014	48 people (includes 7 people discharged)	38 (includes 3 couples; 1 S+C unit & 1 VASH unit)	49 (16 of the units are awaiting turnover)
90 Units Total (Years 1 - 3) July 2012 to June 2015			

In this second year of operation, many of the units committed to the 90-unit Project-based Section 8 subsidy have not yet turned-over to be available for Housing TEAM Program clients. Currently, there are 120 individuals on the Project-based Section 8 Wait List hoping to participate in the Housing TEAM Program.

• **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 7th year of operation, the Washington County Severe Weather Shelter Response Plan has played a critical role in preventing the loss of life for homeless persons during severe winter storms, to include a snow storm February 6 that delivered nearly 10 inches of snow in many areas of the county. Five faith-based shelters reported 5,334 bed stays provided by 13,553 volunteer hours in preparing meals, providing safe warm overnight shelter, shelter laundry and clothing for the homeless, and other supportive service activities.

As the shelter season comes to a close, Annette Evans will host a meeting with the shelter coordinators to address the resource gaps and begin planning for the 2014-2015 winter shelter season. The church shelter sites include Calvin Presbyterian and St. Anthony's Catholic located in Tigard, Rolling Hills Community in Tualatin, SOS-Shelter (Sonrise Church) in Hillsboro, and Forest Grove United Church of Christ in Forest Grove.



- **MEYER MEMORIAL TRUST FUNDS SHELTER/WARMING CENTERS**

Meyer Memorial Trust awarded \$300,000 in funds to Community Action Team, Inc. who partnered with the Community Action network in Oregon to assist homeless families and individuals with emergency cold-weather sheltering. Community Action, in partnership with Washington County Department of Housing Services, submitted a proposal to support Washington County Severe Weather Shelter providers, and received \$22,000 in funds that will be used by the shelter providers to expand their shelter operations to absorb the loss of beds when the Beaverton First Baptist shelter closed.

The period of funding is January 1 through May 30, 2014. Community Action will administer the funds and the Department of Housing Services will coordinate the faith-based shelter activities, data outcomes and reporting to Community Action.

- **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services co-convened a Homeless Cost Study Advisory Committee to provide oversight to a research project on the cost of services provided to chronic homeless individuals and families who live without a housing plan in-place. In September 2013, Northwest Economic Research Center (NERC) released A Study of Emergency Services for Chronic Homeless People in Washington County – to view the study, visit <http://visionactionnetwork.org/content/view/77/324/>.

Phase 2 of this research is a longitudinal study that will compare the cost of services for a two-year period following the participant's access to permanent housing. The Homeless Cost Study Phase 2 is in progress. Approval from the Internal Review Boards of Providence, Legacy and PSU was received on February 11, which has taken a bit longer than expected. Participant re-recruitment will begin shortly, with the study targeted for completion by June 2014.

- **2014 POINT-IN-TIME (PIT) HOMELESS CENSUS**

Community Action and Luke-Dorf, Inc., in coordination and partnership with homeless provider agencies and Hands On Greater Portland volunteers completed the Federal mandated annual point-in-time (PIT) homeless count. The PIT was performed during the last 10 days of January (January 22 through January 31, 2014) and included a blitz approach whereby PIT teams saturated a specific geographic area of the county on each day of the 10-day count.

Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a critical component of local homeless planning and program development. The Oregon Housing and Community Services (OHCS) is no longer



directly involved in leading the point-in-time homeless count statewide efforts, and strongly encourages local CoC's to align their homeless count with the federal HUD definitions as defined in 24 CFR Part 91.5.

Washington County historical homeless count data, to include literally homeless (federal definition) and people living doubled-up (state definition):

January 2014 = 1,011
January 2013 = 1,153
January 2012 = 1,331
January 2011 = 1,356
January 2010 = 1,383
January 2009 = 1,243
January 2008 = 1,145
January 2007 = 1,241
January 2006 = 1,162
January 2005 = 787

VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

The Washington County Board of Commissioners approved Ordinance 761 enabling the nonprofit low-income property tax exemption program on March 26, 2013. The City of Beaverton City Council approved an ordinance enabling tax exemption in July 2013, followed by Metro, Beaverton School District and THPD. Washington County will support similar efforts in the rest of Washington County.

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.

FY2014-15 exemptions require applications to be submitted to the County Tax Assessor no later than April 1, 2014. Due to a new State bill approved last year, Quatama Crossing will submit a one-time application for exemption under ORS 307:092 due to our partnership.

For the coming tax season, Community Partners for Affordable Housing submitted applications for property tax exemption for Oleson Woods (32 units) and Metzger Park (32 units). These properties qualify for a full property tax exemption.



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

The Aloha-Reedville Study and Livable Community Plan report and components are in the process of being finalized and prepared for production. The plan and supporting documents are available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

The final public event for the project was held Thursday, March 20 from 6-8:30pm at PCC Willow Creek. Comments at the town-hall style public meeting focused largely on safety issues, especially issues with sidewalks, street lighting, and TV Highway concerns.

The final Leadership Coordinating Committee (LCC) meeting took place on Friday, March 28, from 3-5pm in Hillsboro. The final Citizen's Advisory Committee (CAC) celebration will be scheduled for May.

The entire plan is a series of nested documents with increasing specificity and detail. There are six parts to the plan:

1. The Executive Summary and Aloha-Reedville Study and Livable Community Plan report provides the overarching narrative of the planning effort and draws entirely from its accompanying documents:
2. Town Center Framework Plan - describes current conditions, issues, goals and recommendations to work towards a vision for the commercial center at 185th and TV Hwy
3. Economic Development Strategies - describes conditions, issues, goals and tools as well as some recommendations to enhance the vitality of businesses and jobs
4. Bicycle and Pedestrian Plan - describes concurrent planning efforts and provides recommendations for active transportation improvements
5. Corridor, Town Center, Land Use, and Streetscape Strategy - addresses potential changes to encourage private investment and achieve community aspirations for a vital TV Hwy Corridor and Town Center
6. Housing Equity and Opportunity Strategy - describes current conditions and recommendations to increase housing supply and diversity, improve housing quality, provide housing that is affordable to a range of incomes, and support neighborhoods that meet the needs of Aloha-Reedville's diverse residents.

Each of the documents (2 - 6) are based on the specific and individual actions in the 31 Action/Issue Papers (also available online). Action/Issue Papers provide the details on implementation (suggested Community Development Code changes for instance) and the estimated costs for many of the actions.



The grant project performance period has been extended to May 2014. The extension will allow project staff to use grant funds to cover staff time for ordinance changes supporting the Aloha-Reedville plan in the 2014 Ordinance Season, as well as allowing additional time to discuss possible alternative governance models and develop a plan to continue broad and inclusive engagement and inclusion.

- **HOUSING WORKS: WORKFORCE INNOVATION GRANT WITH WORKSYSTEMS, INC.**

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Participants will receive occupational skills training in one of four growing employment sectors—construction, healthcare, office/clerical, or manufacturing. Participants will also received job attachment support that will include internships, On-The-Job training, and job placement assistance.

HAWC's goal is to serve 50 clients over the 18 months of the grant program. HAWC has recruited 45 clients (90% of our requirement), with 33 current participants. Grant funds support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.

- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department will support the Office of Community Development's efforts to coordinate the Washington County 2015-2020 Consolidated Plan, including the cities of Hillsboro and Beaverton and community partners. The planning effort kicked off in October and the Work Group has met each month since then. Smaller work groups, including a group focused on planning and development code changes, will be formed as the process moves forward.

- **HOUSING CHOICE VOUCHER BILL TRAINING**

Multifamily NW and the Housing Authority will host a Housing Choice Voucher training session from 10am to 12pm April 17 at the Public Service Building at 155 N. First Avenue, Hillsboro. (Note: the April 23 training was cancelled due to low registration.)

VIII. NEW BUSINESS



IX. RESOLUTIONS/ACTION ITEMS

• **ELECT HAC CHAIR AND VICE-CHAIR**

The Washington County Housing Advisory Committee (HAC) is a nine-member volunteer committee that assists the Housing Authority Board of Directors and the Board of Commissioners by making recommendations on countywide housing policy issues as well as policies affecting operations of the County's core housing programs.

HAC By-Laws state that the duties of the HAC include (but are not limited to) the following:

- Identify, consider, and recommend housing goals and policies;
- Identify and consider the community's needs for low-income housing and the resources available to meet these needs and recommend to the Housing Authority programs to meet those needs;
- Advise the Housing Authority on applications for federal and state government programs for housing;
- Make recommendations to the Housing Authority for changes and revisions in policies of the Housing Authority;
- Review and recommend action on the budgets of the Housing Authority;
- Review and make recommendations on other matters coming before the Housing Authority and perform such other advisory functions as may be referred by the Housing Authority.

The Chair and Vice-Chair serve for one-year terms, or until their successors are elected and qualified. The Chair and Vice-Chair are normally elected at the Annual Meeting (HAC Retreat), but if these positions become vacant between elections, the by-laws state that the committee shall elect successor(s) during its next regular meeting.

The appointment of Renee Bruce, former HAC Chair, expired on March 31, 2014. Recommendation: The HAC should nominate and elect a Chair and a Vice-Chair from its members at the April HAC meeting, or make a formal motion to defer the election to a future HAC meeting.

IX. ADJOURNMENT