



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



**Thursday, August 23, 2012
9:00 a.m.**

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



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Next Meeting:

Thursday, September 27, 2012

2012 Meeting Schedule
September 27
NEW DATE October 19 – Retreat
October 25
November 15
Friday, December 14 - Luncheon



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

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. July 26, 2012 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
July 26, 2012, 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

Peter Hainley Ron Lehr
Tricia Peterson LaShanda Williams
David Nase Renee Bruce

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Michael O'Neill, Financial Manager

COMMITTEE MEMBERS ABSENT

Donna Pottle Ramsay Weit
Laurie Butler

GUESTS PRESENT

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

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from May 24, 2012— Ron Lehr

Second: Peter Hainley

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- David Nase commented that housing prices seem to be rising. Rents appear to be stable.
- Peter Hainley reported that Juniper Gardens I is about 80% complete. Juniper Gardens II recently received a CFC award, and will likely start construction in the late fall, after the Farmworker tax credits are sold to an investor.
- Peter Hainley provided copies of promotional material and CASA of Oregon's strategic plan.
- The Farmworker Tax Credit program is an Oregon state tax credit program that has been used to build many units of farmworker housing. The credit will be up for renewal in the next Legislative session. Peter Hainley will bring some materials about this program to the next HAC meeting. This renewal has been up for review twice previously, and a coalition is working to secure support for this session.



- Renee Bruce reported that the Anti-Poverty Strategies work group has been working with PSU to conduct interviews with low-income households in Washington County. The Consolidated Plan process included similar interviews in 2009, and the report from this set of interviews will be added to the Consolidated Plan and provide an updated sense of community needs.

IV. EXECUTIVE DIRECTOR'S REPORT

- Housing Authority Audit

The recent auditor visit went well. Auditor staff appears to have received all the information that was requested and there appear to be no significant issues that need correction. The formal audit report will be received after the second auditor visit.

- Recent Grant Awards

The Housing Authority is a partner on three projects that recently received grant awards. This is exciting, but will also challenge staff capacity, particularly while Annette Evans is on leave.

Luke-Dorf, Inc. is the primary partner for the Substance Abuse & Mental Health Services Administration (SAMHSA) grant project (\$1.5 million, 3 years), which will be supported with 90 project-based vouchers for chronically homeless persons. This is a major step forward in the Ten-Year Plan goals.

WorkSystems, Inc. is the primary partner for the \$5.5 million DOL Workforce Innovation Fund grant project, called Housing Works. This will be a collaborative project that includes three other regional housing authorities (Home Forward, Vancouver Housing Authority, and Clackamas Housing Authority) and the three regional Workforce Investment Boards. This will provide employment support for 50 households in Washington County and about 450 in the region.

Community Action is the primary partner for the VA Supportive Services for Veteran Families Program grant project. The \$584,538 award will help provide supportive services and transitional housing to approximately 80 veteran households.

Peter Hainley asked if HAWC would be able to hire additional staff with a portion of grant funds. There is some grant funding for staff positions, but details are still being worked out. Peter Hainley also commented that these recent awards may improve the changes of a Meyer award.

- Nonprofit Corporation Low-Income Housing Tax Exemption

No updates were provided in the meeting.

- Housing Alliance Initiative – Veterans Workgroup

No updates were provided in the meeting.



- Tri-County Medicaid Collaborative – Supportive Housing Workgroup

Val Valfre is part of a supportive housing work group working on a Supported Housing and Supported Services Needs Assessment for the tri-county area to further explore the connections between housing and health.

- Beaverton Neighborhood Pride Project

No updates were provided in the meeting.

- Oregon 2012 Consolidated Funding Cycle (CFC)

Five Washington County projects were funded during this CFC cycle.

- Housing Authority Board of Directors August Meeting

The following items will be presented for approval at the August 7 Housing Authority Board of Directors meeting:

- SEMAP (Section 8 Management Assessment Program) Certification
- Write-off Accounts of Past Tenants in the Low Income Public Housing Program

Agenda items were provided to the committee. Housing Authority Board meetings are open to the public.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials.

The Housing Authority of Washington County is included in the Washington County Single Audit program. The Section 8 program is audited every year as part of the County audit process. There do not seem to be any significant issues that would result in an audit finding, but the final report will not be completed until after the second auditor visit. The audit of financial statements will occur in September.

B. Section 8 and Low Rent Public Housing

- Average vacancy days per unit are 13.48. Twenty days and under is rated as outstanding. The new Public Housing case manager has started. The HAC committee asked if the monthly report could include monthly vacancy days as well as the cumulative totals.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- The Public Housing and Section 8 Unified Waitlist have been closed to new applications as of September 1. The waitlist is currently under 5,600.



- Work order effectiveness is very high, but there may be slight decreases in response rates with reduced staffing levels.

Peter Hainley asked if work order goals would be revised with the reduction in maintenance staff. Val Valfre agreed that revising goals should be considered, and commented that reducing response time for non-urgent work orders may be a reasonable goal for the coming year.

- There are 72 FSS participants, with a total of \$190,441 in escrow accounts (~\$2,600 average). Peter Hainley asked if IDA numbers could be included in future reports.

C. Affordable Housing

- Occupancy rates remain high in affordable housing. Occupancy rates vary by property, with some developments maintaining higher occupancy. Generally this is due to building age and location.

D. Special Projects

- Project-Based Vouchers

The additional 50 project-based vouchers authorized in the FY2012 PHA plan were allocated to Category II (30% or less MFI). Due to staffing constraints, a RFP for these vouchers is on hold.

The remaining 90 Category I (chronically homeless) vouchers are allocated to the Luke-Dorf, Inc SAMHSA grant project. This will be a challenging project, but will provide needed housing for a vulnerable and hard-to-house population. Five persons should be housed through this project by October, with an additional 15 to be housed later in the year.

Val Valfre clarified that the 90 vouchers that will be project-based through this project are currently being utilized as tenant-based vouchers—the Housing Authority does not hold voucher slots vacant prior to project-basing. Vouchers will be project-based as units become available and residents leave the Section 8 tenant-based voucher program.

Renee Bruce noted that Community Action has increased its capacity to provide Rent Well classes. This class can improve the likelihood of success for hard-to-house populations. Peter Hainley asked if landlords are widely aware of the program. Community Action works hard to promote the program to landlords. David Nase commented that he strongly recommends the program for his tenants, and increases success a great deal. David Nase stated that big management companies and landlords are aware of the program, but small-scale landlords may not be aware. The Rent Well program includes information on budgeting, cleaning, and maintaining rental homes. Renee Bruce will provide the curriculum at a future HAC meeting.



E. Report on Homelessness

- Cost Study on Homelessness

The cost study is the first step in the longer process of using a data-driven approach to redirect dollars towards homeless services and programs and using cost/benefit analysis to continue to build political will and increase funding for these services. The cost study will collect data and costs associated with chronically homeless populations in Washington County, including all household types (single adults, couples, families with children, and unaccompanied youth).

The advisory committee selected the Northwest Economic Resource Center to conduct the costs study. Renee Bruce commented that the consultant will use HMIS data, and have met with Pat Rodgers at Community Action to discuss this project.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

No updates were presented at the meeting.

- Aloha-Reedville Study and Livable Community Plan

The semi-annual report for the project is underway and will be submitted to HUD on July 30. This report will cover the first half of Year 2 for this project.

The Center for Intercultural Organizing (CIO) has been contracted to do additional outreach and engagement of underrepresented communities for this project.

The current Existing Conditions report and all appendices are available on the project website at

<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.

- Workforce Systems, Inc.

HAWC partnered with WorkSystems, Inc and other regional housing authorities to submit an application for a Department of Labor Workforce Innovation Fund Grant. The proposal has been submitted, and there is currently no additional information available.

- Mixed-Income Housing Work Group

The mixed-income housing work met on June 21 from 3-4:30pm in the Beaverton City Hall Council chambers, and discussed of Washington County Urban Renewal Areas (URAs) and some potential area-specific strategies for mixed-income housing.



- City of Tigard Goal 10 Review

The Technical Advisory Committee for this project held its first meeting on Wednesday July 18. Ramsay Weit and Kim Armstrong are serving on this TAC, as well as Steve Kelley from Washington County Land Use and Transportation.

VII. NEW BUSINESS

- Extended BOC Work Session: Affordable Housing

The Board of Commissioners has expressed interest in holding an extended work session focused on discussing affordable housing in Washington County. Date and time are currently under discussion. Recent publicity of Fair Housing and housing affordability has brought this issue to the Board's attention.

Tentative goals for this work session include providing information on the value of including housing affordable to all community members and encouraging the Board to support a housing policy and tools to support affordable housing development.

Ron Lehr recommended linking affordable housing to economic development, possibly including local employers. This approach has been successful in other areas.

Peter Hainley also noted that affordable housing construction is a large percentage of multifamily projects. Asking developers to discuss their contributions to economic activity may also be valuable.

Val Valfre commented that he is working with Jonathan Schlueter and Westside Economic Alliance to secure data about the number of Washington County workers who do not live in the County. The presentation will probably focus on workforce and affordable housing, not the entire spectrum of housing needs.

- Meyer Memorial Trust Application Review

The application will be reviewed when Annette Evans returns.

- HAC Retreat

The HAC retreat has been scheduled for Friday October 19 at Jenkins Estate.

Tom Hughes and Sam Chase have been invited to attend and speak. Renee Bruce will follow up with Tom Hughes, and Peter Hainley will follow up with Sam Chase.



VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:29a.m.

A handwritten signature in black ink that reads "Adolph Valfre, Jr." in a cursive script.

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



IV. EXECUTIVE DIRECTOR'S REPORT

August is a critical month for many reasons, but one in particular is that members of Congress depart Washington, DC for their respective districts. Thus, August becomes a critical time for advocates to meet with Federal representatives on their home turf. For example, Representative Susan Bonamici will be speaking on Monday, August 20 at a Senior Townhall meeting at the Senior Center in Hillsboro.

One of our crucial concerns is the FY13 federal budget, sequestration and so-called "fiscal cliff". It is estimated that the sequester's imminent cuts alone may result in the loss of 185,000 vouchers and 145,000 people who remain homeless instead of housed in FY13. Congressional leaders announced an agreement on a six-month Continuing Resolution (CR) that is still to be drafted. The plan is for lawmakers to adopt the CR when they return in September. CRs typically maintain funding at existing levels. Unfortunately, using present funding as a basis for the CR, the Operating Fund for the Public Housing program would provide subsidy resources at less than 80 percent of the amount for which HAs are eligible. This funding level could seriously undermine program operations and limit necessary funding to assist those in need. More information to come.

Grants: Last month I mentioned the awards of the Health and Human Services Substance Abuse & Mental Health Services Administration (SAMHSA) grant project (\$1.5 million, 3 years) and the Department of Labor Workforce Innovation Fund grant project, called Housing Works (\$5.5 million, 5 years). Staff met with Luke-Dorf, Inc. and WorkSystems, Inc., to begin coordination of these grant projects and initiate collaborative work on operations, contracts, budgets and timelines. We are working to hire a Case Manager for the Housing Works program (using DOL grant funds) and to free dollars for an administrative assistant to backfill Annette Evans' duties (using offsets from her grant-funded work). Both Housing Works and SAMHSA project operations are to begin participant outreach on/about October 1st.

Farm Worker Housing Tax Credit (FWHTC): We had success in working with the County Commissioners to gain their endorsement for the FWHTC extension. According to the 2002 Migrant and Seasonal Farmworker Enumeration Study, "there are 174,484 farmworkers and their families living and working in Oregon." According to Oregon Housing and Community Services (OHCS), less than 2% of the housing needs of these agricultural workers have been met. Although this is a dated study, there is no question that housing need is still acute for this population. Copies of the endorsement were sent to the respective Chair and Co-Chairs of the Oregon Senate and House.

Tri-County Medicaid Collaborative (TMC): In August I participated as a member of a Supportive Housing workgroup of the Tri-County Medicaid Collaborative. Our objective was to work on a Supported Housing and Supported Services Needs Assessment for the tri-county area to further explore the connections between housing and health. Mr. Weit is also a member of this workgroup.



Housing Alliance: We have been supporting efforts to evaluate possible proposals for the upcoming legislative session. The measures reviewed in various workgroups include: funding for veteran's housing and services; requiring landlords to accept Section 8 vouchers as income and thus protected under Fair Housing laws, and possible clarification of the narratives related to several tax exemption statutes.

HAC Retreat: We are looking forward to our Retreat on October 19 at the Jenkins Estate. Although we were unable to schedule Tom Hughes from Metro, we are very pleased that Sam Chase from Metro was able to accept our invitation. He is a new member of Metro and should be an excellent speaker on the issues of regional housing and its related opportunities and challenges. We are still looking for additional ideas to help us fill in our agenda.



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
May 2012

Cash Flow:

Along with comparison to budget, comparison to prior year is shown for all programs.

For the Fiscal Year, cash flow from operations of negative \$8,748 fell short of the budgeted amount by \$142,765, and of the prior year by \$169,876. The variance was predominately due to reductions in HUD funding of \$335,452, offset by a refund of over-assessed PERS contribution from prior years of \$197,100. This refund was split amongst Section 8, Public Housing, and the Local fund, in proportion to the original contributions.

Section 8 had positive cash flow of \$24,598, which was \$56,980 favorable to budget. The negative variance due to subsidy loss was \$85,390 for the fiscal year, but this was offset by \$82,404 of the PERS refund, and other savings in Salaries and Benefits of \$24,363, as well as reductions in other spending.

Public Housing had negative cash flow of \$631,332, which was \$361,442 unfavorable to budget. \$250,832 of this unfavorable variance was due to reduced funding from HUD. We also had a \$123,765 unfavorable rent variance, due to the declining income of, and thus increased subsidy to, our tenants. These negative variances were offset by \$31,306 of the PERS refund and other cost savings. The funding and rent shortfalls will continue through the first half of FY13, at which time our subsidy should increase to normal levels, eliminating both the subsidy and the rent variances. Until then, the shortfalls will be taken from existing Public Housing cash reserves.

Aloha Park had positive cash flow of \$107,594, which was \$15,737 favorable to budget. All cash generated by Aloha Park is restricted for use by that property.

The Local Fund had positive cash flow of 121,459, which was \$83,317 favorable to budget, due to PERS refund of \$83,390.

Affordable Housing cash flow from operations of \$351,887 was favorable to budget by \$54,318 and to the prior year by \$58,444. The cash flow exceeded the amount required to fund County bond reserves by \$84,250. The County bond reserve contribution was waived for the year and will be used to offset the Section 8 Administrative Fee shortfall for the next year.

Statement of Net Assets (Balance Sheet):

Section 8 has unrestricted net assets of \$96,821, and to maintain a positive balance we will be applying local funds required to make up for the funding shortfall, as previously mentioned.

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

The local fund has an unrestricted fund balance of \$681,743, of which \$244,487 is in the form of cash, and is reserved for Section 8 relief, as needed.



V. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2011 – June 2012

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,711,435	952,783	22,384	43,886	2,921	13,888	2,747,297
Gross billable rent	-	487,622	63,372	527,505	52,161	4,267,396	5,398,056
Vacancy loss	-	(3,777)	(425)	(22,531)	-	(187,230)	(213,963)
Premiums (concessions)	-	(22)	-	(847)	-	(33,807)	(34,676)
Other tenant revenue	-	42,340	333	(9,078)	52	115,674	149,321
Tenant revenue	-	526,163	63,280	495,049	52,213	4,162,033	5,298,738
Other revenue (incl GF subsidy)	34,638	5,696	1,004	8,610	20,821	256,940	327,709
Total operating revenue	1,746,073	1,484,642	86,668	547,545	75,955	4,432,861	8,373,744
Operating expenses:							
Repair and maintenance	-	1,302,042	16,976	181,295	3,902	1,094,544	2,598,759
Operations	1,338,650	290,011	8,195	109,814	(73,684)	694,429	2,367,415
Utilities	-	64,107	9,976	57,936	4,667	411,506	548,192
Insurance	4,374	39,789	613	12,048	1,037	94,309	152,170
PILOT	-	41,984	-	-	-	-	41,984
Bad debt, net of recoveries	-	21,736	(978)	5,859	(347)	55,759	82,029
Other	59,189	640	-	-	4,299	-	64,128
Total operating expenses	1,402,213	1,760,309	34,782	366,952	(60,126)	2,350,547	5,854,677
Net program income	343,860	(275,667)	51,886	180,593	136,081	2,082,314	2,519,067
Other ongoing cash outflows:							
HAWC administration	319,262	355,665	90	165	2,337	1,817	679,336
Debt service	-	-	34,750	72,834	12,285	1,728,610	1,848,479
Total outflows	319,262	355,665	34,840	72,999	14,622	1,730,427	2,527,815
Cash flow from operations	24,598	(631,332)	17,046	107,594	121,459	351,887	(8,748)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	1,038	14,304	102	226	8,092	(29,296)	(5,534)
Capital fund receipts	-	164,530	-	-	-	-	164,530
Capitalized modernization	-	(164,530)	-	-	-	(19,040)	(183,570)
Transfers to (from) Local Fund	-	-	-	-	(27,212)	-	(27,212)
Transfers to restricted cash - CAO	-	-	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	(30,240)	-	(84,180)	(114,420)
Section 18 transfers from Public Housing	-	-	-	-	8,517	916,116	924,633
Net unrestricted cash flows	25,636	(617,028)	17,148	77,580	110,856	1,135,487	749,679
Restricted cash flows:							
Housing Assistance Payments earned	17,506,313	-	-	-	-	-	17,506,313
Housing Assistance Payments	(18,696,370)	-	-	-	-	-	(18,696,370)
Investment income - restricted	20,285	27,441	-	-	-	-	47,726
Transfers from unrestricted - CAO	-	-	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	30,240	-	84,180	114,420
Purchased from replacement reserves	-	-	-	-	-	(62,167)	(62,167)
Sec 18 transfers to Affordable Housing	-	(924,633)	-	-	-	-	(924,633)
Total restricted cash flows	(1,169,772)	(897,192)	-	30,240	-	22,013	(2,014,711)
Net cash flows	(1,144,136)	(1,514,220)	17,148	107,820	110,856	1,157,500	(1,265,032)



V. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,747,297	3,082,749	(335,452)	3,244,770	(497,473)
Gross billable rent	5,398,056	5,492,244	(94,188)	5,244,807	153,249
Vacancy loss	(213,963)	(196,190)	(17,773)	(170,255)	(43,708)
Premiums (concessions)	(34,676)	(52,866)	18,190	(45,292)	10,616
Other tenant revenue	149,321	207,036	(57,715)	179,325	(30,004)
Tenant revenue	5,298,738	5,450,224	(151,486)	5,208,585	90,153
Other revenue (incl GF subsidy)	327,709	318,673	9,036	314,831	12,878
Total operating revenue	8,373,744	8,851,646	(477,902)	8,768,186	(394,442)
Operating expenses:					
Repair and maintenance	2,598,759	2,600,807	2,048	2,560,305	(38,454)
Operations	2,367,415	2,643,754	276,339	2,566,422	199,007
Utilities	548,192	551,861	3,669	513,381	(34,811)
Insurance	152,170	152,712	542	145,307	(6,863)
PILOT	41,984	41,599	(385)	47,292	5,308
Bad debt, net of recoveries	82,029	80,758	(1,271)	147,750	65,721
Other	64,128	76,369	12,241	108,665	44,537
Total operating expenses	5,854,677	6,147,860	293,183	6,089,122	234,445
Net program income	2,519,067	2,703,786	(184,719)	2,679,064	(159,997)
Other ongoing cash outflows:					
HAWC administration	679,336	686,549	7,213	692,803	13,467
Debt service	1,848,479	1,883,220	34,741	1,825,133	(23,346)
Total outflows	2,527,815	2,569,769	41,954	2,517,936	(9,879)
Cash flow from operations	(8,748)	134,017	(142,765)	161,128	(169,876)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(5,534)	(22,169)	16,635	(14,692)	9,158
Capital fund receipts	164,530	116,519	48,011	188,521	(23,991)
Capitalized modernization	(183,570)	(116,519)	(67,051)	(353,401)	169,831
Transfers to (from) Local Fund	(27,212)	(66,000)	38,788	(113,962)	86,750
Transfers to restricted cash - CAO	-	(267,637)	267,637	(273,777)	273,777
Transfers from (to) restricted cash - Repl Re	(114,420)	(103,920)	(10,500)	(81,984)	(32,436)
Section 18 transfers from Public Housing	924,633	908,775	15,858	891,517	33,116
Net unrestricted cash flows	749,679	583,066	166,613	403,350	346,329
Restricted cash flows:					
Housing Assistance Payments earned	17,506,313	18,605,084	(1,098,771)	18,596,299	(1,089,986)
Housing Assistance Payments	(18,696,370)	(18,181,500)	(514,870)	(18,245,138)	(451,232)
Investment income - restricted	47,726	77,263	(29,537)	71,326	(23,600)
Transfers from unrestricted - CAO	-	267,637	(267,637)	273,777	(273,777)
Transfers from (to)unrestricted - Repl Res	114,420	103,920	10,500	81,984	32,436
Purchased from replacement reserves	(62,167)	-	(62,167)	-	(62,167)
Sec 18 transfers to Affordable Housing	(924,633)	(904,419)	(20,214)	(891,517)	(33,116)
Total restricted cash flows	(2,014,711)	(32,015)	(1,982,696)	(113,269)	(1,901,442)
Net cash flows	(1,265,032)	551,051	(1,816,083)	290,081	(1,555,113)



V. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,711,435	1,796,825	(85,390)	1,761,916	(50,481)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	34,638	17,673	16,965	20,349	14,289
Total operating revenue	1,746,073	1,814,498	(68,425)	1,782,265	(36,192)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,338,650	1,458,729	120,079	1,446,998	108,348
Utilities	-	-	-	-	-
Insurance	4,374	4,440	66	4,332	(42)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	59,189	61,990	2,801	66,587	7,398
Total operating expenses	1,402,213	1,525,159	122,946	1,517,917	115,704
Net program income	343,860	289,339	54,521	264,348	79,512
Other ongoing cash outflows:					
HAWC administration	319,262	321,721	2,459	321,332	2,070
Debt service	-	-	-	-	-
Total outflows	319,262	321,721	2,459	321,332	2,070
Cash flow from operations	24,598	(32,382)	56,980	(56,984)	81,582
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,038	(110)	1,148	4,964	(3,926)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	18,686	(18,686)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	25,636	(13,806)	39,442	(52,020)	77,656
Restricted cash flows:					
Housing Assistance Payments earned	17,506,313	18,605,084	(1,098,771)	18,596,299	(1,089,986)
Housing Assistance Payments	(18,696,370)	(18,181,500)	(514,870)	(18,245,138)	(451,232)
Investment income - restricted	20,285	30,828	(10,543)	27,663	(7,378)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(1,169,772)	454,412	(1,624,184)	378,824	(1,548,596)
Net cash flows	(1,144,136)	440,606	(1,584,742)	326,804	(1,470,940)



V. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	952,783	1,203,615	(250,832)	1,407,640	(454,857)
Gross billable rent	487,622	611,387	(123,765)	608,829	(121,207)
Vacancy loss	(3,777)	(4,448)	671	(3,900)	123
Premiums (concessions)	(22)	(456)	434	(380)	358
Other tenant revenue	42,340	49,375	(7,035)	48,485	(6,145)
Tenant revenue	526,163	655,858	(129,695)	653,034	(126,871)
Other revenue (incl GF subsidy)	5,696	4,524	1,172	5,001	695
Total operating revenue	1,484,642	1,863,997	(379,355)	2,065,675	(581,033)
Operating expenses:					
Repair and maintenance	1,302,042	1,320,460	18,418	1,339,469	37,427
Operations	290,011	316,855	26,844	306,199	16,188
Utilities	64,107	67,173	3,066	64,623	516
Insurance	39,789	39,961	172	38,985	(804)
PILOT	41,984	41,599	(385)	47,292	5,308
Bad debt, net of recoveries	21,736	(3,277)	(25,013)	66,753	45,017
Other	640	-	(640)	1,600	960
Total operating expenses	1,760,309	1,782,771	22,462	1,864,921	104,612
Net program income	(275,667)	81,226	(356,893)	200,754	(476,421)
Other ongoing cash outflows:					
HAWC administration	355,665	351,116	(4,549)	356,378	713
Debt service	-	-	-	-	-
Total outflows	355,665	351,116	(4,549)	356,378	713
Cash flow from operations	(631,332)	(269,890)	(361,442)	(155,624)	(475,708)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	14,304	20,423	(6,119)	21,311	(7,007)
Capital fund receipts	164,530	116,519	48,011	188,521	(23,991)
Capitalized modernization	(164,530)	(116,519)	(48,011)	(188,521)	23,991
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(617,028)	(249,467)	(367,561)	(134,313)	(482,715)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	27,441	46,435	(18,994)	43,663	(16,222)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(924,633)	(904,419)	(20,214)	(891,517)	(33,116)
Total restricted cash flows	(897,192)	(857,984)	(39,208)	(847,854)	(49,338)
Net cash flows	(1,514,220)	(1,107,451)	(406,769)	(982,167)	(532,053)



V. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	22,384	25,541	(3,157)	26,458	(4,074)
Gross billable rent	63,372	61,200	2,172	61,022	2,350
Vacancy loss	(425)	(1,836)	1,411	(513)	88
Premiums (concessions)	-	(25)	25	(20)	20
Other tenant revenue	333	186	147	211	122
Tenant revenue	63,280	59,525	3,755	60,700	2,580
Other revenue (incl GF subsidy)	1,004	1,287	(283)	1,448	(444)
Total operating revenue	86,668	86,353	315	88,606	(1,938)
Operating expenses:					
Repair and maintenance	16,976	15,475	(1,501)	17,093	117
Operations	8,195	13,330	5,135	12,808	4,613
Utilities	9,976	9,743	(233)	9,225	(751)
Insurance	613	668	55	651	38
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(978)	85	1,063	(893)	85
Other	-	-	-	-	-
Total operating expenses	34,782	39,301	4,519	38,884	4,102
Net program income	51,886	47,052	4,834	49,722	2,164
Other ongoing cash outflows:					
HAWC administration	90	3,581	3,491	3,870	3,780
Debt service	34,750	34,750	-	34,750	-
Total outflows	34,840	38,331	3,491	38,620	3,780
Cash flow from operations	17,046	8,721	8,325	11,102	5,944
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	102	79	23	(82)	184
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(5,180)	5,180
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	17,148	8,800	8,348	5,840	11,308
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	17,148	8,800	8,348	5,840	11,308



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	43,886	39,351	4,535	31,339	12,547
Gross billable rent	527,505	530,272	(2,767)	367,612	159,893
Vacancy loss	(22,531)	(10,400)	(12,131)	(5,983)	(16,548)
Premiums (concessions)	(847)	(16,026)	15,179	(10,215)	9,368
Other tenant revenue	(9,078)	8,404	(17,482)	2,094	(11,172)
Tenant revenue	495,049	512,250	(17,201)	353,508	141,541
Other revenue (incl GF subsidy)	8,610	10,766	(2,156)	7,675	935
Total operating revenue	547,545	562,367	(14,822)	392,522	155,023
Operating expenses:					
Repair and maintenance	181,295	120,825	(60,470)	102,214	(79,081)
Operations	109,814	143,367	33,553	99,306	(10,508)
Utilities	57,936	64,466	6,530	39,806	(18,130)
Insurance	12,048	10,609	(1,439)	7,144	(4,904)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	5,859	7,126	1,267	4,079	(1,780)
Other	-	13,610	13,610	10,665	10,665
Total operating expenses	366,952	360,003	(6,949)	263,214	(103,738)
Net program income	180,593	202,364	(21,771)	129,308	51,285
Other ongoing cash outflows:					
HAWC administration	165	5,125	4,960	3,500	3,335
Debt service	72,834	105,382	32,548	51,684	(21,150)
Total outflows	72,999	110,507	37,508	55,184	(17,815)
Cash flow from operations	107,594	91,857	15,737	74,124	33,470
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	226	1,040	(814)	444	(218)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(140,640)	140,640
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	(30,240)	(30,240)	-	(21,504)	(8,736)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	77,580	62,657	14,923	(87,576)	165,156
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	30,240	30,240	-	21,504	8,736
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	30,240	30,240	-	21,504	8,736
Net cash flows	107,820	92,897	14,923	(66,072)	173,892



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,921	2,921	-	2,921	-
Gross billable rent	52,161	53,173	(1,012)	47,941	4,220
Vacancy loss	-	(1,595)	1,595	(4,722)	4,722
Premiums (concessions)	-	-	-	(263)	263
Other tenant revenue	52	8,300	(8,248)	5,034	(4,982)
Tenant revenue	52,213	59,878	(7,665)	47,990	4,223
Other revenue (incl GF subsidy)	20,821	40,000	(19,179)	42,036	(21,215)
Total operating revenue	75,955	102,799	(26,844)	92,947	(16,992)
Operating expenses:					
Repair and maintenance	3,902	30,070	26,168	28,214	24,312
Operations	(73,684)	11,957	85,641	17,403	91,087
Utilities	4,667	3,632	(1,035)	3,444	(1,223)
Insurance	1,037	941	(96)	1,015	(22)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(347)	-	347	162	509
Other	4,299	769	(3,530)	29,813	25,514
Total operating expenses	(60,126)	47,369	107,495	80,051	140,177
Net program income	136,081	55,430	80,651	12,896	123,185
Other ongoing cash outflows:					
HAWC administration	2,337	2,810	473	5,544	3,207
Debt service	12,285	14,478	2,193	12,285	-
Total outflows	14,622	17,288	2,666	17,829	3,207
Cash flow from operations	121,459	38,142	83,317	(4,933)	126,392
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	8,092	10,088	(1,996)	9,383	(1,291)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(27,212)	(84,686)	57,474	(113,962)	86,750
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	8,517	11,697	(3,180)	11,002	(2,485)
Net unrestricted cash flows	110,856	(24,759)	135,615	(98,510)	209,366
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	110,856	(24,759)	135,615	(98,510)	209,366



V. STAFF REPORTS
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2011 – June 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	13,888	14,496	(608)	14,496	(608)
Gross billable rent	4,267,396	4,236,212	31,184	4,159,403	107,993
Vacancy loss	(187,230)	(177,911)	(9,319)	(155,137)	(32,093)
Premiums (concessions)	(33,807)	(36,359)	2,552	(34,414)	607
Other tenant revenue	115,674	140,771	(25,097)	123,501	(7,827)
Tenant revenue	4,162,033	4,162,713	(680)	4,093,353	68,680
Other revenue (incl GF subsidy)	256,940	244,423	12,517	238,322	18,618
Total operating revenue	4,432,861	4,421,632	11,229	4,346,171	86,690
Operating expenses:					
Repair and maintenance	1,094,544	1,113,977	19,433	1,073,315	(21,229)
Operations	694,429	699,516	5,087	683,708	(10,721)
Utilities	411,506	406,847	(4,659)	396,283	(15,223)
Insurance	94,309	96,093	1,784	93,180	(1,129)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	55,759	76,824	21,065	77,649	21,890
Other	-	-	-	-	-
Total operating expenses	2,350,547	2,393,257	42,710	2,324,135	(26,412)
Net program income	2,082,314	2,028,375	53,939	2,022,036	60,278
Other ongoing cash outflows:					
HAWC administration	1,817	2,196	379	2,179	362
Debt service	1,728,610	1,728,610	-	1,726,414	(2,196)
Total outflows	1,730,427	1,730,806	379	1,728,593	(1,834)
Cash flow from operations	351,887	297,569	54,318	293,443	58,444
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(29,296)	(53,689)	24,393	(50,712)	21,416
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(19,040)	-	(19,040)	(19,060)	20
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	(267,637)	267,637	(273,777)	273,777
Transfers from (to) restricted cash - Repl Re	(84,180)	(73,680)	(10,500)	(60,480)	(23,700)
Section 18 transfers from Public Housing	916,116	897,078	19,038	880,515	35,601
Net unrestricted cash flows	1,135,487	799,641	335,846	769,929	365,558
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	267,637	(267,637)	273,777	(273,777)
Transfers from (to)unrestricted - Repl Res	84,180	73,680	10,500	60,480	23,700
Purchased from replacement reserves	(62,167)	-	(62,167)	-	(62,167)
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	22,013	341,317	(319,304)	334,257	(312,244)
Net cash flows	1,157,500	1,140,958	16,542	1,104,186	53,314



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
June 30, 2012

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Assets							
Current assets:							
Unrestricted cash and cash equivalents	74,638	1,306,828	25,019	110,203	244,487	(2,578,995)	(817,820)
Restricted cash and cash equivalents	176,531	58,410	1,080	33,483	31,700	275,908	577,112
Accounts receivable, net	26,895	109,952	—	1,081	—	112,801	250,729
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730
Other current assets	—	5,684	—	3,407	—	17,405	26,496
Total current assets	278,064	1,482,887	26,099	148,174	278,904	(2,172,881)	41,247
Non-current assets:							
Restricted cash and cash equivalents	2,106,926	3,197,897	36,115	100,431	100	711,600	6,153,069
Contracts receivable	—	—	—	—	438,009	—	438,009
Capital assets, non-depreciable	—	3,786,132	50,000	41,617	201,838	4,095,129	8,174,716
Capital assets, depreciable, net	—	4,326,347	64,066	176,628	567,932	17,486,858	22,621,831
Total non-current assets	2,106,926	11,310,376	150,181	318,676	1,207,879	22,293,587	37,387,625
Total assets	2,384,990	12,793,263	176,280	466,850	1,486,783	20,120,706	37,428,872
Liabilities							
Current liabilities:							
Accounts payable	4,712	74,524	512	8,232	3,304	89,857	181,141
Deferred revenue	—	6,769	12	1	4	2,648	9,434
Accrued interest payable - bonds and notes	—	—	2,638	894	162	656,603	660,297
Current portion of notes and contracts payable	—	—	3,238	64,142	8,876	290,294	366,550
Current liabilities payable from restricted assets:							
Tenant and other deposits	176,531	58,410	1,080	33,483	31,700	275,908	577,112
Total curr. liabilities payable from restr. assets	176,531	58,410	1,080	33,483	31,700	275,908	577,112
Total current liabilities	181,243	139,703	7,480	106,752	44,046	1,315,310	1,794,534
Non-current liabilities:							
Contracts and notes payable	—	—	330,455	89,056	700,428	26,562,376	27,682,315
Total non-current liabilities	—	—	330,455	89,056	700,428	26,562,376	27,682,315
Total liabilities	181,243	139,703	337,935	195,808	744,474	27,877,686	29,476,849
Net Assets							
Invested in capital assets, net of related debt	—	8,112,479	(219,626)	65,047	60,466	(5,270,683)	2,747,683
Restricted	2,106,926	3,197,897	36,115	110,431	100	711,600	6,163,069
Unrestricted	96,821	1,343,184	21,856	95,564	681,743	(3,197,897)	(958,729)
Total net assets	2,203,747	12,653,560	(161,655)	271,042	742,309	(7,756,980)	7,952,023
Total liabilities and net assets	2,384,990	12,793,263	176,280	466,850	1,486,783	20,120,706	37,428,872



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
July 2012

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,003	1,358	928	527	298	145	61	31	13	6	1	5,371
Average Days	931	903	932	939	909	898	1,0443	925	1,131	787	1,248	925

Wait List Based on Gender			
Gender	Female	Male	Total
Total	3,742	1,629	5,371

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	50	176	674	42	4,169	79	181	5,371

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	985	4,317	69	5,371

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,407	369	2,711	884	5,371



WASHINGTON COUNTY
OREGON

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

Fiscal Year-to-Date
July 2012

Average Vacancy Days - Public Housing

	Units Turned Over		Average Vacancy		Total Vacant Units		Total Average Vacancy Days Per Unit	
	This Month	Vacancy Days This Month	Days Per Unit This Month	(FY cumulative total)	Total Vacancy Days (FY cumulative total)	(FY cumulative total)	(FY cumulative total)	
FY2011-2012								
July 2011	3	36	12.00	3	36	12.00		
August 2011	4	64	16.00	7	100	14.29		
September 2011	6	91	15.17	13	191	14.69		
October 2011	2	34	17.00	15	225	15.00		
November 2011	6	86	14.33	21	311	14.81		
December 2011	6	74	12.33	27	383	14.19		
January 2012	0	0	0.00	27	383	14.19		
February 2012	1	14	14.00	28	397	14.18		
March 2012	3	29	9.67	31	426	13.74		
April 2012	4	32	8.00	35	458	13.09		
May 2012	3	52	17.33	38	510	13.42		
June 2012	4	56	14.00	42	566	13.48		
FY 2012-13								
July 2012	4	105	26.25	4	105	26.25		



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: July 5,371— (June 5,594). 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 July 2012 were at 26.25 (last month – 13.48). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit. The increase for July reflects a large number of unit turnovers for a variety of reasons, plus the reduction of 2 FTE maintenance personnel. We anticipate the number of vacancies to return to more normal levels.

c) Occupancy Rates:

*Public Housing: 99.59% (last month – 98.77%).

*Section 8: 98.28% (last month – 98%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,565 vouchers leased up in June (last month – 2,565). Twelve (12) new vouchers were issued, and 55 applicants with vouchers are searching for housing (last month 14 new, 44 looking).

d) Work Order Effectiveness:

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

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	1.55 hrs	5.0 hrs	24 hrs
Routine WO's	8.72 days	7 days	25 days

* Due to a reduction in maintenance personnel, our goals for emergency and routine work orders in July increased to 5.0 hrs and 7 days respectively.

f) FSS Participation

Total FSS Participants: 71 (58 from Section 8 and 13 from Public Housing)

Total FSS participants w/escrow balance: 48 (38 from Section 8 and 10 from Public Housing)

Total Escrow Balance: \$158,265

Average Escrow Balance: \$3,297

Highest Escrow Accounts: \$14,086 (section 8) and \$17,873 (Public Housing)

IDA Accounts: 1 pending application



- **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.

a) Infinity-Managed Properties: 96.90% Occupancy (19 vacancies / 613 units), compared to 96.74% (20 vacancies / 613 units), last month. NTR – 97%.

- **MAINTENANCE ACTIVITIES**

Special Projects:

- Completed all repairs from annual inspections.
- Vinyl flooring replaced in one (1) Public Housing turnover unit.
- Stove and Refrigerator replaced in two (2) Public Housing units.
- Garage door replaced at one (1) Public Housing unit.
- Damage to vinyl flooring repaired and Formica countertop replaces in two (2) Public Housing units.
- Siding has been replaced on one (1) Public Housing unit.
- Pest Control services performed at one (1) Public Housing unit.
- Bio-swale at Somes Lana Complex was completed to reestablish compliance with County regulations.

Turnovers:

- Completed four (4) Public Housing unit turnovers with an average of 20 Maintenance days (make-ready days) per unit.
- Cleaning was completed on three (3) turnovers by a contracted vendor, and by in-house maintenance staff on one (1) turnover.
- Carpet replaced on four (4) turnovers by contracted vendor.
- Interior painting completed on all four (4) turnovers by in-house maintenance staff.



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	46	52
Special Needs	25	25	0
Total PBVs	225	173	52

The 90 remaining Category I (chronically homeless) vouchers have been awarded to the Luke-Dorf, Inc. SAMHSA project. These vouchers will be project-based as the project moves forward. There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 98 PBVs in Category II (30% or less MFI).

	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	10
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	11						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	6			
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing				7					
CPAH (The Barcelona, new development)				8					
Luke-Dorf (SAHMSA project)	90								
Total PBVS	102	12	11	46	15	6	25	25	21

Note: Fircrest Manor lease-ups are being finalized.



V. STAFF REPORTS
E. Report on Homelessness

NOTE: Annette Evans is out on medical leave. Detailed Homelessness reports will resume when she returns.

- **COST STUDY ON HOMELESSNESS**

The Vision Action Network and the Washington County Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to the development of a cost study on homelessness. A Request For Qualifications (RFQ) was published seeking proposals to design and conduct a cost study on chronic homelessness with two proposals received. Interviews were held, with selection of the proposal submitted by Dr. Thomas Potiowsky, Northwest Economic Research Center (NERC). The Cost Study Advisory Committee was briefed on the selection of NERC at their June 14 meeting

The purpose of this study is to understand the amount of money various systems (hospitals, law enforcement, emergency medical services, jail, community corrections, etc.) are currently spending on services that do not permanently end homelessness. The report will reveal the economics of homelessness and inform strategic planning around resource utilization and performance outcomes in alignment with the County's 10-Year Plan to End Homelessness.

The NERC team is working with the service providers to design a workable patient release of information form that works for their legal and operational satisfaction. We are also assisting the project team on how to best track participants in the HMIS system for project evaluation purposes.

VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

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.

As of February 2012, TVF&R and the Hillsboro School District had approved this exemption program for three-year pilot periods. Reviews of the ORS 307.540-548 clarified that the governing body (the city or county with legislative authority over the property) must approve the ordinance and participate in the exemption program in order for any exemption to be legal — service districts alone are not sufficient under the law. Housing staff has met with City of Hillsboro staff and the new Hillsboro City Manager to seek their support in proposing an ordinance to the Council for approval this year.



This initiative, along with other Affordable Housing Options, will be presented to County Board of Commissioners at their Retreat in October. We hope to gain an endorsement from the Board to proceed with developing an ordinance.

City of Beaverton staff is developing a matrix of tools to support the development and maintenance of affordable housing, which includes tax exemption. Rob Drake, the City Manager for Cornelius, expressed support for the proposal in June, and staff provided sample ordinance language and other information to assist implementing this program in Cornelius. Washington County staff will continue working with the City of Hillsboro to facilitate the development of an appropriate ordinance for approval later this year.

Meeting date	Jurisdiction	Name	Position	Support	Additional Activity
November 2010	City of Tigard	Craig Dirksen Craig Prosser	Mayor City Manager	Supportive-- currently adopted & supported in Tigard	
November 2010	City of Hillsboro	Jerry Willey Sara Jo Chaplan	Mayor (former) City Manager	General program support	4/2: meeting with new City Manager Seek Council support
January 2011	Hillsboro School District	Mike Scott Adam Stewart	Superintendent CFO	Board approved support on 2/28/12, effective July 1, 2012- June 30, 2015	
February 2011	City of Beaverton	Denny Doyle Don Mazziotti	Mayor Community Development Director	Supportive	Seek Council support
February 2011	Tigard-Tualatin School District	Rob Saxton	Superintendent	Supportive-- currently partners with Tigard	
March 2011	Beaverton School District	Ron Porterfield Claire Hertz	Deputy Superintendent CFO	General program support	
July 2011	City of Forest Grove	Peter Truax Michael Sykes	Mayor City Manager	General program support	
August 2011	Forest Grove School District	Yvonne Curtis Michael Schofield	Superintendent Business Director	General program support	
October 2011	TVF&R	Mike Duyck Dustin Morrow Debra Guzman	Fire Chief Deputy Chief CFO	Board approved support in December 2011, effective July 1, 2012-June 30, 2015	Would like to work with nonprofits & HAWC to improve safety at affordable properties
April 2012	Washington County	Andy Duyck	BOC Chair	under consideration	Awaiting Cost Study results
June 2012	City of Cornelius	Rob Drake	City Manager	General program support	No eligible properties currently, supports adopting ordinance

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

The Citizen Advisory Committee (CAC) presented their work group ideas at the July 11 CAC meeting, and the CAC discussed several possible alternatives for the study area. CAC meetings normally take place from 6-8:30pm in the TVF&R facility on SW Blanton and 209th. There is no August CAC meeting—the CAC will reconvene on September 12.



The initial alternative concepts discussed at the July CAC will be developed into early draft scenarios by the project team. These will go back to the CAC in September, and will also be used in stakeholder and public workshops to develop alternative scenarios for analysis in the fall. The next major public event for the project has been tentatively scheduled as an all-day workshop on Saturday, October 13.

The community survey remains open online at Survey Monkey (<http://www.surveymonkey.com/s/VH7FYQ2>), and a survey link has been posted on the Aloha-Reedville website. A Spanish-language version will be posted in the very near future.

The Center for Intercultural Organizing and Centro Cultural will assist with additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups during Phase 2.

Project staff has had a number of opportunities to engage with peer organizations and receive capacity-building training in scenario planning and other tools that will assist in this planning effort. FHWA will host an all-day workshop for project staff and other local planning agencies on Tuesday, August 14 to discuss FHWA's project to develop a database of livability performance measures. Staff is also working with FHWA staff to discuss a scenario planning capacity-building training in Washington County, which may be scheduled sometime in the fall or early winter.

The current Existing Conditions report and all appendices are available on the project website at

<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.

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

HAWC will partner with WorkSystems, Inc to on a Department of Labor (DOL) Workforce Innovation Fund grant-funded project called *Housing Works*. Other partners include the Housing Authority of Clackamas County, Home Forward, the Housing Authority of Vancouver, the Workforce Investment Council of Clackamas County and the Southwest Washington Workforce Investment Board.

The *Housing Works* project will help 480 Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Grant partners will work together to invest resources to train and support residents with the shared goal of increasing employment and earning potential. Participants will receive occupational skills training in one of three growing employment sectors—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, doubling the number of jobseekers that may be served (25 client 'slots' are already available through our current partnership with WorkSystems). Grant funds will support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.

The grant project includes a significant evaluation component. HAWC staff will meet with WorkSystems, Inc and the grant evaluators on August 20 to begin developing consistent screening and data collection tools for all project partners.

- **MIXED-INCOME HOUSING WORK GROUP**

This work group will explore the general concept of mixed-income housing and its feasibility in Washington County, and was an action identified in the 2010-2015 Consolidated Plan Action Plan. The work group is not constrained, and may consider any number of configurations of mixed-income housing at a variety of income levels, and may consider its feasibility in the County overall and/or in specific locations. The work group may explore any number of options and recommend configurations and strategies that appear to be most useful for Washington County.

The next group meeting is scheduled for Thursday, September 20, from 3-4:30pm in the Third Floor Conference Room at Beaverton City Hall.

- **CITY OF TIGARD GOAL 10 REVIEW**

Washington County Housing Services Department is part of the Technical Advisory Committee for the City of Tigard's Goal 10 Population and Housing Review. Kim Armstrong will represent the Housing Department. Steve Kelley from Washington County Department of Land Use and Transportation (LUT) Planning will also work on this project. The next meeting is scheduled for Thursday, September 27.

- **EXTENDED BOC WORK SESSION: AFFORDABLE HOUSING**

The Board of Commissioners has expressed interest in holding an extended work session focused on discussing affordable housing in Washington County. The work session has been tentatively scheduled for Tuesday, October 9.

Tentative goals for this work session are to:

- Provide information on the value to the County in providing housing affordable to all community members
- Secure Board commitment to develop and adopt a proactive housing policy for the County that supports the development of housing affordable to all community members
- Secure Board direction for staff to develop a list of options for supporting the development and operation of affordable housing for Board review, consideration, and (ideally) adoption.



- **HAC RETREAT**

The HAC Annual Retreat is scheduled for Friday October 19, 2012. The Stable at Jenkins Estate has been reserved for the event. This year's retreat will focus on discussions of regional affordable housing policies and policy development, as well as opportunities to promote affordable housing in current and future planning efforts across the region (such as the SW Corridor project, the Beaverton Creekside Master Plan project, the City of Tigard's Goal Ten update, Metro equity planning, Regional Opportunity Mapping, etc.).

Metro Councilor-elect Sam Chase will speak at the retreat. Suggestions for additional speakers and/or presenters are welcome.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT