



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



**Thursday, August 22, 2013
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 26, 2013

2013 HAC Meeting Schedule
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
August 22, 2013 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. July 25, 2013 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 25, 2013, 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 Ramsay Weit
Anapreet Kaur-Gill Tricia Peterson
Peter Hainley Sid Scott
Gary Whiting

COMMITTEE MEMBERS ABSENT

Renee Bruce LaShanda Williams
David Nase

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Annette Evans, Homeless Programs Coordinator
Kim Armstrong, Program Coordinator

GUESTS PRESENT

Renee Bruce called the meeting to order at 9:03 a.m.

I. ROLL CALL - A quorum was present.

The group did introductions.

Sid Scott was recently appointed to serve in the Legal/Design position of the Housing Advisory Committee.

II. ACTION - APPROVAL OF MINUTES

Anapreet Kaur-Gill pointed out that she was not present at the June HAC meeting, though she is listed as present in the minutes.

Motion: Approve the minutes from June 27, 2013 with one correction — Gary Whiting

Second: Tricia Peterson

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Peter Hainley reported that the current Legislative session has concluded. The farmworker tax credit was renewed for 6 years, and the Veterans housing bill passed as well.
- The engagement strategy for the Oregon Housing and Community Services (OHCS) restructure is moving forward.
- Ron Lehr mentioned that interest rates are rising, and the market is not currently favorable for homebuyers as a result of the rising interest rates.



- Sid Scott noted that many projects are competing for funding, and often projects are competing against each other for the same funding sources.
- Gary Whiting reported that the real estate market is very tight—currently there are less than 3 months of housing inventory (6 months of inventory is considered a neutral market). Prices and interest rates are rising, and 30% of current sales are in cash.

IV. EXECUTIVE DIRECTOR'S REPORT

The Veterans Housing bill (HB 2417) passed, and the new recording fee will be implemented January 1. This bill provides funding that will be split between development, capacity-building, services and emergency housing for veterans.

The Section 8 bill (HB 2639) passed, and will go into effect in July 2014.

Tax credits for manufactured home parks were also preserved.

The City of Beaverton had a second reading and approval of an ordinance enabling tax exemption for nonprofit-owner affordable housing.

Val Valfre visited the Meyer Memorial Trust to discuss possible capacity-building funding to assist the housing authority move towards paperless operations. Capacity-building funds could also support mobile devices for inspectors, which would reduce the processing time for new landlords and new move-ins.

Val Valfre will be in Salem for a statewide Substance Abuse and Mental Health Services Administration (SAMSHA) initiative planning and policy team meeting next week.

The internal review and transition plan for Oregon Housing and Community Services (OHCS) is scheduled for a Governor's briefing in February 2014. Oregon ON will hold focus groups to discuss transition plans, and currently no options are off the table for consideration.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials, beginning with a general overview of the Housing Authority programs.

In addition to Housing Authority programs, the Department of Housing Services operates a few additional programs, such as the Homeless programs, that are not included under the Housing Authority budget.

The Housing Choice Voucher Program (Section 8) is by far the largest HAWC program. The HCV/S8 program is funded by the Federal department of Housing and Urban Development (HUD) through an entitlement program. These funds are restricted to the Section 8 program, and are divided into Housing Assistance Payments (HAP) and S8 Administrative fees. HAP is used to pay the difference



between the tenant portion of rent (30% of the tenant's income) and the contract rent, and is paid directly to the landlord. Administrative fees are currently allocated at 87% proration (87% of the funding assumed to be necessary to run the Section 8 program). HAWC is currently supplementing S8 Administrative funding with Local Fund dollars. Because HAWC receives Administrative funding based on current lease-up rates, reducing staff in response to lower administrative funding would ultimately result in lower lease-ups, further reducing Administrative funding, and resulting in a downward spiral for the HCV/S8 program.

If Administrative funding remains at current levels, HAWC will exhaust available supplemental funds around July, 2014. However, as all the Housing Authorities nationwide are in similar positions, it is possible that Administrative funds will be available at a higher rate than current projections.

The Public Housing program is HAWC's oldest housing program. Most of HAWC's public housing stock was acquired in the 1970s-80s, and consists of 243 scattered-site properties. Public Housing has a sufficient funding surplus to operate for several years, even at current reduced funding levels. Capital funds to maintain and improve the public housing properties has, however, seen consistent and worrisome funding reductions, so that some needed improvements are being deferred.

Kayburn Terrace is a 12-unit USDA Rural Development project.

Aloha Park Apartments is an 80-unit project acquired when a nonprofit went out of business in exchange for assuming the loan. The revenue generated at Aloha Park is restricted, but HAWC is working on a refinance that will allow access to a significant amount of the property's equity. The funds acquired through the refinance will be unrestricted, and will be available to use to address deferred maintenance on other properties.

Local fund consists of a number of miscellaneous programs, including revenue from Neighborhood Stabilization Program (NSP) units, tax-foreclosed housing units, management and developer's fees, etc.

The Affordable Housing portfolio includes 524 units of bond-financed properties. The portfolio was running at a deficit until bonds were refinanced a few years ago. The negative cash balance in this program will be eliminated over time, by transferring restricted revenue from Public Housing (based on Section 8 lease-ups in the properties).

Peter Hainley asked how many properties have had a capital needs assessment (CNA) or life-cycle assessment to determine priority needs. Gary Calvert responded that the property management company maintains a list of capital needs, but that formal CNAs are not performed. Val Valfre noted that more information will be made available to the HAC as the refinance progresses and uses for funds are discussed. Peter Hainley suggested that reconsidering replacement reserves or set-asides for affordable properties could be useful.

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. The waitlist is currently just under 3,800.
- Average vacancy days per unit are 19.12. FY2012-2013 reporting started on July 1, with twenty (20) days and under being rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.

C. Affordable Housing

- Occupancy rates remain high in affordable housing. Occupancy rates vary by property.

D. Special Projects

- Project-Based Vouchers

Screening is ongoing to lease up project-based units that are under 100% occupancy. Project-based vouchers for the SAMSHA grant project with Luke-Dorf, Inc. are beginning to lease up.

Val Valfre recently received a request for information on the remaining available project-based vouchers. An RFP may be issued to solicit proposals if there is sufficient need at this time.

E. Report on Homelessness

Annette Evans

- Real Choice Building Sustainable Partnerships for Housing

The Department of Housing Services was awarded \$14,997 in Oregon Real Choice BSPH funds that will provide \$4,999 to each to Luke-Dorf, Inc., Community Action, and DHS. This will analyze the ways in which people with disabilities access housing and supportive services and develop system improvements. The work will begin in July 2013 with a target date for completion by October 2013.

- Coordinated Intake and Centralized Assessment System

The coordinated intake and assessment system is required under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The goal is to have the system ready to present to the HSSN in October. Written standards for the centralized intake system are required to reauthorize McKinney-Vento funds. After the HSSN approves the system, written policy will be approved by HUD prior to a beta test in November or December. The new assessment and intake system will then be ready for a countywide rollout in January 2014. Community Action is the lead agency for this action.



- Update: FY2012 Federal McKinney-Vento Homeless Programs

Washington County was awarded \$2.3M in funding for its homeless programs as of May 2013. There are two remaining new projects that may be funded in future award announcements. FY2014 funding levels remain uncertain.

- Project Homeless Connect—July 12, 2013

The July Project Homeless Connect served about 300 people. This was the first summer Project Homeless Connect, and provided most of the same resources as the January event—dental care, service referrals, etc.

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

No additional updates provided at the meeting.

- Cooperative Agreements to Benefit Homeless Individuals

This project is highlighting issues in working with landlords, especially with Shelter Plus Care clients, who may have criminal backgrounds and/or poor credit histories. These clients are struggling to find housing, limiting our ability to use SPC funds to assist them to maintain stable housing.

The program has had successes in placing chronically homeless persons with wrap-around services, including Rent Well classes and certification.

- HUD-VASH (Veterans Affairs Supportive Housing) Vouchers

Thirty-five vouchers have been awarded to HAWC in the recent allocation. The Housing Authority is working with Community Action and the Washington County Veterans Service Office to identify additional housing opportunities and services for our veterans.

- Supportive Services for Veteran Families (SSVF) Program

No additional updates provided at the meeting.

- Homeless Cost Study

The joint meeting of the homeless cost study advisory group and the HPAC was held at 3pm on July 18th at Beaverton City Hall. The Northwest Economic Research Center (NERC) provided a presentation on the report highlights, including research on homeless individuals and their costs in public safety, healthcare systems, etc. The findings in Washington County were similar to other communities—chronically homeless individuals and families are very high-resource users.

There is momentum to continue with a longitudinal study to assess costs for the same individuals for up to three years after obtaining housing, to determine the cost savings involved in housing vs. keeping households homeless.

The Homeless Cost Study report is scheduled to be released in September. Presentations will include a Board of Commissioners worksession presentation.

- Homeless Assessment Report—Year 5



No additional updates provided at the meeting.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

The Beaverton City Council has had a second reading and approval of an ordinance enabling tax exemption for nonprofit-owner affordable housing.

- Aloha-Reedville Study and Livable Community Plan

The project team is working with the Center for Intercultural Organizing (CIO) on outreach, engagement, and capacity-building.

Two actions are scheduled to move into ordinance during the current ordinance season—one clarifying home occupations and employment activities, and one changing the Accessory Dwelling Unit (ADU) process from Type III to Type I. The ADU ordinance also includes a bonus for accessible ADU development. Other actions that will result in additional research or longer-term planning work (e.g. developing and implementing a possible Housing Maintenance Code).

The next Citizen's Advisory Committee meeting is scheduled for Wednesday, August 14.

The grant performance period ends in February/March 2014. Items that must be included in the LUT workplan for 2014 will need to be clarified by October-November 2013.

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

HAWC continues to work with Worksystems, Inc. and the other regional housing authorities on this project, which will assist 50 clients from Section 8 and/or Public Housing to increase their earned income. This grant project will provide education and occupational skills training in healthcare, office/clerical, manufacturing, and construction jobs for participants in the Section 8 and Public Housing programs.

- Mixed-Income Housing Work Group

The work group met on June 25, and a draft policy will be provided with recommendations for additional actions in the next Consolidated Plan cycle.

- Aloha Park Refinancing

Gary Calvert updated the group on the process to refinance Aloha Park Apartments.

An LLC has been established, which will eventually take ownership of the property. The appraisal has taken place and HAWC expects to receive the appraisal numbers very shortly.

HAWC's goal is to submit its loan package to HUD by September 15, with a goal of closing by the end of 2013.



This 80-unit property (8 project-based Section 8 units, 72 below-market affordable units) has a positive cash flow, but revenue from the property is restricted to the property. The refinance will also allow HAWC to pay off the HUD loan on the property early, resulting in acquisition of 72 enhanced vouchers for current residents of the below-market affordable units. These vouchers function the same way as tenant-based Section 8 vouchers, and will likely result in reduced rent for those households.

- HAC Annual Retreat

Val Valfre reminded the committee that the annual HAC retreat will take place on October 18. Val Valfre suggested that in future years, the HAC should form a workgroup to develop the agenda and plan for the annual retreat.

Peter Hainley noted that the retreat may also serve as an orientation to the HAC committee and its role for new members.

Val Valfre reviewed agendas and themes for prior years, and suggested highlighting more of HAWC/DHS's recent activities and relevance in the County. Examples include current planning projects and initiatives (such as the EFT program for landlords), and success stories from clients in programs such as FSS and Housing Works. Ron Lehr and Peter Hainley members noted that ending the retreat with an overview of the HAC's responsibilities and ways the HAC can be more effective would be a great idea.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:58a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

It is already mid-year and I am impressed with the progress I've seen related to affordable housing and applicable services in diverse forums. One key area was the Legislative Session, discussed below. Additional areas of progress were in key projects. Whether it is the Aloha-Reedville project's efforts to incorporate community aspirations into a forward-looking community plan, or the Worksystems "Housing Works" project to provide opportunities for job training and skill building for low-income participants, or new homeless initiatives with partnering agencies to create a Coordinated Intake and Centralized Assessment System for Washington County homeless clients, many dedicated members from this agency are ably extending themselves and their staff members in promoting our mission. Ongoing veterans' initiatives, affordable housing development and non-federal funding strategies further complement our ongoing affordable and subsidized housing programs.

Legislative Session: As I mentioned last month, Housing advocates were successful on a variety of issues. HB 2417 (Veterans Housing Bill) and HB 2639 (Section 8 Source of Income Bill) were especially important issues. Now that these have passed, we need to shift focus to ensure timely and effective implementation of these bills. Oregon Housing and Community Services (OHCS) will need to work with partners to develop an efficient process for accessing housing funds and connect emergency services and homelessness services communicate with provider agencies and recipients. Although the Section 8 Bill does not take effect until July 2014, there is considerable work to be done by OHCS to reach out to stakeholders (landlord associations, tenant associations, and housing authorities) to clarify how the rent guarantee (risk mitigation) process will work and to set up a new advisory committee. Details matter and poorly executed and communicated details can undermine the best of intentions.

Tax Exemption: We saw continued progress on the Countywide Tax Exemption initiative per ORS 307:540-548. On July 16, I had the opportunity to testify at the Beaverton City Council in support of this measure. After thoughtful discussion, they agreed to support the proposed ordinance to authorize the tax exemption. City staff has done an excellent job at aligning critical support for this tax exemption with the school district, THPRD and Metro and should be commended for their superior efforts. I am pleased to note that Metro has also voted to support the tax exemption, and votes are expected soon with the school district and THPRD. With this achievement, we look forward to assisting Cornelius, Forest Grove and Hillsboro in their efforts to gain Council approval of similar ordinances.

Affordable Housing: (1) We are still moving forward with our refinancing of the Aloha Park Apartments. The appraisal has been done and I am very pleased with the figures. HAWC is awaiting the results of the Capital Needs Assessment. The refinance will provide a sizeable return of equity in the form of unrestricted funds that can be used for repair and improvements to our entire affordable housing portfolio and to cover critical shortfalls in mission-related operational requirements. Gary Calvert has done an excellent job at



working this project with HUD and the lender, and will provide an update at the meeting. (2) The tax-foreclosed duplex is now leased and providing very amenable housing to two families. The tax-foreclosed 3-bedroom house in Banks is ready for leasing and awaiting income-eligible families. I doubt it will be on the market for long, as it is an attractive house in a lovely community. (3) There are no updates on our conversations with Bienestar regarding partnership arrangements related to their affordable housing property for seniors (Beneserre) in Hillsboro. (4) We are also in discussions with a for-profit developer for over 200 units of affordable housing in Beaverton and our respective partnering roles. They too were successful in their concept meeting with HUD regarding possible HUD Section 221(d)(4) financing. The Housing Authority would assist through the issuance of conduit (Private Activity) bonds. The developer has several meetings planned with City of Beaverton staff in the next two months.

Meyer Memorial Trust: We had a very good meeting with staff at MMT. Accompanying me were Ryan Fisher and Christel Allen from Northwest Public Affairs. While we did not get a specific commitment for funding, she suggested that we tie into their upcoming affordable housing project that will be announced soon. Our interest from our perspective and from the entire Oregon Housing Authority association was to get a capacity building grant to allow housing authorities to convert to a “paperless file system” and to purchase mobile electronic devices to facilitate housing inspections. OHCS has already announced a capacity building grant offering – but we need to determine whether we have the staffing capacity available to actually prepare the application.

OHCS Transition: I have been spending a considerable amount of time both in Portland and in Salem supporting this review of the Oregon Housing & Community Services Department. As you may know, the Governor limited OHCS’ budget to 1 year and ask them to come back to the legislature in February 2014 to present a business model that met his priorities for more efficient government, to include elimination/consolidation of departments and services. Extensive research and reflection have been done on the following questions: Should OHCS remain a standalone albeit smaller agency or should its many programs be transferred to other Oregon Departments in the spirit of promoting smaller government and attaining greater efficiency? Should Housing programs and Community Services programs remain together in an agency, particularly if Community Services program budgets are less likely to be sustainable? If it remains as a single agency, should its emphasis be on Housing Finance? If so, should it retain its role as an Oregon “department” or perhaps become a “quasi-governmental” agency with less emphasis to political appointment turnover? In the next few months, we’ll be supporting focus groups with diverse stakeholders to facilitate this process. I will also be supporting the “scenario building” phase as a member of the OHCS Transition Advisory Committee. In late November or early December, OHCS will brief the Governor on its progress to date, before briefing the proposed plan to the legislature in February.

Homeless Cost Study: The results from the study were presented last month to Homeless Plan Advisory Committee (HPAC) and to the Cost Study Advisory Committee. There was strong evidence that substantial savings could be realized if “frequent users” of emergency and public services were supported through other means. Now the team is preparing a



work session presentation for the Board of County Commissioners. Purpose of the meeting is to present the results from the cost study test groups and support a recommendation that there is sufficient justification to move ahead to the cost/benefit analysis phase. This presentation is scheduled for September 10, 2013.

State-Level SAMHSA Initiative Planning Policy Team Meeting: I was pleased to be invited to attend this State-level two-day work session in Salem to begin to formulate strategies to improve behavioral health care for service members, veterans and their families. The Oregon Department of Veterans Affairs and the Oregon National Guard both hosted this meeting. As this program was initiated by Presidential Order, the expectations to provide an "Oregon" model for supporting our veterans with behavioral and health-related needs were quite high. A smaller team was appointed from the committee to carry our vision and priorities to a national meeting in Maryland.

Thanks for our talented partners and dedicated staff, this agency has become increasingly relevant to policy discussions and operations at many levels. Please contact me if you have any questions.

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

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



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
June 2013

Cash Flow

Along with comparison to budget, comparison to prior year is shown for all programs. Some budget amounts have been adjusted to different lines, to reflect changes in actual cost allocation processes.

For Fiscal Year 2012-13, cash flow from operations, of negative \$31,368 fell short of the budgeted amount by \$91,961, and of the prior year by \$22,620. The variance was predominately due to the effects of sequestration on the Public Housing program.

Section 8 had negative cash flow of \$147,317, which was \$3,327 unfavorable to budget. The variance is made up of \$107,326 reduction in funding from HUD, due to sequestration, offset by operating savings.

Public Housing had negative cash flow of \$432,111, which was \$110,480 unfavorable to budget, due to sequestration.

Aloha Park had positive cash flow of \$87,826, a big improvement from last month's reported loss due to reclassification of major rehab expenses to capital outlay. This leaves the cash flow from operations unfavorable to budget \$42,166. All cash generated by Aloha Park is restricted for use by that property, and HUD requires us to deposit any profit, at year end, into a "Retained Earnings Reserve" which can only be tapped with HUD's approval, but the refinancing will allow the Authority to take \$1 million in equity out of the property, so the overruns will be recouped.

Affordable Housing cash flow from operations of \$428,061 was \$75,908 favorable to budget. The Affordable Housing cash flow exceeds by \$141,723 YTD the amount required to fund the bond reserve, as required by the bond agreement with the County.

Statement of Net Assets (Balance Sheet)

Section 8 has expended all of its unrestricted net assets, due to funding reductions, and \$49,828 has been transferred from the local fund to cover the shortfall. After closing and reconciliation of accounts, it is anticipated that an additional \$4,274 will be transferred from the local fund.

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 2015.



V. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2012 – June 2013

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,594,641	891,542	23,389	43,559	31,924	13,671	2,598,726
Gross billable rent	-	521,518	63,318	532,128	53,872	4,361,701	5,532,537
Vacancy loss	-	(1,785)	(850)	(14,413)	-	(143,388)	(160,436)
Premiums (concessions)	-	(19)	-	(17,001)	-	(37,652)	(54,672)
Other tenant revenue	-	51,560	500	6,397	2,153	124,415	185,025
Tenant revenue	-	571,274	62,968	507,111	56,025	4,305,076	5,502,454
Other revenue (incl GF subsidy)	30,600	13,995	1,145	9,795	14,406	262,559	332,500
Total operating revenue	1,625,241	1,476,811	87,502	560,465	102,355	4,581,306	8,433,680
Operating expenses:							
Repair and maintenance	-	1,097,582	18,900	208,324	9,097	1,139,131	2,473,034
Operations	1,366,726	336,875	7,581	124,986	50,545	702,590	2,589,303
Utilities	-	66,650	9,813	56,443	5,777	419,402	558,085
Insurance	4,374	41,252	795	8,190	1,299	102,099	158,009
PILOT	-	36,168	-	-	-	-	36,168
Bad debt, net of recoveries	-	(1,589)	713	1,721	100	63,157	64,102
Other	42,861	-	-	-	1,297	-	44,158
Total operating expenses	1,413,961	1,576,938	37,802	399,664	68,115	2,426,379	5,922,859
Net program income	211,280	(100,127)	49,700	160,801	34,240	2,154,927	2,510,821
Other ongoing cash outflows:							
HAWC administration	358,597	331,984	40	141	4,692	1,637	697,091
Debt service	-	-	34,750	72,834	12,285	1,725,229	1,845,098
Total outflows	358,597	331,984	34,790	72,975	16,977	1,726,866	2,542,189
Cash flow from operations	(147,317)	(432,111)	14,910	87,826	17,263	428,061	(31,368)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	1,081	8,854	200	345	7,893	(14,288)	4,085
Capital fund receipts	-	138,948	-	-	-	-	138,948
Capitalized modernization	-	(174,190)	-	(99,577)	(71,433)	(21,896)	(367,096)
Gain on sale of assets	-	24,177	-	-	-	-	24,177
Transfers to (from) Local Fund	49,828	-	-	-	(49,828)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(286,332)	(286,332)
Transfers from (to) restricted cash - Repl Res	-	-	-	(30,240)	-	(136,680)	(166,920)
Section 18 transfers from Public Housing	-	-	-	-	28,952	983,319	1,012,271
Net unrestricted cash flows	(96,408)	(434,322)	15,110	(41,646)	(67,153)	952,184	327,765
Restricted cash flows:							
Housing Assistance Payments earned	17,594,637	-	-	-	-	-	17,594,637
Housing Assistance Payments	(18,720,521)	-	-	-	-	-	(18,720,521)
Investment income - restricted	(4,210)	18,598	-	-	-	-	14,388
Transfers from unrestricted - CAO	-	-	-	-	-	286,332	286,332
Transfers from (to)unrestricted - Repl Res	-	-	-	30,240	-	136,680	166,920
Purchased from replacement reserves	-	-	-	-	-	(25,368)	(25,368)
Sec 18 transfers to Affordable Housing	-	(1,012,271)	-	-	-	-	(1,012,271)
Total restricted cash flows	(1,130,094)	(993,673)	-	30,240	-	397,644	(1,695,883)
Net cash flows	(1,226,502)	(1,427,995)	15,110	(11,406)	(67,153)	1,349,828	(1,368,118)



V. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,598,726	2,787,296	(188,570)	2,747,297	(148,571)
Gross billable rent	5,532,537	5,500,135	32,402	5,398,056	134,481
Vacancy loss	(160,436)	(220,461)	60,025	(213,963)	53,527
Premiums (concessions)	(54,672)	(75,448)	20,776	(34,676)	(19,996)
Other tenant revenue	185,025	127,306	57,719	149,321	35,704
Tenant revenue	5,502,454	5,331,532	170,922	5,298,738	203,716
Other revenue (incl GF subsidy)	332,500	295,797	36,703	327,709	4,791
Total operating revenue	8,433,680	8,414,625	19,055	8,373,744	59,936
Operating expenses:					
Repair and maintenance	2,473,034	2,329,284	(143,750)	2,598,759	125,725
Operations	2,589,303	2,544,559	(44,744)	2,367,415	(221,888)
Utilities	558,085	555,763	(2,322)	548,192	(9,893)
Insurance	158,009	154,150	(3,859)	152,170	(5,839)
PILOT	36,168	39,456	3,288	41,984	5,816
Bad debt, net of recoveries	64,102	63,990	(112)	82,029	17,927
Other	44,158	63,980	19,822	64,128	19,970
Total operating expenses	5,922,859	5,751,182	(171,677)	5,854,677	(68,182)
Net program income	2,510,821	2,663,443	(152,622)	2,519,067	(8,246)
Other ongoing cash outflows:					
HAWC administration	697,091	755,559	58,468	679,336	(17,755)
Debt service	1,845,098	1,847,291	2,193	1,848,479	3,381
Total outflows	2,542,189	2,602,850	60,661	2,527,815	(14,374)
Cash flow from operations	(31,368)	60,593	(91,961)	(8,748)	(22,620)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,085	(11,665)	15,750	(5,534)	9,619
Capital fund receipts	138,948	95,750	43,198	164,530	(25,582)
Capitalized modernization	(367,096)	(95,750)	(271,346)	(183,570)	(183,526)
Gain on sale of assets	24,177	-	24,177	-	24,177
Transfers to (from) Local Fund	-	(7,970)	7,970	(27,212)	27,212
Transfers to restricted cash - CAO	(286,332)	(286,338)	6	-	(286,332)
Transfers from (to) restricted cash - Repl Res	(166,920)	(166,920)	-	(114,420)	(52,500)
Section 18 transfers from Public Housing	1,012,271	949,268	63,003	924,633	87,638
Net unrestricted cash flows	327,765	536,968	(209,203)	749,679	(421,914)
Restricted cash flows:					
Housing Assistance Payments earned	17,594,637	18,384,630	(789,993)	17,506,313	88,324
Housing Assistance Payments	(18,720,521)	(19,209,150)	488,629	(18,696,370)	(24,151)
Investment income - restricted	14,388	53,264	(38,876)	47,726	(33,338)
Transfers from unrestricted - CAO	286,332	286,338	(6)	-	286,332
Transfers from (to)unrestricted - Repl Res	166,920	166,920	-	114,420	52,500
Purchased from replacement reserves	(25,368)	(63,920)	38,552	(62,167)	36,799
Sec 18 transfers to Affordable Housing	(1,012,271)	(949,268)	(63,003)	(924,633)	(87,638)
Total restricted cash flows	(1,695,883)	(1,331,186)	(364,697)	(2,014,711)	318,828
Net cash flows	(1,368,118)	(794,218)	(573,900)	(1,265,032)	(103,086)



V. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,594,641	1,702,326	(107,685)	1,711,435	(116,794)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	30,600	16,858	13,742	34,638	(4,038)
Total operating revenue	1,625,241	1,719,184	(93,943)	1,746,073	(120,832)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,366,726	1,385,569	18,843	1,338,650	(28,076)
Utilities	-	-	-	-	-
Insurance	4,374	4,504	130	4,374	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	42,861	61,803	18,942	59,189	16,328
Total operating expenses	1,413,961	1,451,876	37,915	1,402,213	(11,748)
Net program income	211,280	267,308	(56,028)	343,860	(132,580)
Other ongoing cash outflows:					
HAWC administration	358,597	411,298	52,701	319,262	(39,335)
Debt service	-	-	-	-	-
Total outflows	358,597	411,298	52,701	319,262	(39,335)
Cash flow from operations	(147,317)	(143,990)	(3,327)	24,598	(171,915)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,081	(720)	1,801	1,038	43
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	49,828	144,710	(94,882)	-	49,828
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(96,408)	-	(96,408)	25,636	(122,044)
Restricted cash flows:					
Housing Assistance Payments earned	17,594,637	18,384,630	(789,993)	17,506,313	88,324
Housing Assistance Payments	(18,720,521)	(19,209,150)	488,629	(18,696,370)	(24,151)
Investment income - restricted	(4,210)	17,586	(21,796)	20,285	(24,495)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(1,130,094)	(806,934)	(323,160)	(1,169,772)	39,678
Net cash flows	(1,226,502)	(806,934)	(419,568)	(1,144,136)	(82,366)



V. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	891,542	1,002,538	(110,996)	952,783	(61,241)
Gross billable rent	521,518	488,596	32,922	487,622	33,896
Vacancy loss	(1,785)	(3,693)	1,908	(3,777)	1,992
Premiums (concessions)	(19)	(29)	10	(22)	3
Other tenant revenue	51,560	42,381	9,179	42,340	9,220
Tenant revenue	571,274	527,255	44,019	526,163	45,111
Other revenue (incl GF subsidy)	13,995	5,130	8,865	5,696	8,299
Total operating revenue	1,476,811	1,534,923	(58,112)	1,484,642	(7,831)
Operating expenses:					
Repair and maintenance	1,097,582	1,058,507	(39,075)	1,302,042	204,460
Operations	336,875	311,623	(25,252)	290,011	(46,864)
Utilities	66,650	66,258	(392)	64,107	(2,543)
Insurance	41,252	40,927	(325)	39,789	(1,463)
PILOT	36,168	39,456	3,288	41,984	5,816
Bad debt, net of recoveries	(1,589)	(355)	1,234	21,736	23,325
Other	-	879	879	640	640
Total operating expenses	1,576,938	1,517,295	(59,643)	1,760,309	183,371
Net program income	(100,127)	17,628	(117,755)	(275,667)	175,540
Other ongoing cash outflows:					
HAWC administration	331,984	339,259	7,275	355,665	23,681
Debt service	-	-	-	-	-
Total outflows	331,984	339,259	7,275	355,665	23,681
Cash flow from operations	(432,111)	(321,631)	(110,480)	(631,332)	199,221
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	8,854	12,460	(3,606)	14,304	(5,450)
Capital fund receipts	138,948	95,750	43,198	164,530	(25,582)
Capitalized modernization	(174,190)	(95,750)	(78,440)	(164,530)	(9,660)
Gain on sale of assets	24,177	-	24,177	-	24,177
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	(434,322)	(309,171)	(125,151)	(617,028)	182,706
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	18,598	27,352	(8,754)	27,441	(8,843)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(1,012,271)	(949,268)	(63,003)	(924,633)	(87,638)
Total restricted cash flows	(993,673)	(921,916)	(71,757)	(897,192)	(96,481)
Net cash flows	(1,427,995)	(1,231,087)	(196,908)	(1,514,220)	86,225



V. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	23,389	19,677	3,712	22,384	1,005
Gross billable rent	63,318	61,200	2,118	63,372	(54)
Vacancy loss	(850)	(1,836)	986	(425)	(425)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	500	-	500	333	167
Tenant revenue	62,968	59,364	3,604	63,280	(312)
Other revenue (incl GF subsidy)	1,145	1,046	99	1,004	141
Total operating revenue	87,502	80,087	7,415	86,668	834
Operating expenses:					
Repair and maintenance	18,900	16,292	(2,608)	16,976	(1,924)
Operations	7,581	8,929	1,348	8,195	614
Utilities	9,813	9,479	(334)	9,976	163
Insurance	795	631	(164)	613	(182)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	713	-	(713)	(978)	(1,691)
Other	-	-	-	-	-
Total operating expenses	37,802	35,331	(2,471)	34,782	(3,020)
Net program income	49,700	44,756	4,944	51,886	(2,186)
Other ongoing cash outflows:					
HAWC administration	40	231	191	90	50
Debt service	34,750	34,750	-	34,750	-
Total outflows	34,790	34,981	191	34,840	50
Cash flow from operations	14,910	9,775	5,135	17,046	(2,136)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	200	214	(14)	102	98
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	15,110	9,989	5,121	17,148	(2,038)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	365	(365)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	365	(365)	-	-
Net cash flows	15,110	10,354	4,756	17,148	(2,038)



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	43,559	45,338	(1,779)	43,886	(327)
Gross billable rent	532,128	541,743	(9,615)	527,505	4,623
Vacancy loss	(14,413)	(18,016)	3,603	(22,531)	8,118
Premiums (concessions)	(17,001)	(14,563)	(2,438)	(847)	(16,154)
Other tenant revenue	6,397	4,830	1,567	(9,078)	15,475
Tenant revenue	507,111	513,994	(6,883)	495,049	12,062
Other revenue (incl GF subsidy)	9,795	8,756	1,039	8,610	1,185
Total operating revenue	560,465	568,088	(7,623)	547,545	12,920
Operating expenses:					
Repair and maintenance	208,324	184,127	(24,197)	181,295	(27,029)
Operations	124,986	109,328	(15,658)	109,814	(15,172)
Utilities	56,443	55,489	(954)	57,936	1,493
Insurance	8,190	11,403	3,213	12,048	3,858
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,721	4,753	3,032	5,859	4,138
Other	-	-	-	-	-
Total operating expenses	399,664	365,100	(34,564)	366,952	(32,712)
Net program income	160,801	202,988	(42,187)	180,593	(19,792)
Other ongoing cash outflows:					
HAWC administration	141	162	21	165	24
Debt service	72,834	72,834	-	72,834	-
Total outflows	72,975	72,996	21	72,999	24
Cash flow from operations	87,826	129,992	(42,166)	107,594	(19,768)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	345	2,098	(1,753)	226	119
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(99,577)	-	(99,577)	-	(99,577)
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(30,240)	(30,240)	-	(30,240)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(41,646)	101,850	(143,496)	77,580	(119,226)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	807	(807)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	30,240	30,240	-	30,240	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	30,240	31,047	(807)	30,240	-
Net cash flows	(11,406)	132,897	(144,303)	107,820	(119,226)



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2012 – June 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	31,924	2,921	29,003	2,921	29,003
Gross billable rent	53,872	53,629	243	52,161	1,711
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	2,153	-	2,153	52	2,101
Tenant revenue	56,025	53,629	2,396	52,213	3,812
Other revenue (incl GF subsidy)	14,406	14,384	22	20,821	(6,415)
Total operating revenue	102,355	70,934	31,421	75,955	26,400
Operating expenses:					
Repair and maintenance	9,097	2,314	(6,783)	3,902	(5,195)
Operations	50,545	9,824	(40,721)	(73,684)	(124,229)
Utilities	5,777	5,191	(586)	4,667	(1,110)
Insurance	1,299	1,068	(231)	1,037	(262)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	100	-	(100)	(347)	(447)
Other	1,297	1,298	1	4,299	3,002
Total operating expenses	68,115	19,695	(48,420)	(60,126)	(128,241)
Net program income	34,240	51,239	(16,999)	136,081	(101,841)
Other ongoing cash outflows:					
HAWC administration	4,692	2,467	(2,225)	2,337	(2,355)
Debt service	12,285	14,478	2,193	12,285	-
Total outflows	16,977	16,945	(32)	14,622	(2,355)
Cash flow from operations	17,263	34,294	(17,031)	121,459	(104,196)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7,893	16,437	(8,544)	8,092	(199)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(71,433)	-	(71,433)	-	(71,433)
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(49,828)	(152,680)	102,852	(27,212)	(22,616)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	28,952	7,131	21,821	8,517	20,435
Net unrestricted cash flows	(67,153)	(94,818)	27,665	110,856	(178,009)
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	(67,153)	(94,818)	27,665	110,856	(178,009)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	13,671	14,496	(825)	13,888	(217)
Gross billable rent	4,361,701	4,354,967	6,734	4,267,396	94,305
Vacancy loss	(143,388)	(196,916)	53,528	(187,230)	43,842
Premiums (concessions)	(37,652)	(60,856)	23,204	(33,807)	(3,845)
Other tenant revenue	124,415	80,095	44,320	115,674	8,741
Tenant revenue	4,305,076	4,177,290	127,786	4,162,033	143,043
Other revenue (incl GF subsidy)	262,559	249,623	12,936	256,940	5,619
Total operating revenue	4,581,306	4,441,409	139,897	4,432,861	148,445
Operating expenses:					
Repair and maintenance	1,139,131	1,068,044	(71,087)	1,094,544	(44,587)
Operations	702,590	719,286	16,696	694,429	(8,161)
Utilities	419,402	419,346	(56)	411,506	(7,896)
Insurance	102,099	95,617	(6,482)	94,309	(7,790)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	63,157	59,592	(3,565)	55,759	(7,398)
Other	-	-	-	-	-
Total operating expenses	2,426,379	2,361,885	(64,494)	2,350,547	(75,832)
Net program income	2,154,927	2,079,524	75,403	2,082,314	72,613
Other ongoing cash outflows:					
HAWC administration	1,637	2,142	505	1,817	180
Debt service	1,725,229	1,725,229	-	1,728,610	3,381
Total outflows	1,726,866	1,727,371	505	1,730,427	3,561
Cash flow from operations	428,061	352,153	75,908	351,887	76,174
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(14,288)	(42,154)	27,866	(29,296)	15,008
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(21,896)	-	(21,896)	(19,040)	(2,856)
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(286,332)	(286,338)	6	-	(286,332)
Transfers from (to) restricted cash - Repl Res	(136,680)	(136,680)	-	(84,180)	(52,500)
Section 18 transfers from Public Housing	983,319	942,137	41,182	916,116	67,203
Net unrestricted cash flows	952,184	829,118	123,066	1,135,487	(183,303)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	7,154	(7,154)	-	-
Transfers from unrestricted - CAO	286,332	286,338	(6)	-	286,332
Transfers from (to)unrestricted - Repl Res	136,680	136,680	-	84,180	52,500
Purchased from replacement reserves	(25,368)	(63,920)	38,552	(62,167)	36,799
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	397,644	366,252	31,392	22,013	375,631
Net cash flows	1,349,828	1,195,370	154,458	1,157,500	192,328



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
June 30, 2013

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
Current assets:								
Unrestricted cash and cash equivalents	7,135	920,384	41,253	123,155	173,973	(1,750,354)	(484,454)	1
Restricted cash and cash equivalents	144,434	65,547	1,150	36,986	32,700	291,778	572,595	2
Accounts receivable, net	29,894	61,624	630	3,151	1,802	281,232	378,333	3
Current portion of contracts receivable	—	2,013	—	—	3,254	—	5,267	4
Other current assets	—	5,745	—	7,453	3,200	18,345	34,743	5
Total current assets	181,463	1,055,313	43,033	170,745	214,929	(1,158,999)	506,484	6
Non-current assets:								
Restricted cash and cash equivalents	986,069	2,204,224	36,092	114,289	—	1,109,244	4,449,918	7
Contracts receivable	—	—	—	—	404,608	—	404,608	8
Capital assets, non-depreciable	—	3,625,840	50,000	60,601	357,443	4,095,129	8,189,013	9
Capital assets, depreciable, net	—	4,097,106	50,243	265,265	819,111	16,428,497	21,660,222	10
Total non-current assets	986,069	9,927,170	136,335	440,155	1,581,162	21,632,870	34,703,761	11
Total assets	1,167,532	10,982,483	179,368	610,900	1,796,091	20,473,871	35,210,245	12
Liabilities								
Current liabilities:								
Accounts payable	47,483	72,909	2,227	69,672	10,703	80,371	283,365	13
Deferred revenue	—	5,365	27	—	—	2,563	7,955	14
Accrued interest payable - bonds and notes	—	—	2,612	519	138	670,513	673,782	15
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	301,730	383,500	16
Current liabilities payable from restricted assets:								
Tenant and other deposits	144,434	65,547	1,150	36,987	32,700	291,778	572,596	17
Total curr. liabilities payable from restr. assets	144,434	65,547	1,150	36,987	32,700	291,778	572,596	18
Total current liabilities	191,917	143,821	9,574	175,957	52,974	1,346,955	1,921,198	19
Non-current liabilities:								
Contracts and notes payable	—	—	326,896	20,277	690,996	26,260,382	27,298,551	20
Total non-current liabilities	—	—	326,896	20,277	690,996	26,260,382	27,298,551	21
Total liabilities	191,917	143,821	336,470	196,234	743,970	27,607,337	29,219,749	22
Net Assets								
Invested in capital assets, net of related debt	—	7,722,946	(230,212)	237,094	476,126	(6,038,486)	2,167,468	23
Restricted	979,889	2,204,224	36,092	114,289	—	1,109,244	4,443,738	24
Unrestricted	(4,274)	911,492	37,018	63,283	575,995	(2,204,224)	(620,710)	25
Total net assets	975,615	10,838,662	(157,102)	414,666	1,052,121	(7,133,466)	5,990,496	26
Total liabilities and net assets	1,167,532	10,982,483	179,368	610,900	1,796,091	20,473,871	35,210,245	27



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
July 2013

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,470	899	620	375	204	103	46	24	9	6	3,756
Average Days	1,283	1,223	1,267	1,313	1,205	1,220	1,344	1,265	1,511	1,151	1,264

Wait List Based on Gender			
Gender	Female	Male	Total
Total	2,580	1,176	3,756

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	482	25	2,913	50	112	3,756

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	735	2,987	34	3,756

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,008	265	1,823	660	3,756



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 2013

Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy	Total Vacant Units	Total Vacancy Days	Total Average
	This Month	This Month	Days Per Unit This	(FY cumulative total)	(FY cumulative total)	Vacancy Days Per
FY 2012-13			Month			Unit
						(FY cumulative total)
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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: July: 3,756 last month 3,757. 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 2013 were at 0.00 (last month – 19.12. FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.
- c) Occupancy Rates:
 *Public Housing: 99.59% (last month – 100%)
 *Section 8: 97.5% (last month – 99.4%)

We had 2,544 vouchers leased up in July (last month – 2,615). Three (3) new vouchers were issued, and 28 applicants with vouchers are searching for housing (last month 4 new, 28 looking). Our monthly allocation of Section 8 HAP funds is 100%. 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 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	3.00 hrs	5.0 hrs	24 hrs
Routine WO's	5.45 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 64 (53 from Section 8 and 11 from Public Housing)
 Total FSS participants w/escrow balance: 38
 Total Escrow Balance: \$141,306
 Average Escrow Balance: \$ 3,719
 Highest Escrow Accounts: \$13,969 (Section 8) and \$12,855 (Public Housing)
 IDA 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 Quantama Crossing co-owned in a partnership and managed by Simpson Property Management are not included.)

- a) Infinity-Managed Properties: 97.06% Occupancy (18 vacancies / 613 units), compared to 97.23% (17 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Preventative maintenance was performed on twenty-two (22) inspected pre-REAC units.
- Reported 91 non-emergency work orders have been completed year to date.
- Reported 1 emergency work orders have been completed year to date.
- Landscaping season is in high gear.
- Plumbing repair services were performed at one (1) Public Housing unit.
- Garage door replacement was completed at one (1) Public Housing unit.

Turnovers:

- There were zero (0) Public Housing turnovers this month.

Yardi Update:

The Yardi Make Ready and Yardi Work Order programs have received system upgrades. The program is now able to report and print HUD required PHAS reporting documentation for work order completions and VUTT (Vacancy Unit Turnover Time) reporting documentation for turnover completions.



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

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).

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—the Housing Authority does not hold voucher slots vacant prior to project-basing. 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	10
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
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 (Bonita and The Colonies)				7	7	4			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	14	10						
Total PBVS	102	26	22	46	22	10	25	25	21



V. STAFF REPORTS
E. Report on Homelessness

• **BUILDING SUSTAINABLE PARTERNSHIPS FOR HOUSING PROJECT**

On August 7, the Washington County Housing and Supportive Services Network (HSSN) and the Mental Health and Special Needs Community Consortium (MHSNCC) held a joint planning meeting to engage community stakeholders in an intensive and detailed look at how policies, processes, partnerships, and programming connect individuals with disabilities to housing and services, as outlined in the Building Sustainable Partnership for Housing (BSPH) project. The planning activities will complement the HSSN's system development work to establish a coordinated and centralized assessment system for people at risk and experiencing homelessness.

The BSPH project is funded by a 2011 Centers for Medicare and Medicaid Services Real Choice Systems Change Grant. The Oregon Health Authority (OHA) Addictions and Mental Health Division received one of six national Real Choice BSPH funding awards to perform strategic planning with a vision on integrated and centralized systems that provide greater access to housing and services for people with disabilities.

• **COORDINATED AND CENTRALIZED ASSESSMENT SYSTEM (CCAS)**

Tualatin Valley Fire & Rescue and Virginia Garcia Memorial Health Clinic have joined with community provider agencies comprising a CCAS subcommittee to perform planning and development of the jurisdictions assessment system for at risk and homeless populations. The subcommittee is developing a homeless response system that functions as a centralized or "front-door" to prevention assistance and homeless housing and service programs in Washington County. The system works to ensure that all people receive equal access to community resources and quickly move people into permanent housing. Community Action Organization will function as the front door for the system.

This national initiative is a requirement of the federal Emergency Solution Grant (ESG) and CoC Program funds under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The Centralized Assessment System embodies the vision outlined in A Road Home: 10-Year Plan to End Homelessness in Washington County that addresses a universal point of referral (Goal 1, Strategy 1.1).



System Development Task	Status of Task
Define Access Point(s)	COMPLETE: Community Action will provide physical sites (Beaverton and Hillsboro) and a mobile assessment access point performed by PATH Outreach workers.
Develop Screening and Assessment Tools	Screening Tool developed 5/31/13, and Assessment Tool draft reviewed 6/21/2013. A revision to the assessment tool scoring as a result of referral discussion – next review 9/20/13.
Define HMIS Data Gathering and Sharing	Data sharing and future MOU – pending. Need to develop online tool for tracking available bed/unit inventory, and sharing this data – next review 9/20/13.
Develop Coordinated Intake and Referral Process	All ESG and CoC Program (HUD-funded) homeless projects are required under federal regulation to align with the Centralized Assessment System. Project/agency need to accept the referred homeless into vacant beds/units when determined eligible for the program. Policy review of referral at 9/20/13 meeting.
Develop Resources to Staff the System	Community Action will track number of calls for shelter/housing for one month – review at 9/20/13 meeting.
Define Media to Market the System	
Implement the Centralized Assessment System: Target date is January 2014	

• **UPDATE: FY2012 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On August 1, 2013, the U.S. Housing and Urban Development (HUD) announced a final round of FY2012 McKinney-Vento CoC Program grant awards for new projects. As the CoC Collaborative Applicant, Washington County Department of Housing Services applied for and received \$28,967 for a one-year CoC Planning project to support the community’s compliance to HEARTH Act requirements. This announcement provides Washington County \$2,351,081 in FY2012 CoC Program grant funds. The new Clover Court Permanent Supportive Housing Initiative project submitted by Luke-Dorf, Inc. was not funded. HUD prioritized funding to existing renewal projects and new planning projects prior to funding new Permanent Housing Initiative projects.



HUD has provided guidance that continuums across the nation should anticipate an estimated 6% reduction in the FY2013 McKinney-Vento Homeless Assistance CoC Program funding. The FY2013 Notice of Funding Available (NOFA) is anticipated to be released in September.

The following is a historical summary of local HUD McKinney-Vento Homeless Assistance funding under the new HEARTH Act effective Federal FY2011.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014
	\$1,846 billion	\$1,901 billion	\$1,901 billion	\$1,929 billion	Proposed \$2,088 billion (House) or \$2,260 billion (Senate)
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion ¹	
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	*NOFA not yet released ²	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	\$61,280	
NOTE: Net funds diverted from Washington County to the State (OHCS) for City's with >50,000 people (Beaverton & Hillsboro)	n/a ⁴	\$63,110	\$100,182	Est. \$100,182	

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

Community Action and Luke-Dorf, Inc. have held the first meeting to launch the January 2014 point-in-time (PIT) homeless 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 reviewing the request to establish consistent statewide PIT homeless definitions to provide for consistency in counting people at risk of homelessness in accordance with the federal Emergency Solution Grant definition.

¹ H.R. 933 will fund an estimated \$1.929 billion in CoC Program and Emergency Solutions Grant after sequestration and a mandatory rescission.

² FY2013 CoC Program Notice Of Funding Available (NOFA) has not been released by US Dept. of HUD.

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

⁴ Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program, with est. 14% reduction due to Sequestration.



• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

Luke-Dorf, Inc. received a second year of funding for the 3-year federal Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant to serve chronic homeless adults with housing and services experiencing mental health and substance addiction. Due to sequestration, the budget was reduced by 4%.

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.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
20 Units Total (Year 1) July 2012 to June 2013	23 people	11	38
50 Units Total (Years 1 - 2) July 2013 to June 2014	27 people (includes 14 people in housing)	14	43 (awaiting unit turnover)
90 Units Total (Years 1 - 3) July 2014 to June 2015			

In this second year of operation, accessing housing continues to be a barrier (e.g. denied housing due to a criminal past), and 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 under the new Project-based Section 8 MOU. As we continue to engage and enroll homeless clients in the program, the focus of the Mental Health and Special Needs Community Consortium is shifting from implementing the program to increasing access to housing and services through the established partnerships and program policies developed in the first year of the Housing TEAM Program.

• **HUD-VASH (VETERAN AFFAIRS SUPPORTIVE HOUSING) VOUCHERS**

During the January 2013 Point-In-Time Homeless Count, 106 homeless veterans where reported in Washington County. Nationally, approximately 9,000 homeless veterans are reported living on the streets and in shelter systems. On May 29, HUD Secretary Shaun Donovan announced that HUD will provide \$60 million to local public housing agencies across the country to provide permanent supportive housing to homeless veterans.



The Housing Authority of Washington County received an award of 35 vouchers that, combined with the previous 25 vouchers awarded in June 2010, will support 60 homeless veterans participating in the HUD-VASH program with rent subsidy. Veterans rent privately owned housing and generally contribute no more than 30 percent of the household income toward rent. Supportive services are provided by the Veterans Affairs and local service providers.

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

The U.S. Veterans Affairs Supportive Services for Veteran Families (SSVF) program provides services to very low-income veteran families living in – or transitioning to – permanent housing. The SSVF program supports the Veteran Affairs efforts to prevent at-risk veterans from becoming homeless and rapidly re-house those who have recently fallen into homelessness.

A collaboration of four counties that included the lead applicant, Community Action Team Inc. (serving Columbia, Clatsop and Tillamook counties) and Community Action in Washington County applied for \$709,075 in SSVF funds. At a local level, Community Action in Washington County received an estimated \$270,000 to further their work in preventing and ending homelessness for veterans and their families in our community.

- **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to research performed on the high cost of services provided to chronic homeless individuals and families without a housing plan in-place. Northwest Economic Research Center (NERC) performed the cost study with data collected from consenting formerly homeless people to include 20 single adult households and 22 family households. The report will be released in September 2013.

- **HOMELESS ASSESSMENT REPORT – YEAR 5**

The Washington County Homeless Assessment Report on outcomes and challenges is an annual compilation of client and program data that highlights the implementation of the strategies outlined in A Road Home: 10-Year Plan to End Homelessness. Annette Evans will present the Year 5 report to the Homeless Plan Advisory Committee (HPAC) at the September 12 meeting, at which time the HPAC will have an opportunity to provide comment prior to the report presentation to the Washington County Board of Commissioners in October. Copies of the final report will be provided to the HPAC, city mayors and managers, local community stakeholders, State officials, HUD, and the federal US Interagency Council on Homelessness (USICH).



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.

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, to be followed shortly by Metro, Beaverton School District and THPD. Washington County will support similar efforts in Cornelius and Forest Grove in the coming months.

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

The Citizen's Advisory Committee (CAC) is scheduled on Wednesday, August 28 from 6-8:30pm. The meeting will include another review of the list of action items being worked on by the project team. The approximately 50 actions underway include a number of specific actions (e.g. changing ADU process from Type III to Type II or Type I in some areas), as well as actions that will result in additional research or longer-term planning work (e.g. developing and implementing a possible Housing Maintenance Code).

The Center for Intercultural Organizing and Centro Cultural continue to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events during Phase 2. Washington County has contracted with Community Alliance of Tenants (CAT) OPAL (<http://www.opalpdx.org>), the Asian-Pacific American Network of Oregon, Adelante Mujeres (www.adelantemujeres.org), Centro Cultural, and the Oregon Somali Family Education Center (OSFEC) to do targeted stakeholder outreach and leadership training for their constituents, to enable them to participate more effectively in this project and future planning efforts.

- **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. 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. A fourth sector (construction) will be added in 2014. 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.

- **ALOHA PARK APARTMENTS REFINANCING**

The process to refinance Aloha Park Apartments is underway. A letter of engagement has been signed and financing fees have been paid.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable units) has a positive cash flow, but revenue from the property is restricted to the property. HAWC will refinance the property in order to gain access to the equity to support capital improvements to the entire affordable housing portfolio. The refinance will also allow HAWC to pay off the HUD loan on the property early, resulting in acquisition of 72 enhanced vouchers for current residents of the below-market affordable units. These vouchers function the same way as tenant-based Section 8 vouchers, and will likely result in reduced rent for those households.

- **ANNUAL HAC RETREAT**

The annual HAC retreat is tentatively scheduled for Friday, October 18. The purpose of the retreat is two-fold: (1) to educate/inform the Committee's members on pertinent housing-related issues and/or roles and responsibilities, and (2) to inform public officials and County/city staff on key housing issues. Given this purpose, my recommendation would be that the Committee assign a workgroup to plan this annual effort, with assistance as needed from staff, for future retreats.



VII. NEW BUSINESS

- **Board of County Commissioners Work Session**

On September 10, The Housing Department will be support two presentations: (1) Homeless Cost Study results and a recommendation that the project continues forward to the Cost/Benefit Analysis Phase, and (2) proposed strategic funding initiative for the Community Housing Fund.

- **Consolidated Plan Work Group**

The Housing Department be supporting the Office of Community Development's efforts beginning on September 4, 2013 to coordinate the development of a 2015-2020 Consolidated Plan for Washington County, including the cities of Hillsboro and Beaverton and community partners.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT