

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



February 24, 2011 – 9:00 a.m.

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



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Next Meeting:

March 24, 2011
Department of Housing Services, Conference Room
111 NE Lincoln Street, Suite 200-L
Hillsboro, Oregon 97124

2011 Meeting Schedule
March 24
April 28
May 26 - Budget
June 23
July 28
August 25
September 22
Friday, September 23 - Retreat
October 27
November 17
Friday, December 2 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
February 24, 2011 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. January 27, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. ACCEPT - REPORT OF SECRETARY**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
January 27, 2011, 9:00 AM

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

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

Val Valfre, Director
Kimberly Armstrong, Management Analyst
Michael O'Neill, Finance Manager
Annette Evans, Homeless Programs Coordinator

COMMITTEE MEMBERS ABSENT

Donna Pottle

GUESTS PRESENT

Greg Malinowski, County Commissioner

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

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Renee Bruce noted that the November minutes failed to list her as an absent committee member.

Motion: Approve the minutes from November 18, 2010 with one correction— Peter Hainley

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- The Board of County Commissioners appointed the two new Commissioners to the Housing Authority Board of Directors on January 4, 2011.
- The Housing Authority Board of Directors will be asked to approve the financial audit at the February 1, 2011 meeting.
- Recent news articles on homelessness have received some attention from the Board and the community.
- Three (3) HAC member terms will expire on 3/31/2011. Expiring terms are for representatives of Agricultural / Farm Worker Communities, Social Service Organizations, and a Member-at-Large. The Elderly and Minority groups representative position is still vacant.
- Juliet Parrott let the group know that she will be moving to Nevada with her family as soon as she is able to find housing. As a result she may not complete her term, due to expire 3/31/12.



- Ms. Parrott also mentioned some challenges with the new Tarkington manager. There was some discussion of notice requirements, and the possibility that elderly/disabled buildings may need to increase notice timelines. There was also a conversation about implementing some kind of resident survey about service levels, access and perceived access to services.
- Commissioner Greg Malinowski was introduced to the HAC members.
- Peter Hainley reported that the Housing Alliance legislative agenda has been set. Oregon Thrives will have a lobby day in Salem for affordable housing on February 14.
- CASA of Oregon has moved into its new Sherwood offices.
- Ramsay Weit announced that the Community Housing Fund is developing a partnership agreement with Enterprise Community Development. Mr. Weit also announced that two new housing developments will be constructed in downtown Hillsboro—one market-rate building, and one affordable development that will be targeted towards students/graduate students.
- Juliet Parrott reported that the Aging & Veterans' Services Advisory Committee (AVSAC) spent time considering goals and strategies at its last meeting.
- Ron Lehr commented that interest rates in the housing market remain low. However, there is more activity in the Low-Income Housing Tax Credit (LIHTC) investment market, which is positive. Lack of gap financing is still a challenge.
- David Nase stated that the rental market seems to be picking up, and that single-family homes seem to be selling as well. It is still very difficult for investors to purchase new properties, but private buyers seem to be able to secure loans more easily.
- Renee Bruce reminded the group that Project Homeless Connect will take place on Friday, January 28, with the Key Leader Briefing held on Thursday, January 27 in the evening. Ms. Bruce also reported that Community Action received over 40,000 calls for rent assistance in January. She also stated that Community Action organizations are concerned about possible federal budget cuts.

IV. REPORT OF SECRETARY

A. Financial Statement

Mr. O'Neill presented the financial report.

The County Audit Committee met on January 26 to discuss FY2010. The Housing Authority bonds were discussed. These bonds were issued by Washington County, and are backed by a note payable by the Housing Authority of Washington County, and were issued to refinance preexisting HAWC debts. There is a new County Auditor in place, who may ask for some additional reports or other changes.



The Housing Authority’s financial position is positive year-to-date and positive to budget in most areas. The Housing Authority has positive cash flows year-to-date, and should remain in good financial shape going forward. Most of the positive balance is the result of the continued vacancy of the Assistant Director position.

Federal cuts or budget freezes will impact the budget, but existing Section 8 reserves can be used to mitigate cuts and avoid reducing assistance levels. These reserves are restricted for use on Section 8 rental assistance payments only. Ron Lehr asked if there was a strategy in place to manage the impact of federal cuts. Val Valfre remarked that HAWC has some possible strategies, but detailed financial planning will need to wait until Federal budget targets are released.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time (at least 3-4 years). The wait list is still very long, and DHS is working to utilize all available vouchers. The wait list has decreased slightly as a result of draw-downs to issue additional vouchers.
- Average vacancy days per unit is 18.35.
- Occupancy rates remain high in public housing and for Section 8 vouchers.

C. Affordable Housing

- Occupancy rates also remain high in affordable housing. Aloha Park is now officially owned by the Housing Authority and its 80 units are included in the total affordable housing units.
- Work orders are still being completed in a very timely manner.
- The property management contract for the affordable housing portfolio will open for re-bidding this year.

Rent increases at Aloha Park will go into effect in March 2011. The rates included in the HAC packet mistakenly listed “Current rent” at the Aloha Park rent levels prior to the September 2009 rent increase.

The table below lists corrected current rents and increased rents

	Current rent	Increased rent	Increase	Typical Market Rent
1 bedroom (20)	\$454	475	\$21	\$575
2 bedroom (40)	\$493	\$516	\$23	\$675
3 bedroom (20)	\$540	\$565	\$25	\$800

HAWC was able to acquire Aloha Park as a result of the dissolution of Tualatin Valley Housing Partners.

Ron Lehr asked if there were currently any concessions being offered in affordable properties. Gary Calvert responded that current occupancy rates remain fairly high without concessions.



David Nase asked if it would be cost-effective for the County to self-manage. Gary Calvert stated that currently it is more cost-effective to contract out the management for these properties. Peter Hainley inquired about service quality with contracted management. Ramsay Weit suggested that the upcoming RPF should include an emphasis on the Housing Authority mission, and could perhaps include a requirement that the manager conduct annual resident satisfaction surveys.

D. Special Projects

- Project-Based Vouchers

The Knoll in Tigard was awarded twelve (12) project-based vouchers. This development will hold its grand opening soon, and is on-schedule for spring occupancy.

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

E. Report on Homelessness

Ms. Evans reported on the following:

- The Washington County Continuum of Care was awarded approximately \$2 million in McKinney-Vento Homeless Assistance funds. Scoring for FY2010 awards should be announced soon. Washington County has also submitted an application for Shelter Plus Care permanent housing funds through a competitive grant program. Competitive awards will likely be announced in late spring.
- Project Homeless Connect will take place at Sunrise Church in Hillsboro on Friday, January 28. The Key Leader Briefing is scheduled for the evening of Thursday January 27. The briefing will discuss homeless policies on Federal, state, and local levels.
- The national Point-In-Time Street and Shelter Homeless Count is taking place this week. As part of the Point-In-Time Count, seven homeless households (5 families with children, 2 singles) were identified and interviewed in the Department of Housing Services lobby. Data from the Point-in-Time count will be entered into HMIS and should be available in March.
- Evictions data for 2010 was finalized. In 2008 there were over 4,300 evictions filed in Washington County courts—in 2010 there were 3,800 court evictions. Discussion groups suggest that at least part of this drop in evictions is the result of ARRA stimulus funding, however, and this additional funding has been distributed and will not be renewed. This may mean that evictions increase as emergency rent assistance levels drop. Local funders may be able to fill some of the gap—Renee Bruce reported that the City of Beaverton committed \$40,000 to Community Action for emergency assistance this year.



- Several Washington County residents and advocates discussed suburban homelessness on OPB’s “Think Out Loud” this week.
- Over 1,300 bed stays were provided through the end of December by Washington County Severe Weather Shelters. January numbers will be available soon. Nearly 3,000 hours of volunteer effort has gone into this program, and shelters are running at capacity. Sonrise increased their capacity to 45 beds. Sonrise has seen an increase in persons coming from Gresham and Portland seeking shelter—illustrating the fact that homeless households seek shelter regionwide. Renee Bruce remarked that one possible reason that homeless families may seek assistance in Washington County is that (unlike shelters in Multnomah and Clackamas Counties) Washington County shelters do not separate families into gendered sleeping areas.
- The HEARTH Act regulations should be released this summer, and HUD will allow a public comment period on draft rules and regulations prior to finalizing. Washington County is moving forward to adopt strategies that conform to the principles in the HEARTH Act and the Opening Doors Federal Strategic Plan. We hope that this will help insure that Washington County’s strategies and work plan will align with the new rules and regulations. Washington County’s Continuum of Care would like to apply to be designated as a high-performing Continuum if possible, in order to become eligible for additional funding.
- The Anti-Poverty Strategies received a report on the Region 2 Workforce Investment Board. Commissioner Roy Rogers asked for specific details on how Washington County could apply for, and access, a larger percentage of the Region 2 Workforce funds. There was some discussion of Workforce programs and ways to increase involvement from local employers.
- Phase 4 of the Bridges to Housing Program is scheduled to begin in March. The Board of County Commissioners will be asked to approve the contract with Community Action at the February 15 Board meeting.

V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Housing Services staff has met with staff from Washington County Assessment and Taxation, the Cities of Beaverton, Tigard, and Hillsboro, and affordable housing providers to collect feedback about the potential property tax exemption for affordable housing providers.

Staff received approval from the Chair and Chair-Elect to move ahead with discussions with City Mayors and Managers. Staff met with Mayor Dirksen and City Manager Craig Prosser in Tigard, and Mayor Willey and City Manager Sarah Jo Chaplen in Hillsboro, as well as the Superintendent and CEO from the Hillsboro School District. These meetings have been generally positive. A meeting with Mayor Doyle is scheduled for February 2.



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

- Sustainable Housing and Communities

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

Washington County staff is working with representatives from HUD and DOT to negotiate Cooperative Agreements for the award. Project work on this 3-year project is tentatively anticipated to begin sometime in early 2011. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments. This is a collaborative project between Land Use and Transportation, Housing Services, Community Development, and other partners.

There was additional discussion about affordable housing in general and the need to explore a variety of tools, incentives, and strategies to promote development of affordable housing in all Washington County communities.

- Neighborhood Stabilization Program (NSP)

The Housing Authority of Washington County closed on two 4-bedroom new-construction homes in Hillsboro using NSP1 funds, and has located a property in Arbor Rose to purchase using NSP2 funds. The Housing Authority Board of Directors and County Board of Commissioners approved this acquisition on November 2nd, but closing has been delayed until Fannie Mae provides the title to Bank of America.

- HAC Vacancies

No update was presented at the meeting.

- Worksystems Collaboration

Housing Services is beginning a collaborative venture with WorkSystems to select low-income individuals from our Section 8 program to participate in Occupational Skills Training. One of the program participants has secured an internship—hopefully the first of many successes.

- Regional Transportation Mobility Counseling Project

No update was presented at the meeting.

- FY2011 VA-HUD VASH Vouchers

The Housing Authority has begun its efforts to gather support for a new allocation of HUD-VASH vouchers. HAWC is requesting an additional 75 vouchers in this round. There is no clear timeline for announcements of this allocation



- Benessare Village

The Housing Authority may partner with Bienestar in developing this affordable senior housing project, if Bienestar is able to locate a suitable site in downtown Hillsboro.

VI. NEW BUSINESS

- Affordable Housing Strategy

Staff will be working with other regional partners to develop a more comprehensive guide for affordable housing in Washington County. The goal is to present this strategy at the Board retreat. Commissioner Malinowski emphasized the importance of citizen support for these efforts.

VII. ADJOURNMENT

Meeting adjourned at 10:58 a.m.

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

Agenda Item: II

Date: 2/24/2011



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

Cash Flow

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts have been adjusted to eliminate the Homeless Program transactions, for the sake of comparability. The prior year amounts are 6/12 of the actual amounts for the entire fiscal year.

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

For the first five months of the Fiscal Year, cash flow from operations, of \$149,040 exceeded the budgeted amount by \$79,987, and the prior year by \$121,713. \$48,165 of the cash flow was from Aloha Park, which is a new property and is not reflected in the budget or prior year amounts.

All but one of the programs had positive cash flow from operations. Public Housing had a negative cash flow of \$75,953 - the ongoing challenge of high maintenance labor and outside purchases yet also ensuring safe and decent housing in an aging portfolio of units.

Affordable Housing cash flow from operations exceeded the amount required to fund County bond reserves by \$15,015.

Statement of Net Assets (Balance Sheet)

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

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

Other

The Authority's FY2010 audited financial statements were accepted by the board of directors on February 1. The FY2012 budget is currently in development.

Agenda Item: IV.A.1

Date: 2/24/2011



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	894,419	735,345	12,499	1,461	9,306	2,277	1,655,307
Gross billable rent	-	292,608	30,587	19,941	152,072	2,080,313	2,575,521
Vacancy loss	-	(2,210)	(98)	(2,421)	(2,454)	(78,974)	(86,157)
Premiums (concessions)	-	(294)	-	(166)	-	(18,130)	(18,590)
Other tenant revenue	-	36,424	-	3,309	4,494	53,291	97,518
Tenant revenue	-	326,528	30,489	20,663	154,112	2,036,500	2,568,292
Other revenue (incl GF subsidy)	8,238	2,005	348	16,200	3,433	117,749	147,973
Total operating revenue	902,657	1,063,878	43,336	38,324	166,851	2,156,526	4,371,572
Operating expenses:							
Repair and maintenance	1,009	703,103	5,368	16,715	26,732	365,811	1,118,738
Total program operations	694,164	162,582	6,693	7,408	47,206	342,260	1,260,313
Utilities	-	35,381	4,733	1,505	18,510	177,164	237,293
Insurance	2,166	19,493	326	459	2,902	46,647	71,993
PILOT	-	20,292	-	-	-	-	20,292
Bad debt, net of recoveries	-	(341)	69	-	2,446	33,905	36,079
Other	26,905	-	-	211	-	-	27,116
Total operating expenses	724,244	940,510	17,189	26,298	97,796	965,787	2,771,824
Net program income	178,413	123,368	26,147	12,026	69,055	1,190,739	1,599,748
Other ongoing cash outflows:							
HAWC administration	175,374	199,321	2,044	1,203	4,000	1,449	383,391
Debt service	-	-	17,364	6,144	15,270	863,202	901,980
Replacements-operating	-	-	-	700	1,620	163,017	165,337
Total outflows	175,374	199,321	19,408	8,047	20,890	1,027,668	1,450,708
Cash flow from operations	3,039	(75,953)	6,739	3,979	48,165	163,071	149,040
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	3,876	11,406	(140)	5,269	35	(28,416)	(7,970)
Capital fund receipts	-	99,830	-	-	-	-	99,830
Capitalized modernization	-	(99,830)	(5,180)	-	-	-	(105,010)
Transfers to (from) Local Fund	-	-	-	(67,328)	-	-	(67,328)
Transfers to restricted cash	-	-	-	-	(6,384)	(148,056)	(154,440)
Section 18 transfers from Public Housing	-	-	4,371	5,015	-	421,471	430,857
Net unrestricted cash flows	6,915	(64,547)	5,790	(53,065)	41,816	408,070	344,979
Restricted cash flows:							
Housing Assistance Payments earned	9,331,319	-	-	-	-	-	9,331,319
Housing Assistance Payments	(8,902,683)	-	-	-	-	-	(8,902,683)
Investment income - restricted	13,800	23,748	-	-	-	-	37,548
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	6,384	148,056	154,440
Sec 18 transfers to Affordable Housing	-	(430,857)	-	-	-	-	(430,857)
Total restricted cash flows	442,436	(407,109)	-	-	6,384	148,056	189,767
Net cash flows	449,351	(471,656)	5,790	(53,065)	48,200	556,126	534,746

Agenda Item: IV.A.2

Date: 2/24/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,655,307	1,616,365	38,942	1,611,372	43,935
Gross billable rent	2,575,521	2,397,043	178,478	2,440,706	134,815
Vacancy loss	(86,157)	(84,483)	(1,674)	(107,693)	21,536
Premiums (concessions)	(18,590)	(20,758)	2,168	(25,613)	7,023
Other tenant revenue	97,518	44,938	52,580	71,634	25,884
Tenant revenue	2,568,292	2,336,739	231,553	2,379,034	189,258
Other revenue (incl GF subsidy)	147,973	183,667	(35,694)	226,438	(78,465)
Total operating revenue	4,371,572	4,136,771	234,801	4,216,844	154,728
Operating expenses:					
Repair and maintenance	1,118,738	957,718	(161,020)	1,085,147	(33,591)
Total program operations	1,260,313	1,243,247	(17,066)	1,182,820	(77,493)
Utilities	237,293	224,730	(12,563)	223,707	(13,586)
Insurance	71,993	66,468	(5,525)	64,303	(7,690)
PILOT	20,292	20,901	609	24,532	4,240
Bad debt, net of recoveries	36,079	30,831	(5,248)	51,489	15,410
Other	27,116	22,232	(4,884)	56,820	29,704
Total operating expenses	2,771,824	2,566,127	(205,697)	2,688,818	(83,006)
Net program income	1,599,748	1,570,644	29,104	1,528,026	71,722
Other ongoing cash outflows:					
HAWC administration	383,391	438,796	55,405	378,610	(4,781)
Debt service	901,980	887,821	(14,159)	924,923	22,943
Replacements-operating	165,337	174,974	9,637	197,166	31,829
Total outflows	1,450,708	1,501,591	50,883	1,500,699	49,991
Cash flow from operations	149,040	69,053	79,987	27,327	121,713
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(7,970)	(25,734)	17,764	(21,357)	13,387
Capital fund receipts	99,830	230,336	(130,506)	350,944	(251,114)
Capitalized modernization	(105,010)	(230,336)	125,326	(431,047)	326,037
Transfers to (from) Local Fund	(67,328)	-	(67,328)	-	(67,328)
Transfers to restricted cash	(154,440)	(148,056)	(6,384)	-	(154,440)
Section 18 transfers from Public Housing	430,857	441,956	(11,099)	489,230	(58,373)
Net unrestricted cash flows	344,979	337,219	7,760	415,097	(70,118)
Restricted cash flows:					
Housing Assistance Payments earned	9,331,319	8,862,760	468,559	8,936,478	394,841
Housing Assistance Payments	(8,902,683)	(8,659,980)	(242,703)	(8,920,987)	18,304
Investment income - restricted	37,548	60,397	(22,849)	54,634	(17,086)
Sale of property	-	-	-	192,807	(192,807)
Transfers from unrestricted cash	154,440	148,056	6,384	-	154,440
Sec 18 transfers to Affordable Housing	(430,857)	(441,956)	11,099	(489,230)	58,373
Total restricted cash flows	189,767	(30,723)	220,490	(226,298)	416,065
Net cash flows	534,746	306,496	228,250	188,799	345,947



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	894,419	906,170	(11,751)	842,909	51,510
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	8,238	39,045	(30,807)	11,726	(3,488)
Total operating revenue	902,657	945,215	(42,558)	854,635	48,022
Operating expenses:					
Repair and maintenance	1,009	-	(1,009)	-	(1,009)
Total program operations	694,164	724,753	30,589	658,964	(35,200)
Utilities	-	-	-	-	-
Insurance	2,166	2,232	66	2,167	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	26,905	22,232	(4,673)	23,469	(3,436)
Total operating expenses	724,244	749,217	24,973	684,600	(39,644)
Net program income	178,413	195,998	(17,585)	170,035	8,378
Other ongoing cash outflows:					
HAWC administration	175,374	222,274	46,900	176,137	763
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	175,374	222,274	46,900	176,137	763
Cash flow from operations	3,039	(26,276)	29,315	(6,102)	9,141
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,876	-	3,876	1,099	2,777
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	6,915	(26,276)	33,191	(5,003)	11,918
Restricted cash flows:					
Housing Assistance Payments earned	9,331,319	8,862,760	468,559	8,936,478	394,841
Housing Assistance Payments	(8,902,683)	(8,659,980)	(242,703)	(8,920,987)	18,304
Investment income - restricted	13,800	22,886	(9,086)	20,088	(6,288)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	442,436	225,666	216,770	35,579	406,857
Net cash flows	449,351	199,390	249,961	30,576	418,775



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	735,345	688,688	46,657	747,876	(12,531)
Gross billable rent	292,608	296,970	(4,362)	276,460	16,148
Vacancy loss	(2,210)	(2,269)	59	(2,408)	198
Premiums (concessions)	(294)	-	(294)	-	(294)
Other tenant revenue	36,424	16,276	20,148	27,231	9,193
Tenant revenue	326,528	310,977	15,551	301,283	25,245
Other revenue (incl GF subsidy)	2,005	2,478	(473)	3,797	(1,792)
Total operating revenue	1,063,878	1,002,143	61,735	1,052,956	10,922
Operating expenses:					
Repair and maintenance	703,103	558,548	(144,555)	639,797	(63,306)
Total program operations	162,582	162,941	359	158,976	(3,606)
Utilities	35,381	30,663	(4,718)	28,737	(6,644)
Insurance	19,493	18,629	(864)	17,859	(1,634)
PILOT	20,292	20,901	609	24,532	4,240
Bad debt, net of recoveries	(341)	(297)	44	18,738	19,079
Other	-	-	-	-	-
Total operating expenses	940,510	791,385	(149,125)	888,639	(51,871)
Net program income	123,368	210,758	(87,390)	164,317	(40,949)
Other ongoing cash outflows:					
HAWC administration	199,321	209,351	10,030	196,808	(2,513)
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	199,321	209,351	10,030	196,808	(2,513)
Cash flow from operations	(75,953)	1,407	(77,360)	(32,491)	(43,462)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	11,406	18,833	(7,427)	16,624	(5,218)
Capital fund receipts	99,830	230,336	(130,506)	350,944	(251,114)
Capitalized modernization	(99,830)	(230,336)	130,506	(350,944)	251,114
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(64,547)	20,240	(84,787)	(15,867)	(48,680)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	23,748	37,511	(13,763)	34,547	(10,799)
Sale of property	-	-	-	192,807	(192,807)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(430,857)	(441,956)	11,099	(489,230)	58,373
Total restricted cash flows	(407,109)	(404,445)	(2,664)	(261,876)	(145,233)
Net cash flows	(471,656)	(384,205)	(87,451)	(277,743)	(193,913)

Agenda Item: IV.A.5

Date: 2/24/2011



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	12,499	12,754	(255)	11,878	621
Gross billable rent	30,587	30,600	(13)	30,131	456
Vacancy loss	(98)	(918)	820	(702)	604
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	652	(652)	760	(760)
Tenant revenue	30,489	30,334	155	30,189	300
Other revenue (incl GF subsidy)	348	133	215	432	(84)
Total operating revenue	43,336	43,221	115	42,499	837
Operating expenses:					
Repair and maintenance	5,368	12,235	6,867	16,399	11,031
Total program operations	6,693	6,426	(267)	6,666	(27)
Utilities	4,733	4,763	30	4,574	(159)
Insurance	326	306	(20)	296	(30)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	1,014	945
Other	-	-	-	-	-
Total operating expenses	17,189	23,730	6,541	28,949	11,760
Net program income	26,147	19,491	6,656	13,550	12,597
Other ongoing cash outflows:					
HAWC administration	2,044	2,289	245	2,057	13
Debt service	17,364	17,375	11	17,375	11
Replacements-operating	-	588	588	983	983
Total outflows	19,408	20,252	844	20,415	1,007
Cash flow from operations	6,739	(761)	7,500	(6,865)	13,604
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(140)	(1,347)	1,207	(1,224)	1,084
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	95,000	(95,000)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	4,371	4,053	318	3,354	1,017
Net unrestricted cash flows	5,790	1,945	3,845	90,265	(84,475)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	5,790	1,945	3,845	90,265	(84,475)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,461	1,505	(44)	1,461	-
Gross billable rent	19,941	9,340	10,601	9,067	10,874
Vacancy loss	(2,421)	-	(2,421)	-	(2,421)
Premiums (concessions)	(166)	-	(166)	-	(166)
Other tenant revenue	3,309	2,689	620	4,963	(1,654)
Tenant revenue	20,663	12,028	8,635	14,030	6,633
Other revenue (incl GF subsidy)	16,200	24,385	(8,185)	32,369	(16,169)
Total operating revenue	38,324	37,918	406	47,860	(9,536)
Operating expenses:					
Repair and maintenance	16,715	1,202	(15,513)	4,842	(11,873)
Total program operations	7,408	5,793	(1,615)	4,597	(2,811)
Utilities	1,505	51	(1,454)	49	(1,456)
Insurance	459	249	(210)	242	(217)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(88)	(88)
Other	211	-	(211)	33,351	33,140
Total operating expenses	26,298	7,295	(19,003)	42,993	16,695
Net program income	12,026	30,623	(18,597)	4,867	7,159
Other ongoing cash outflows:					
HAWC administration	1,203	2,620	1,417	1,984	781
Debt service	6,144	7,239	1,095	6,143	(1)
Replacements-operating	700	4,023	3,323	7,909	7,209
Total outflows	8,047	13,882	5,835	16,036	7,989
Cash flow from operations	3,979	16,741	(12,762)	(11,169)	15,148
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,269	10,256	(4,987)	8,461	(3,192)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(67,328)	-	(67,328)	(155,400)	88,072
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	5,015	-	5,015	-	5,015
Net unrestricted cash flows	(53,065)	26,997	(80,062)	(158,108)	105,043
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(53,065)	26,997	(80,062)	(158,108)	105,043



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	9,306	-	9,306	-	9,306
Gross billable rent	152,072	-	152,072	-	152,072
Vacancy loss	(2,454)	-	(2,454)	-	(2,454)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	4,494	-	4,494	-	4,494
Tenant revenue	154,112	-	154,112	-	154,112
Other revenue (incl GF subsidy)	3,433	-	3,433	-	3,433
Total operating revenue	166,851	-	166,851	-	166,851
Operating expenses:					
Repair and maintenance	26,732	-	(26,732)	-	(26,732)
Total program operations	47,206	-	(47,206)	-	(47,206)
Utilities	18,510	-	(18,510)	-	(18,510)
Insurance	2,902	-	(2,902)	-	(2,902)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,446	-	(2,446)	-	(2,446)
Other	-	-	-	-	-
Total operating expenses	97,796	-	(97,796)	-	(97,796)
Net program income	69,055	-	69,055	-	69,055
Other ongoing cash outflows:					
HAWC administration	4,000	-	(4,000)	-	(4,000)
Debt service	15,270	-	(15,270)	-	(15,270)
Replacements-operating	1,620	-	(1,620)	-	(1,620)
Total outflows	20,890	-	(20,890)	-	(20,890)
Cash flow from operations	48,165	-	48,165	-	48,165
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	35	-	35	-	35
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	(6,384)	-	(6,384)	-	(6,384)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	41,816	-	41,816	-	41,816
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	6,384	-	6,384	-	6,384
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	6,384	-	6,384	-	6,384
Net cash flows	48,200	-	48,200	-	48,200



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,277	7,248	(4,971)	7,249	(4,972)
Gross billable rent	2,080,313	2,060,133	20,180	2,125,048	(44,735)
Vacancy loss	(78,974)	(81,296)	2,322	(104,583)	25,609
Premiums (concessions)	(18,130)	(20,758)	2,628	(25,613)	7,483
Other tenant revenue	53,291	25,321	27,970	38,681	14,610
Tenant revenue	2,036,500	1,983,400	53,100	2,033,533	2,967
Other revenue (incl GF subsidy)	117,749	117,626	123	178,115	(60,366)
Total operating revenue	2,156,526	2,108,274	48,252	2,218,897	(62,371)
Operating expenses:					
Repair and maintenance	365,811	385,733	19,922	424,113	58,302
Total program operations	342,260	343,334	1,074	353,623	11,363
Utilities	177,164	189,253	12,089	190,348	13,184
Insurance	46,647	45,052	(1,595)	43,739	(2,908)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	33,905	31,128	(2,777)	31,825	(2,080)
Other	-	-	-	-	-
Total operating expenses	965,787	994,500	28,713	1,043,648	77,861
Net program income	1,190,739	1,113,774	76,965	1,175,249	15,490
Other ongoing cash outflows:					
HAWC administration	1,449	2,262	813	1,625	176
Debt service	863,202	863,207	5	901,406	38,204
Replacements-operating	163,017	170,363	7,346	188,274	25,257
Total outflows	1,027,668	1,035,832	8,164	1,091,305	63,637
Cash flow from operations	163,071	77,942	85,129	83,944	79,127
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(28,416)	(53,476)	25,060	(46,317)	17,901
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(80,104)	80,104
Transfers to (from) Local Fund	-	-	-	60,400	(60,400)
Transfers to restricted cash	(148,056)	(148,056)	-	-	(148,056)
Section 18 transfers from Public Housing	421,471	437,903	(16,432)	485,876	(64,405)
Net unrestricted cash flows	408,070	314,313	93,757	503,799	(95,729)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	148,056	148,056	-	-	148,056
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	148,056	148,056	-	-	148,056
Net cash flows	556,126	462,369	93,757	503,799	52,327

Agenda Item: IV.A.9

Date: 2/24/2011



IV. REPORT OF SECRETARY
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
December 31, 2010

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	86,907	2,159,791	9,213	946,712	67,651	(5,541,287)	(2,271,013)
Restricted cash and cash equivalents	213,456	66,232	1,080	31,400	34,485	265,426	612,079
Accounts receivable, net	48,482	96,758	(383)	3,482	15,522	503,980	667,841
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	2,166	25,148	325	3,756	15,432	63,959	110,786
Total current assets	351,011	2,347,929	10,235	987,714	133,090	(4,707,922)	(877,943)
Non-current assets:							
Restricted cash and cash equivalents	3,351,331	4,535,834	36,132	100	144,469	509,979	8,577,845
Contracts receivable	—	—	—	441,597	—	—	441,597
Capital assets, non-depreciable	—	4,414,347	55,180	162,494	41,617	4,117,867	8,791,505
Capital assets, depreciable, net	—	4,325,476	79,449	477,280	46,929	19,045,012	23,974,146
Total non-current assets	3,351,331	13,275,657	170,761	1,081,471	233,015	23,672,858	41,785,093
Total assets	3,702,342	15,623,586	180,996	2,069,185	366,105	18,964,936	40,907,150
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	—	—	—	—	—
Accounts payable	18,452	71,824	1,167	1,889	31,050	511	124,893
Deferred revenue	—	180,442	464	4	4,170	1,959	187,039
Accrued interest payable - notes payable	—	—	2,661	184	1,568	648,681	653,094
Current portion of notes and contracts payable	—	—	2,946	8,367	—	281,273	292,586
Current liabilities payable from restricted assets:							
Tenant and other deposits	212,683	66,233	1,080	31,400	34,485	265,426	611,307
Total curr. liabilities payable from restr. assets	212,683	66,233	1,080	31,400	34,485	265,426	611,307
Total current liabilities	231,135	318,499	8,318	41,844	71,273	1,197,850	1,868,919
Non-current liabilities:							
Contracts and notes payable	—	—	335,298	546,924	236,788	26,858,659	27,977,669
Total non-current liabilities	—	—	335,298	546,924	236,788	26,858,659	27,977,669
Total liabilities	231,135	318,499	343,616	588,768	308,061	28,056,509	29,846,588
Net Assets							
Invested in capital assets, net of related debt	—	8,739,823	(203,614)	84,483	(13,176)	(3,722,618)	4,884,898
Restricted	3,343,439	4,535,834	36,132	100	9,403	255,542	8,180,450
Unrestricted	127,768	2,029,430	4,862	1,395,834	61,817	(5,624,497)	(2,004,786)
Total net assets	3,471,207	15,305,087	(162,620)	1,480,417	58,044	(9,091,573)	11,060,562
Total liabilities and net assets	3,702,342	15,623,586	180,996	2,069,185	366,105	18,964,936	40,907,150

Agenda Item: IV.A.10

Date: 2/24/2011



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

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,047	1,283	909	548	317	138	67	29	11	4	1	5,355
Average Days	683	620	641	651	642	653	675	680	764	342	802	654

Wait List Based on Gender			
Gender	Female	Male	Total
Total	3,762	1,593	5,355

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	68	168	653	51	4,042	81	292	5,355

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	982	4,269	104	5,355

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,314	359	2,743	939	5,355

Agenda Item: <u>IV.B.1.</u>
Date: <u>2/24/2011</u>



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

Fiscal Year-to-Date
December 2010

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
January 2010	20	305	15.25
February 2010	27	380	14.07
March 2010	34	490	14.41
April 2010	38	538	14.16
May 2010	42	589	14.02
June 2010	49	679	13.86
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33
October 2010	9	219	24.33
November 2010	13	276	21.23
December 2010	17	312	18.35
January 2011	22	429	19.50

* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 2/24/2011



IV. REPORT OF SECRETARY
C. Affordable Housing

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

a) Section 8 Waiting List: 5,355 (last month – 5,605). Statistically, the average wait time is about 3-4 years. However, there is a lag in the process. We are near 98% utilization of our vouchers, so there are few vouchers being offered each month – which over time will markedly increase the number of applicants and also the average wait list period. Given the above, new applicants should expect at least a 3-4 year wait.

b) Public Housing Average Vacancy Days: Vacancy days for the month of January 2011 were at 19.5 (last month – 18.35). Vacancy days are measured on a fiscal year basis, so January reflects the cumulative results of seven months only. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

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

*Section 8: 100.1% (last month – 97.43%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,613 vouchers leased up in January (last month – 2,543). Twenty-five (25) new vouchers were issued, and 105 applicants with vouchers are searching for housing (last month 25 new, 82 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 January the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.89 hrs	3.0 hrs	24 hrs
Routine WO's	2.28 days	3 days	25 days

• **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 96.64% Occupancy (19 vacancies / 521 units), compared to 96.73% (17 vacancies) last month. NTR – 97%.

b) Aloha Park (Cascade Management) 98.75% Occupancy (1 vacancy/ 80 units), compared to 100% (0 vacancies last month).



The property management contract for the affordable housing portfolio will open for re-bidding this year. The new management contract will begin 7/1/2011 (FY2012).

- **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced deteriorated underlayment and vinyl flooring in two (2) kitchens and three (3) bathrooms of two (2) Public Housing units.
- Installing CO alarms in all Public Housing unit with a natural gas appliance and/or attached garage per State law.
- Lead Based Paint Testing was completed on seventy-three (73) Public Housing units.
- Replaced all appliances at NSP unit.

Turnovers:

- Completed turnovers on five (5) Public Housing units with an average of 21 days per unit, and one (1) NSP house.
- Maintenance completed the interior painting on all of the turnovers using in-house staff.

ARRA Fund Improvements on Public Housing

- Cabinets have been replaced at two (2) units.

Capital Fund Improvements on Public Housing

- Carpet has been replaced in six (6) units.
- Underlayment and vinyl flooring replaced in two (2) units.
- Water heaters replaced in two (2) units.
- Refrigerator replaced in one (1) unit.
- Stove replaced in one (1) unit.



IV. REPORT OF SECRETARY
D. Programs and Special Projects

- **PROJECT-BASED VOUCHERS**

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

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

Agenda Item: IV.D.

Date: 2/24/2011



IV. REPORT OF SECRETARY
E. Report on Homelessness

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

At the January 20 meeting, the HPAC developed action steps to move forward in addressing homelessness through emergency rent assistance (prevention of homelessness), increasing employment opportunities, received report on tax exemption policy, and increasing private and philanthropic funding through capacity building.

The Interfaith Committee on Homelessness reported on plans for a faith forum to be held this spring with the emphasis on inviting the business community to assist in ending homelessness through employment and economic opportunities.

In previous meetings the need for education and awareness on homelessness was discussed, with a plan to approach OPB. On January 25, OPB hosted a panel discussion on suburban homelessness that included two members of the HPAC, Mr. Eric Canon and Ms. Lynn Hurst. Also participating on the panel was Ms. Bridget Daniel, HomePlate, and a youth participant of the HomePlate Program.

The next meeting of the HPAC is scheduled for April 21, 2011.

• **KEY LEADER BRIEFING ON HOMELESSNESS – JANUARY 27, 2011**

Nearly 60 representatives from public, nonprofit, faith-based and citizen organizations attended the Key Leader Briefing to hear updates on federal, state and local initiatives. Guest speakers include Dr. Susan Pendergrass, US Department of Veterans Affairs, Mr. Paul Carlson, U.S. Interagency Council on Homelessness, Ms. Janet Byrd, Neighborhood Partnerships, and Ms. Lisa Brown, Community Action.

• **PROJECT HOMELESS CONNECT – JANUARY 28, 2011**

The 5th annual Project Homeless Connect (PHC) was held on Friday, January 28, from 10 a.m. to 6 p.m. at Sunrise Church. The one-day one-stop event provided 451 persons with free resources and on-site health care. The Washington County Department of Housing Services is a financial sponsor of the event and staffed a table providing information to households seeking housing assistance provided by the Housing Authority's portfolio of programs, to include the Section 8 voucher program, Public Housing program, affordable housing, and homeless programs. Staff handed out 104 Section 8 applications and received 42 completed applications.

• **POINT IN TIME (PIT) HOMELESS COUNT – JANUARY 22 TO 31, 2011**

Community partners are entering the data collected during the HUD mandated point-in-time street and shelter count performed the last 10 days in January. Washington



County has set a timeline of entering all data in HMIS by February 28, with draft data information available the following week. This is the first year that all jurisdictions across the state are entering data into HMIS, providing the mechanism to compile the state's homeless data more efficiently, while working to de-duplicate the data.

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

- **SEVERE WEATHER SHELTERS/WARMING CENTERS OPEN IN WASHINGTON COUNTY**

Beginning with the first arctic blast of cold weather in Washington County on November 19, churches have been addressing the humanitarian work of feeding and sheltering the homeless with hot meals and overnight emergency shelter. As of January 31, the churches report serving 2,780 bed stays, with more than 5,300 volunteer hours given to support the shelter operations.

Six churches are participating in the county's Severe Weather Shelter Response Plan: Beaverton First Baptist (Beaverton), Forest Grove United Church of Christ (Forest Grove), Shelter at Orenco Station (Sonrise Church, Hillsboro), St. Anthony's Catholic and Calvin Presbyterian (Tigard), and Rolling Hills Community Church (Tualatin). In addition, the Safe Place Youth Shelter has opened their facility to be a daytime warming center for youth ages 12 to 19 years.

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

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

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



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

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

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

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

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

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

- **BRIDGES TO HOUSING PROGRAM**

The Washington County Jurisdictional Implementation Team (JIT) approved the budget and implementation of a new Bridges To Housing Program project that will serve five high-need homeless families with housing assistance, intensive case management, and supportive services.

The Phase 4 project will include an emphasis on participants accessing and obtaining employment related income. The two-year Phase 4 project will begin implementation in March 2011. In addition to Washington County General Funds, the project will be matched with federal and other local resources through collaborative partnerships. Total project cost is estimated at \$182,000.

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

On January 19, 2011, the U.S. Department of Housing and Urban Development (HUD) announced \$1.41 billion continuum of care (CoC) competition awards to renew housing and related supportive services for people moving from homelessness to independent living. The Washington County Department of



Housing Services is the Lead CoC Agency on behalf of the Beaverton/Hillsboro/Washington County COC (the HSSN) and received a HUD award for \$1,994,339 million to renew funding for Supportive Housing (SHP) and Shelter Plus Care (SPC) programs.

A competitive new Permanent Housing Initiative project application is still pending for \$134,460 in SPC rental assistance to serve chronically homeless individuals.

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

During the first six months of the VASH (Veteran Services Supportive Housing) program, 19 homeless veteran households have received HUD-VASH vouchers and leased units, thus ending their homeless situation. An additional 1 homeless veteran household has a voucher and is awaiting lease contract. To fully lease the 25 voucher program, outreach workers are actively seeking homeless veterans for referral to the VA CBOC (Community Based Outpatient Clinic), where they will be screened for the program. Currently, five vouchers are available for homeless veterans.

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

V. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC has met with Mayors and City Managers from Tigard and Hillsboro, as well as the Superintendent and CFO for the Hillsboro School District. Mayor Doyle expressed support for this program at a February 2 meeting, and meetings with Beaverton and Tigard-Tualatin School Districts are being scheduled. Staff will also seek to present a proposal for a county-wide tax exemption policy to the Board of County Commissioners and at a City Managers' meeting.

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



- **SUSTAINABLE HOUSING AND COMMUNITIES**

- **Sustainable Communities Planning Grant Program**

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

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

Washington County staff is working with representatives from HUD and DOT to negotiate the Cooperative Agreement(s) for the award, which we hope to have signed by the Board in March. Project work is tentatively anticipated to be sometime in early 2011. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments.

- **HAC VACANCIES**

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

- **REGIONAL TRANSPORTATION MOBILITY COUSELING PROJECT**

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

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

A grant award for \$60,000 in Metro Regional Transportation Options (RTO) funding was approved in December. Partner agencies are working to finalize award details with Metro for the pilot project.



- **FY2011 VA-HUD VASH VOUCHERS**

The Housing Authority initiated its solicitation process in January for the next round of HUD-VA Veterans Affairs Supportive Housing (VASH) vouchers. This solicitation included persistent communication with Oregon Senators and Representatives, Washington County partners and the Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA). Senator Merkley's Office has agreed to draft an Oregon Congressional Delegation letter, in coordination with Senator Wyden and Representative Wu, to be sent to the VA.

- **BENESSARE VILLAGE**

Bienestar submitted a proposal in response to the City of Hillsboro's RFQ for Downtown Urban Development. The proposal features a 59-unit affordable housing project for seniors at the corner of SE 2nd Avenue and SE Washington Street in Hillsboro. This project encompasses five stories, with the first floor planned for commercial/retail to fit in with the Hillsboro downtown urban development vision.

While this project was not selected for the SE 2nd site, the City of Hillsboro has committed to assist Bienestar to locate a suitable site in downtown Hillsboro. Bienestar has submitted an application for grant funds to help develop the project. HAWC may participate in this development in a co-owner role.

VI. NEW BUSINESS

- **HAWC and HOUSING DEPARTMENT REPORTS**

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

- **REGIONAL HOMELESSNESS AND AFFORDABLE HOUSING ASSESSMENT**

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



- **AFFORDABLE HOUSING REPORT FOR BOARD RETREAT**

Staff has been invited to develop and present a primer on affordable housing at the Board retreat in April. Staff hopes to present information on the affordable housing policy context, some data on region-wide resources and spending, and information on a variety of tools and incentives that could be used to develop a voluntary program that would provide meaningful encouragement for affordable housing development in Washington County. Staff will set aside some time on the March agenda to present an outline of our presentation for HAC feedback and recommendations.

- **FY 2011 PHA PLAN**

Staff will initiate the 45-day public notice in local papers on February 11, 2011 for the PHA Plan public hearing on April 5, 2011. There is only one significant change in the new PHA Plan, and that is a proposal to convert 75 additional Section 8 Housing Choice Vouchers to project-based vouchers for hard-to-serve homeless individuals or families and/or special needs populations. Staff will consult Community Development and the Consolidated Plan, as well as the HSSN Work Group, to assess population needs, provider capacity, and housing demand to determine which hard-to-serve populations will benefit most from project-based vouchers.

VII. ADJOURNMENT