



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



**Thursday, February 28, 2013
9:00 a.m.**

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



TABLE OF CONTENTS

- I. AGENDA Page 3
- II. MEETING MINUTES, January 24, 2013..... Page 4
- III. ORAL COMMUNICATIONS
- IV. EXECUTIVE DIRECTOR’S REPORT Page 10
- V. STAFF REPORTS
 - A. Financial Statement..... Page 12
 - B. Section 8 and Low Rent Public Housing..... Page 22
 - C. Affordable Housing Page 24
 - D. Special Projects..... Page 26
 - E. Report on Homelessness Page 27
- VI. OLD BUSINESS.....Page 31
- VII. NEW BUSINESS.....Page 34
- VIII. RESOLUTIONS/ACTION ITEMS Page 34
- IX. ADJOURNMENT

Next Meeting:

Thursday, March 28, 2013

2013 HAC Meeting Schedule
February 28
March 28
April 25
NEW DATE May 30 - Budget
June 27
July 25
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
February 28, 2013 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. November 29, 2012 Meeting Minutes
 - B. January 24, 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
January 24, 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
LaShanda Williams Tricia Peterson

STAFF PRESENT

Val Valfre, Executive Director
Michael O'Neill, Financial Manager
Gary Calvert, Asset Manager
Annette Evans, Homeless Programs Coordinator
Kim Armstrong, Program Coordinator

COMMITTEE MEMBERS ABSENT

Donna Pottle Renee Bruce
David Nase Laurie Butler
Peter Hainley

GUESTS PRESENT

Alwin Turiel, City of Hillsboro

Ramsay Weit called the meeting to order at 9:02 a.m.

I. ROLL CALL - A quorum was not present.

II. ACTION - APPROVAL OF MINUTES

Approval of meeting minutes was deferred to February, as a quorum was not present.

III. DISCUSSION - ORAL COMMUNICATIONS

- The May HAC meeting was rescheduled for Thursday May 30, 2013.
- Ron Lehr told the group about a new FHA hybrid financing strategy that allows qualifying for tax credits while using conventional financing, which has lower financing rates. Housing authorities, nonprofits, and for-profit developers can use this financing tool. Because this requires going through the FHA process, Ron Lehr suggested that this would only be a useful tool for \$2-3 million (or more) projects. Ron Lehr will send a Power Point outlining the process.
- LaShanda Williams provided some statistics from the Oregon State Department of Health and Human Services.

In 2012:

Over 35,000 people were assisted with Temporary Aid for Needy Families (TANF)
800,000 people (1 in 5 Oregonians) were receiving Supplemental Nutrition Assistance Payments (SNAP)
17,000 people were assisted through the Employment Related Daycare (ERDC) program



Over 8,300 families were able to get back to work through a TANF employment program

IV. EXECUTIVE DIRECTOR'S REPORT

- VASH Vouchers

A legislative letter of support went out to the VA requesting an additional VASH allocation for Washington County.

- City of Hillsboro Housing Forum

The City of Hillsboro has a forum scheduled for its City Council on February 5.

- Bonamici Meeting

A short meeting is scheduled with Representative Bonamici and her staff this afternoon. Val Valfre, Ramsay Weit, Office of Community Development staff, and Oregon ON representatives will discuss housing and related issues.

- Oregon Housing and Community Services

Oregon Housing and Community Services is working on plans for the dissolution of the agency. A core section may remain to administer the Multi-Family Housing Fund program, or it may be outsourced to another agency.

Ramsay Weit mentioned that there is a housing and human services committee in the Oregon House of Representatives, which may lead to more emphasis on housing issues.

Annette Evans asked about the Oregon State Ten-Year Plan to End Homelessness. Val Valfre responded that the status of these advisory groups and functions remains to be determined.

- Housing Alliance Initiative—Veterans Workgroup

The Housing Alliance workgroup is working to establish support for a proposed Oregon Legislative bill that proposes extending the document recording fee in order to provide funds for veterans services and housing.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials. He noted Washington County is currently going through its own budget process for the next fiscal year. The County budget impacts the general fund amount that the Department receives for special projects such as Homeless programs and the Aloha-Reedville project. The Department anticipates requesting general fund support at the same level as the prior year.

The Housing Authority is reasonably close to budget for its programs. The budget for next year is highly dependent on financial issues at the Federal level. The Federal



funding year for HUD programs runs from January to December. After December 2012, Federal funding levels are not clear. HUD has assumed that sequestration cuts will occur, and has reduced Section 8 Administrative funding to compensate.

The group discussed the possibility of selling or refinancing Aloha Park. Ron Lehr suggested that using equity from a sale to renovate other affordable properties would be palatable to HUD. Gary Calvert commented that HUD does not support the sale of the property, but may allow refinancing. HUD's required renovations for a sale have been too extensive to make the sale feasible.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications as of September 1, 2011. The waitlist is currently just under 4,000.
- Average vacancy days per unit are 20.50. 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.

Ramsay Weit mentioned the Metro Affordable Housing Inventory, and asked how many of the Housing Authority's affordable units are located in Hillsboro. Quatama Crossing in Hillsboro includes over 700 affordable units.

D. Special Projects

- Project-Based Vouchers

Screening is ongoing to lease up project-based units that are under 100% occupancy. Fir Crest units are beginning to lease up, and HAWC is utilizing 90 project-based vouchers for chronically homeless residents as part of the SAMSHA grant project with Luke-Dorf, Inc..

E. Report on Homelessness

- \$2.4m FY2012 McKinney-Vento CoC Program Funding Opportunity

The Board approved the submission of the 2012 McKinney-Vento grant application last week. Award announcements are expected March 5.



The application supports 189 units with 250 beds, including one new construction project, Clover Court (4 studio units).

The application must score at least 97 points to receive funding. Washington County's CoC could be stronger on employment outcomes and HMIS compliance. The emphasis on the application is moving towards rapid rehousing and away from transitional housing.

New HEARTH regulations will be implemented as new contracts are awarded.

Emergency Shelter and Solutions Grant (ESG) funds must now be coordinated with the Continuum of Care.

Val Valfre noted that assembling this application was a large amount of work and commended Ms. Evans' work.

- Project Homeless Connect—January 25, 2013

Flyers were provided for Project Homeless Connect, which will take place 9am-4pm at Sunrise Church in Friday.

- Point In Time (PIT) Homeless Count—January 22 to 31, 2013

No additional updates were provided at the meeting.

- Severe Weather Shelters

The recent stretch of cold weather has kept many Severe Weather Shelters for long stretches. Additional in-depth training will be provided on Tuesday January 27 for SWS providers and staff in cooperation with the Mental Health Crisis team and Washington County law enforcement.

- Year 5 Work Plan, Implementation of the 10-Year Plan

No additional updates were provided at the meeting.

- New Programs Serving Homeless in Washington County

No additional updates were provided at the meeting.

- Emergency Food and Shelter Program—Phase 30 Funding

No additional updates were provided at the meeting.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Housing staff is working with County Council to prepare an ordinance to enable this program. The ordinance should go to the Board in February.



- Aloha-Reedville Study and Livable Community Plan

The project team has reviewed feedback from public events and advisory committees to identify priority areas for future improvements. Citizen's Advisory Committee (CAC) will meet on Wednesday February 13 to discuss possible solutions and express their level of support for various options, and the public will review refined options and be asked for feedback in March. Many of these options are likely to require some form of additional local funding—such as LIDs for sidewalks.

The team has been conducting stakeholder interviews with developers to develop economic development strategies and options.

The project team is working to execute contracts with community-based groups to do outreach with subpopulations. Contracts will be executed with Organizing People Activating Leaders (OPAL), the Community Alliance of Tenants (CAT), the Asian-Pacific American Network of Oregon (APANO), Adelante Mujeres (www.adelantemujeres.org), Centro Cultural, and the Oregon Somali Family Education Center (OSFEC).

The Leadership Coordinating Committee met on January 13 to review progress.

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

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

Ramsay Weit asked how housing and affordable housing strategies would be addressed in the final plan. Kim Armstrong noted that the project team has communicated with community groups that a strong directive to address housing affordability should come from the community rather than solely from project staff. The Citizen's Advisory Committee (CAC) includes representation from Bienestar and Families for Independent Living as well.

- 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.

Project staff met with program evaluators in early January.

A case manager has been hired to work with clients participating in this program, eighteen clients attended the first orientation meeting.

- Mixed-Income Housing Work Group

The Mixed-Income Housing work group will meet in February.

- City of Tigard Goal 10 Review

No additional updates were provided at the meeting.



- Extended BOC Work Session: Affordable Housing

The Board of Commissioners extended work session took place on Tuesday, January 22. The Board directed staff to move forward with an ordinance to enable property tax exemptions for nonprofit rental housing in Washington County.

VII. NEW BUSINESS

- Tax Foreclosed Duplex

The Housing Authority has acquired a tax-foreclosed duplex through a transfer of County-owned property. There are two additional properties that the Housing Authority is considering requesting acquisition of as well.

- May HAC meeting reschedule

The May HAC meeting will be rescheduled for Thursday May 30.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:32a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

Affordable Housing: The Housing Authority to work on rehabilitation of its newly acquired tax foreclosed duplex in Hillsboro. Estimates range from \$40,000 to \$50,000 for roof and siding work, some preventative tree removal, new windows, gutters, carpet and appliances. A loan request for \$30,000 of the estimated \$50,000 was approved by the Washington County Community Housing Fund. The duplex should be ready for occupancy by April 2013.

Financial Situation: The Housing Services Department budget is nearing finalization. As Michael's financial report will indicate in more animated terms, our financial situation is relatively good. Our cash flow at the 6-month mid-point is either favorable to budget or showing a lesser variance due to notable reductions in the maintenance costs associated with our mature property portfolio. The elephant in the room, however, is the unknown financial impact of the sequester and its estimated 5-8% across-the-board cuts. If the cuts are on the low end and/or the sequester actions are delayed, we should be okay. We will have a better idea of how Congress will address this issue, if it does, by March 1st.

Grants: Staff is working very diligently on our two major grants - the US Health & Human Services Substance Abuse & Mental Health Services Administration (SAMHSA) grant project (\$1.5 million, 3-years) and the US Department of Labor Workforce Innovation Fund grant project titled Housing Works (\$5.5 million, 5 years). Both grants are truly collaborative projects. The consortium of service providers in the SAMHSA project will be providing wrap-around services for 90 chronically families, and the Housing Authority will support its Housing First approach with 90 project-based vouchers. We now have 4 clients that have been housed, and another who is ready. On the Housing Works project, our enthusiastic case worker is facilitating the attendance of 28 participants at readiness training.

Homeless Cost Study: Letters have been sent out to prospective homeless participants listed in our Homeless Management Information System (HMIS), and we received 22 responses from potential participants. We are considering other options should our pool of interested participants drops below 20.

Policy Issues: I have been closely involved in the revision to the Oregon Housing & Community Services (OHCS) multi-housing funding process both as a stakeholder and as a member of the State Housing Council. Interaction with stakeholders has been ongoing and fairly engaged from my perspective. Expectations are that the Qualified Allocation Plan (QAP) and scoring criteria will be ready for Housing Council review on March 1. There will then be a 30-day public hearing process before the Governor signs. The other major issue is the Governor's decision to fund OHCS for 2013 only. The Governor has directed OHCS to produce a plan proposing how its services might be more effectively delivered through other agencies and/or processes. The impact of a potential dissolution of the OHCS could have great impact on the consistency and quality of service delivery to Oregon's most vulnerable citizens.



Veterans Affairs Supportive Housing (VASH) vouchers: No further news at this time on our allocation request supported by the Oregon Congressional Delegation for 50 additional VASH vouchers in Washington County. I anticipate some news in March.

House Bill 2417 – Veterans Housing: This Housing Alliance-proposed bill and has a strong slate of legislative sponsors. On February 14 I testified in support to the House Committee on Veterans and Emergency Preparedness. It is expected to receive a favorable vote on February 21st and proceed to the next Committee.

House Bill 2639 - Section 8 Housing Choice Voucher Bill: The Housing Alliance has been working with Speaker Kotek's staff, Oregon Housing Authorities and landlord associations to support a bill that prohibits using "source of income" as in Section 8 federal subsidy from being used for purposes of discriminating in selling, renting or leasing real property. There are considerable issues still to be addressed from the Housing Authorities and the landlords on this bill, and we're working with legislative staff to improve the bill's effectiveness without adding unfunded mandates for work by our staff or conflicting with federal program requirements.

Countywide Tax Exemption Initiative: The Board of County Commissioners unanimously directed County Counsel to prepare an Ordinance authorizing the nonprofit corporation low-income housing tax exemption per ORS 307:540-548 on February 19, 2013. The first Reading of the Ordinance is scheduled for March 12 and the second Reading/Public Hearing is scheduled for March 26. If approved, applications from eligible nonprofit housing projects can be received beginning on March 27 through the April 1st deadline. Administrative details on the application processing are being worked between the Department of Housing Services and the Department of Assessments & Taxation.



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

Cash Flow

Along with comparison to budget, comparison to prior year is shown for all programs. The budget column reflects a YTD proration of the actual budget, except that Section 8 and Public Housing HUD operating subsidies are adjusted to reflect budgeted revenue, which is less the first half of the fiscal year than the second half. Some budget amounts have been adjusted to different lines, to reflect changes in actual cost allocation processes.

For December YTD, cash flow from operations, of negative \$204,491 fell short of the budgeted amount by \$30,777, and of the prior year by \$200,113. The variance was predominately due to outside purchases in the Infinity-managed properties. This is great news, because the variance to budget was cut in half from the prior month, from \$61,428 to \$30,777. Way to go, Infinity!

Section 8 had negative cash flow of \$55,130, which was \$23,920 favorable to budget. The favorable variance is due mainly to holding down costs in the Section 8 program. To date, the Section 8 program has not required local fund contributions to offset the reduction in funding this year. Yabba dabba doo!

Public Housing had negative cash flow of \$337,239, which was \$20,518 favorable to budget. This brings Public Housing into positive territory compared to budget for the first time this year. Sweet!

Aloha Park had positive cash flow of \$37,067, which was \$27,924 unfavorable to budget due to high maintenance costs. Unfortunately, all cash generated by Aloha Park is restricted for use by that property, and HUD requires us to sequester any profit, at year end, into a "Retained Earnings Reserve" which can only be tapped with HUD's approval, so under the use it or lose it theory, this unfavorable variance could be considered a good thing. Hoo Rah!

Affordable Housing cash flow from operations of \$136,979 was unfavorable to budget by \$39,093 due to high maintenance costs. The Affordable Housing cash flow is short by \$6,190 YTD of the amount required to fund the bond reserve, as required by the bond agreement with the County. But this is great news considering that in October the cash flow was short by \$25,247. Yesssss!!!

Statement of Net Assets (Balance Sheet)

Section 8 has unrestricted net assets of \$38,474, and to maintain a positive balance we will be applying local funds required to make up for the funding shortfall. With sequestration likely, we are anticipating that we will need to transfer \$65,000 of local funds to Section 8 to make up for expected shortfalls, but this is still only a quarter of the amount provided by the County's deferral of bond reserve contributions for that purpose. I love it when a plan comes together!

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. Only three more years to go!

Outlook

Lookin' good!



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	827,900	317,397	11,520	21,745	1,461	2,211	1,182,234
Gross billable rent	-	256,052	31,686	266,064	26,221	2,178,661	2,758,684
Vacancy loss	-	(608)	-	(10,520)	-	(74,894)	(86,022)
Premiums (concessions)	-	(19)	-	(9,330)	-	(26,511)	(35,860)
Other tenant revenue	-	17,303	-	4,344	1,048	71,065	93,760
Tenant revenue	-	272,728	31,686	250,558	27,269	2,148,321	2,730,562
Other revenue (incl GF subsidy)	11,177	25,786	572	4,930	2,025	129,588	174,078
Total operating revenue	839,077	615,911	43,778	277,233	30,755	2,280,120	4,086,874
Operating expenses:							
Repair and maintenance	-	544,229	7,813	107,240	4,241	628,767	1,292,290
Operations	682,910	160,226	3,886	59,552	10,297	361,191	1,278,062
Utilities	-	36,774	5,107	28,076	2,773	201,590	274,320
Insurance	2,187	21,267	398	6,611	593	51,049	82,105
PILOT	-	19,728	-	-	-	-	19,728
Bad debt, net of recoveries	-	(1,179)	-	2,161	-	36,748	37,730
Other	19,144	-	-	-	641	-	19,785
Total operating expenses	704,241	781,045	17,204	203,640	18,545	1,279,345	3,004,020
Net program income	134,836	(165,134)	26,574	73,593	12,210	1,000,775	1,082,854
Other ongoing cash outflows:							
HAWC administration	189,966	172,105	40	109	1,395	1,181	364,796
Debt service	-	-	17,375	36,417	6,142	862,615	922,549
Total outflows	189,966	172,105	17,415	36,526	7,537	863,796	1,287,345
Cash flow from operations	(55,130)	(337,239)	9,159	37,067	4,673	136,979	(204,491)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	697	5,196	91	180	3,702	(7,359)	2,507
Capital fund receipts	-	54,085	-	-	-	-	54,085
Capitalized modernization	-	(54,085)	-	-	-	-	(54,085)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(143,166)	(143,166)
Transfers from (to) restricted cash - Repl Re	-	-	-	(15,120)	-	(69,420)	(84,540)
Section 18 transfers from Public Housing	-	-	-	-	4,511	492,393	496,904
Net unrestricted cash flows	(54,433)	(332,043)	9,250	22,127	12,886	409,427	67,214
Restricted cash flows:							
Housing Assistance Payments earned	8,650,479	-	-	-	-	-	8,650,479
Housing Assistance Payments	(9,286,832)	-	-	-	-	-	(9,286,832)
Investment income - restricted	6,205	10,788	-	-	-	-	16,993
Transfers from unrestricted - CAO	-	-	-	-	-	143,166	143,166
Transfers from (to)unrestricted - Repl Res	-	-	-	15,120	-	69,420	84,540
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(496,904)	-	-	-	-	(496,904)
Total restricted cash flows	(630,148)	(486,116)	-	15,120	-	212,586	(888,558)
Net cash flows	(684,581)	(818,159)	9,250	37,247	12,886	622,013	(821,344)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,182,234	1,189,658	(7,424)	1,373,649	(191,415)
Gross billable rent	2,758,684	2,750,069	8,615	2,699,028	59,656
Vacancy loss	(86,022)	(110,231)	24,209	(106,982)	20,960
Premiums (concessions)	(35,860)	(37,725)	1,865	(17,338)	(18,522)
Other tenant revenue	93,760	63,654	30,106	74,661	19,099
Tenant revenue	<u>2,730,562</u>	<u>2,665,767</u>	<u>64,795</u>	<u>2,649,369</u>	<u>81,193</u>
Other revenue (incl GF subsidy)	174,078	147,899	26,179	163,855	10,223
Total operating revenue	<u>4,086,874</u>	<u>4,003,324</u>	<u>83,550</u>	<u>4,186,873</u>	<u>(99,999)</u>
Operating expenses:					
Repair and maintenance	1,292,290	1,164,649	(127,641)	1,299,382	7,092
Operations	1,278,062	1,272,288	(5,774)	1,183,709	(94,353)
Utilities	274,320	277,883	3,563	274,096	(224)
Insurance	82,105	77,077	(5,028)	76,085	(6,020)
PILOT	19,728	19,728	-	20,992	1,264
Bad debt, net of recoveries	37,730	31,995	(5,735)	41,015	3,285
Other	19,785	31,991	12,206	32,064	12,279
Total operating expenses	<u>3,004,020</u>	<u>2,875,611</u>	<u>(128,409)</u>	<u>2,927,343</u>	<u>(76,677)</u>
Net program income	<u>1,082,854</u>	<u>1,127,713</u>	<u>(44,859)</u>	<u>1,259,530</u>	<u>(176,676)</u>
Other ongoing cash outflows:					
HAWC administration	364,796	377,781	12,985	339,668	(25,128)
Debt service	922,549	923,646	1,097	924,240	1,691
Total outflows	<u>1,287,345</u>	<u>1,301,427</u>	<u>14,082</u>	<u>1,263,908</u>	<u>(23,437)</u>
Cash flow from operations	<u>(204,491)</u>	<u>(173,714)</u>	<u>(30,777)</u>	<u>(4,378)</u>	<u>(200,113)</u>
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,507	(5,832)	8,339	(2,767)	5,274
Capital fund receipts	54,085	47,875	6,210	82,265	(28,180)
Capitalized modernization	(54,085)	(47,875)	(6,210)	(91,785)	37,700
Transfers to (from) Local Fund	-	(3,985)	3,985	(13,606)	13,606
Transfers to restricted cash - CAO	(143,166)	(143,169)	3	-	(143,166)
Transfers from (to) restricted cash - Repl Re	(84,540)	(83,460)	(1,080)	(57,210)	(27,330)
Section 18 transfers from Public Housing	496,904	474,635	22,269	462,317	34,587
Net unrestricted cash flows	<u>67,214</u>	<u>64,475</u>	<u>2,739</u>	<u>374,836</u>	<u>(307,622)</u>
Restricted cash flows:					
Housing Assistance Payments earned	8,650,479	9,192,315	(541,836)	8,753,157	(102,678)
Housing Assistance Payments	(9,286,832)	(9,604,575)	317,743	(9,348,185)	61,353
Investment income - restricted	16,993	26,633	(9,640)	23,863	(6,870)
Transfers from unrestricted - CAO	143,166	143,169	(3)	-	143,166
Transfers from (to)unrestricted - Repl Res	84,540	83,460	1,080	57,210	27,330
Purchased from replacement reserves	-	(31,960)	31,960	(31,084)	31,084
Sec 18 transfers to Affordable Housing	(496,904)	(474,634)	(22,270)	(462,317)	(34,587)
Total restricted cash flows	<u>(888,558)</u>	<u>(665,592)</u>	<u>(222,966)</u>	<u>(1,007,356)</u>	<u>118,798</u>
Net cash flows	<u>(821,344)</u>	<u>(601,117)</u>	<u>(220,227)</u>	<u>(632,520)</u>	<u>(188,824)</u>



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	827,900	844,110	(16,210)	855,718	(27,818)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	11,177	8,429	2,748	17,319	(6,142)
Total operating revenue	839,077	852,539	(13,462)	873,037	(33,960)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	682,910	692,786	9,876	669,326	(13,584)
Utilities	-	-	-	-	-
Insurance	2,187	2,252	65	2,187	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	19,144	30,902	11,758	29,595	10,451
Total operating expenses	704,241	725,940	21,699	701,108	(3,133)
Net program income	134,836	126,599	8,237	171,929	(37,093)
Other ongoing cash outflows:					
HAWC administration	189,966	205,649	15,683	159,631	(30,335)
Debt service	-	-	-	-	-
Total outflows	189,966	205,649	15,683	159,631	(30,335)
Cash flow from operations	(55,130)	(79,050)	23,920	12,298	(67,428)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	697	(360)	1,057	519	178
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	72,355	(72,355)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(54,433)	(7,055)	(47,378)	12,817	(67,250)
Restricted cash flows:					
Housing Assistance Payments earned	8,650,479	9,192,315	(541,836)	8,753,157	(102,678)
Housing Assistance Payments	(9,286,832)	(9,604,575)	317,743	(9,348,185)	61,353
Investment income - restricted	6,205	8,793	(2,588)	10,143	(3,938)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(630,148)	(403,467)	(226,681)	(584,885)	(45,263)
Net cash flows	(684,581)	(410,522)	(274,059)	(572,068)	(112,513)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	317,397	304,331	13,066	476,392	(158,995)
Gross billable rent	256,052	244,298	11,754	243,811	12,241
Vacancy loss	(608)	(1,847)	1,239	(1,889)	1,281
Premiums (concessions)	(19)	(15)	(4)	(11)	(8)
Other tenant revenue	17,303	21,191	(3,888)	21,170	(3,867)
Tenant revenue	272,728	263,628	9,100	263,082	9,646
Other revenue (incl GF subsidy)	25,786	2,565	23,221	2,848	22,938
Total operating revenue	615,911	570,524	45,387	742,322	(126,411)
Operating expenses:					
Repair and maintenance	544,229	529,255	(14,974)	651,023	106,794
Operations	160,226	155,813	(4,413)	145,008	(15,218)
Utilities	36,774	33,129	(3,645)	32,054	(4,720)
Insurance	21,267	20,464	(803)	19,895	(1,372)
PILOT	19,728	19,728	-	20,992	1,264
Bad debt, net of recoveries	(1,179)	(178)	1,001	10,868	12,047
Other	-	440	440	320	320
Total operating expenses	781,045	758,651	(22,394)	880,160	99,115
Net program income	(165,134)	(188,127)	22,993	(137,838)	(27,296)
Other ongoing cash outflows:					
HAWC administration	172,105	169,630	(2,475)	177,833	5,728
Debt service	-	-	-	-	-
Total outflows	172,105	169,630	(2,475)	177,833	5,728
Cash flow from operations	(337,239)	(357,757)	20,518	(315,671)	(21,568)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,196	6,230	(1,034)	7,152	(1,956)
Capital fund receipts	54,085	47,875	6,210	82,265	(28,180)
Capitalized modernization	(54,085)	(47,875)	(6,210)	(82,265)	28,180
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(332,043)	(351,527)	19,484	(308,519)	(23,524)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	10,788	13,676	(2,888)	13,721	(2,933)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(496,904)	(474,634)	(22,270)	(462,317)	(34,587)
Total restricted cash flows	(486,116)	(460,958)	(25,158)	(448,596)	(37,520)
Net cash flows	(818,159)	(812,485)	(5,674)	(757,115)	(61,044)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	11,520	9,839	1,681	11,192	328
Gross billable rent	31,686	30,600	1,086	31,686	-
Vacancy loss	-	(918)	918	(213)	213
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	167	(167)
Tenant revenue	31,686	29,682	2,004	31,640	46
Other revenue (incl GF subsidy)	572	523	49	502	70
Total operating revenue	43,778	40,044	3,734	43,334	444
Operating expenses:					
Repair and maintenance	7,813	8,147	334	8,489	676
Operations	3,886	4,466	580	4,098	212
Utilities	5,107	4,740	(367)	4,988	(119)
Insurance	398	316	(82)	307	(91)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(489)	(489)
Other	-	-	-	-	-
Total operating expenses	17,204	17,669	465	17,393	189
Net program income	26,574	22,375	4,199	25,941	633
Other ongoing cash outflows:					
HAWC administration	40	116	76	45	5
Debt service	17,375	17,375	-	17,375	-
Total outflows	17,415	17,491	76	17,420	5
Cash flow from operations	9,159	4,884	4,275	8,521	638
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	91	107	(16)	51	40
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	9,250	4,991	4,259	8,572	678
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	183	(183)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	183	(183)	-	-
Net cash flows	9,250	5,174	4,076	8,572	678



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	21,745	22,669	(924)	21,943	(198)
Gross billable rent	266,064	270,872	(4,808)	263,753	2,311
Vacancy loss	(10,520)	(9,008)	(1,512)	(11,266)	746
Premiums (concessions)	(9,330)	(7,282)	(2,048)	(424)	(8,906)
Other tenant revenue	4,344	2,415	1,929	(4,539)	8,883
Tenant revenue	250,558	256,997	(6,439)	247,525	3,033
Other revenue (incl GF subsidy)	4,930	4,378	552	4,305	625
Total operating revenue	277,233	284,044	(6,811)	273,773	3,460
Operating expenses:					
Repair and maintenance	107,240	92,065	(15,175)	90,648	(16,592)
Operations	59,552	54,666	(4,886)	54,908	(4,644)
Utilities	28,076	27,745	(331)	28,968	892
Insurance	6,611	5,702	(909)	6,024	(587)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,161	2,377	216	2,930	769
Other	-	-	-	-	-
Total operating expenses	203,640	182,555	(21,085)	183,478	(20,162)
Net program income	73,593	101,489	(27,896)	90,295	(16,702)
Other ongoing cash outflows:					
HAWC administration	109	81	(28)	83	(26)
Debt service	36,417	36,417	-	36,417	-
Total outflows	36,526	36,498	(28)	36,500	(26)
Cash flow from operations	37,067	64,991	(27,924)	53,795	(16,728)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	180	1,049	(869)	113	67
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	(15,120)	(15,120)	-	(15,120)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	22,127	50,920	(28,793)	38,788	(16,661)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	404	(404)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	15,120	15,120	-	15,120	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	15,120	15,524	(404)	15,120	-
Net cash flows	37,247	66,444	(29,197)	53,908	(16,661)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,461	1,461	-	1,461	-
Gross billable rent	26,221	26,815	(594)	26,081	140
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	1,048	-	1,048	26	1,022
Tenant revenue	27,269	26,815	454	26,107	1,162
Other revenue (incl GF subsidy)	2,025	7,192	(5,167)	10,411	(8,386)
Total operating revenue	30,755	35,468	(4,713)	37,979	(7,224)
Operating expenses:					
Repair and maintenance	4,241	1,158	(3,083)	1,952	(2,289)
Operations	10,297	4,912	(5,385)	(36,841)	(47,138)
Utilities	2,773	2,596	(177)	2,334	(439)
Insurance	593	534	(59)	519	(74)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(174)	(174)
Other	641	649	8	2,150	1,509
Total operating expenses	18,545	9,849	(8,696)	(30,060)	(48,605)
Net program income	12,210	25,619	(13,409)	68,039	(55,829)
Other ongoing cash outflows:					
HAWC administration	1,395	1,234	(161)	1,169	(226)
Debt service	6,142	7,239	1,097	6,143	1
Total outflows	7,537	8,473	936	7,312	(225)
Cash flow from operations	4,673	17,146	(12,473)	60,727	(56,054)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,702	8,219	(4,517)	4,046	(344)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(76,340)	76,340	(13,606)	13,606
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	4,511	3,566	945	4,259	252
Net unrestricted cash flows	12,886	(47,409)	60,295	55,426	(42,540)
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	12,886	(47,409)	60,295	55,426	(42,540)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,211	7,248	(5,037)	6,944	(4,733)
Gross billable rent	2,178,661	2,177,484	1,177	2,133,698	44,963
Vacancy loss	(74,894)	(98,458)	23,564	(93,615)	18,721
Premiums (concessions)	(26,511)	(30,428)	3,917	(16,904)	(9,607)
Other tenant revenue	71,065	40,048	31,017	57,837	13,228
Tenant revenue	2,148,321	2,088,645	59,676	2,081,017	67,304
Other revenue (incl GF subsidy)	129,588	124,812	4,776	128,470	1,118
Total operating revenue	2,280,120	2,220,705	59,415	2,216,431	63,689
Operating expenses:					
Repair and maintenance	628,767	534,024	(94,743)	547,273	(81,494)
Operations	361,191	359,645	(1,546)	347,217	(13,974)
Utilities	201,590	209,673	8,083	205,753	4,163
Insurance	51,049	47,809	(3,240)	47,155	(3,894)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	36,748	29,796	(6,952)	27,880	(8,868)
Other	-	-	-	-	-
Total operating expenses	1,279,345	1,180,947	(98,398)	1,175,278	(104,067)
Net program income	1,000,775	1,039,758	(38,983)	1,041,153	(40,378)
Other ongoing cash outflows:					
HAWC administration	1,181	1,071	(110)	909	(272)
Debt service	862,615	862,615	-	864,305	1,690
Total outflows	863,796	863,686	(110)	865,214	1,418
Cash flow from operations	136,979	176,072	(39,093)	175,939	(38,960)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(7,359)	(21,077)	13,718	(14,648)	7,289
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(9,520)	9,520
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(143,166)	(143,169)	3	-	(143,166)
Transfers from (to) restricted cash - Repl Res	(69,420)	(68,340)	(1,080)	(42,090)	(27,330)
Section 18 transfers from Public Housing	492,393	471,069	21,324	458,058	34,335
Net unrestricted cash flows	409,427	414,555	(5,128)	567,739	(158,312)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	3,577	(3,577)	-	-
Transfers from unrestricted - CAO	143,166	143,169	(3)	-	143,166
Transfers from (to)unrestricted - Repl Res	69,420	68,340	1,080	42,090	27,330
Purchased from replacement reserves	-	(31,960)	31,960	(31,084)	31,084
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	212,586	183,126	29,460	11,006	201,580
Net cash flows	622,013	597,681	24,332	578,745	43,268



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
December 31, 2012

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
Current assets:								
Unrestricted cash and cash equivalents	37,447	1,153,473	31,592	142,077	42,902	(2,327,004)	(919,513)	1
Restricted cash and cash equivalents	150,001	62,430	1,230	36,117	31,700	286,079	567,557	2
Accounts receivable, net	26,626	32,149	4,168	12,296	—	278,318	353,557	3
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730	4
Other current assets	2,187	25,547	398	—	593	69,394	98,119	5
Total current assets	216,261	1,275,612	37,388	190,490	77,912	(1,693,213)	104,450	6
Non-current assets:								
Restricted cash and cash equivalents	1,471,069	2,711,781	36,091	98,116	100	924,186	5,241,343	7
Contracts receivable	—	—	—	—	436,119	—	436,119	8
Capital assets, non-depreciable	—	3,834,744	50,000	41,617	201,838	4,095,129	8,223,328	9
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724	10
Total non-current assets	1,471,069	10,309,149	136,334	305,421	1,170,625	21,425,916	34,818,514	11
Total assets	1,687,330	11,584,761	173,722	495,911	1,248,537	19,732,703	34,922,964	12
Liabilities								
Current liabilities:								
Accounts payable	19,794	36,184	2,227	6,356	2,266	73,368	140,195	13
Deferred revenue	—	168,706	12	14	2	3,275	172,009	14
Accrued interest payable - bonds and notes	—	—	2,612	519	138	655,845	659,114	15
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	300,294	382,064	16
Current liabilities payable from restricted assets:								
Tenant and other deposits	150,001	62,430	1,230	36,117	31,700	286,079	567,557	17
Total curr. liabilities payable from restr. assets	150,001	62,430	1,230	36,117	31,700	286,079	567,557	18
Total current liabilities	169,795	267,320	9,639	111,785	43,539	1,318,861	1,920,939	19
Non-current liabilities:								
Contracts and notes payable	—	—	328,675	53,390	695,502	26,358,297	27,435,864	20
Total non-current liabilities	—	—	328,675	53,390	695,502	26,358,297	27,435,864	21
Total liabilities	169,795	267,320	338,314	165,175	739,041	27,677,158	29,356,803	22
Net Assets								
Invested in capital assets, net of related debt	—	7,597,368	(231,991)	85,136	29,472	(6,156,860)	1,323,125	23
Restricted	1,479,061	2,711,781	36,091	98,116	100	924,186	5,249,335	24
Unrestricted	38,474	1,008,292	31,308	147,484	479,924	(2,711,781)	(1,006,299)	25
Total net assets	1,517,535	11,317,441	(164,592)	330,736	509,496	(7,944,455)	5,566,161	26
Total liabilities and net assets	1,687,330	11,584,761	173,722	495,911	1,248,537	19,732,703	34,922,964	27



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

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,526	932	643	385	209	103	46	22	9	6	3,881
Average Days	1,093	1,040	1,067	1,114	1,016	1,046	1,163	1,061	1,330	970	1,074

Wait List Based on Gender			
Gender	Female	Male	Total
Total	2,671	1,210	3,881

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	488	28	3,024	49	118	3,881

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	757	3,088	36	3,881

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,045	276	1,877	683	3,881



WASHINGTON COUNTY

OREGON

V. STAFF REPORTS

B. Section 8 and Low Rent Public Housing

2. Public Housing Average Vacancy Days

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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: January: 3,881— (last month 4,012). 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 January 2013 were at 20.50 (last month – 20.50). 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%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,607 vouchers leased up in January (last month – 2,602). Thirteen (13) new vouchers were issued, and 44 applicants with vouchers are searching for housing (last month 11 new, 41 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	1.98 hrs	5.0 hrs	24 hrs
Routine WO's	9.25 days	7 days	25 days

f) FSS Participation

Total FSS participants: 69 (59 from Section 8 and 10 from Public Housing)
 Total FSS participants w/escrow balance: 47
 Total Escrow Balance: \$151,291
 Average Escrow Balance: \$3,219
 Highest Escrow Accounts: \$11,346 (Section 8) and \$20,949 (Public Housing)
 IDA Accounts: 0

• **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: 97.55% Occupancy (15 vacancies / 613 units), compared to 97.55% (15 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Roofing and gutters have been replaced at one (1) Public Housing unit (CAP fund).
- Refrigerator has been replaced in one (1) Public Housing unit.
- Water heaters have been replaced in two (2) Public Housing units.
- Preventative maintenance was performed on 32 inspected pre-REAC units.
- Fence replaced that was damaged during high wind event on one (1) Public Housing unit. Garage door service performed at one (1) Public Housing unit.
- Pest service performed at three (3) Public Housing units.
- Arborist services have been performed at six (6) Public Housing units.
- Plumbing replacement performed at one (1) Public Housing unit (CAP fund).
- Reported 69 non-emergency work orders have been completed this month.
- Reported 14 emergency work orders have been completed this month.

Turnovers:

- Completed one (1) Transitional Housing unit turnover.
- There was one (1) Public Housing turnover this month. Move-in date was February 1, 2013 and vacancy days will be reflected in the February reporting.
- Cleaning was completed on one (1) turnover by a contracted vendor.
- Carpet replaced on one (1) turnover by contracted vendor (CAP fund).

Staff Training:

- Staff attended "Violence in the workplace" training.
- Two staff members attending weekly County Purchasing training events.



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	9
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 (SAHMSA project)	90	5	2						
Total PBVS	102	17	14	46	22	10	25	25	20



V. STAFF REPORTS
E. Report on Homelessness

- **FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On January 16, Washington County Department of Housing Services submitted a competitive grant application requesting \$2,466,564 in U.S. Department of Housing and Urban Development (HUD) FY2012 McKinney-Vento Continuum of Care (CoC) Program funds available under Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Assistance and Rapid Transition to Housing (HEARTH) Act. The application leverages \$2,537,730 in public and private funds to support 14 projects.

Nationally, HUD provided each CoC a Tier 1 pro-rata share of funding that is less than the total amount needed to fund all renewal projects within the CoC jurisdiction. HUD anticipates award announcements for Tier 1 CoC Program renewal projects in March 2013, with Tier 2 renewal projects and new CoC Program projects awarded at a later date based on Federal funds available after all Tier 1 projects funded.

The proposed FY2013 CoC Program and Emergency Solution Grant (ESG) funds may be facing additional reductions. Estimates vary on the sequestration percentage (5% to 8%) of automatic, across-the-board cuts that may be implemented after March 1, 2013. US Housing and Urban Development Secretary Shaun Donovan reports an estimated 100,000 formerly homeless people in housing and emergency shelter programs nationwide will lose assistance.

In compliance with the HEARTH Act ESG and CoC Program regulations, the Washington County Office of Community Development and Oregon Housing and Community Services will commence a consultation process to provide for the participation of local homeless service providers and homeless/formerly homeless consumers in considering decisions regarding activities that receive funding under the Emergency Solutions Grant.



The following is an overview of local HUD McKinney-Vento Homeless Assistance funding under the new HEARTH Act.

Federal Homeless Program Funds	FY 2010 \$1,846 billion	FY 2011 \$1,901 billion	FY 2012 \$1,901 billion	FY 2013 [proposed] \$2,231 billion
CoC Program Competitive Grant Funding	\$1,686 billion	\$1,676 billion	\$1,651 billion	\$1,945 billion
<i>Award – CoC Program</i>	<i>\$2.1 million</i>	<i>\$2.1 million</i>	<i>*Pending Award n/a¹</i>	<i>*NOFA not yet released</i>
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$286 million
<i>ESG Formula Funds to Washington County</i>	<i>\$88,350</i>	<i>\$137,797</i>	<i>\$157,499</i>	<i>Est. \$157,499²</i>
ESG “net funds” diverted from Washington County to the State (OHCS) for City’s with >50,000 people	<i>n/a³</i>	<i>\$63,110</i>	<i>\$100,182</i>	<i>Est. \$100,182</i>
<i>OHCS allocation of State ESG to Community Action in Washington County</i>	<i>\$0</i>	<i>\$22,645</i>	<i>\$80,144</i>	<i>Est. \$80,144</i>

• **EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) - PHASE 30**

This month the Phase 30 funds were released for the FY2012 EFSP awards with a program funding extension requiring the dollars be spent by May 31, 2013. These funds support basic in the homeless response system serving at risk and homeless populations.

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement the work of local social service organizations within the United States to help hungry and homeless people in need of emergency assistance. The EFSP National Board uses a formula involving population and poverty data provided by the US Census, and unemployment data provided by the Bureau of Labor Statistics to determine eligibility of a civil jurisdiction to receive an allocation of funds.

Historical EFSP funding in Washington County:

\$204,489	2012 EFSP: \$73,616 shelter, \$89,975 rent, \$40,898 food/meals
\$ 62,988	2011 State Set-aside: \$0.00 shelter, \$50,390 rent, \$12,598 food/meals
\$376,296	2010 EFSP/ARRA: \$135,467 shelter, \$162,829 rent, \$78,000 food/meals
\$281,091	2009 EFSP: \$87,291 shelter, \$101,840 rent, \$49,800 food/meals

¹ HUD FY2012 CoC Program Homeless Assistance submitted 1/16/2013 requesting \$2,466,564.

² FY2013 Emergency Solutions Grant is subject to reduction pending Federal Sequestration.

³ Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program unknown.



- **SECTION 811 PROJECT RENTAL ASSISTANCE DEMONSTRATION**

The US Department of Housing and Urban Development (HUD) announced grant awards totaling nearly \$98 million for rental assistance to 13 state housing agencies. Authorized under the Frank Melville Supportive Housing Investment Act of 2010, HUD's Section 811 Project Rental Assistance Demonstration Program provides funding to states for project-based rental assistance to develop permanent affordable housing options in integrated settings for extremely low-income persons with disabilities. Oregon was not one of the awarded states.

In 2012, the Oregon Health Authority Addictions and Mental Health Division hosted "Real Choice" community forums throughout the State to gather local input and identify state and local strategies and action steps to improve housing for individuals with disabilities. The information gathered will support development of policy that would include the Section 811 Program upon the State receiving these funds, and develop housing and service partnerships with the state Medicaid and Health and Human Service counterparts to identify, refer, and conduct outreach to persons with disabilities who require long-term services and supports to live independently.

- **2013 POINT IN TIME (PIT) HOMELESS COUNT**

During the last 10 days of January 2013, a point-in-time (PIT) homeless count was conducted. Homeless data collected from interviews with homeless persons will be entered into the Homeless Management Information System (HMIS) for de-duplication, with homeless data results published by the Oregon Housing and Community Services (OHCS) on or after April 5, 2013. Nationally, the PIT count process is used as a primary data source to understand national homelessness trends and track progress against the goals and objectives contained in Opening Doors, the Federal Strategic Plan to End Homelessness. Additionally, the Annual Homeless Assessment Report (AHAR) is prepared and submitted to Congress.

Washington County historical homeless count data:

January 2013 = To be released in April 2013

January 2012 = 1,331

January 2011 = 1,356

January 2010 = 1,383

January 2009 = 1,243

January 2008 = 1,145

January 2007 = 1,241

January 2006 = 1,162

January 2005 = 787



- **PROJECT HOMELESS CONNECT – JANUARY 25, 2013**

The 7th annual Project Homeless Connect (PHC) was held on Friday, January 25, from 9 a.m. to 4 p.m. at Sunrise Church. Attending the event included 550 individuals that received services and resources. A second Project Homeless Connect is planned later this year – July 12, 2013. Additional date on the event is not yet available at time of preparing this report. For more information on Project Homeless Connect, visit www.phcwashco.org.

- **SEVERE WEATHER SHELTERS IN WASHINGTON COUNTY**

With the first arctic blast of cold weather in Washington County on November 9, 2012, churches have been addressing the humanitarian work of feeding and sheltering the homeless with hot meals and overnight emergency shelter. To date, 10,066 volunteer hours have provided 3,875 bed stays at seven church shelters.

The SOS-Shelter (Sunrise Church) will end their 90-day winter shelter enrolled program on March 3, 2013.

The shelters are reporting an increase in homeless guests exhibiting characteristics of mental illness. To address this, Annette Evans coordinated training for shelter volunteers focused on safety while interfacing with persons exhibiting mental illness. The January 29 training was provided by LifeWorks NW, the agency that staffs the Washington County Mental Health Crisis Team, with a focus on:

- Introduction to the Mental Health Crisis Team
- Resources available in a crisis
- What factors predict violence
- Keeping each other safe
- Communicating in crisis

The training highlighted a gap that exists in moving homeless individuals with mental illness into housing. The HSSN Mental Health and Special Needs Community Consortium will look at ways to identify other systems interfacing with homeless, and address the alignment of housing resources and homeless crisis intervention programs with homeless individuals and families experiencing mental illness. This work will be coordinated with the new HEARTH Act requirement to develop a Centralized Assessment System that aligns housing and services for homeless individuals, creating a single-point of entry for at risk and homeless persons that is coordinated with community resources.



- **YEAR 5 WORK PLAN, IMPLEMENTATION OF THE 10-YEAR PLAN**

On February 6, the Housing and Supportive Services Network (HSSN) performed a mid-year update of the annual Work Plan, implementing the goals and strategies in preventing and ending homelessness. To view a copy of the Year 5 Work Plan for implementing A Road Home: 10-Year Plan to End Homelessness in Washington County, please visit the county website at

<http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>

- **“RUNNING ON EMPTY” STUDY PUBLISHED**

At the February 6 meeting of the HSSN, Mr. Donald Schweitzer, PhD, Pacific University Professor in Field Studies in Social Work, presented an overview of a research project that studied the challenges affecting people living in poverty as a result of the recession. Running On Empty: Services and Citizens Stretched to the Limit compared the findings of this study against an initial study on poverty performed in 2008. This work is one of the five-year strategies outlined in the Consolidated Plan 2010-2015 Anti-Poverty Plan.

The report includes the sociodemographic information of the study participants, findings and recommendations. Key findings include challenges in obtaining services, benefits not keeping up with the cost of living, loss of healthcare benefits, rising housing costs and barriers to housing (e.g. negative credit history, criminal history and eviction history). Some of the recommendations include increased information and coordination on programs and services available, utility companies should be encouraged to review their current policies around fees charged to those who are receiving public assistance, and the need for a coordinated effort to improve access to dental and hearing care.

Community Action is the lead agency addressing the issues and providing services to address poverty in Washington County. The Washington County Office of Community Development is the lead agency for preparing the jurisdictions Consolidated Plan 2010-2015 that identified the vision and strategies of an Anti-Poverty Strategy Plan.

A copy of “Running On Empty” is available online at
<http://commons.pacificu.edu/casfac/51/>

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 City of Hillsboro City Council worksession unfortunately did not result in clear support for this program in Hillsboro. However, staff from Washington County and the City of Hillsboro will continue to discuss possible strategies to continue discussions.

This initiative was presented to County Board of Commissioners at an extended Work Session on January 22, and the Board directed staff to prepare an Agenda item authorizing a Washington County ordinance to enable this program. The Board approved the Agenda item on February 19, 2013. The ordinance is expected to be approved and go into effect in late March—just in time to allow applications to be submitted by April 1, 2013.

The City of Beaverton has expressed general support for this program, and Housing staff will discuss next steps with City of Beaverton staff. Washington County’s support is likely to encourage Beaverton leadership to move forward.

Meeting date	Jurisdiction	Name	Position	Support	Additional Activity
November 2010	City of Tigard	Craig Dirksen Craig Prosser	Mayor City Manager	Supportive-- currently adopted & supported in Tigard	
November 2010	City of Hillsboro	Jerry Willey Sara Jo Chaplan	Mayor (former) City Manager	General program support	4/2: meeting with new City Manager Seek Council support
January 2011	Hillsboro School District	Mike Scott Adam Stewart	Superintendent CFO	Board approved support on 2/28/12, effective July 1, 2012-June 30, 2015	
February 2011	City of Beaverton	Denny Doyle Don Mazziotti	Mayor Community Development Director	Supportive	Seek Council support
February 2011	Tigard-Tualatin School District	Rob Saxton	Superintendent	Supportive-- currently partners with Tigard	
March 2011	Beaverton School District	Ron Porterfield Claire Hertz	Deputy Superintendent CFO	General program support	
July 2011	City of Forest Grove	Peter Truax Michael Sykes	Mayor City Manager	General program support	
August 2011	Forest Grove School District	Yvonne Curtis Michael Schofield	Superintendent Business Director	General program support	
October 2011	TVF&R	Mike Duyck Dustin Morrow Debra Guzman	Fire Chief Deputy Chief CFO	Board approved support in December 2011, effective July 1, 2012-June 30, 2015	Would like to work with nonprofits & HAWC to improve safety at affordable properties
April 2012	Washington County	Andy Duyck	BOC Chair	under consideration	Awaiting Cost Study results
June 2012	City of Cornelius	Rob Drake	City Manager	General program support	No eligible properties currently, supports adopting ordinance
January 2013	Washington County	Andy Duyck Roy Rodgers Greg Malinowski Dick Schouten Bob Terry	BOC Chair County Commissioner County Commissioner County Commissioner County Commissioner	Approved Agenda item authorizing preparation of ordinance	Anticipate approval of ordinance March 26

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

The Citizen’s Advisory Committee (CAC) is met on Wednesday, February 13 from 6-8pm. The CAC was presented with draft possibilities for several key focus areas in the community and asked to express a level of support and feedback for prioritizing potential improvements. The presentation of options, question phrasing, and illustrations will be refined and reviewed prior to the public event on Tuesday March



5 at Aloha High School. This event will include a public presentation and keypad polling to gauge the public's level of support for these options.

The project team has contracted with Urbsworks to assist with the presentation and visualization of these options. The project is also working with Sojourn Theater to develop a version of the BUILT game that can be used to solicit similar feedback from community members who are less familiar with the project's technical details.

Business and economic development stakeholder roundtables have been used to collect additional feedback and information to help the project team shape the economic redevelopment aspect of the alternative scenarios.

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

The Center for Intercultural Organizing and Centro Cultural continues to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups during Phase 2. Over 400 surveys have been collected by CIO and Centro to-date, and the feedback from these surveys will inform the process of refining alternative scenarios. 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.

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

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

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

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. Participants will also receive 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.

HAWC has secured a case manager to work with program participants. Eighteen clients attended the first orientation meeting for the program, and 29 participants have attended client readiness interviews.

- **MIXED-INCOME HOUSING WORK GROUP**

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

The next group meeting will be scheduled shortly.

- **CITY OF TIGARD GOAL 10 REVIEW**

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

VII. NEW BUSINESS

- **COUNTYWIDE TAX EXEMPTION INITIATIVE**

The First and Second Readings of the proposed Washington County Ordinance authorized the nonprofit corporation low-income housing tax exemption are scheduled for March 12 and March 26 respectively. The Second Reading will also include a Public Hearing. If Washington County approves this program, eligible applicants can apply up to the April 1st deadline.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT