



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



**Thursday, January 22, 2015
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 Page 4
- III. ORAL COMMUNICATIONS
- IV. EXECUTIVE DIRECTOR’S REPORT Page 12
- V. STAFF REPORTS
 - A. Financial Statement..... Page 14
 - B. Section 8 and Low Rent Public Housing..... Page 24
 - C. Affordable Housing Page 26
 - D. Special Projects..... Page 28
 - E. Report on Homelessness Page 30
- VI. OLD BUSINESS.....Page 34
- VII. NEW BUSINESS.....Page 35
- VIII. RESOLUTIONS/ACTION ITEMS Page 35
- IX. ADJOURNMENT

Next Meeting:

Thursday, February 26

2015 HAC Meeting Schedule
Thursday, January 22
Thursday, February 26
Thursday, March 26
Thursday, April 23
Thursday, May 21 - Budget
Thursday, June 25
July—no meeting
Thursday, August 27
Thursday, September 24
Friday, October 16 – Retreat (Tentative)
Thursday, November 19
Friday, December 11 – Luncheon (Tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
January 22, 2015 at 9:00 A.M.

AGENDA

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**
 - A. November 20, 2014 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
 - A. Orientation: Public Housing Program – Gary Calvert
- VIII. RESOLUTIONS/ACTION ITEMS**
 - A. Housing Authority Board of Directors Meeting – February 3, 2015
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
November 20, 2014, 9:00am

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

COMMITTEE MEMBERS PRESENT

Gary Whiting Sid Scott
David Nase Carina Delgado
Anapreet Kaur-Gill
LaShanda Williams
Jack Schwab

STAFF PRESENT

Val Valfre, Executive Director
Michael O' Neill, Finance Manager
Gary Calvert, Asset Manager
Annette Evans, Homeless Program Coordinator
Melanie Fletcher, Rental Assistance Manager
Jacob Rosales, Administrative Assistant

COMMITTEE MEMBERS ABSENT

Karen Shawcross

GUESTS PRESENT

LaShanda Williams called the meeting to order at 9:03 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from July 24, 2014—Jack Schwab

Vote: All approve

Motion: Approve the minutes from September 25, 2014—Gary Whiting

Vote: All approve

Motion: Approve the minutes from October 17, 2014—Sid Scott

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Sid Scott noted that he is interested in looking into microhousing for nonprofit developers to increase the affordable housing supply. These units are 350-400 square feet and could supply additional affordable units for single-person households. Annette Evans asked if microhousing met code requirements for earthquake safety—yes, these units (and all new construction) meet stringent safety requirements in Oregon state.
- Sid Scott and Gary Whiting discussed some of the 'skinny lot' and creative infill solutions being developed in Multnomah County.



- Val Valfre emphasized the need for units to serve low-income non-elderly, non-disabled single-person households, which are not served by many existing programs.
- Anapreet Kaur-Gill shared a story of a challenging tenant who caused water damage to a number of units.
- LaShanda Williams shared that Oregon Health Authority now offers an online application process with immediate responses (<http://www.oregon.gov/oha/healthplan/Pages/apply.aspx>).

IV. EXECUTIVE DIRECTOR'S REPORT

Housing Authority Operations

Capacity-Building Grants: A new grant has been awarded to provide desktop scanners for all Occupancy Specialists. This should improve efficiency and customer service.

Oregon Housing Choice Voucher Bill: This bill went into effect July 1, 2014.

Housing Authority Finances

HUD Section 8 Program Shortfall Funds: HAWC's efforts should be sufficient to correct this shortfall by the end of the year.

Housing Authority Affordable Housing & Services Initiatives

Housing Affordability, Balance and Choice: This workgroup has been tasked with identifying State-level strategies to increase housing affordability. Smaller work groups have focused on possible land use strategies, funding strategies, and strategies to make housing development cheaper, easier or faster. These small groups will reconvene in September to discuss potential Legislative actions for the next session.

Orchards at Orenco: No additional updates were provided.

Bridge Meadows in Beaverton: This proposed intergenerational project in Beaverton may be awarded project-based vouchers to provide housing assistance to senior residents.

Cornelius Place: This mixed-use library and senior housing project may be awarded project-based vouchers.

Sunset View Apartments: This project should provide 236 units of affordable housing. The project requires some administrative challenges as well as some development challenges.



Corinth Gardens: Cascade Housing has proposed a new affordable project in Cornelius, and may be awarded project-based vouchers to support these affordable units.

Meyer Memorial Trust: No additional updates were provided.

Personnel

Assistant Director: Informal second interviews will be conducted in late November, and a finalist should be selected by the end of the month.

Senior Management Analyst: Six candidates will be interviewed in November, and a finalist should be selected by the end of the month.

V. STAFF REPORTS

A. Financial Statement

HAWC's financials are favorable to budget due to a number of factors, including increased proration of Administrative Fees and increased Administrative Fees due to overleasing earlier in the years. HAWC has a positive unrestricted cash balance as a result of the Aloha Park refinance, which has provided a source of unrestricted local cash for property maintenance, staff support, and other projects.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. The waitlist for Project-Based units is open. The Public Housing and Section 8 Unified Waitlist will likely be opened at some point in the next year. HAWC will invite the HAC's assistance in determining how to manage opening the waitlist.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Turnaround days are low and far exceed HUD standards.
- Work order effectiveness is high.
- FSS participation continues to benefit enrolled residents.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.



D. Special Projects

- Project-Based Vouchers

Case managers are continuing to work with service providers to lease up project-based units.

F. Report on Homelessness

Annette Evans provided updates on homeless programs.

- “Community Connect”—Washington County’s New Coordinated and Centralized Assessment System (CCAS)

No additional updates were provided at the meeting.

- FY2014 Federal McKinney-Vento Homeless Programs

The Board of County Commissioners approved a grant application for \$2.7M in McKinney-Vento funds to support homeless programs in Washington County.

- Emergency Food and Shelter Program Phase 32 Funding

These FEMA funds are allocated based on a formula that includes poverty and unemployment information. Washington County has had a significant increase in poverty rates, resulting in a 2% funding increase. Oregon Food Bank has expressed concern that the EFSP funding split is inadequate to support the needs of the food pantries in Washington County. EFSP funding is allocated through a transparent process in the HSSN, and this process has resulted in a greater percentage of Washington County’s EFSP funding being allocated to shelter resources.

- Severe Weather Shelter Response Plan

Severe Weather Shelters have seen more persons seeking shelter this year than in prior years.

- Homeless Cost Study

No additional updates were provided at the meeting.

- 2015 Point-in-Time (PIT) Homeless Census

No additional updates were provided at the meeting.

- Project Homeless Connect

No additional updates were provided at the meeting.

Annette Evans reported that the Shelter Plus Care program is underspending its rent assistance dollars, and other housing assistance providers have reported that families with rental assistance have been unable to secure housing due to extremely low vacancy rates in Washington County.



Most clients have case managers who assist clients find housing. Community Action has added three new housing specialists, and providers try to direct clients to landlords that are friendlier to tenants receiving rental assistance. However, in a tight market, many landlords prefer to rent to clients without the challenges or rental assistance. Good Neighbor Center provides one-time assistance for rental application fees, but if clients use their fee assistance for a unit that they are not approved for there is no assistance available for subsequent application fees. Sid Scott asked if clients have access to resources in Multnomah and Clackamas Counties. Annette Evans responded that providers try to connect clients to resources in other counties, but there is no formalized system for connecting resources across all counties.

The most significant hurdles for clients seem to be criminal records, landlord debt and prior evictions. Some providers are able to work with landlords to resolve landlord debt with payment plans and debt reduction, and some landlords are more willing to work with clients with criminal records—but lack of affordable housing units is a major problem in Washington County, and cuts to funding resources make it very difficult for nonprofit providers to get projects in the pipeline.

The Washington County Public Safety Levy, which provides about \$1M in shelter resources, will be up for renewal next year.

VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan

No additional updates were provided at the meeting.

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

No additional updates were provided at the meeting.

- Consolidated Plan Work Group

Information about participating in this process is available here:

<http://www.co.washington.or.us/CommunityDevelopment/Planning/consolidated-plan-participate.cfm>.

VII. NEW BUSINESS

- HAC Holiday Luncheon

The HAC holiday luncheon will be held Thursday, December 11 beginning at 1pm in the private dining room at Mingo in the Beaverton Round.



VIII. RESOLUTIONS/ACTION ITEMS

- 2015 HAC MEETING SCHEDULE

ACTION REQUIRED: Adopt 2015 HAC meeting dates, cancelling the July meeting.

- Thursday, January 22
- Thursday, February 26
- Thursday, March 26
- Thursday, April 23
- Thursday, May 21 - Budget
- Thursday, June 25
- July—no meeting
- Thursday, August 27
- Thursday, September 24
- Friday, October 16 – Retreat (Tentative)
- Thursday, November 19
- Friday, December 11 – Luncheon (Tentative)

Motion: Approve the 2015 meeting schedule—Sid Scott

Vote: All approve

PRESENTATION: From Application to Assistance

Melanie Fletcher provided information about the Housing Choice Voucher Section 8 rental assistance program. A two-page information sheet was provided.

The waiting list for Public Housing and Section 8 has been closed since 2011. Previously, the approximate wait time for a client on the waitlist with a preference was 2-3 years. There are clients with no preferences who have been on the waitlist for 10+ years, and HAWC has never had sufficient rental assistance to get through all the clients on the waitlist.

When the waitlist is open, the waitlist is ordered by date and time of application receipt, with preferences for:

- Homeless (literally homeless following HUD Category 1 definition)
- Elderly or Disabled on a Fixed Income or No Income
- Victim of Domestic Violence

Waitlist preferences were simplified in 2014 to remove redundant preferences and preferences that were very difficult to verify.

HAWC has approximately 2,700 vouchers available. Vouchers become available when HAWC receives additional vouchers, or when someone leaves the program (due to no longer needing assistance or being terminated from the program).

HAWC uses USPS mail to screen clients. Households that do not respond to the letter are removed from the waiting list. HAWC spends a large amount of time



verifying preferences for clients who respond to eligibility letters. If preferences cannot be verified, the client is placed back on the waitlist (without preferences that were not verifiable) in date/time order.

Vouchers do not turn over quickly—many households remain on the Section 8 program receiving housing assistance for many years. Low income and high rental cost mean that even some households who participate in self-sufficiency programs and meet all their goals are still unable to afford market rent without assistance.

Households participate in briefings to cover the Section 8 program and rules. HAWC would like to work on getting briefing information available online so households can refer to information after the briefing.

Currently, low vacancy rates make it very challenging for households to find and secure affordable units. Households are not permitted to pay more than 40% of their adjusted monthly income on rent and utilities. HUD defines affordable housing costs as 30% of a household's gross income, but HUD and HAWC allow households to choose to pay more (up to 40%) to secure a housing unit that meets their needs.

Landlords can raise rents after the initial tenancy term (lease), which can result in households becoming rent burdened over time. Rent increases must be reasonable, and landlords are not permitted to charge Section 8 residents more rent than other residents. Tenant rent can increase if the household income increases, if rent increases, if utility costs or other tenant expenses increase. Tenants must report income changes, and households go through annual reviews about once per year. Households may remain on the Section 8 program as long as they follow program rules and lease agreements, and they continue to qualify for assistance. If a household's income increases enough that they no longer qualify for assistance, they will remain on the program for 6 months before they are removed.

In response to a question from Carina Delgado about Gateway Commons, Melanie Fletcher noted that some subsidized properties are allowed to rent higher-rent units to residents receiving housing assistance so that lower-cost units are available to residents without Section 8.

In response to a question from Gary Whiting, Melanie Fletcher noted that landlords are no longer allowed to refuse to rent to households based solely on the fact that they receive Section 8 housing assistance. Landlords are still permitted to use their standard screening criteria to qualify clients. The lowest-income households, who cannot rent units above HAWC's payment standards, have less choice in housing units.

Property tax increases can result in increasing rental costs, especially in Multnomah County.

Sid Scott asked when the waitlist will open. Melanie Fletcher responded that the waitlist will probably open in the next year, but she would like to serve all current waitlist clients before opening the list to new applicants.

Sid Scott suggested that Housing Authority 101 to provide an overview of the entire agency, funding sources, and programs, would be helpful at a future meeting. Dave



Nase noted that understanding how funds are restricted would be useful. It may be more reasonable to cover one program per meeting.

Dave Nase would like to hear more about inclusionary zoning issues.

Annapreet Kaur-Gill noted that information about how Housing works with the Office of Community Development would be informative.

LaShanda Williams reiterated that possibly 25-30 minutes of each HAC meeting should be dedicated to reviewing Housing programs.

ADJOURNMENT

Meeting adjourned at 10:55 p.m.

A handwritten signature in black ink that reads "Adolph Valfre, Jr." The signature is written in a cursive, flowing style.

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



IV. EXECUTIVE DIRECTOR'S REPORT

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

- **Capacity-Building Grants:** The Authority received OHCS capacity grant funds to purchase 12 small desktop scanners to increase efficiency and improve customer service. Scanners have been received and are awaiting installation
- **Wait List Re-Opening:** Kim Armstrong has been assigned lead in creating a plan to re-open the wait list sometime this spring. We have asked the other Housing Authorities for their best practices to ensure that the process is well-communicated with other agencies and to community citizenry, is safe and respectful, and inclusive.

Housing Authority Finances: We are projecting based on best available information (FY2015 Federal Omnibus Appropriation Bill) that the Housing Authority's programs should have sufficient funds to accomplish its mission. However, as Appropriation bills do not constitute law, we will be vigilant to any funding adjustments that occur to HUD's key programs.

- **HUD Section 8 Program Shortfall Funds:** The shortfall of Section 8 funds that we experienced in 2014 was resolved by the end of 2014. Although the wait list is still closed, we have re-initiated the issuing of vouchers to those on the current wait list.

Housing Authority Affordable Housing & Services Initiatives: The following operations support active involvement in partnerships to promote affordable housing, prevent homelessness, and increase self-sufficiency:

- **Housing Affordability, Balance and Choice:** The ABC work group has made recommendations—the report is available at <http://affordabilitybalancechoice.org/recommendations>. Work group materials are available online at <http://affordabilitybalancechoice.org>.
- **Orchards at Orenco:** HAWC is a limited partner to this project (Phase I and Phase II) and has awarded 16 Project-Based Vouchers (PBVs) to the site (i.e., 8 PBVs per Phase) to serve families making 30% or less AMI.
- **Bridge Meadows in Beaverton:** This is a proposed Intergenerational project to be built in Beaverton. The Beaverton project will incorporate the same housing model as the Portland Bridge Meadows development – families with foster children interacting with seniors who volunteer their time to assist these children. HAWC has awarded 8 PBVs to house seniors at some of its units.
- **Cornelius Place:** HAWC has awarded 8 PBVs to Bienestar for use in this unique mixed-use library and senior housing project.



- Sunset View Apartments: This project of 236 affordable housing units (60% AMI) is moving forward toward an application for Private Activity Bonds and 4% Low Income Housing Tax Credits. HAWC has negotiated to have 24 of these units allocated to serve extremely low-income families earning 30% FMI through the use of project-based vouchers. HAWC is in negotiations about a possible partnership.
- Corinth Gardens: This is a new project proposed in the City of Cornelius. Cascade Housing is the developer and was awarded two project-based vouchers to augment their HOME proposal.
- Meyer Memorial Trust: We have agreed to collaborate with Catholic Charities on a project to increase public, landlord, Housing Authority, and tenant understanding of the new 2013 Oregon Housing Choice Voucher law.

Personnel: The Housing Authority is working to fill the following staff vacancies.

- Assistant Director: Komi Kalevor was hired to fill the Assistant Director position. He began work December 22
- Financial Manager: YaLing Huang-Dressel was hired for the Financial Manager position replacing Michael O’Niell. She also began work on December 22.

Adolph “Val” Valfre, Jr.
Secretary/ Executive Director



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

Cash Flow:

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

For October FYTD, cash flow from operations, of \$348,688 is favorable to the budget by \$283,611 and favorable to the prior year by \$189,559.

Section 8 had positive cash flow from operations of \$42,911, which was \$104,713 favorable to budget. The favorable variance is partly due to the increase in proration of Admin fees from 75% to 79% and partly due to lower administration cost than budgeted. The program should be close to zero income or loss for the remainder of the calendar year.

Public Housing had cash flow of \$80,034 which is \$138,948 favorable to budget, mainly due to higher operating revenue from the Cap Fund than budgeted. This variance will continue to grow unless and until these operating funds are used for capital expenditures.

Kaybern Terrace cash flow of \$4,965 was \$1,743 favorable to budget.

Aloha Park had cash flow from operations of \$18,560, unfavorable to budget by \$35,738, due to increased debt service resulting from the refinance of the property.

The Local Fund had negative cash flow of \$25,686, which is favorable to budget by \$10,452, due to salaries and benefits for the DOL grant lower than budget. Part of the reason is that the new employee did not start at the beginning of the fiscal year.

Affordable Housing had cash flow from operations of \$227,904, favorable to budget by \$63,493, due mainly to low maintenance expenses.

Statement of Net Position (Balance Sheet):

The balance sheet has been revised to conform with recent Accounting pronouncements. Deferred refunding cost, which was previously reflected as a reduction of debt, is now discretely presented just below the Total Assets line; the title of the statement is revised from Statement of Net Assets to Statement of Net Position; and the equity section of the statement has revised terminology.

The Local Fund is no longer overdrawn. At July 31, the local fund unrestricted cash balance was an overdraft of \$558,845. After the receipt of \$597,118 from the refinance of Aloha Park in August, and other activity, the unrestricted cash balance is a positive \$67,447.

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

Total unrestricted cash is a positive number - \$592,831, for the first time in several years.



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	754,906	560,641	9,185	7,200	69,305	1,052	1,402,289
Gross billable rent	-	291,883	26,488	221,720	32,714	1,892,756	2,465,562
Vacancy loss	-	(1,930)	(458)	(7,030)	(627)	(39,285)	(49,330)
Premiums (concessions/loss-to-lease)	-	-	-	(7,292)	-	(50,639)	(57,931)
Other tenant revenue	-	13,111	1,247	3,012	7,790	52,881	78,040
Tenant revenue	-	303,064	27,277	210,410	39,877	1,855,713	2,436,341
Other revenue (incl GF subsidy)	22,848	2,838	544	3,336	(2,415)	112,803	139,955
Total operating revenue	777,754	866,543	37,006	220,947	106,768	1,969,568	3,978,585
Operating expenses:							
Repair and maintenance	-	434,674	8,399	77,427	12,896	473,631	1,007,026
Operations	559,977	150,109	4,469	46,784	92,752	300,891	1,154,982
Utilities	-	34,504	4,241	28,149	3,315	182,747	252,957
Insurance	2,462	15,769	312	8,183	552	39,401	66,678
PILOT	-	21,445	-	-	-	-	21,445
Bad debt, net of recoveries	-	59	96	859	-	23,968	24,983
Other	18,094	-	-	-	551	-	18,646
Total operating expenses	580,533	656,560	17,517	161,402	110,067	1,020,638	2,546,717
Net program income	197,221	209,983	19,489	59,544	(3,299)	948,930	1,431,868
Other ongoing cash outflows:							
HAWC administration	154,310	129,949	45	139	17,268	1,272	302,984
Debt service	-	-	14,479	40,844	5,119	719,754	780,196
Total outflows	154,310	129,949	14,524	40,984	22,387	721,026	1,083,180
Cash flow from operations	42,911	80,034	4,965	18,560	(25,686)	227,904	348,688
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	219	2,237	114	(83)	2,937	(1,355)	4,069
Capital fund receipts	-	8,295	-	-	-	-	8,295
Capitalized modernization	-	(50,431)	-	-	-	-	(50,431)
Debt Issuance Costs	-	-	-	(135,725)	-	-	(135,725)
Transfers to (from) Local Fund	-	-	-	(597,118)	597,118	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(130,615)	(130,615)
Transfers from (to) restricted cash - Repl Res	-	-	-	(11,040)	-	(56,950)	(67,990)
Section 18 transfers from Public Housing	-	-	-	-	5,772	423,580	429,352
Net unrestricted cash flows	43,130	40,135	5,078	(725,405)	580,142	462,564	405,644
Restricted cash flows:							
Housing Assistance Payments earned	8,418,159	-	-	-	-	-	8,418,159
Housing Assistance Payments	(8,453,775)	-	-	-	-	-	(8,453,775)
Investment income - restricted	308	2,665	-	-	-	-	2,973
Transfers from unrestricted - CAO	-	-	-	-	-	130,615	130,615
Transfers from (to)unrestricted - Repl Res	-	-	-	11,040	-	56,950	67,990
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(429,352)	-	-	-	-	(429,352)
Total restricted cash flows	(35,309)	(426,687)	-	11,040	-	187,565	(263,391)
Net cash flows	7,822	(386,553)	5,078	(714,365)	580,142	650,129	142,253



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,402,289	1,286,196	116,093	1,247,056	155,233
Gross billable rent	2,465,562	2,417,864	47,698	2,380,502	85,060
Vacancy loss	(49,330)	(67,699)	18,369	(53,220)	3,890
Premiums (concessions/loss-to-lease)	(57,931)	(31,600)	(26,331)	(20,891)	(37,040)
Other tenant revenue	78,040	61,878	16,162	61,528	16,512
Tenant revenue	2,436,341	2,380,444	55,897	2,367,919	68,422
Other revenue (incl GF subsidy)	139,955	136,003	3,952	193,795	(53,840)
Total operating revenue	3,978,585	3,802,643	175,942	3,808,770	169,815
Operating expenses:					
Repair and maintenance	1,007,026	1,030,382	23,356	1,054,790	47,764
Operations	1,154,982	1,175,747	20,765	1,163,450	8,468
Utilities	252,957	252,451	(506)	241,616	(11,341)
Insurance	66,678	64,560	(2,118)	68,786	2,108
PILOT	21,445	21,580	135	22,341	896
Bad debt, net of recoveries	24,983	26,792	1,809	29,483	4,500
Other	18,646	21,956	3,310	19,090	444
Total operating expenses	2,546,717	2,593,468	46,751	2,599,556	52,839
Net program income	1,431,868	1,209,175	222,693	1,209,214	222,654
Other ongoing cash outflows:					
HAWC administration	302,984	396,187	93,203	280,690	(22,294)
Debt service	780,196	747,911	(32,285)	769,395	(10,801)
Total outflows	1,083,180	1,144,098	60,918	1,050,085	(33,095)
Cash flow from operations	348,688	65,077	283,611	159,129	189,559
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,069	(1,257)	5,326	1,671	2,398
Capital fund receipts	8,295	50,683	(42,388)	46,215	(37,920)
Capitalized modernization	(50,431)	(50,683)	252	(113,875)	63,444
Debt Issuance Costs	(135,725)	-	(135,725)	-	(135,725)
Transfers to (from) Local Fund	-	103,250	(103,250)	(9,755)	9,755
Transfers to restricted cash - CAO	(130,615)	(130,613)	(2)	(154,388)	23,773
Transfers from (to) restricted cash - Repl Res	(67,990)	(69,550)	1,560	(43,991)	(23,999)
Section 18 transfers from Public Housing	429,352	446,178	(16,826)	430,791	(1,439)
Net unrestricted cash flows	405,644	413,085	(7,441)	315,797	89,847
Restricted cash flows:					
Housing Assistance Payments earned	8,418,159	7,775,256	642,903	7,567,442	850,717
Housing Assistance Payments	(8,453,775)	(7,965,001)	(488,774)	(7,972,496)	(481,279)
Investment income - restricted	2,973	2,661	312	4,345	(1,372)
Transfers from unrestricted - CAO	130,615	130,613	2	154,388	(23,773)
Transfers from (to)unrestricted - Repl Res	67,990	69,550	(1,560)	43,991	23,999
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(429,352)	(446,178)	16,826	(430,791)	1,439
Total restricted cash flows	(263,391)	(433,099)	169,708	(633,121)	369,730
Net cash flows	142,253	(20,014)	162,267	(317,324)	459,577



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	754,906	717,108	37,798	683,168	71,738
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions/loss-to-lease)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	22,848	14,606	8,242	24,743	(1,895)
Total operating revenue	777,754	731,714	46,040	707,911	69,843
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	559,977	569,944	9,967	600,181	40,204
Utilities	-	-	-	-	-
Insurance	2,462	2,419	(43)	2,419	(43)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	18,094	20,260	2,166	17,717	(377)
Total operating expenses	580,533	592,623	12,090	620,317	39,784
Net program income	197,221	139,091	58,130	87,594	109,627
Other ongoing cash outflows:					
HAWC administration	154,310	200,893	46,583	148,098	(6,212)
Debt service	-	-	-	-	-
Total outflows	154,310	200,893	46,583	148,098	(6,212)
Cash flow from operations	42,911	(61,802)	104,713	(60,504)	103,415
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	219	-	219	291	(72)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	123,605	(123,605)	78,333	(78,333)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	43,130	61,803	(18,673)	18,120	25,010
Restricted cash flows:					
Housing Assistance Payments earned	8,418,159	7,775,256	642,903	7,567,442	850,717
Housing Assistance Payments	(8,453,775)	(7,965,001)	(488,774)	(7,972,496)	(481,279)
Investment income - restricted	308	-	308	-	308
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(35,309)	(189,745)	154,436	(405,054)	369,745
Net cash flows	7,822	(127,942)	135,764	(386,934)	394,756



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	560,641	475,053	85,588	506,978	53,663
Gross billable rent	291,883	256,340	35,543	258,796	33,087
Vacancy loss	(1,930)	(1,213)	(717)	(1,435)	(495)
Premiums (concessions/loss-to-lease)	-	(117)	117	(355)	355
Other tenant revenue	13,111	11,280	1,831	12,037	1,074
Tenant revenue	303,064	266,290	36,774	269,043	34,021
Other revenue (incl GF subsidy)	2,838	2,788	50	3,062	(224)
Total operating revenue	866,543	744,131	122,412	779,083	87,460
Operating expenses:					
Repair and maintenance	434,674	415,218	(19,456)	435,588	914
Operations	150,109	154,939	4,830	145,873	(4,236)
Utilities	34,504	30,320	(4,184)	28,258	(6,246)
Insurance	15,769	16,073	304	18,217	2,448
PILOT	21,445	21,580	135	22,341	896
Bad debt, net of recoveries	59	-	(59)	7,955	7,896
Other	-	-	-	-	-
Total operating expenses	656,560	638,130	(18,430)	658,232	1,672
Net program income	209,983	106,001	103,982	120,851	89,132
Other ongoing cash outflows:					
HAWC administration	129,949	164,915	34,966	117,193	(12,756)
Debt service	-	-	-	-	-
Total outflows	129,949	164,915	34,966	117,193	(12,756)
Cash flow from operations	80,034	(58,914)	138,948	3,658	76,376
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,237	2,223	14	2,190	47
Capital fund receipts	8,295	50,683	(42,388)	46,215	(37,920)
Capitalized modernization	(50,431)	(50,683)	252	(67,463)	17,032
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	40,135	(56,691)	96,826	(15,400)	55,535
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	2,665	2,661	4	4,345	(1,680)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(429,352)	(446,178)	16,826	(430,791)	1,439
Total restricted cash flows	(426,687)	(443,517)	16,830	(426,446)	(241)
Net cash flows	(386,553)	(500,208)	113,655	(441,846)	55,293



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	9,185	10,260	(1,075)	9,625	(440)
Gross billable rent	26,488	27,321	(833)	26,578	(90)
Vacancy loss	(458)	(820)	362	(805)	347
Premiums (concessions/loss-to-lease)	-	(195)	195	(226)	226
Other tenant revenue	1,247	692	555	762	485
Tenant revenue	27,277	26,998	279	26,309	968
Other revenue (incl GF subsidy)	544	448	96	433	111
Total operating revenue	37,006	37,706	(700)	36,367	639
Operating expenses:					
Repair and maintenance	8,399	10,569	2,170	11,958	3,559
Operations	4,469	3,950	(519)	3,582	(887)
Utilities	4,241	4,088	(153)	4,169	(72)
Insurance	312	313	1	351	39
PILOT	-	-	-	-	-
Bad debt, net of recoveries	96	1,059	963	1,080	984
Other	-	-	-	-	-
Total operating expenses	17,517	19,979	2,462	21,140	3,623
Net program income	19,489	17,727	1,762	15,227	4,262
Other ongoing cash outflows:					
HAWC administration	45	26	(19)	22	(23)
Debt service	14,479	14,479	(0)	14,479	(0)
Total outflows	14,524	14,505	(19)	14,501	(23)
Cash flow from operations	4,965	3,222	1,743	726	4,239
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	114	103	11	104	10
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	5,078	3,325	1,753	830	4,248
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	5,078	3,325	1,753	830	4,248



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	7,200	18,045	(10,845)	18,039	(10,839)
Gross billable rent	221,720	215,198	6,522	221,720	-
Vacancy loss	(7,030)	(10,760)	3,730	(5,271)	(1,759)
Premiums (concessions/loss-to-lease)	(7,292)	(6,583)	(709)	(8,050)	758
Other tenant revenue	3,012	12,575	(9,563)	2,829	183
Tenant revenue	210,410	210,430	(20)	211,228	(818)
Other revenue (incl GF subsidy)	3,336	3,700	(364)	4,076	(740)
Total operating revenue	220,947	232,175	(11,228)	233,343	(12,396)
Operating expenses:					
Repair and maintenance	77,427	80,713	3,286	96,588	19,161
Operations	46,784	54,806	8,022	54,650	7,866
Utilities	28,149	25,592	(2,557)	24,623	(3,526)
Insurance	8,183	5,625	(2,558)	4,687	(3,496)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	859	2,500	1,641	1,062	203
Other	-	-	-	-	-
Total operating expenses	161,402	169,236	7,834	181,610	20,208
Net program income	59,544	62,939	(3,395)	51,733	7,811
Other ongoing cash outflows:					
HAWC administration	139	82	(57)	145	6
Debt service	40,844	8,559	(32,285)	30,348	(10,496)
Total outflows	40,984	8,641	(32,343)	30,493	(10,491)
Cash flow from operations	18,560	54,298	(35,738)	21,240	(2,680)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(83)	5	(88)	50	(133)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(42,723)	42,723
Debt Issuance Costs	(135,725)	-	(135,725)	-	(135,725)
Transfers to (from) Local Fund	(597,118)	-	(597,118)	-	(597,118)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(11,040)	(12,600)	1,560	12,959	(23,999)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(725,405)	41,703	(767,108)	(8,474)	(716,931)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	11,040	12,600	(1,560)	(12,959)	23,999
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	11,040	12,600	(1,560)	(12,959)	23,999
Net cash flows	(714,365)	54,303	(768,668)	(21,433)	(692,932)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	69,305	59,575	9,730	23,493	45,812
Gross billable rent	32,714	36,984	(4,270)	36,263	(3,549)
Vacancy loss	(627)	-	(627)	-	(627)
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	7,790	208	7,582	152	7,638
Tenant revenue	39,877	37,193	2,684	36,415	3,462
Other revenue (incl GF subsidy)	(2,415)	4,969	(7,384)	49,540	(51,955)
Total operating revenue	106,768	101,737	5,031	109,448	(2,680)
Operating expenses:					
Repair and maintenance	12,896	12,365	(531)	7,990	(4,906)
Operations	92,752	85,403	(7,349)	66,618	(26,134)
Utilities	3,315	3,785	470	3,210	(105)
Insurance	552	552	0	652	100
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	551	1,696	1,145	1,373	822
Total operating expenses	110,067	103,801	(6,266)	79,843	(30,224)
Net program income	(3,299)	(2,064)	(1,235)	29,605	(32,904)
Other ongoing cash outflows:					
HAWC administration	17,268	28,955	11,687	14,354	(2,914)
Debt service	5,119	5,119	0	5,119	0
Total outflows	22,387	34,074	11,687	19,473	(2,914)
Cash flow from operations	(25,686)	(36,138)	10,452	10,132	(35,818)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,937	4,825	(1,888)	2,447	490
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(3,690)	3,690
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	597,118	(20,355)	617,473	(88,088)	685,206
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	5,772	7,459	(1,687)	6,670	(898)
Net unrestricted cash flows	580,142	(44,209)	624,351	(72,529)	652,671
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	580,142	(44,209)	624,351	(72,529)	652,671



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,052	6,155	(5,103)	5,753	(4,701)
Gross billable rent	1,892,756	1,882,021	10,735	1,837,145	55,611
Vacancy loss	(39,285)	(54,906)	15,621	(45,709)	6,424
Premiums (concessions/loss-to-lease)	(50,639)	(24,705)	(25,934)	(12,260)	(38,379)
Other tenant revenue	52,881	37,123	15,758	45,748	7,133
Tenant revenue	1,855,713	1,839,533	16,180	1,824,925	30,788
Other revenue (incl GF subsidy)	112,803	109,492	3,311	111,940	863
Total operating revenue	1,969,568	1,955,180	14,388	1,942,618	26,950
Operating expenses:					
Repair and maintenance	473,631	511,517	37,886	502,669	29,038
Operations	300,891	306,705	5,814	292,549	(8,342)
Utilities	182,747	188,666	5,919	181,356	(1,391)
Insurance	39,401	39,578	177	42,460	3,059
PILOT	-	-	-	-	-
Bad debt, net of recoveries	23,968	23,233	(735)	19,385	(4,583)
Other	-	-	-	-	-
Total operating expenses	1,020,638	1,069,699	49,061	1,038,419	17,781
Net program income	948,930	885,481	63,449	904,199	44,731
Other ongoing cash outflows:					
HAWC administration	1,272	1,316	44	880	(392)
Debt service	719,754	719,754	(0)	719,450	(304)
Total outflows	721,026	721,070	44	720,330	(696)
Cash flow from operations	227,904	164,411	63,493	183,869	44,035
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(1,355)	(8,413)	7,058	(3,410)	2,055
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(130,615)	(130,613)	(2)	(154,388)	23,773
Transfers from (to) restricted cash - Repl Res	(56,950)	(56,950)	-	(56,950)	-
Section 18 transfers from Public Housing	423,580	438,719	(15,139)	424,120	(540)
Net unrestricted cash flows	462,564	407,154	55,410	393,241	69,323
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	130,615	130,613	2	154,388	(23,773)
Transfers from (to)unrestricted - Repl Res	56,950	56,950	-	56,950	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	187,565	187,563	2	211,338	(23,773)
Net cash flows	650,129	594,717	55,412	604,579	45,550



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Assets							
Current assets:							
Unrestricted cash and cash equivalents	40,793	757,441	46,849	(32,418)	67,447	(287,282)	592,831
Restricted cash and cash equivalents	76,624	72,564	1,150	36,318	2,600	302,580	491,837
Accounts receivable, net	81,410	147,491	5,735	4,318	39,819	238,169	516,942
Current portion of contracts receivable	—	176	—	—	3,327	—	3,503
Other current assets	3,446	28,265	437	21,131	3,836	70,675	127,790
Total current assets	202,274	1,005,937	54,171	29,350	117,030	324,142	1,732,903
Non-current assets:							
Restricted cash and cash equivalents	95,938	746,843	36,105	1,539,393	—	1,903,403	4,321,682
Contracts receivable	—	—	—	—	372,305	—	372,305
Capital assets, non-depreciable	—	3,634,135	50,000	41,617	361,918	4,095,129	8,182,799
Capital assets, depreciable, net	—	3,130,651	22,596	341,930	752,850	14,266,440	18,514,467
Total non-current assets	95,938	7,511,629	108,700	1,922,941	1,487,073	20,264,972	31,391,253
Total assets	298,212	8,517,565	162,872	1,952,290	1,604,102	20,589,114	33,124,156
Deferred bond refunding costs	—	—	—	—	—	2,532,893	2,532,893
Total assets and deferred outflow of resources	298,212	8,517,565	162,872	1,952,290	1,604,102	23,122,007	35,657,048
Liabilities							
Current liabilities:							
Accounts payable	35,839	44,810	7,074	13,878	5,599	53,788	160,988
Deferred revenue	—	3,062	16	156	3,555	2,626	9,414
Accrued interest payable - bonds and notes	—	—	2,553	7,269	84	543,242	553,148
Current portion of notes and contracts payable	—	—	4,298	51,833	10,707	97,964	164,802
Current liabilities payable from restricted assets:							
Tenant and other deposits	76,624	72,564	1,150	36,318	2,600	302,580	491,837
Total curr. liabilities payable from restr. assets	76,624	72,564	1,150	36,318	2,600	302,580	491,837
Total current liabilities	112,464	120,436	15,091	109,453	22,545	1,000,199	1,380,188
Non-current liabilities:							
Contracts and notes payable	130,045	—	321,194	2,051,322	676,219	28,481,382	31,660,163
Total non-current liabilities	130,045	—	321,194	2,051,322	676,219	28,481,382	31,660,163
Total liabilities	242,509	120,436	336,286	2,160,775	698,764	29,481,581	33,040,351
Net Position							
Invested in capital assets	—	6,764,786	(252,897)	(1,719,607)	427,841	(7,684,885)	(2,464,762)
Restricted	(31,935)	746,843	36,105	1,539,393	—	1,903,403	4,193,809
Unrestricted	87,638	885,501	43,379	(28,271)	477,497	(578,093)	887,650
Total net position	55,703	8,397,130	(173,414)	(208,485)	905,338	(6,359,575)	2,616,697
Total liabilities and net position	298,212	8,517,565	162,872	1,952,290	1,604,102	23,122,007	35,657,048



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

Wait List Time Based on # of HH Members										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	316	186	154	94	49	41	14	9	2	868
Average Days	1,865	1,860	1,822	1,871	1,711	1,664	2,030	1,772	1,848	1,841

Wait List Based on Gender					
Gender	Female		Male		Total
Total	613		255		868

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	9	37	132	6	651	9	24	868

Wait List Based on Ethnicity						
HH Ethnicity	Hispanic		Not Hispanic		Unknown	Total
	198		664		6	868

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	185	95	447	141	868



WASHINGTON COUNTY
OREGON

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

Fiscal Year-to-Date
December 2014

Average Vacancy Days - Public Housing

FY 2013-14		Units Turned Over This Month	Vacancy Days This Month	Average Vacancy Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	Total Average Vacancy Days Per Unit (FY cumulative total)
July	2013	0	0	0.00	0	0	0.00
August	2013	3	29	9.67	3	29	9.67
September	2013	2	19	9.50	5	48	9.60
October	2013	6	63	10.50	11	111	10.09
November	2013	3	52	17.33	14	163	11.64
December	2013	1	9	9.00	15	172	11.47
January	2014	2	34	17.00	17	206	12.12
February	2014	3	51	17.00	20	257	12.85
March	2014	2	26	13.00	22	283	12.86
April	2014	2	29	14.50	24	312	13.00
May	2014	4	86	21.50	28	398	14.21
June	2014	3	57	19.00	31	455	14.68
FY 2014-15							
July	2014	1	16	16.00	1	16	16.00
August	2014	2	29	14.50	3	45	15.00
September	2014	1	16	16.00	4	61	15.25
October	2014	1	26	26.00	5	87	17.40
November	2014	1	23	23.00	6	110	18.33
December	2014	4	113	28.25	10	223	22.30



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: 868 currently, last report: 858. 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. A public notice will be issued when the waitlist is re-opened, likely in 2015.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of December 2014 were at 28.25 (last month – 23.00). FY2014 reporting begins July 1. HUD rates Housing Authorities, however, on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”. Our cumulative total is 22.30. We will be monitoring this to restore our rate to below 20 days.
- c) Occupancy Rates:
 *Public Housing: 99.18% (last report – 99.77%)
 *Section 8: 95.00 % (last report – 95.11%)

We had 2,867 vouchers leased up on the first of December (last report – 2,644). HAWC issued 8 new vouchers and has 15 applicants with vouchers searching for housing (last report 29 looking). Our monthly allocation of Section 8 HAP funds is 103.7%. Our goal of budget authority is 95% minimum. HAWC will issue vouchers to existing waitlist clients to bring voucher utilization closer to 100%.

- 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 December, the average maintenance response time for emergency and routine work orders for the public housing portfolio is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	1.5 hrs	3 hrs	24 hrs
Routine WO's	9.08 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 86 (72 from Section 8 and 14 from Public Housing)
 Total FSS participants w/escrow balance: 51
 Total Escrow Balance: \$199,307
 Average Escrow Balance: \$3,908
 Highest Escrow Accounts: \$18,667 (Section 8) and \$21,983 (Public Housing)
 Individual Development Accounts (IDA): 3



- **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 96.08% Occupancy (24 vacancies / 613 units), compared to 97.55% (15 vacancies / 613 units), last report. NTR – 97%.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over four (4) Public Housing units for new residents.
- All repairs, painting and landscaping was completed by Housing staff.
- Carpet was replaced in four (4) Public Housing units.
- Cleaning was performed in three (3) Public Housing units.

Special Projects:

- Heating service was performed in two (2) Public Housing units.
- Tree service was performed in two (2) Public Housing units.
- Flooring service was performed on three (3) Public Housing units.
- Roofing repair was performed on one (1) Public Housing property.
- Plumbing services were performed on one (1) Transitional Housing property.
- Reported 615 year-to-date non-emergency work orders have been completed in an average of 6.88 days.
- Reported 95% of 20 year-to-date emergency work orders have been completed within 24 hours.



V. STAFF REPORTS
D. Programs and Special Projects

- **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	140	102	38
Category II (30% MFI or less)	72	72	0
Special Needs	25	25	0
Total PBVs	237	199	38

There are 237 project-based vouchers (PBV) allocated as follows: 140 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 72 PBVs in Category II (30% or less MFI).

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

See the next page for details on PBV awards and lease-ups.



WASHINGTON COUNTY
OREGON

	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	6
LifeWorks NW (Tom Brewer House)							13	13	10
CPAH (The Knoll)	12	12	9						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	11			
REACH CDC (The Orchards at Orenco)				16					
Northwest Housing Alternatives (Alma Gardens)				8	8	8			
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	41	41						
Bienestar (Cornelius Place)				8					
Bridge Meadows (Beaverton)				8					
Luke-Dorf (Corinth Gardens)				2					
Total PBVS	102	53	50	72	30	24	25	25	16



V. STAFF REPORTS
E. Report on Homelessness

• **“COMMUNITY CONNECT”**

Implemented in January 2014, Community Connect is a major systems change in how homeless services are accessed and delivered in Washington County. The single-point entry system assesses the household eligibility for homeless prevention, diversion and intervention housing programs, and makes a referral to the most appropriate housing program. The system is administered by Community Action Organization, in collaboration with private and public housing programs serving homeless persons.

A significant accomplishment this past month includes elimination of wait times from phone screening to the assessment appointment with a Community Resource Advocate. Previously, there was an average of 25 days between screening and assessment appointment.

For the period of July to December 2014, the following data represents the homeless households completing the Community Connect assessment:

- 249 households literally homeless, with 254 households at risk
- 12 homeless seniors (age 62+), with 31 seniors at risk of homelessness
- 49% households have a criminal history
- 31% owe debt averaging \$2,500 per household
- 21% recidivism (the household has participated in Washington County homeless services during past 24 months and is homeless again)

Housing barriers are keeping people in the cold as 76 households received vouchers for homeless rent assistance subsidy and are not able to access housing to utilize the rental assistance. Forty-seven (47) households could not find housing after searching for more than 90 days. This is a result of the housing rental market having a low vacancy rate, available units are not affordable per the Federal Fair Market Rent rate, and property owners are screening out people with poor credit and criminal backgrounds.

To learn more about the Community Connect system, visit our webpage at <http://www.co.washington.or.us/Housing/EndHomelessness/community-connect.cfm>

• **FY2014 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On October 28, the Board of County Commissioners approved the submittal of the FY2014 CoC Program Application requesting \$2,677,553 to renew funding for transitional, rapid re-housing and permanent housing programs, and part-time staffing positions for administration of the Homeless Management Information System (HMIS) and CoC Planning activities.

The award of FY2014 CoC Program Homeless Grants has not yet been announced by the US Department of Housing and Urban Development.



Approved on December 16, the FY2015 Omnibus Budget appropriates \$2.135 billion, a \$30 million increase (up 1.4%) from FY2014 and far less than the Administration’s \$2.41 billion request which included a 20% increase for renewals and a new 37,000 bed permanent supportive housing initiative (the latter was not approved in the final appropriation).

	FY2010	FY2011	FY2012	FY2013	FY2014 ¹	FY2015 ²
Federal Homeless Program Funds	\$1.846 billion	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.135 billion
CoC Program Competitive Grant Funding	\$1.6 billion	\$1.6 billion	\$1.6 billion	\$1.71 billion	\$1.8 billion	\$1.9 billion
County Grant Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	\$2.6 million	Application submitted \$2.7 million	NOFA not yet released
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	\$250 million
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	\$152,317	n/a

• **EMERGENCY FOOD AND SHELTER PROGRAM PHASE 32 FUNDING**

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.

A delay in distributing the Phase 32 funds awarded has occurred due to Federal requirements to audit Phase 31 fiscal records and reports. The EFSP Local Board awarded funds as follows: \$233,686 Washington, \$142,315 Clackamas, \$382,605 Multnomah, and \$237,648 Clark County in the state of Washington.

Historical EFSP funding in Washington County:

\$233,686 2014 EFSP: \$68,704 shelter, \$107,635 rent, \$52,733 food/meals, \$4,614 Administration

\$193,869 2013 EFSP: \$59,161 shelter, \$91,118 rent, \$41,590 food/meals

\$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 FY2014 Omnibus Appropriations; January 17, 2014.

² FY2015 Omnibus Appropriations, December 16, 2014

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



• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

The Housing TEAM (Transition, Engagement And Mentoring) Program is operating under a 3-year Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant that provides chronic homeless adults with housing and services to address their mental health and substance addiction.

Luke-Dorf, Inc. is the local lead agency implementing the Housing TEAM Program, in partnership with the Housing Authority of Washington County providing 90 units of Section 8 Project-based Rental Assistance (PRA) to be phased in over 3 years.

In January 2015, an amendment to include Shelter Plus Care tenant-based rent assistance vouchers to the program was implemented in an effort to provide greater access to permanent housing subsidy for the chronic homeless individuals engaging in this program. Luke-Dorf, Inc. has applied for CDBG funding to fund services to work with chronic homeless in alignment with the Federal and Washington County goal to end chronic homelessness by 2016.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
90 Units Total (Years 1 - 3) July 2012 to June 2015 20 units Year 1, 30 units Year 2, and 40 units Year 3 = 90 units	63 people (includes 7 people discharged from the program prior to entering housing)	56 (44 PBS8 units, 4 S+C unit, 1 VASH unit) Note: 7 graduates exited the program: 3 with voucher and 4 without voucher to independent housing	50 (not all units are leased with a Section 8 voucher)

• **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services co-convened a Homeless Cost Study Advisory Committee to perform a comparative look at the service costs of chronically homeless individuals and families pre-housing (homeless) and post-housing (in permanent supportive housing).

In September 2013, Northwest Economic Research Center (NERC) released Phase1: A Study of Emergency Services for Chronic Homeless People in Washington County available online <http://visionactionnetwork.org/content/view/77/324/>. In December 2014, NERC released Phase 2 A Comparison of Emergency Service Provider Costs for Formerly Homeless Persons Living in Permanent Supportive Housing available online at www.pdx.edu/nerc/sites/www.pdx.edu.nerc/files/P2_Report_Final.pdf.



On January 13, a report on findings and next steps was presented to the Board of County Commissioners. The Homeless Plan Advisory Committee (HPAC) will provide leadership to leverage the research findings that includes development of collaborative private/public partnerships to redirect public funds to create cost savings in health care, criminal justice, education, and other institutions of care, and create new capacity to develop affordable housing and research housing models as the county's population increases and becomes more urban and diverse.

- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 8th year of operation, winter shelters opened November 1 and will continue operations through the end of March 2015.

During the first two months of operation, six church shelters report 1,942 bed stays provided to homeless individuals that includes singles, couples and families with children. This service was provided by 5,095 volunteer hours. The shelters have been running at capacity due to the rise in homelessness. During the last week of January the church shelters will participate in the annual Point-In-Time Homeless Count.

- **2015 POINT-IN-TIME (PIT) HOMELESS CENSUS**

Planning is underway to conduct the annual Point-In-Time (PIT) homeless count during the last 10 days of January (January 22 to 31, 2015). Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a federal requirement in seeking funds under the McKinney-Vento Title IV Homeless Assistance Program, and support local homeless planning and program development. Community Action and Luke-Dorf, Inc. are taking the lead to develop and complete the homeless count activities

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

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



- **PROJECT HOMELESS CONNECT**

The 9th annual Project Homeless Connect (PHC) will be held on Friday, January 30, 2015, from 9 a.m. to 4 p.m. at Sunrise Church. The one-day one-stop event will provide free resources and on-site health care for homeless persons and people at risk of homelessness. The Washington County Department of Housing Services is a fiscal sponsor of the event that serves approximately 500 people. For more information on this event, visit www.phcwashco.org.

VI. OLD BUSINESS

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

The *Housing Works* project is a collaboration between 3 Workforce Investment Boards (Counties of Clark, Washington & Multnomah, and Clackamas) and 4 Housing Authorities (Portland, Washington County, Clackamas County, and Vancouver) funded by a Department of Labor grant. The grant was awarded in 2012 and the performance period runs through October 2015. The group is requesting an extension and seeking other funding to continue the program.

The goal of this program is to assist nearly 500 Section 8 and/or public housing residents build life and employment skills necessary to attain self-sufficiency. Participants receive occupational skills training in one of four growing employment sectors—construction, healthcare, office/clerical, or manufacturing. Participants also received job attachment support, including internships, On-The-Job training, and job placement assistance.

HAWC's goal is to serve 75 clients over the 18 months of the grant program. HAWC was awarded 25 additional client enrollment slots as a result of its success in the project so far. Grant funds support dedicated case managers for program participants, and provide resources for education, classes, on-the-job training, and internships.

- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department is supporting the Office of Community Development's efforts to coordinate the Washington County 2015-2020 Consolidated Plan, including the cities of Hillsboro and Beaverton and community partners. The planning effort kicked off in October 2013 and the Work Group has met each month since then.

Copies of the draft plan documents can be obtained at the County's website: <http://www.co.washington.or.us/CommunityDevelopment>. Click on "Consolidated Plan 2015-2020", then "Comment!" to find and comment on the Year 1 Strategic Plan and the Objective Statements and Community Development Plan that support the Strategic Plan. A draft version of the Plan will be available for public comment in March 2015.



VIII. NEW BUSINESS

- **HAC VACANCIES**

There is one current HAC vacancy due to member resignation and two upcoming vacancies due to term expiration on 3/31/2015. The current vacancy is an At-Large position. The expiring terms are David Nase's At-Large position and LaShanda Williams Housing Authority Representative position. LaShanda Williams is eligible to renew her appointment and has indicated her interest in doing so.

HAC terms are three years, unless appointments are filling an existing vacancy. One At-Large position will be filling a vacant term that will expire on 3/31/2017, and the two new appointments will expire 3/31/2018. Vacancies were announced at the Washington County Board meeting on 12/23/2014, and applications are available on Washington County's website at <http://www.co.washington.or.us/CAO/BoardsCommissions/index.cfm>. The Board will be asked to review applications and make appointments for new positions in March.

IX. RESOLUTIONS/ACTION ITEMS

- **HOUSING AUTHORITY BOARD OF DIRECTORS – February 3, 2015**

- FY2014-15 Housing Authority Annual Financial Report
 - Published report is available on the County's website
- Sunset View Apartments – Pedcor Investments, LLC
 - Request for Private Activity Bond (PAB) Allocation
 - Approval of PAB Application for Project and authorization to draft documents and other actions in advance of final approval of the issuance of \$29.5M in Private Activity Bonds.

IX. ADJOURNMENT