



# **H**OUSING **A**DVISORY **C**OMMITTEE



**Thursday, January 28, 2016  
9:00 a.m.**

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



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Next Meeting:

Thursday, February 25, 2016

2016 HAC Schedule
Thursday, January 28
Thursday, February 25
Thursday, March 24
Thursday, April 28
Thursday, May 26 - Budget
Thursday, June 23
Thursday, July 28
Thursday, August 25
Thursday, September 22
Friday, October 14 – Retreat (Tentative)
Thursday, November 17
Friday, December 9 – Luncheon (Tentative)



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
January 28, 2016 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. September 24, 2015 Meeting Minutes
  - B. October 16, 2015 Retreat Minutes
  - C. November 19, 2015 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**  
**September 24, 2015, 9:00 a.m.**

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**

Anapreet Kaur-Gill  
Ben Sturtz  
David Ruelas  
Sid Scott  
LaShanda Williams  
Carina Delgado

**STAFF PRESENT**

Val Valfre, Executive Director  
Komi Kalevor, Assistant Director  
YaLing Huang-Dressel, Finance Manager  
Melanie Fletcher, Rental Assistance Manager  
Annette Evans, Homeless Program Coordinator  
Kim Armstrong, Program Coordinator

**COMMITTEE MEMBERS ABSENT**

Jack Schwab            Gary Whiting  
Annee vonBorg

**GUESTS PRESENT**

Sid Scott called the meeting to order at 9:06 a.m.

**I. ROLL CALL - A quorum was present.**

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from August 27, 2015—Ben Sturtz

Second: Anapreet Kaur-Gill

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- HAC members and staff introduced themselves.
- David Ruelas, the Housing Director for Bienestar, was appointed as the newest HAC member. He reported that Bienestar will be seeking HOME funds for Cornelius Place, and will also apply for OHCS funding in the future. The Lincoln Street site has been sold, and the new owner plans to turn the site into a bakery.
- Ben Sturtz noted that The Orchards has opened and is fully leased. The project won a Best Overall Project award at the Oregon ON conference.



#### IV. EXECUTIVE DIRECTOR'S REPORT

##### **Housing Authority Operations**

Section 8 Shortfall Funding: HAWC ceased voucher lease-ups several months ago due to a projected funding shortfall. HAWC has applied for shortfall funding, and should receive an update from HUD during the next scheduled phone meeting. HAWC has also applied for HUD set-aside funds. The Housing Authority hopes to start leasing up new vouchers as soon as funds become available.

##### **Housing Authority Finances**

No updates were provided at the meeting.

##### **Housing Authority Affordable Housing & Services Initiatives**

The Housing Authority is involved in several housing projects currently. Most of these projects include some project-based vouchers.

Veterans Housing NOFA: Three applications were received for this funding opportunity. OHCS also received 27 applications for General Housing Account Program (GHAP) funding.

Orchards at Orenco: No updates were provided at the meeting.

Bridge Meadows in Beaverton: No updates were provided at the meeting.

Cornelius Place: No updates were provided at the meeting.

Sunset View Apartments: No updates were provided at the meeting.

Corinth Gardens: No updates were provided at the meeting.

Meyer Memorial Trust: No updates were provided at the meeting.

Blanton Street: NW Housing Alternatives has applied for GHAP funding for this project, which was awarded Project-based VASH vouchers and Project-based Section 8 vouchers.

##### **Other Initiatives**

Val Valfre suggested that the HAC may want to suggest items or areas of concern for affordable housing development and maintenance that could be addressed at local or state levels.

David Ruelas and Ben Sturtz commented that there is currently no real funding source for renovations and preservation of affordable housing that is not subject to an expiring Section 8 or other affordable housing contract ('big P' versus 'little p' preservation). These projects can apply for competitive funding, but that pits existing housing against new development projects. There are probably \$100-200M in rehabilitation needs in existing affordable properties that are not subject to expiring contracts (and are therefore not eligible for OHCS Preservation funding).



Leaving these rehabilitation projects until needs are urgent and require tenant relocation is more costly than dealing with issues earlier. However, without funding, nonprofits struggle to find funding and contractors for rehab projects.

HB 2198: \$100 Million Bonding Proposal: This initiative allocated \$62.5M for affordable housing, including \$40M in GO Bonds, \$20M for mental health related housing in lottery-backed bonds, and \$2.5M for affordable housing preservation.

The Local Innovative and Fast Track Housing Program (LIFT) has been established to develop policy and financial procedures for this funding, which will likely be available beginning in 2017. Val Valfre is serving on the Policy subcommittee. Information is available on OHCS's website here: <http://www.oregon.gov/ohcs/Pages/lift-housing-development-program.aspx>

Housing Trust Fund: No updates were provided at the meeting.

Landlord Guarantee Program: No updates were provided at the meeting.

## V. STAFF REPORTS

### A. Financial Statement

The Housing Authority started a new fiscal year July 1, 2015. Financial reports will resume next month.

Auditors have completed their on-site work. A financial statement and audit report for FY2014-15 should be ready in January.

### B. Section 8 and Low Rent Public Housing

Staff is working to reduce lease-ups and lower costs to get out of shortfall.

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011.
- Occupancy rates remain high in public housing (99.2%) and for Section 8 vouchers (94.4%).
- Public Housing turnaround reporting for FY2015-2016 began on July 1, 2015.
- Work order effectiveness is high.

### C. Affordable Housing

- Occupancy rates remain high in affordable housing (98.57%).

The rehab on Aloha Park was completed in July, and the remaining equity was released to the Housing Authority. New bike parking will be installed at the property soon, funded with a Metro RTO grant.



The Housing Authority has identified over \$1M in repair needs in the affordable housing portfolio, primarily in parking lot repairs, roof repairs, and exterior painting. Contracts are underway for roof repairs at the Villager and Van Rich apartment complexes.

D. Special Projects

- Project-Based Vouchers

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

E. Report on Homelessness

Annette Evans provided updates on homeless programs.

- Mary Mac House Serving Persons Fleeing Domestic Violence

This facility will serve clients transitioning out of Monika's House, received funding from Washington County in the FY2015-16 budget and a Justice Reinvestment Initiative grant from the state.

The facility will serve 5 households at a time, and clients are being screened now. This program will make more shelter beds available for fleeing victims and reduce the number of actively-fleeing victims that must be turned away due to a lack of available shelter beds.

- Family Justice Center

This initiative is working to develop a single-stop resource center for victims of domestic violence. Law enforcement is actively participating in this project. Partners may have identified a site in Beaverton and hope to establish a center by July 2016.

- Legal Clinics

The HSSN is working with the Oregon Law Center to provide legal clinics for literally homeless households with criminal issues. Three attorneys are committed to the project, and the Oregon Law Center will schedule appointments in alignment with Community Connect. Clinics will be offered at libraries in Beaverton, Hillsboro, and Tigard. The clinics will also refer clients to Program Assist and housing resources through Community Connect. The first clinic is scheduled for October 15 in Hillsboro.

- FY2015 Federal McKinney-Vento Homeless Programs

The 68-page NOFA for FY2015 funding was released on September 18, 2015, and is due November 20, 2015. This NOFA will renew current CoC projects and may provide some funding for CoC coordination and administration. HUD is asking for a 15% reduction in renewal funding, and HUD will score all new and renewal projects before awarding funds. HUD is scoring based on length of homelessness, percentage of clients that are exiting to permanent housing, and other factors.

There is some additional funding available for permanent supportive housing for priority populations. Annette Evans will issue an RFP for these funds.



Washington County will de-obligate \$224,000 in unused rent assistance funding back to HUD. These funds were awarded to provide rent assistance to high-barrier homeless clients seeking housing, but due to the tight rental market these households were unable to find landlords who would accept them as tenants, even with rental assistance.

- Gap in Affordable Housing Serving <50% AMI

The Affordable Housing Work Group has been brought into the Washington County THRIVES initiative.

- Washington County Public Safety Levy

This is a voter-approved levy that includes funding to support the Washington County shelter network. This renewal continues the levy at current rates, and will support a variety of public safety measures, including shelter services.

The levy will be on the ballot in November.

## VI. OLD BUSINESS

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

The Department of Housing Services 2015-16 budget request includes a portion of funding to continue this program.

WorkSystems, Inc. submitted a grant application for Health & Human Services funding that would provide up to 5 years of funding for this program. This grant proposal would focus on Washington County clients, and would continue to support case management staff.

An application for Meyer Memorial Trust funding has also been submitted, and an application for CDBG Services funding will be submitted shortly.

- Metro CET Grant

This project would look at high-capacity transit and design options in the area near 185<sup>th</sup> and TV Highway. It appears likely that this grant will receive Metro funding, which will support consultants and staff to continue planning efforts.

- Annual HAC Retreat

The annual HAC retreat is scheduled for Friday, October 16 from 8:30am-3pm at the Stable Building at Jenkins Estate. The agenda includes an overview of data related to affordable housing supply and demand in Washington County, the benefits of affordable housing, and a discussion of potential funding tools and creative development solutions.





## VII. NEW BUSINESS

- HABOD Vacancies

Shannon Wilson (Community Partners for Affordable Housing) has been appointed to the vacant HABOD position expiring December 31, 2015.

Two Housing Authority Board of Director positions will expire on December 31, 2015. Recruitment for these positions is open, and applications are available on the County website at

<http://www.co.washington.or.us/CAO/BoardsCommissions/boardandcommissionform.cfm>

## VIII. RESOLUTIONS/ACTION ITEMS

### IX. ADJOURNMENT

Meeting adjourned at 10:33 a.m.

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



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**October 16, 2015**

Stable Building, Jenkins Estate, 8005 SW Grabhorn Rd, Beaverton, OR 97007

**COMMITTEE MEMBERS PRESENT**

Anapreet Kaur-Gill  
Ben Sturtz  
David Ruelas  
Sid Scott  
LaShanda Williams  
Gary Whiting  
Jack Schwab

**COMMITTEE MEMBERS ABSENT**

Carina Delgado  
Annee vonBorg

**STAFF PRESENT**

Val Valfre, Executive Director  
Komi Kalevor, Assistant Director  
YaLing Huang-Dressel, Finance Manager  
Gary Calvert, Asset Manager  
Melanie Fletcher, Rental Assistance Manager  
Annette Evans, Homeless Program Coordinator  
Kim Armstrong, Program Coordinator

**GUESTS**

Shannon Wilson, CPAH  
Greg Malinowski, County Commissioner  
Dick Schouten, County Commissioner  
Andy Duyck, County Commissioner  
Roy Rogers, County Commissioner  
Bob Davis, County Administrative Office  
Rob Massar, County Administrative Office  
Shelia Greenlaw-Fink, Community Housing Fund  
Jes Larson, Welcome Home Coalition  
Jennie Proctor, Office of Community Development  
Bryan Robb, Office of Community Development  
Martha McLennan, NW Housing Alternatives  
Peter Truax, City of Forest Grove

Val Valfre called the meeting to order at 2:20 p.m.

**I. ROLL CALL - A quorum was present.**

**II. RESOLUTIONS/ACTION ITEMS**

• **Elect HAC Chair and Vice-Chair**

County Housing Advisory Committee (HAC) is a nine-member volunteer committee that assists the Housing Authority Board of Directors and the Board of Commissioners by making recommendations on countywide housing policy issues as well as policies affecting operations of the County's core housing programs.



HAC By-Laws state that the duties of the HAC include (but are not limited to) the following:

- Identify, consider, and recommend housing goals and policies;
- Identify and consider the community's needs for low-income housing and the resources available to meet these needs, and recommend to the Housing Authority programs to meet those needs;
- Advise the Housing Authority on applications for federal and state government programs for housing;
- Make recommendations to the Housing Authority for changes and revisions in policies of the Housing Authority;
- Review and recommend action on the budgets of the Housing Authority;
- Review and make recommendations on other matters coming before the Housing Authority and perform such other advisory functions as may be referred by the Housing Authority.

The Chair and Vice-Chair serve for one-year terms, or until their successors are elected. The Chair and Vice-Chair are normally elected at the Annual Meeting (HAC Retreat), but if these positions become vacant between elections, the bylaws state that the committee shall elect successor(s) during its next regular meeting.

The HAC Chair and Vice-Chair positions are vacant as a result of HAC term expirations.

Motion: Re-elect LaShanda Williams for a one-year term as HAC Chair and Sid Scott for a one-year term as HAC Vice-Chair—Jack Schwab

Second: Anapreet Kaur-Gill

Vote: All approve

### III. ADJOURNMENT

Meeting adjourned at 2:30 p.m.

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



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**November 19, 2015, 9:00 a.m.**

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**

Anapreet Kaur-Gill  
Sid Scott  
LaShanda Williams  
Carina Delgado

**STAFF PRESENT**

Val Valfre, Executive Director  
Komi Kalevor, Assistant Director  
YaLing Huang-Dressel, Finance Manager  
Melanie Fletcher, Rental Assistance Manager  
Annette Evans, Homeless Program Coordinator  
Kim Armstrong, Program Coordinator  
Laura Araza, FSS Coordinator

**COMMITTEE MEMBERS ABSENT**

Jack Schwab            Gary Whiting  
Annee vonBorg        Ben Sturtz  
David Ruelas

**GUESTS PRESENT**

Val Valfre called the meeting to order at 9:06 a.m.

**I. ROLL CALL** - A quorum was not present.

**II. ACTION - APPROVAL OF MINUTES**

Minutes will be approved at the next HAC meeting that a quorum is present.

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Laura Araza presented information on the Family Self-Sufficiency (FSS) program. This program is available to all Housing residents. The Family Self-Sufficiency (FSS) program is a 5-year, voluntary program designed to assist low-income families who are currently receiving housing assistance in reaching economic independence by helping access job training, educational resources, savings programs and Individual Development Accounts (IDAs) to meet financial and personal goals for self-sufficiency.

It can be a challenge to find connections to partners for services for FSS clients, because the program does not receive funding for services.

The FSS program requires that the head of household agree to enter into a Contract of Participation for five years with a personalized set of goals to improve their circumstances and become independent. Sample goals include earning a degree, obtaining employment, developing savings, and buying or renting a home. A significant



factor in the success of the program is building a network of professionals and organizations to provide education, networking opportunities, and other services to help FSS families achieve their goals. The program also helps clients budget and develop a plan for self-sufficiency.

The FSS requirements are that all family members become independent of welfare/TANF, and that the head of household seek and maintain suitable employment. As the family participates in the program and through employment sees increases in their earned income, an interest-bearing FSS escrow account is established. A portion of the increases in the family's share of the rent because of increases in earned income are credited to the FSS escrow account. In other words, the escrow credit comes from the money that Housing Authority no longer has to pay to the landlord because the family is paying more and this "savings" gets deposited into their FSS escrow account. The family receives the savings from their FSS escrow account when they graduate from the program, and can use those funds for goals like opening a small business, buying a home, or paying off student loans.

Individual Development Accounts (IDAs) are 6-month to 3-year savings programs that are managed through CASA of Oregon. IDAs receive matching funds that can be used for a variety of goals, including education. Clients can save up to \$3,000 during their enrollment, and receive up to \$9,000 at completion with match.

The FSS program receives HUD funding for FSS program coordination, but does not receive Federal funding for educational resources or job training. HAC members and staff introduced themselves.

- LaShanda Williams reported that Oregon State Health and Human Services will be changing its policies to limit benefits for work-able adults with no barriers to employment. The new policy would allow participants to receive benefits for 3 months, and after the first 3 months participants would need to be working at least 20-30 hours a week in order to receive benefits.
- Sid Scott noted that the Cornelius Place project is continuing to move forward.
- Komi Kalevor reported that Volunteers of America are looking for potential project sites in Washington County. VOA often provides housing with services.
- Kim Armstrong reported that Washington County has submitted a proposal for a MURP workshop project. This project would include an assessment of vacant land available for affordable housing and a development proposal for an identified site.
- Committee members expressed that the October retreat was very informative and successful.



#### IV. EXECUTIVE DIRECTOR'S REPORT

##### **Housing Authority Operations**

Section 8 Shortfall Funding: HAWC ceased voucher lease-ups several months ago due to a projected funding shortfall. HAWC has applied for shortfall funding, and should receive an update from HUD during the next scheduled phone meeting. HAWC has also applied for HUD set-aside funds. The Housing Authority hopes to start leasing up new vouchers as soon as funds become available.

Capital Repair Investment: No updates were provided at the meeting.

Lobby Security Upgrades: No updates were provided at the meeting.

##### **Housing Authority Finances**

No updates were provided at the meeting.

##### **Housing Authority Affordable Housing & Services Initiatives**

The Housing Authority is involved in several housing projects currently. Most of these projects include some project-based vouchers.

HAWC will release a NOFA for up to 32 project-based vouchers shortly, with a goal of awarding vouchers by mid-December.

The Housing Authority plans to move forward with developing a strategic plan in the coming year. This plan will help HAWC define its mission and strategies, clarify stakeholder goals, align resources, and outline HAWC's role in Washington County's housing landscape.

Veterans Housing NOFA: Two applicants were awarded funding under this NOFA, one in Klamath Falls and one in Medford.

Orchards at Orenco: No updates were provided at the meeting.

Bridge Meadows in Beaverton: No updates were provided at the meeting.

Cornelius Place: No updates were provided at the meeting.

Sunset View Apartments: No updates were provided at the meeting.

Corinth Gardens: No updates were provided at the meeting.

Meyer Memorial Trust: No updates were provided at the meeting.

Blanton Street: NW Housing Alternatives has applied for GHAP funding for this project, which was awarded Project-based VASH vouchers and Project-based Section 8 vouchers.

##### **Other Initiatives**

Val Valfre reported on a presentation and hearing on housing issues in Salem on Tuesday, November 17. Speaker Kotek has proposed an omnibus bill that will include a number of housing-related actions for the 2016 Legislative session.



HB 2198: \$100 Million Bonding Proposal: No updates were provided at the meeting.

Housing Trust Fund: No updates were provided at the meeting.

Landlord Guarantee Program: No updates were provided at the meeting.

## V. STAFF REPORTS

### F. Financial Statement

The Housing Authority has been in shortfall for several months, due to higher Housing Assistance Payments (HAP) than budgeted. The new calendar year begins January 1, and HAWC anticipates beginning to lease up new vouchers in 2016.

Aloha Park is fully leased and all rehabilitation work has been completed. Escrow funds from the refinance have been released.

HAWC is partnering with WorkSystems, Inc. on a Health Careers NW grant project to provide employment coaching and support for low-income jobseekers in healthcare fields. This grant will provide up to \$113,000 per year in grant funding, based on program performance.

The Affordable Housing bond reserve will be fully funded after FY2016-2017.

Gary Calvert reported that the Housing Authority will likely acquire a tax foreclosure property shortly. The property is a single-family home on 195<sup>th</sup> and Baseline. The property will be rehabbed and rented to a household at 80% MFI or below.

The Housing Authority also has some acquisition funding available, and will be seeking a property to purchase in 2016.

### G. Section 8 and Low Rent Public Housing

Staff is working to reduce lease-ups and lower costs to get out of shortfall.

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011.
- Occupancy rates remain high in public housing (98.73%) and for Section 8 vouchers (93.4%).
- Work order effectiveness is high.

### H. Affordable Housing

- Occupancy rates remain high in affordable housing (98.73%).

The rehab on Aloha Park was completed in July, and the remaining equity was released to the Housing Authority. New bike parking will be installed at the property soon, funded with a Metro RTO grant.



I. Special Projects

- Project-Based Vouchers

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

J. Report on Homelessness

Annette Evans provided updates on homeless programs.

- Mary Mac House Serving Persons Fleeing Domestic Violence

No additional updates were provided during the meeting.

- Family Justice Center

No additional updates were provided during the meeting.

- Legal Clinics

The first legal clinic in Beaverton was very successful, and several cases were referred to the Oregon Law Center. The second legal clinic will take place today (November 19) in Hillsboro. The HSSN is working with the Oregon Law Center to provide legal clinics for literally homeless households with criminal issues. Three attorneys are committed to the project, and the Oregon Law Center will schedule appointments in alignment with Community Connect. Clinics will be offered at libraries in Beaverton, Hillsboro, and Tigard. The clinics will also refer clients to Program Assist and housing resources through Community Connect.

- FY2015 Federal McKinney-Vento Homeless Programs

The grant application for FY2015 funding was submitted on November 17, 2015. The application requests \$2.7M in renewal funding, \$400,000 for a new construction project, and \$80,000 for CoC coordination. HUD is asking for a 15% reduction in renewal funding, and HUD will score all new and renewal projects before awarding funds. HUD is scoring based on length of homelessness, percentage of clients that are exiting to permanent housing, and other factors. Award announcements are expected in early 2016.

- Gap in Affordable Housing Serving <50% AMI

The HSSN work group has discussed the possibility of homeless prevention efforts to keep working households housed in the face of rent increases. These funds could pay for a portion of gap between affordable rent and market rent for a short period (1-9 months). The work group hopes that this strategy could keep households housed until increased housing production softens the rental market. Short-term homelessness prevention assistance is estimated at approximately \$2,000 per household for assistance up to 9 months. It's likely that there are several thousand households in Washington County that could use this kind of assistance.





- Washington County Public Safety Levy

Voters approved the Public Safety levy that includes funding to support the Washington County shelter network. This renewal continues the levy at current rates, and will support a variety of public safety measures, including shelter services.

- 2015 Homeless Assessment Report: Year 7

The Homeless Assessment Report will go to the Board of County Commissioners next week, and will be published after Board approval.

- Severe Weather Shelters

The Washington County Severe Weather Shelters (SWS) opened on November 1, and most shelters were at capacity within the first week of operations. Shelters will be forced to turn away households after they reach capacity, which may cause challenges in the surrounding community. There are about 119 beds available through the SWS network, including the enrolled shelter program through Sunrise Church.

## VI. OLD BUSINESS

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

The Department of Housing Services 2015-16 budget request includes a portion of funding to continue this program.

WorkSystems, Inc. received a Health & Human Services funding that would provide up to 5 years of funding for this program. This grant will focus on healthcare careers, and would continue to support case management staff.

Applications for Meyer Memorial Trust and CDBG funding have also been submitted.

- Metro CET Grant

This project would look at high-capacity transit and design options in the area near 185<sup>th</sup> and TV Highway. It appears likely that this grant will receive Metro funding, which will support consultants and staff to continue planning efforts.

- HABOD Vacancies

Two Housing Authority Board of Director positions will expire on December 31, 2015. Recruitment for these positions is open, and applications are available on the County website at

<http://www.co.washington.or.us/CAO/BoardsCommissions/boardandcommissionform.cfm>



## VII. NEW BUSINESS

- HAC Holiday Luncheon

The HAC holiday luncheon will be held on Friday, December 11, 2015, beginning at 1pm. The luncheon will be in the private dining room at Mingo, located at 12600 SW Cres St, Beaverton, OR 97005, near the Beaverton Central MAX station. Information is available on Mingo's website at <http://www.mingowest.com>.

## VIII. RESOLUTIONS/ACTION ITEMS

HAC members and staff suggested that the HAC bylaws be updated to allow for email votes. Staff will explore this option and report to the group at the next HAC meeting.

- Family Self-Sufficiency (FSS) Program Coordination Committee

The HAC will be asked to make a motion to accept the role of Program Coordinating Committee for the FSS program at the January meeting.

- 2016 HAC Meeting Schedule

The HAC will be asked to make a motion to adopt 2016 meeting dates at the January meeting.

## IX. ADJOURNMENT

Meeting adjourned at 10:45 a.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

This has been an especially exciting period for affordable housing and housing services. Many Oregon communities are facing significant housing shortages, and the 2015 Legislative session failed to act on proposals needed to house the homeless and provide stability to residents facing unmanageable rent increases. The crisis has energized many organizations to come together to push for action in the coming session. I am optimistic that positive changes will occur, but equally aware that displacement and rising costs will continue to burden our citizens, especially our seniors, veterans and persons with disabilities who are dependent on fixed incomes.

I am very pleased with our continued involvement, both locally and regionally, in programs that benefit our County's citizens. We are preparing to begin Health Careers NW, the next regional Workforce training program. Health Careers NW is funded through a US Department of Health & Human Services grant. We are completing our Housing Works training program, funded through the US Department of Labor. Both of these programs help low-income participants increase self-sufficiency with education and job training in living wage careers. We are also seeking a CDBG grant to provide critical soft skills training for these clients to help them succeed in training and retain their new jobs (see Old Business for more information).

HAWC has been working locally and regionally with potential developers of new affordable housing. We met with the Housing Authority of Clackamas County to discuss the bond process for a potential PEDCOR project in Clackamas. We have also been pursuing potential collaborations in the Tigard, Cornelius, Forest Grove and Beaverton areas.

**Housing Authority Operations:** The following operations support the local mission of the Housing Authority:

- **Regional Special Fair Market Rent (FMR) Study:** HAWC partnered with Home Forward (lead agency), the Vancouver Housing Authority, and the Housing Authority of Clackamas County to engage Washington State University to produce a Fair Market Rent (FMR) study. We have received word that HUD will accept this study and allow local FMRs that more accurately reflect the rent levels in the Metro area. This is unlikely to result in increased funding in the short term, but will allow HAWC to increase HAP payments and keep clients housed when rents increase. This may result in housing fewer households, but hopefully also provide better data for HUD to use in future funding allocations.
- **Section 8 Shortfall Funding:** HAWC successfully completed all HUD requirements to receive available shortfall funding and set-aside funding, and was able to end the calendar year with positive balances.



- **Section 8/Public Housing Waitlists:** HAWC began pulling new clients from the Public Housing waitlist in December, and the Section 8 waitlist in January. Public Housing waitlist pulls include households that submitted applications in May 2015. The Section 8 waitlist will pull the approximately 500 remaining legacy waitlist households before beginning to serve the 2,500 households that submitted applications in May 2015. HAWC will monitor the waitlists to determine when new waitlists applications may be accepted in the future.
- **Section 8 New Hires:** Two Section 8 Occupancy Specialist vacancies were filled in December. One in-house hire began work in December, and the second new OS will begin work in January.
- **Capital Repair Investment:** HAWC has begun initiatives to prioritize and address over \$1 million in deferred capital repair issues, to include roofing, parking lots, siding, and exterior painting.

**Housing Authority Finances:** The Department has begun planning for the FY2016 Department of Housing Services (DHS) budget submission. With a COLA of 0.7%, the budget will remain relatively flat compared to last year. The HUD Section 8 proration is estimated at 80% - a slight increase from last year. HAWC also received funding to support a second Family Self-Sufficiency Coordinator.

- **Audit Outcomes:** The audit was approved, with no findings. Congratulations to Ling and the Finance team, and thanks to the entire department for their work to make this possible!

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

- **Orchards at Orenco:** Orchards Phase II will be presenting to the Policy Action Board on January 27, 2016 in anticipation of receiving HOME award funds. HAWC is a limited partner to this project (Phase I and Phase II) and has awarded 16 Project-Based Vouchers (PBVs) to the site (8 PBVs per Phase) to serve families making 30% or less AMI. Phase I held its grand opening in June, and units are now occupied. Phase II is now under construction. An additional 8 PBVs were awarded in December 2015 to Orchards Phase III.



- Bridge Meadows in Beaverton: Bridge Meadows, a proposed 36-unit Intergenerational project to be built in Beaverton, will be presenting its project to the Policy Action Board on January 27, 2016 in anticipation of receiving HOME award funds. Bridge Meadows was successful in being awarded LIHTC (Low Income Housing Tax Credits) in 2015 from the State. 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. This project includes 8 project-based vouchers, HOME funds, and State LIHTC (Low Income Housing Tax Credit) funding.
- Cornelius Place: Bienestar’s 40-unit mixed-use library and senior housing project was awarded 8 PBVs and \$750,000 in HOME funds. On January 27, 2016, Cornelius Place will be presenting its project to the Policy Action Board in anticipation of receiving a second HOME funding award. Cornelius Place was also not awarded 9% LIHTC funding in the current (2015) funding round, and discussions are ongoing with the State and key legislators to identify a reasonable funding strategy for the project. This project will apply for 9% LIHTC funds in 2016.
- Sunset View Apartments: The groundbreaking for this 236-unit project took place on July 14, and construction is underway. The entire project is restricted to families with incomes at 60% area median income or below, except for 24 units that are project-based and limited to families earning 30% or less area median income. The 10 apartment buildings should become ready for occupancy in phases – beginning about July 2016 through January 2017.
- Blanton Street Veterans Housing: Northwest Housing Alternatives, a 20-unit development near 185<sup>th</sup> Avenue and TV Highway in Aloha, will be presenting its project to the Policy Action Board in anticipation of receiving a HOME funding award. NHA initially considered applying for Veterans Housing funds funded from the Document Recording Fee statute, but ultimately applied for the State GHAP funding. The project was awarded 5 Project-based VASH vouchers and 20 Project-based Section 8 vouchers. Update: Blanton Street was successful in getting over \$3.0M n GHAP funding from the State.
- Tigard Triangle Project: This is a 47-unit project proposed by Community Partners for Affordable Housing (CPAH). This project was awarded 8 project-based vouchers.
- Cornell and Murray Project: This is a 48-unit project proposed by CPAH at the corner of NW Cornell and Murray. CPAH will be presenting its project to the Policy Action Board in anticipation of receiving a HOME funding award. This project was awarded 8 project-based vouchers.



**Other Initiatives:**

- Local Innovative and Fast Track Housing Program (LIFT) HB 2198: This initiative was funded at \$100M until the last few days of the Legislative session, but reduced to an allocation of \$62.5M for housing, including \$40M in GO Bonds, \$20M for mental health related housing in lottery-backed bonds, and \$2.5M for affordable housing preservation.

OHCS initiated the Local Innovative and Fast Track Housing Program (LIFT) to develop policy and financial guidelines for this funding, which will likely be available beginning in 2017. Val Valfre is serving on the Policy subcommittee. Information is available on OHCS's website here: <http://www.oregon.gov/ohcs/Pages/lift-housing-development-program.aspx> Guidelines are being finalized to present on/about February 5<sup>th</sup> of the short 2016 Legislative Session.

- Housing Trust Fund: The Interim Rule on the Housing Trust Fund requires states who wish to participate in the HTF program to develop a HTF Allocation Plan as part of its state Consolidated Plan. Oregon's 2015-2020 Consolidated Plan, which will include Oregon's HTF Allocation Plan, is scheduled to be submitted in January 2016. I was chairing the Stakeholder Advisory Committee which guided the desired outcomes for the report. Prior to approval by the Housing Council, staff is seeking to incorporate equity measures in application and outcomes for rural areas, minorities and people of color. OHCS will also be addressing a legislative requirement for a strategic housing plan for the State – likely to be initiated in concert with stakeholders in late 2016 or early 2017. The State Consolidated Plan is currently out for public notice/comment. However, no further word on the status of the national Housing Trust Fund.
- Landlord Guarantee Program: The Rent Well Landlord Guarantee was defunded to provide guarantee funds for Section 8 clients in 2014. Rent Well's Landlord Guarantee Program was a valuable tool for preventing homelessness and rehousing homeless households, and frequently serves clients that may not have access to Section 8 rental assistance. There may be an opportunity to allow both programs access to the current guarantee fund. This topic is on the docket for discussion in April or May of the new State Housing Stability Council. Should the State be unwilling to fund this valued program, we may consider initiating an effort to identify funding at the local government level.
- HUD Section 811 Supportive Housing for Persons with Disabilities Program. The State received this award in 2013. Federal agencies and Oregon Health Authority have developed guidelines, and there may be a NOFA released later this year. This program provides only rental subsidy, no capital dollars for construction. Local and regional partners would like to see more capital dollars allocated toward the DD/DI populations, as much of the existing housing is aging.



- Housing & Human Service Omnibus Bill: House Speaker Kotek and Committee Chair Keny-Guyer will present a housing bill addressing major housing issues, including increased protections for renters, \$10M in EHA/SHAP funds, removing the State preemption of inclusionary zoning in ownership and rental housing, and funding for affordable housing and housing preservation.

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

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



**V. STAFF REPORTS**  
**A. Financial Statement**

**1. Financial Report to the Housing Advisory Committee**

**Cash Flow**

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

For November FYTD, cash flow from operations of \$175,671 is favorable to the budget by \$79,561 and unfavorable to the prior year by \$96,861.

Section 8 had positive cash flow from operations of \$12,437 which was \$43,904 favorable to budget. The favorable variance is due to lower administration cost than budgeted.

Public Housing had positive cash flow of \$36,351 which is \$47,469 favorable to budget; the increase is due to higher operating revenue from the Operating Fund and lower administration cost than budgeted.

Kaybern Terrace cash flow of \$7,774 was \$4,876 favorable to budget and favorable to the prior year by \$4,805.

Aloha Park had negative cash flow from operations of \$240, unfavorable to budget by \$1,388; this program is anticipated to operate at breakeven.

The Local Fund had negative cash flow of \$39,176 which is unfavorable to budget by \$15,897.

Affordable Housing had positive cash flow from operations of \$158,525, favorable to budget by \$597.

**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.

Restricted net assets in the Public Housing program had been transferred to Affordable Housing to eliminate the negative balance in unrestricted net assets.

Total unrestricted cash is a positive number: \$2,472,237. Previous year unrestricted cash balance was \$592,831.





**V. STAFF REPORTS**  
**A. Financial Statement**  
**2. Year-To-Date Cash Flow - Expanded**  
Working Capital Basis  
**HOUSING AUTHORITY – UNAUDITED**  
July – November 2015

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	755,710	549,477	9,112	-	51,888	4,486	1,370,673
Gross billable rent	-	293,134	26,801	220,192	38,050	1,926,160	2,504,337
Vacancy loss	-	(2,522)	-	(5,092)	-	(28,431)	(36,045)
Premiums (concessions/loss-to-lease)	-	(33)	(40)	(5,455)	-	(52,523)	(58,051)
Other tenant revenue	-	15,989	345	2,725	774	44,834	64,667
Tenant revenue	-	306,568	27,106	212,370	38,824	1,890,040	2,474,908
Other revenue (incl GF subsidy)	16,804	2,855	528	2,439	27	116,143	138,796
Total operating revenue	772,513	858,900	36,746	214,809	90,739	2,010,668	3,984,376
Operating expenses:							
Repair and maintenance	-	421,357	7,305	73,259	4,462	555,435	1,061,817
Operations	559,600	155,710	4,661	50,214	89,489	313,786	1,173,460
Utilities	-	44,029	3,979	27,885	3,097	200,278	279,267
Insurance	2,469	15,606	304	8,216	526	38,117	65,238
PILOT	-	25,189	-	-	-	-	25,189
Bad debt, net of recoveries	-	1,595	-	7,654	-	23,409	32,657
Other	10,941	1,000	-	-	551	-	12,491
Total operating expenses	573,010	664,484	16,248	167,228	98,124	1,131,025	2,650,119
Net program income	199,504	194,416	20,498	47,582	(7,385)	879,644	1,334,257
Other ongoing cash outflows:							
COCC management/agency overhead	168,756	143,381	-	-	23,932	324	336,393
Bank service charges	898	10	25	-	-	132	1,064
Audit fees	17,413	14,674	25	29	2,740	1,120	36,000
Debt service	-	-	12,674	47,793	5,119	719,543	785,129
Total outflows	187,067	158,065	12,724	47,822	31,790	721,119	1,158,586
Cash flow from operations	12,437	36,351	7,774	(240)	(39,176)	158,525	175,671
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	848	3,074	143	1,614	4,291	2,557	12,526
Capital fund receipts	-	29,450	-	-	-	-	29,450
Capitalized modernization	(1,500)	(54,326)	-	(121,782)	-	(4,242)	(181,850)
Debt Issuance Costs	-	-	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers from General Fund	-	-	-	-	59,885	-	59,885
Transfers to restricted cash - CAO	-	-	-	-	-	(71,935)	(71,935)
Transfers from (to) restricted cash - Repl Res	-	-	-	(15,000)	-	(56,950)	(71,950)
Section 18 transfers from Public Housing	-	-	-	-	1,139	164,309	165,448
Net unrestricted cash flows	11,785	14,549	7,917	(135,408)	26,139	192,264	117,245
Restricted cash flows:							
Housing Assistance Payments earned	8,790,961	-	-	-	-	-	8,790,961
Housing Assistance Payments	(8,769,165)	-	-	-	-	-	(8,769,165)
Investment income - restricted	1,376	285	-	-	-	-	1,661
Transfers from unrestricted - CAO	-	-	-	-	-	71,935	71,935
Transfers from (to)unrestricted - Repl Res	-	-	-	15,000	-	56,950	71,950
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(165,448)	-	-	-	-	(165,448)
Total restricted cash flows	23,171	(165,163)	-	15,000	-	128,885	1,893
Net cash flows	34,956	(150,614)	7,917	(120,408)	26,139	321,149	119,139



**V. STAFF REPORTS**  
**A. Financial Statement**  
**3. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**HOUSING AUTHORITY – UNAUDITED**  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,370,673	1,380,811	(10,138)	1,405,625	(34,952)
Gross billable rent	2,504,337	2,509,462	(5,125)	2,456,493	47,844
Vacancy loss	(36,045)	(76,968)	40,923	(70,514)	34,469
Premiums (concessions/loss-to-lease)	(58,051)	(37,282)	(20,769)	(52,570)	(5,481)
Other tenant revenue	64,667	63,922	745	94,529	(29,862)
Tenant revenue	2,474,908	2,459,135	15,773	2,427,938	46,970
Other revenue (incl GF subsidy)	138,796	152,212	(13,416)	224,786	(85,990)
Total operating revenue	3,984,376	3,992,158	(7,782)	4,058,349	(73,973)
Operating expenses:					
Repair and maintenance	1,061,817	1,054,790	(7,027)	1,054,985	(6,832)
Operations	1,173,460	1,213,557	40,097	1,207,625	34,165
Utilities	279,267	270,919	(8,348)	256,077	(23,190)
Insurance	65,238	76,584	11,346	69,109	3,871
PILOT	25,189	25,189	0	24,099	(1,090)
Bad debt, net of recoveries	32,657	29,318	(3,339)	46,945	14,288
Other	12,491	22,234	9,743	14,806	2,315
Total operating expenses	2,650,119	2,692,591	42,472	2,673,646	23,527
Net program income	1,334,257	1,299,567	34,690	1,384,703	(50,446)
Other ongoing cash outflows:					
COCC management/agency overhead	336,393	378,639	42,246	292,571	(43,822)
Bank service charges	1,064	1,810	746	1,678	614
Audit fees	36,000	35,863	(137)	33,672	(2,328)
Debt service	785,129	787,145	2,016	784,250	(879)
Total outflows	1,158,586	1,203,457	44,871	1,112,171	(46,415)
Cash flow from operations	175,671	96,110	79,561	272,532	(96,861)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	12,526	5,979	6,547	6,503	6,023
Capital fund receipts	29,450	15,848	13,602	14,281	15,169
Capitalized modernization	(181,850)	(15,848)	(166,002)	(217,682)	35,832
Debt Issuance Costs	-	-	-	(56,552)	56,552
Loan from Berkadia Bank	-	341,565	(341,565)	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	59,885	59,885	-	41,448	18,437
Transfers to restricted cash - CAO	(71,935)	(77,416)	5,481	(165,480)	93,545
Transfers from (to) restricted cash - Repl Res	(71,950)	(71,950)	-	(70,300)	(1,650)
Section 18 transfers from Public Housing	165,448	171,583	(6,135)	422,119	(256,671)
Net unrestricted cash flows	117,245	525,756	(408,511)	246,869	(129,624)
Restricted cash flows:					
Housing Assistance Payments earned	8,790,961	8,519,655	271,306	8,712,705	78,256
Housing Assistance Payments	(8,769,165)	(8,519,655)	(249,510)	(8,630,421)	(138,744)
Investment income - restricted	1,661	-	1,661	1,966	(305)
Transfers from unrestricted - CAO	71,935	77,416	(5,481)	165,480	(93,545)
Transfers from (to)unrestricted - Repl Res	71,950	71,950	-	70,300	1,650
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(165,448)	(171,583)	6,135	(422,119)	256,671
Total restricted cash flows	1,893	(22,217)	24,110	(102,089)	103,982
Net cash flows	119,139	503,539	(384,400)	144,780	(25,641)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**SECTION 8 – UNAUDITED**  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	755,710	777,390	(21,681)	761,243	(5,534)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions/loss-to-lease)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	16,804	24,609	(7,805)	22,113	(5,309)
Total operating revenue	772,513	801,999	(29,486)	783,356	(10,843)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	559,600	593,550	33,950	581,869	22,269
Utilities	-	-	-	-	-
Insurance	2,469	2,540	71	2,462	(7)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	10,941	21,667	10,726	14,256	3,315
Total operating expenses	573,010	617,757	44,747	598,587	25,577
Net program income	199,504	184,242	15,262	184,769	14,735
Other ongoing cash outflows:					
COCC management/agency overhead	168,756	196,632	27,876	147,933	(20,823)
Bank service charges	898	1,597	699	1,537	639
Audit fees	17,413	17,480	67	16,167	(1,246)
Debt service	-	-	-	-	-
Total outflows	187,067	215,709	28,642	165,637	(21,430)
Cash flow from operations	12,437	(31,467)	43,904	19,132	(6,695)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	848	-	848	133	715
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(1,500)	-	(1,500)	-	(1,500)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	11,785	(31,467)	43,252	19,265	(7,480)
Restricted cash flows:					
Housing Assistance Payments earned	8,790,961	8,519,655	271,306	8,712,705	78,256
Housing Assistance Payments	(8,769,165)	(8,519,655)	(249,510)	(8,630,421)	(138,744)
Investment income - restricted	1,376	-	1,376	-	1,376
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	23,171	-	23,171	82,284	(59,113)
Net cash flows	34,956	(31,467)	66,423	101,549	(66,593)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**5. Year-To-Date Cash Flow – Expanded**  
 Working Capital Basis  
**PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED**  
 July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	549,477	532,535	16,942	556,486	(7,010)
Gross billable rent	293,134	302,909	(9,775)	276,556	16,578
Vacancy loss	(2,522)	(1,458)	(1,064)	(2,582)	60
Premiums (concessions/loss-to-lease)	(33)	(90)	57	(215)	182
Other tenant revenue	15,989	18,333	(2,344)	18,509	(2,520)
Tenant revenue	306,568	319,694	(13,126)	292,268	14,300
Other revenue (incl GF subsidy)	2,855	2,917	(62)	6,489	(3,634)
Total operating revenue	858,900	855,146	3,754	855,243	3,657
Operating expenses:					
Repair and maintenance	421,357	456,905	35,548	440,239	18,882
Operations	155,710	157,581	1,871	163,992	8,282
Utilities	44,029	34,926	(9,103)	32,766	(11,263)
Insurance	15,606	20,030	4,424	15,853	247
PILOT	25,189	25,189	0	24,099	(1,090)
Bad debt, net of recoveries	1,595	-	(1,595)	15,764	14,169
Other	1,000	-	(1,000)	-	(1,000)
Total operating expenses	664,484	694,631	30,147	692,713	28,229
Net program income	194,416	160,515	33,901	162,530	31,886
Other ongoing cash outflows:					
COCC management/agency overhead	143,381	157,379	13,998	121,248	(22,133)
Bank service charges	10	45	35	41	31
Audit fees	14,674	14,209	(465)	13,723	(951)
Debt service	-	-	-	-	-
Total outflows	158,065	171,633	13,568	135,012	(23,053)
Cash flow from operations	36,351	(11,118)	47,469	27,518	8,833
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,074	2,481	593	2,516	558
Capital fund receipts	29,450	15,848	13,602	14,281	15,169
Capitalized modernization	(54,326)	(15,848)	(38,478)	(37,805)	(16,521)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	14,549	(8,637)	23,186	6,510	8,039
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	285	-	285	1,966	(1,681)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(165,448)	(171,583)	6,135	(422,119)	256,671
Total restricted cash flows	(165,163)	(171,583)	6,420	(420,153)	254,990
Net cash flows	(150,614)	(180,220)	29,606	(413,643)	263,029



**V. STAFF REPORTS**  
**A. Financial Statement**  
**6. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
KAYBERN TERRACE (USDA) – UNAUDITED  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	9,112	9,663	(551)	9,450	(338)
Gross billable rent	26,801	27,356	(555)	26,575	226
Vacancy loss	-	(821)	821	(374)	374
Premiums (concessions/loss-to-lease)	(40)	-	(40)	-	(40)
Other tenant revenue	345	714	(369)	632	(287)
Tenant revenue	27,106	27,249	(143)	26,833	273
Other revenue (incl GF subsidy)	528	646	(118)	566	(38)
Total operating revenue	36,746	37,558	(812)	36,849	(103)
Operating expenses:					
Repair and maintenance	7,305	10,159	2,854	9,921	2,616
Operations	4,661	4,029	(632)	3,749	(912)
Utilities	3,979	4,751	772	4,715	736
Insurance	304	386	82	312	8
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	818	818	671	671
Other	-	-	-	-	-
Total operating expenses	16,248	20,143	3,895	19,368	3,120
Net program income	20,498	17,415	3,083	17,481	3,017
Other ongoing cash outflows:					
COCC management/agency overhead		-	-	-	-
Bank service charges	25	14	(11)	10	(15)
Audit fees	25	24	(1)	23	(2)
Debt service	12,674	14,479	1,805	14,479	1,805
Total outflows	12,724	14,517	1,793	14,512	1,788
Cash flow from operations	7,774	2,898	4,876	2,969	4,805
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	143	120	23	120	23
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	7,917	3,018	4,899	3,089	4,828
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	7,917	3,018	4,899	3,089	4,828



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
ALOHA PARK – UNAUDITED  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	-	-	-	3,000	(3,000)
Gross billable rent	220,192	221,720	(1,528)	221,720	(1,528)
Vacancy loss	(5,092)	(9,173)	4,081	(23,775)	18,683
Premiums (concessions/loss-to-lease)	(5,455)	(12,500)	7,045	(6,229)	774
Other tenant revenue	2,725	2,750	(25)	8,476	(5,751)
Tenant revenue	212,370	202,797	9,573	200,192	12,178
Other revenue (incl GF subsidy)	2,439	3,083	(644)	3,194	(755)
Total operating revenue	214,809	205,880	8,929	206,386	8,423
Operating expenses:					
Repair and maintenance	73,259	62,183	(11,076)	87,650	14,391
Operations	50,214	57,677	7,463	49,564	(650)
Utilities	27,885	25,667	(2,218)	25,229	(2,656)
Insurance	8,216	9,375	1,159	10,781	2,565
PILOT	-	-	-	-	-
Bad debt, net of recoveries	7,654	1,875	(5,779)	2,802	(4,852)
Other	-	-	-	-	-
Total operating expenses	167,228	156,777	(10,451)	176,026	8,798
Net program income	47,582	49,103	(1,521)	30,360	17,222
Other ongoing cash outflows:					
COCC management/agency overhead	-	-	-	-	-
Bank service charges	-	-	-	2	2
Audit fees	29	162	133	75	46
Debt service	47,793	47,793	0	44,898	(2,895)
Total outflows	47,822	47,955	133	44,975	(2,847)
Cash flow from operations	(240)	1,148	(1,388)	(14,615)	14,375
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,614	-	1,614	-	1,614
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(121,782)	-	(121,782)	(163,418)	41,636
Debt Issuance Costs	-	-	-	(56,552)	56,552
Loan from Berkadia Bank	-	341,565	(341,565)	-	-
Transfers to (from) Local Fund	-	(252,453)	252,453	(161,299)	161,299
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(15,000)	(15,000)	-	(13,350)	(1,650)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(135,408)	75,260	(210,668)	(409,234)	273,826
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	15,000	15,000	-	13,350	1,650
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	15,000	15,000	-	13,350	1,650
Net cash flows	(120,408)	90,260	(210,668)	(395,884)	275,476



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**LOCAL FUND – UNAUDITED**  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	51,888	55,470	(3,582)	69,291	(17,403)
Gross billable rent	38,050	38,154	(104)	37,291	759
Vacancy loss	-	(4,923)	4,923	(3,715)	3,715
Premiums (concessions/loss-to-lease)	-	-	-	(8)	8
Other tenant revenue	774	1,875	(1,101)	16,350	(15,576)
Tenant revenue	38,824	35,106	3,718	49,918	(11,094)
Other revenue (incl GF subsidy)	27	5,990	(5,963)	78,122	(78,095)
Total operating revenue	90,739	96,566	(5,827)	197,331	(106,592)
Operating expenses:					
Repair and maintenance	4,462	12,782	8,320	16,397	11,935
Operations	89,489	70,675	(18,814)	108,600	19,111
Utilities	3,097	3,365	268	3,030	(67)
Insurance	526	717	191	552	26
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	551	567	16	550	(1)
Total operating expenses	98,124	88,106	(10,018)	129,129	31,005
Net program income	(7,385)	8,460	(15,845)	68,202	(75,587)
Other ongoing cash outflows:					
COCC management/agency overhead	23,932	24,092	160	23,108	(824)
Bank service charges	-	3	3	2	2
Audit fees	2,740	2,525	(215)	2,634	(106)
Debt service	5,119	5,119	0	5,119	0
Total outflows	31,790	31,739	(51)	30,863	(927)
Cash flow from operations	(39,176)	(23,279)	(15,897)	37,339	(76,515)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,291	3,896	395	3,410	881
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(16,459)	16,459
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	252,453	(252,453)	161,299	(161,299)
Transfers from General Fund	59,885	59,885	-	41,448	18,437
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	1,139	4,472	(3,333)	7,999	(6,860)
Net unrestricted cash flows	26,139	297,427	(271,288)	235,036	(208,897)
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	26,139	297,427	(271,288)	235,036	(208,897)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**9. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**AFFORDABLE HOUSING – UNAUDITED**  
July – November 2015

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	4,486	5,753	(1,267)	6,155	(1,669)
Gross billable rent	1,926,160	1,919,323	6,837	1,894,351	31,809
Vacancy loss	(28,431)	(60,593)	32,162	(40,068)	11,637
Premiums (concessions/loss-to-lease)	(52,523)	(24,692)	(27,831)	(46,118)	(6,405)
Other tenant revenue	44,834	40,250	4,584	50,562	(5,728)
Tenant revenue	1,890,040	1,874,289	15,751	1,858,727	31,313
Other revenue (incl GF subsidy)	116,143	114,967	1,176	114,302	1,841
Total operating revenue	2,010,668	1,995,009	15,659	1,979,184	31,484
Operating expenses:					
Repair and maintenance	555,435	512,761	(42,674)	500,778	(54,657)
Operations	313,786	330,045	16,259	299,851	(13,935)
Utilities	200,278	202,210	1,932	190,337	(9,941)
Insurance	38,117	43,536	5,419	39,149	1,032
PILOT	-	-	-	-	-
Bad debt, net of recoveries	23,409	26,625	3,216	27,708	4,299
Other	-	-	-	-	-
Total operating expenses	1,131,025	1,115,177	(15,848)	1,057,823	(73,202)
Net program income	879,644	879,832	(188)	921,361	(41,717)
Other ongoing cash outflows:					
COCC management/agency overhead	324	536	212	282	(42)
Bank service charges	132	151	19	86	(46)
Audit fees	1,120	1,463	343	1,050	(70)
Debt service	719,543	719,754	211	719,754	211
Total outflows	721,119	721,904	785	721,172	53
Cash flow from operations	158,525	157,928	597	200,189	(41,664)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,557	(518)	3,075	325	2,232
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(4,242)	-	(4,242)	-	(4,242)
Debt Issuance Costs	-	-	-	-	-
Loan from Berkadia Bank	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers from General Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(71,935)	(77,416)	5,481	(165,480)	93,545
Transfers from (to) restricted cash - Repl Res	(56,950)	(56,950)	-	(56,950)	-
Section 18 transfers from Public Housing	164,309	167,111	(2,802)	414,120	(249,811)
Net unrestricted cash flows	192,264	190,155	2,109	392,204	(199,940)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	71,935	77,416	(5,481)	165,480	(93,545)
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	128,885	134,366	(5,481)	222,430	(93,545)
Net cash flows	321,149	324,521	(3,372)	614,634	(293,485)





**V. STAFF REPORTS**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**November 2015**

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	139,214	859,201	52,076	892,817	1,490,264	(961,334)	2,472,237
Restricted cash and cash equivalents	90,696	76,454	1,380	38,183	4,750	311,719	523,182
Accounts receivable, net	(16,300)	70,874	4,089	9,793	32,501	192,597	293,554
Current portion of contracts receivable	—	140	—	—	3,420	—	3,560
Other current assets	3,457	28,236	425	2,985	592	69,284	104,979
<b>Total current assets</b>	<b>217,066</b>	<b>1,034,905</b>	<b>57,971</b>	<b>943,777</b>	<b>1,531,527</b>	<b>(387,733)</b>	<b>3,397,513</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	389,860	—	36,106	272,961	—	2,379,056	3,077,982
Contracts receivable	—	—	—	—	331,893	—	331,893
Capital assets, non-depreciable	—	3,689,564	50,000	41,617	356,748	4,095,129	8,233,058
Capital assets, depreciable, net	—	2,649,274	8,772	667,447	737,211	13,188,003	17,250,707
<b>Total non-current assets</b>	<b>389,860</b>	<b>6,338,838</b>	<b>94,878</b>	<b>982,025</b>	<b>1,425,853</b>	<b>19,662,187</b>	<b>28,893,641</b>
<b>Total assets</b>	<b>606,926</b>	<b>7,373,743</b>	<b>152,849</b>	<b>1,925,803</b>	<b>2,957,380</b>	<b>19,274,454</b>	<b>32,291,154</b>
Deferred bond refunding costs	—	—	—	—	—	2,351,971	2,351,971
<b>Total assets and deferred outflow of resources</b>	<b>606,926</b>	<b>7,373,743</b>	<b>152,849</b>	<b>1,925,803</b>	<b>2,957,380</b>	<b>21,626,426</b>	<b>34,643,126</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	5,270	63,208	2,163	—	6,042	11,419	88,102
Deferred revenue	—	2,228	19	—	30,535	2,242	35,024
Accrued interest payable - bonds and notes	—	—	2,519	—	53	520,318	522,890
Current portion of notes and contracts payable	—	—	4,724	28,005	11,435	98,327	142,491
Current liabilities payable from restricted assets:							
Tenant and other deposits	90,696	76,454	1,380	38,183	4,750	311,719	523,182
<b>Total curr. liabilities payable from restr. assets</b>	<b>90,696</b>	<b>76,454</b>	<b>1,380</b>	<b>38,183</b>	<b>4,750</b>	<b>311,719</b>	<b>523,182</b>
<b>Total current liabilities</b>	<b>95,966</b>	<b>141,890</b>	<b>10,805</b>	<b>66,188</b>	<b>52,814</b>	<b>944,026</b>	<b>1,311,689</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	163,173	—	316,719	2,047,318	661,438	27,978,202	31,166,850
<b>Total non-current liabilities</b>	<b>163,173</b>	<b>—</b>	<b>316,719</b>	<b>2,047,318</b>	<b>661,438</b>	<b>27,978,202</b>	<b>31,166,850</b>
<b>Total liabilities</b>	<b>259,140</b>	<b>141,890</b>	<b>327,523</b>	<b>2,113,506</b>	<b>714,252</b>	<b>28,922,228</b>	<b>32,478,539</b>
<b>Net Position</b>							
Invested in capital assets	—	6,338,838	(262,671)	(1,366,259)	421,087	(8,441,426)	(3,310,430)
Restricted	227,170	—	36,106	272,961	—	2,379,056	2,915,293
Unrestricted	120,616	893,015	51,890	905,595	1,822,041	(1,233,432)	2,559,725
<b>Total net position</b>	<b>347,786</b>	<b>7,231,853</b>	<b>(174,674)</b>	<b>(187,703)</b>	<b>2,243,128</b>	<b>(7,295,802)</b>	<b>2,164,587</b>
<b>Total liabilities and net position</b>	<b>606,926</b>	<b>7,373,743</b>	<b>152,849</b>	<b>1,925,803</b>	<b>2,957,380</b>	<b>21,626,426</b>	<b>34,643,126</b>



**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*December 2015*

<b>Wait List Time Based on # of HH Members</b>											
<b># HH Members</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Total</b>
<b>VO#Families</b>	193	142	112	72	40	32	11	9	1	0	<b>612</b>
<b>Average Days</b>	2,304	2,201	2,126	2,133	2,075	2,023	2,253	2,071	2,399	n/a	<b>2,194</b>
<b>VOLOTT#Families</b>	1,128	538	415	212	118	54	20	9	4	1	<b>2,499</b>
<b>Average Days</b>	242	242	242	242	242	242	242	242	242	242	<b>242</b>

<b>Wait List Based on Gender</b>				
<b>Gender</b>	<b>Female</b>		<b>Male</b>	<b>Total</b>
<b>VO Total</b>	453		159	<b>612</b>
<b>VOLOTT Total</b>	1,746		753	<b>2,499</b>

<b>Wait List Based on Race</b>								
<b>Race</b>	<b>Am. Indian</b>	<b>Asian</b>	<b>Black</b>	<b>Native Hawaiian</b>	<b>White</b>	<b>Multiple</b>	<b>Unk.</b>	<b>Total</b>
<b>VO</b>	6	35	97	4	448	5	17	<b>612</b>
<b>VOLOTT</b>	55	62	583	28	1,483	164	124	<b>2,499</b>

<b>Wait List Based on Ethnicity</b>					
<b>HH Ethnicity</b>	<b>Hispanic</b>		<b>Not Hispanic</b>	<b>Unknown</b>	<b>Total</b>
<b>VO</b>	150		455	7	<b>612</b>
<b>VOLOTT</b>	390		2,109	0	<b>2,499</b>

<b>Wait List Based on HH Type</b>					
<b>Type</b>	<b>Disabled</b>	<b>Elderly</b>	<b>Family</b>	<b>Other</b>	<b>Total</b>
<b>VO</b>	105	47	354	106	<b>612</b>
<b>VOLOTT</b>	838	195	1,070	396	<b>2,499</b>

**VO**= existing legacy waitlist, including clients who applied for assistance before September 1, 2011.

**VOLOTT**= new waitlist, including clients who applied for the waitlist in May 2015 and were selected for the waitlist via random lottery.



# 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 2015*

#### Average Vacancy Days - Public Housing

FY 2014-15		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	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
January	2015	4	90	22.50	14	313	22.36
February	2015	4	37	9.25	18	350	19.44
March	2015	3	58	19.33	21	408	19.43
April	2015	1	15	15.00	22	423	19.23
May	2015	4	51	12.75	26	474	18.23
June	2015	2	23	11.50	28	497	17.75
<b>FY 2015-16</b>							
July	2015	1	2	2.00	1	2	2.00
August	2015	3	38	12.67	4	40	10.00
September	2015	3	53	17.67	7	93	13.29
October	2015	2	20	10.00	9	113	12.56
November	2015	2	14	7.00	11	127	11.55
December	2015	4	77	19.25	15	204	13.60



V. STAFF REPORTS  
C. Affordable Housing

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

- a) Section 8 Waiting List: 612 on the legacy VO list currently, last report: 603. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available. HAWC accepted applications for a new waitlist from May 2-9, 2015. There are 2,499 households on the VOLOTT waitlist who submitted applications in May 2015.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of December 2015 were at 13.60 (last report – 11.55). FY2015-16 reporting began July 1. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”.
- c) Occupancy Rates:  
 \*Public Housing: 99.59% (last report – 98.77%)  
 \*Section 8: 92.76 % (last report – 93.4%)

We had 2,579 vouchers leased up on the first of December (last report – 2,609). Our Annual Contributions Contract (ACC) is 2,780 vouchers, so we need to lease up 201 vouchers to reach our authorized capacity. HAWC has issues 7 vouchers since December 1, 2015. There are 16 vouchers outstanding and not under lease. Our monthly allocation of Section 8 HAP funds is 99.8%. Our goal of budget authority is 95% minimum.

- d) Work Order Effectiveness:  
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For 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	1.61 hrs	3 hrs	24 hrs
Routine WO's	3 days	6 days	25 days

- f) FSS Participation  
 Total FSS participants: 88 (76 from Section 8 and 12 from Public Housing)  
 Total Escrow Balance: \$261,563  
 Highest Escrow Accounts: \$24,699 (Section 8) and \$8,886 (Public Housing)  
 Individual Development Accounts (IDA): 5



- **AFFORDABLE HOUSING**

HAWC owns and operates affordable properties included in financial reports under Local Fund, Affordable Housing, and two properties with stand-alone financials.

Total Occupancy: 98.73% (8 vacancies/628 units)

- a) Local Fund Properties (managed by HAWC and/or contractors) 100% (0 vacancies/12 units)
- b) Affordable Housing Properties (managed by Infinity): 99.05% (5 vacancies/524 units)
- c) Kaybern Terrace (managed by Infinity): 100% (0 vacancies/12 units)
- d) Aloha Park (managed by Infinity): 97.5% (2 vacancies/80 units)

The 711 units at Quatama Crossing co-owned in a partnership and managed by Simpson Property Management are not included.

- **MAINTENANCE ACTIVITIES**

Turnovers:

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

Special Projects:

- Cabinet replacement services were performed at one (1) Public Housing unit.
- Bathtub replacement service was performed at two (2) Public Housing units.
- Gutter replacement was completed at four (4) Public Housing units.
- Reported 420 year-to-date non-emergency work orders have been completed in an average of 9.42 days.
- Reported 100% of 30 year-to-date emergency work orders completed within 24 hours.



V. STAFF REPORTS  
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

The Housing Authority may authorize project-basing a maximum of 20% of its total voucher allocation, with approval from HUD. HAWC currently has project-based vouchers (PBV) allocated to Category I (chronically homeless), “special needs” vouchers, Category II (30% or less MFI), and VASH (for homeless veterans).

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

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs			Project-Based VASH		
	Awarded	Project-based	Leased	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	12			
CPAH (The Knoll)	12	12	12									
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	12						
REACH CDC (The Orchards at Orenco)				24	8	8						
Northwest Housing Alternatives (Alma Gardens)				8	8	8				3	3	3
CPAH (The Barcelona)				8								
Luke-Dorf (Housing TEAM- SAHMSA)	32	32	32									
Bienestar (Cornelius Place)				8								
Bridge Meadows (Beaverton)				8								
CPAH (Tigard Triangle)				8								
Northwest Housing Alternatives (Blanton Street)				15						5		
CPAH (Cornell & Muray)				8								
Total PBVS	44	44	44	102	31	28	25	25	21	8	3	3

**Awarded**= Project has been allocated vouchers to be project-based when development is completed and units are ready for occupancy.

**Project-Based**= Project is ready for occupancy and vouchers are attached to specific project-based voucher housing units in the property.

**Leased**= Units with project-based voucher assistance is occupied by an eligible client. HAWC provides HAP assistance to bring client's rent down to 30% of client's adjusted gross income.



**V. STAFF REPORTS**  
**E. Report on Homelessness**

- **FAMILY JUSTICE CENTER (FJC)**

The Washington County Family Justice Center (FJC) Steering Committee has formed a Property Search Workgroup given the recent termination of the earnest money by the property owner (the owner needs to move back on to the property). The FJC continues to work towards an opening date in Fall 2016.

The FJC model is a national best practice that helps victims and their children access services they need in one place, to include police officers, prosecutors, advocates, chaplains, counselors, medical professionals, and other services. Following a series of community stakeholder planning meetings hosted in June, work is underway to submit application for a 501c3 status, hire a project director, and begin work in four core workgroups: Funding and Sustainability, Governance, Operations/Service Delivery, and Communication/Outreach.

- **LEGAL CLINICS**

The Washington County Housing and Supportive Services Network (HSSN) fully integrated a new component of service into the Community Connect system to include Legal Clinics. The Oregon Law Center provides pro-bono legal services to address the homeless household's barriers to re-housing as a result of civil legal issues that may involve housing/landlord tenant, access to public benefits (e.g., SSI, food stamps), camping/trespass, sidewalk obstruction, bankruptcy, etc. The Legal Clinic is held monthly at alternating library sites in Hillsboro and Beaverton.

- **FY2015 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On November 18, Washington County Department of Housing Services submitted a competitive grant application seeking \$3.2 million in CoC Program funds to renew \$2.7 million in existing homeless housing programs, \$491,110 in new funds for construction of a 6-unit Clover Court housing project and a one-year CoC Planning grant that will fund the Homeless Program Coordinator work to coordinate planning, develop policy in compliance with HEARTH Act implementation and development of programs and funding opportunities.

HUD released the Notice of Funding Available (NOFA) on September 18 that establishes the funding priorities in alignment with Opening Doors, the federal strategic plan to end veteran homelessness by 2015, chronic homelessness by 2017 and youth/family homelessness by 2020.

The success of Washington County's homeless system in meeting these federal and local goals is contingent upon access to affordable housing. A gap of 14,000 units exists and a 2% vacancy rate are compounding the ability to fully utilize federal subsidy funds as homeless people are not able to access housing.



On December 18, Congress passed and President Obama signed into law a spending bill that will fund all discretionary federal operations through FY2016. This includes \$2.250 billion for the McKinney-Vento Homeless Assistance Grants program, which represents a \$115 million or 5.4 percent increase over FY2015 funding.

<b>Federal Homeless Program Funds</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014<sup>1</sup></b>	<b>FY2015<sup>2</sup></b>	<b>FY2016<sup>3</sup></b>
	<b>\$1.846 billion</b>	<b>\$1.901 billion</b>	<b>\$1.901 billion</b>	<b>\$1.929 billion</b>	<b>\$2.105 billion</b>	<b>\$2.135 billion</b>	<b>\$2.25 billion</b>
CoC Program Competitive Grant Funding	\$1.6 billion	\$1.6 billion	\$1.6 billion	\$1.7 billion	\$1.8 billion	\$1.9 billion	\$1.918 billion
County Grant Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	\$2.6 million	\$2.7 million	Grant Application submitted 11/18/15.	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	\$250 million	\$250 million
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 <sup>4</sup>	\$152,317	\$165,058	

• **GAP IN AFFORDABLE HOUSING SERVING <50% AMI**

The current trend in homelessness is on the rise (39% since 2013) despite re-housing efforts. The need for affordable housing to serve people at or below 50% Area Median Income (AMI) is an action item that emerged from the findings of the Homeless Cost Study Report released in January 2015, with oversight provided by the Homeless Plan Advisory Committee (HPAC).

Washington County de-obligated (returned) \$221,742 in HUD McKinney-Vento homeless rent assistance funds due to the inability to fully utilize these competitive grant funds as homeless households were not able to access housing due to the low vacancy rate and being screened out of housing by property managers/landlords.

On January 27, Thrives members will convene to address the three priorities to reduce poverty:

- Affordable Housing
- Workforce Development
- Early Learning and Education

<sup>1</sup> FY2014 Omnibus Appropriations; January 17, 2014.

<sup>2</sup> FY2015 Omnibus Appropriations, December 16, 2015

<sup>3</sup> FY2016 Omnibus Appropriations, December 18, 2016

<sup>4</sup> FY2013 Emergency Solutions Grant reduced by Sequestration; HUD published May 30, 2013.





- **NEW FEDERAL CHRONIC HOMELESS DEFINITION**

On December 4, 2015, the U.S. Department of Housing and Urban Development released a new chronic homeless definition that defines the length of time to be 12 months continuously or at least four occasions in the last three years “where those occasions cumulatively total at least 12 months” (the current definition does not require multiple occasions to total to at least 12 months). The definition expands to include unaccompanied and parenting youth less than 17 years if they meet the disability and length of homelessness criteria.

The new definition implementation date is January 15, 2016 and will effect operations, policy and documentation across the continuum; e.g. outreach, program intake, Community Connect system, and HMIS data collection.

- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 9th year of operation, winter shelters opened November 1 and will continue operations through the end of March 2016.

During the first two months of operation, seven church shelters reported 2,163 bed stays provided to homeless individuals that includes singles, couples and families with children. This service was provided by 6,065 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.

- **JUST COMPASSION DAY CENTER OPENS JANUARY 7, 2016**

A consortium of private citizens, public and partner organizations inspired by the Severe Weather Shelter Coordinators in the Tigard, Sherwood and Tualatin communities came together to form Just Compassion, a nonprofit 501c3. The mission of this agency is focused on serving the homeless in a day center model that includes a hot meal, showers, location for mail distribution, a place for rest during daytime hours, and other resources to provide for basic needs.

The Just Compassion Day Center is open each Thursday from 10 a.m. to 2 p.m. and is located at the Tigard Foursquare Church, 13720 SW Pacific Highway, Tigard. The center is operated by volunteers with a vision of implementing a case worker position that will work with the homeless to access housing and services, and thus end their homeless situation. More information is available at [info@justcompassionewc.com](mailto:info@justcompassionewc.com).



- **2016 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, 2016). 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, Luke-Dorf, Inc. and HomePlate 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 2015 = 776 (Note: PIT is moving away from counting doubled-up)  
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

- **PROJECT HOMELESS CONNECT**

The 10th annual Project Homeless Connect (PHC) will be held on Friday, January 29, 2016, 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](http://www.phcwashco.org).



## VI. OLD BUSINESS

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

The Department of Housing Services 2015-16 budget request includes a portion of funding to continue this program. WorkSystems, Inc. was awarded Health & Human Services grant funding to continue this program model with a focus on healthcare occupations. The kickoff meeting for partners took place on November 12, 2015.

Grant proposals were submitted for Meyer Memorial Trust and CDBG Services funding to support this program. MMT funding was not awarded, and CDBG awards are expected in February 2016.

- **METRO CET GRANT**

Washington County Land Use & Transportation was awarded \$400,000 in Metro CET (Construction Excise Tax) grants to continue planning efforts in the Aloha Town Center/Tualatin Valley Highway Transit-Oriented Development (TOD) area. Grant funds will support consultants and staff to continue planning efforts, including considering high-capacity transit and design options, for the area near 185<sup>th</sup> and TV Highway. Work is expected to begin on this project in February or March 2016.

## VII. NEW BUSINESS

- **AFFORDABLE HOUSING SITE IDENTIFICATION AND PROPOSAL (MURP project)**

Washington County Housing and Land Use & Transportation submitted a workshop proposal for a MURP graduate student team to assess vacant land for affordable housing development. A team has expressed interest in taking on this project, which will produce a vacant land inventory and SWAT analysis of parcels, as well as a proposal for development of one or more parcels that includes affordable housing. The workshop team will connect with stakeholders (including nonprofit developers) and conduct public outreach during the process. A MOU with the team is expected in February, and project work will be completed between February and June 2016.



## VIII. RESOLUTIONS/ACTION ITEMS

- **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM COORDINATING COMMITTEE**

The Family Self-Sufficiency (FSS) program is a 5-year, voluntary program designed to assist low-income families who are currently receiving housing assistance in reaching economic independence by helping access job training, educational resources, savings programs and Individual Development Accounts (IDAs) to meet financial and personal goals for self-sufficiency.

The FSS program requires that the head of household agree to enter into a Contract of Participation for five years with a personalized set of goals to improve their circumstances and become independent. Sample goals include earning a degree, obtaining employment, developing savings, and buying or renting a home. A significant factor in the success of the program is building a network of professionals and organizations to provide education, networking opportunities, and other services to help FSS families achieve their goals. The program also helps clients budget and develop a plan to face the realities of self-sufficiency.

The FSS requirements are that all family members become independent of welfare/TANF, and that the head of household seek and maintain suitable employment. As the family participates in the program and through employment sees increases in their earned income, an interest-bearing FSS escrow account is established. A portion of the increases in the family's share of the rent because of increases in earned income are credited to the FSS escrow account. In other words, the escrow credit comes from the money that Housing Authority no longer has to pay to the landlord because the family is paying more and this "savings" gets deposited into their FSS escrow account.

The FSS program must have a Program Coordinating Committee (PCC) for program updates, and to help establish connections to partner agencies that could provide resources or assistance for FSS participants. The PCC must include representatives of the PHA and representatives from its rental assistance programs. It is recommended that the PCC also include representatives of local agencies, non-profit service providers, private business, and any other public or private sector service providers with resources to assist the program.

The FSS program has been long-established in Washington County, and connections to partner agencies and community resources have been formed and require very little maintenance. Because of this, maintaining a PCC has been very challenging for the Department.



Regulations permit PHAs to utilize an existing entity as the PCC if the membership of the existing entity generally consists of the required and recommended individuals. The membership of the HAC fundamentally meets this requirement.

Laura Araza (FSS Coordinator) and Melanie Fletcher (Rental Assistance Program Manager and former FSS Coordinator) request that the HAC consider acting as the FSS PCC.

ACTION REQUIRED: Accept the oversight role of Program Coordinating Committee (PCC) for the Family Self-Sufficiency Program

- **2016 HAC MEETING SCHEDULE**

- Thursday, January 28
- Thursday, February 25
- Thursday, March 24
- Thursday, April 28
- Thursday, May 26 - Budget
- Thursday, June 23
- Thursday, July 28 (Vacation Month)?
- Thursday, August 25
- Thursday, September 22
- Friday, October 14 – Retreat (Tentative)
- Thursday, November 17
- Friday, December 9 – Luncheon (Tentative)

ACTION REQUIRED: Adopt 2016 HAC meeting dates

## IX. ADJOURNMENT