



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



**Thursday, January 24, 2013  
9:00 a.m.**

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



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Next Meeting:

Thursday, February 28, 2013

2013 HAC Meeting Schedule
January 24
February 28
March 28
April 25
May 23 - Budget
June 27
July 25
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
November 29, 2012 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. November 29, 2012 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**  
**November 29, 2012, 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**

Peter Hainley                      Ron Lehr  
LaShanda Williams              Laurie Butler  
David Nase                        Renee Bruce  
Ramsay Weit                        Tricia Peterson

**COMMITTEE MEMBERS ABSENT**

Donna Pottle

**STAFF PRESENT**

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

**GUESTS PRESENT**

Alwin Turiel, City of Hillsboro

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

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

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from September 27, 2012— Laurie Butler

Second: Ron Lehr

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Ramsay Weit announced that the Community Housing Fund has reached \$3M in funding with a \$200k award from the Meyer Memorial Trust that expands the capital pool.
- Peter Hainley reported that there was a hearing on the Farmworker Tax Credit last week. It may be helpful to do some special outreach with Ginny Burdick on this issue. Peter Hainley noted that the Farmworker credit was questioned more heavily than other tax credits discussed at the hearing.
- Renee Bruce noted that she, Val Valfe, Pat Rodgers, and Shelia Greenlaw-Fink met with State Representative Tobias Read yesterday to discuss housing issues and the Farmworker Tax Credit. Val Valfre noted that there may be a misunderstanding about where the benefit of the credit goes—that there are some representatives are concerned that this credit benefits the farm owners.
- Laurie Butler commented that her boss is moving into an officer's position in the Homebuilder's Association.
- Val Valfre welcomed Alwin Turiel from the City of Hillsboro to the meeting.



#### IV. EXECUTIVE DIRECTOR'S REPORT

- Grant Awards

New grant projects continue to move forward. The HABOD will approve the contract with Worksystems, Inc. for the Housing Works Workforce Innovation Fund grant project at the December meeting. Worksystems, Inc is the grant recipient for this project.

- Health Share of Oregon (formerly Tri-County Medicaid Collaborative)

This collaborative work should provide opportunities to include housing and supportive housing in efforts to build community health and family wellness.

- Homeless Cost Study

This project continues to move forward, but has been delayed by human subjects reviews, HIPPA requirements, etc. Renee Bruce commented that the commitment of project partners has been instrumental in keeping the project moving in the face of challenges.

- Housing Alliance Initiative – Veterans Workgroup

The meeting with State Representative Tobias Read touched on a number of Housing Alliance initiatives.

- Oregon Real Choice

The November 16 community forum was very successful and attended by a number of partners.

- OHCS Multi-Family Housing funding

The Oregon Housing and Community Services staff previewed the Multi-Family Housing funding process recently. A number of significant questions remain to be determined, including allocation to Preservation, scoring criteria for local support, equitable eligibility for jurisdictions across the state with different funding streams and priorities, etc. The initial roll-out is scheduled for December 7 and approval in the second week of January. Peter Hainley noted that there are a number of project types—smaller projects, rural projects, etc—that may not be adequately addressed with the current policy framework. He commented on the importance of assessing community need and more equitably distributing limited funds statewide, rather than funding a small number of large urban projects. Val Valfre reiterated that the process under development is expected to continue to evolve over the next few cycles. Peter Hainley expressed support for a flexible and evolving funding policy and structure. Ron Lehr asked if cost-effectiveness was a factor for funding. Peter Hainley suggested that the RFQ approach may allow creative projects to demonstrate new ideas that may be more cost-effective. Ramsay Weit commented that it will be important to provide a balanced message about cost-effectiveness in affordable projects.

Val Valfre encouraged HAC members to email questions and feedback for him to carry forward in the process.



## V. STAFF REPORTS

### A. Financial Statement

Michael O'Neill presented financials. He noted that current financials reflect only three months of the fiscal year. The only area of concern is the high maintenance costs from Infinity property management. These are expected to even out over the course of the fiscal year.

The budget for next year is highly dependent on financial issues at the County and Federal levels. Cost-of-living increases and PERS increases (which the Department has no control over) will have a major impact on the budget. The County overhead charges (covering IT and other services) have gone down with lower FTE.

Laurie Butler asked about the status of Aloha Park. Val Valfre responded that selling and refinancing are still under discussion. The preferred option will need to provide sufficient cash to cover bond reserves and capital for necessary improvements.

Ramsay Weit asked about flexibility in the bond reserve payment. Michael O'Neill responded that there is effectively no option to delay funding the bond reserve. The bond reserve is currently about 1/3 funded.

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

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications as of September 1, 2011. The waitlist is currently about 4,000.

Renee Bruce asked about the drop in households on the waitlist. Val Valfre clarified that most of the reduction is the result of waitlist purges.

- Average vacancy days per unit are 19.93. FY2012-2013 reporting started on July 1, with twenty (20) days and under being rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.
- There are 73 FSS participants, with a total of \$170,344 in escrow accounts (~\$4,000 average). The FSS Facebook page is a good resource for job referrals and training information.

The Housing Authority was rated a High Performer this year.

### C. Affordable Housing

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



#### D. Special Projects

- Project-Based Vouchers

Screening is ongoing to lease up project-based units that are under 100% occupancy. HAWC has awarded 173 of its 225 project-based vouchers. Washington County has project-based more vouchers than most other Oregon housing authorities (excepting Portland). Project-based vouchers have assisted several new projects in Washington County, including Alma Gardens and The Orchards at Orenco.

HAWC has 90 project-based vouchers for chronically homeless residents as well, though it has been challenging to find landlords who are willing to work with these residents.

Peter Hainley commented that project-basing vouchers is a major benefit for local nonprofit developers. He noted that HAWC's positive experience could serve as an example for other housing authorities.

#### E. Report on Homelessness

- Severe Weather Shelters

The Severe Weather Shelter network was activated in November with four active churches. By December there will be seven participating SWS churches.

The SOS shelter at Sunrise will be open from December 3- January 15, and hope to secure resources to remain open until the end of February. The 90-day enrolled program offered at SOS last winter was a key resource that helped stabilize several participants, who were able to secure employment and housing during the period they had regular access to shelter resources. This program offers a critical program to support individuals and couples without children who do not have access to the family shelter network.

- New Programs Serving Homeless in Washington County

Several new programs will bring a significant increase in the number of units serving homeless residents in Washington County—at least 163 new units are expected through these programs.

Project Bloom is a transitional housing project is 100% funded by The Spencer Foundation (<http://www.spencer.org/>). The project has purchased units and intends to fund program operations permanently.

Springboard to Stability, Self-Sufficiency and Health (S4H) Program is a Cascade AIDS Project program that will serve at least 20 households living with HIV/AIDS in Washington County (60 region-wide).

Supportive Services for Veterans Families will serve homeless veterans.

Housing TEAM Program is a SAMHSA-funded program that will serve 90 chronically homeless individuals with project-based voucher assistance.



In addition to these new programs, Washington County was able to transition over 30 households from the Shelter Plus Care program to the Section 8 program, which will allow those SPC resources be used to stabilize other households. Service providers are working to refer clients to Shelter Plus Care as rapidly as possible.

- Federal Continuum of Care NOFA

In 2005 Washington County's annual homeless programs award was about \$600,000. Through the collaborative efforts of the HSSN and other partners, Washington County has gradually increased homeless services and programs to an Annual Renewal Demand (ARD) of \$2.3 million to support current programs and services.

New programs will begin implementing HEARTH Act requirements as they renew. New HEARTH Act rules require a 25% cash or in-kind match for Federal administrative funding. Rental assistance must now be managed through the Housing Department rather than by nonprofits. HUD will also require evidence of successful program performance for renewal funding, rather than allowing automatic renewals. HUD is requiring all CoCs to reduce their ARD funding by 3.5% for the 2012 Federal appropriation funding approvals. This will require an \$81,000 reduction in funding for Washington County. Funding is competitive and will require evidence of performance outcomes. The HSSN Work Group will prioritize current programs based on outcomes, funding amount, and the need being met by the program.

- Project Homeless Connect

Project Homeless Connect will take place January 25 at Sunrise Church. The date and time of the Key Leader briefing will be determined.

- HEARTH Act Data Requirements

The annual Point-In-Time Homeless Count will take place in January. The Department is also required to collect data to submit the Annual Homeless Assessment Report (AHAR) and the Homeless Inventory Chart (HIC).

## VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Mayor Doyle of Beaverton has submitted a letter to the Washington County Board of Commissioners encouraging action on tax exemptions for affordable housing. This program will be discussed at the Board worksession.





- Aloha-Reedville Study and Livable Community Plan

The October Open House and workshop events were less well-attended than the project team would have liked, but attendees were engaged and represented a better cross-section of the community than prior events. The Citizen's Advisory Committee (CAC) met November 14 and received a briefing on the feedback received at the October events. The project team is working to develop draft scenarios from the feedback and comments received to-date.

Centro Cultural of Washington County and the Center for Intercultural Organizing have conducted nearly 300 surveys of immigrant and minority communities. This effort will help insure that the project collects feedback from the entire community (not just the usual subjects) and considers the needs of all community members. These feedback provided by these surveys generally aligns with feedback collected through other avenues, though these community members tend to express more concern about housing affordability and crime issues.

The Leadership Coordinating Committee meeting scheduled for November 19 was postponed. The 2012 Grantee Convening will take place next week in Washington DC.

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

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

- Workforce Systems, Inc.

HAWC continues to work with WorkSystems, Inc. and the other regional housing authorities to clarify details and begin this project. This project will assist 50 clients from Section 8 and/or Public Housing to increase their earned income. A case manager will be hired to work with clients participating in this program.

- Mixed-Income Housing Work Group

The Mixed-Income Housing work group's met on November 15 from 3-4:30pm in Beaverton. Work group members provided draft recommendations for discussion and were assigned topics to research for inclusion on a potential policy.

- City of Tigard Goal 10 Review

The Goal 10 Technical Advisory Committee took place on October 18.

- Extended BOC Work Session: Affordable Housing

Due to a number of availability challenges, the work session scheduled for November 20 was canceled and will be rescheduled for January 2013. The presentation prepared included an emphasis on adopting the Nonprofit Low-Income property tax exemption.

Laurie Butler asked about the impact of foregoing revenue for this program. Kim Armstrong clarified that the total dollar amount of foregone revenue expected for



this program is relatively small—about \$400,000 countywide split between 21 taxing entities. Val Valfre also commented that the presentation also emphasized the economic benefit of the exemption—that the foregone revenue would support other revenue-generating activities including building maintenance, construction of new housing. Laurie Butler expressed some concern about the eventual impact of foregone revenue on the general public and asked what restrictions were placed on the use of funds retained through the exemption. Housing providers are required to use cost savings to benefit low-income residents. Housing providers self-certify these benefits in their annual application for the exemption. The Department of Housing Services has offered to provide a report outlining these benefits. Local oversight would remain with cities or the county, and would not increase inspection levels.

- Audit: Operations Finding

HAWC has an operational audit finding regarding utility allowances. Corrective action has been completed, and HAWC has requested a HUD waiver to allow flat-rate utility allowances, as determining variable rate allowances takes a great deal of staff time.

- Hillsboro City Council Workshop

Alwin Turiel reported that the Hillsboro City Council has tentatively scheduled a workshop on affordable housing issues for February 5. The Hillsboro City Council has had presentations on housing issues in the past, but several new council members have been elected since that time.

## VII. NEW BUSINESS

- HAC Holiday Luncheon

Annual HAC Holiday Luncheon is scheduled to take place at the Newport Bay Restaurant ([www.newportbay.com](http://www.newportbay.com)) located at Tanasbourne on 2865 NW Town Center Loop. The luncheon will be held from 1-3:30pm on Friday December 14.



## VIII. RESOLUTIONS/ACTION ITEMS

- 2013 HAC Meeting Schedule

Motion: Approve 2013 HAC meeting dates— Ramsay Weit

Second: Tricia Peterson

Vote: All approve

- Thursday, January 24
- Thursday, February 28
- Thursday, March 28
- Thursday, April 25
- Thursday, May 23 - Budget
- Thursday, June 27
- Thursday, July 25
- Thursday, August 22
- Thursday, September 26
- Friday, October 18 – Retreat (Tentative)
- Thursday, November 21
- Friday, December 13 – Luncheon (Tentative)

## IX. ADJOURNMENT

Meeting adjourned at 10:30a.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

I trust that everyone had an opportunity to take at least a short “rest” break during the holidays. Most of our staff has now returned to work – which is good, as January 2013 started out very robustly. The demand for housing in these tough economic times, whether for tenant-based vouchers, project-based vouchers or public housing, was clearly evident by the folks who massed in our lobby on January 2<sup>nd</sup> and onward. Of greater concern was the onset of a particularly bitter stretch of very cold weather that created hazardous conditions for our homeless families and individuals – a condition that made coordination with partnering churches supporting the Severe Weather Shelter system across this county especially crucial.

Affordable Housing: The Housing Authority worked with Washington County administration to acquire a tax-foreclosed duplex that will be used as affordable housing. The unit is located in a nice neighborhood in Hillsboro with proximity to services.

Aloha-Reedville Study and Livable Communities Plan: A Leadership Coordinating Committee took place on January 3 for this HUD/DOT/Metro project. Year 3 of this three-year grant project is about to begin, and the Departments of Land Use & Transportation (LUT) and Housing Services will be working closely with the Aloha-Reedville community to create a plan that effectively addresses the expressed aspirations of area residents and financial and logistical realities of making improvements in this diverse community.

Grants: We started to see positive progress on our two major grants – the US Health & Human Services Substance Abuse & Mental Health Services Administration (SAMHSA) grant project (\$1.5 million, 3-years) and the US Department of Labor Workforce Innovation Fund grant project titled Housing Works (\$5.5 million, 5 years). Both grants are truly collaborative projects. The consortium of service providers in the SAMHSA project will be providing wrap-around services for 90 chronically families, and the Housing Authority will support its Housing First approach with 90 project-based vouchers. Our first clients have already been housed. On the Housing Works project, we hired a case worker for the project and had 18 individuals attend the first orientation briefing on January 4. We met with DOL contracted evaluators to ensure roles and accountability expectations were clear to all.

Homeless Cost Study: Letters have been sent out to prospective homeless participants listed in our Homeless Management Information System (HMIS), and we are awaiting results of this mailing.

Policy Issues: I have been closely involved in the revision to the Oregon Housing & Community Services (OHCS) multi-housing funding process both as a stakeholder and as a member of the State Housing Council. Interaction with stakeholders has been ongoing and fairly engaged, but increased coordination will delay the process to approve an Allocation Plan and scoring criteria until March. The Governor's decision to fund OHCS for 2013 only and plan to incorporate OHCS's programs into other agencies in February 2014 has major implications for this process. The impact of a potential dissolution of the OHCS could have great impact on the consistency and quality of service delivery to Oregon's most vulnerable citizens.



Veterans Affairs Supportive Housing (VASH) vouchers: The Oregon Congressional Delegation supported our request for 50 additional VASH vouchers in the 2013 allocation by writing letters to the Secretaries of HUD and the VA. I am very appreciative of their efforts, and those of their staff. I am also appreciative of the strong response from public leaders and community partners to be listed as supportive of our request. Thank you.

Financials: Our financial situation is relatively stable in relation to our current budget. Our primary concern will be what level of funding will be approved by Congress for our programs in 2013, and how well we can then absorb the decreases. Rather than speculate, we will wait on better information and respond accordingly.



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

**Cash Flow**

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

For November YTD, cash flow from operations, of negative \$206,177 fell short of the budgeted amount by \$61,428, and of the prior year by \$202,532. The variance was predominately due to outside purchases in the Infinity-managed properties.

Section 8 had negative cash flow of \$52,722, which was \$13,151 favorable to budget.

Public Housing had negative cash flow of \$304,924, which was \$6,795 unfavorable to budget.

Aloha park had positive cash flow of \$33,739, which was \$20,424 unfavorable to budget due to high maintenance costs. All cash generated by Aloha Park is restricted for use by that property.

Affordable Housing cash flow from operations of \$102,012 was unfavorable to budget by \$44,719 due to high maintenance costs. The Affordable Housing cash flow is short by \$17,296 YTD of the amount required to fund the bond reserve, as required by the bond agreement with the County.

**Statement of Net Assets (Balance Sheet)**

Section 8 has unrestricted net assets of \$40,975, and to maintain a positive balance we will be applying local funds required to make up for the funding shortfall.

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.

The local fund has an unrestricted fund balance of \$443,871, of which \$260,000 is reserved for Section 8 relief, as needed. The local fund unrestricted fund balance has been reduced, and Affordable Housing increased, to reflect local funds reserved to avoid a negative unrestricted fund balance in Affordable Housing.

**Outlook**

The Infinity-run properties will need to cut expenses to \$3,428 below budget per month for the remainder of the year to meet budget by June 30, 2013.

Now that the election is over, we await action (or lack of action) by Washington DC to determine the funding for Section 8 and Public Housing in CY2013



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	689,271	264,487	9,551	18,103	1,217	2,211	984,840
Gross billable rent	-	215,713	26,405	221,720	21,851	1,815,221	2,300,910
Vacancy loss	-	(556)	-	(8,299)	-	(64,383)	(73,238)
Premiums (concessions)	-	(19)	-	(7,724)	-	(22,206)	(29,949)
Other tenant revenue	-	16,241	-	4,054	1,048	63,609	84,952
Tenant revenue	-	231,379	26,405	209,751	22,899	1,792,241	2,282,675
Other revenue (incl GF subsidy)	9,782	1,609	478	4,087	1,250	106,603	123,809
Total operating revenue	699,053	497,475	36,434	231,941	25,366	1,901,055	3,391,324
Operating expenses:							
Repair and maintenance	-	461,406	7,110	91,455	4,059	537,636	1,101,666
Operations	575,157	133,660	3,300	49,371	3,701	302,250	1,067,439
Utilities	-	30,945	3,917	19,236	2,259	164,128	220,485
Insurance	1,823	17,688	331	5,541	494	41,967	67,844
PILOT	-	16,440	-	-	-	-	16,440
Bad debt, net of recoveries	-	(1,141)	-	2,161	-	33,248	34,268
Other	16,518	-	-	-	534	-	17,052
Total operating expenses	593,498	658,998	14,658	167,764	11,047	1,079,229	2,525,194
Net program income	105,555	(161,523)	21,776	64,177	14,319	821,826	866,130
Other ongoing cash outflows:							
HAWC administration	158,277	143,401	37	90	743	969	303,517
Debt service	-	-	14,479	30,348	5,118	718,845	768,790
Total outflows	158,277	143,401	14,516	30,438	5,861	719,814	1,072,307
Cash flow from operations	(52,722)	(304,924)	7,260	33,739	8,458	102,012	(206,177)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	599	4,502	75	162	3,109	(5,845)	2,602
Capital fund receipts	-	48,612	-	-	-	-	48,612
Capitalized modernization	-	(48,612)	-	-	-	-	(48,612)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(119,305)	(119,305)
Transfers from (to) restricted cash - Repl Res	-	-	-	(12,600)	-	(57,850)	(70,450)
Section 18 transfers from Public Housing	-	-	-	-	3,923	406,476	410,399
Net unrestricted cash flows	(52,123)	(300,422)	7,335	21,301	15,490	325,488	17,069
Restricted cash flows:							
Housing Assistance Payments earned	7,075,362	-	-	-	-	-	7,075,362
Housing Assistance Payments	(7,739,455)	-	-	-	-	-	(7,739,455)
Investment income - restricted	5,356	9,187	-	-	-	-	14,543
Transfers from unrestricted - CAO	-	-	-	-	-	119,305	119,305
Transfers from (to)unrestricted - Repl Res	-	-	-	12,600	-	57,850	70,450
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(410,399)	-	-	-	-	(410,399)
Total restricted cash flows	(658,737)	(401,212)	-	12,600	-	177,155	(870,194)
Net cash flows	(710,860)	(701,634)	7,335	33,901	15,490	502,643	(853,125)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	984,840	991,381	(6,541)	1,144,707	(159,867)
Gross billable rent	2,300,910	2,291,723	9,187	2,249,190	51,720
Vacancy loss	(73,238)	(91,859)	18,621	(89,151)	15,913
Premiums (concessions)	(29,949)	(31,437)	1,488	(14,448)	(15,501)
Other tenant revenue	84,952	53,045	31,907	62,217	22,735
Tenant revenue	<u>2,282,675</u>	<u>2,221,472</u>	<u>61,203</u>	<u>2,207,808</u>	<u>74,867</u>
Other revenue (incl GF subsidy)	123,809	123,249	560	136,545	(12,736)
Total operating revenue	<u>3,391,324</u>	<u>3,336,102</u>	<u>55,222</u>	<u>3,489,060</u>	<u>(97,736)</u>
Operating expenses:					
Repair and maintenance	1,101,666	970,537	(131,129)	1,082,816	(18,850)
Operations	1,067,439	1,060,234	(7,205)	986,423	(81,016)
Utilities	220,485	231,569	11,084	228,413	7,928
Insurance	67,844	64,229	(3,615)	63,404	(4,440)
PILOT	16,440	16,440	-	17,493	1,053
Bad debt, net of recoveries	34,268	26,662	(7,606)	34,179	(89)
Other	17,052	26,658	9,606	26,720	9,668
Total operating expenses	<u>2,525,194</u>	<u>2,396,329</u>	<u>(128,865)</u>	<u>2,439,448</u>	<u>(85,746)</u>
Net program income	<u>866,130</u>	<u>939,773</u>	<u>(73,643)</u>	<u>1,049,612</u>	<u>(183,482)</u>
Other ongoing cash outflows:					
HAWC administration	303,517	314,817	11,300	283,057	(20,460)
Debt service	768,790	769,705	915	770,200	1,410
Total outflows	<u>1,072,307</u>	<u>1,084,522</u>	<u>12,215</u>	<u>1,053,257</u>	<u>(19,050)</u>
Cash flow from operations	<u>(206,177)</u>	<u>(144,749)</u>	<u>(61,428)</u>	<u>(3,645)</u>	<u>(202,532)</u>
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,602	(4,860)	7,462	(2,306)	4,908
Capital fund receipts	48,612	39,896	8,716	68,554	(19,942)
Capitalized modernization	(48,612)	(39,896)	(8,716)	(76,488)	27,876
Transfers to (from) Local Fund	-	(3,321)	3,321	(11,338)	11,338
Transfers to restricted cash - CAO	(119,305)	(119,308)	3	-	(119,305)
Transfers from (to) restricted cash - Repl Re	(70,450)	(69,550)	(900)	(47,675)	(22,775)
Section 18 transfers from Public Housing	410,399	395,528	14,871	385,264	25,135
Net unrestricted cash flows	<u>17,069</u>	<u>53,740</u>	<u>(36,671)</u>	<u>312,366</u>	<u>(295,297)</u>
Restricted cash flows:					
Housing Assistance Payments earned	7,075,362	7,660,263	(584,901)	7,294,297	(218,935)
Housing Assistance Payments	(7,739,455)	(8,003,813)	264,358	(7,790,154)	50,699
Investment income - restricted	14,543	22,194	(7,651)	19,886	(5,343)
Transfers from unrestricted - CAO	119,305	119,308	(3)	-	119,305
Transfers from (to)unrestricted - Repl Res	70,450	69,550	900	47,675	22,775
Purchased from replacement reserves	-	(26,633)	26,633	(25,903)	25,903
Sec 18 transfers to Affordable Housing	(410,399)	(395,528)	(14,871)	(385,264)	(25,135)
Total restricted cash flows	<u>(870,194)</u>	<u>(554,659)</u>	<u>(315,535)</u>	<u>(839,463)</u>	<u>(30,731)</u>
Net cash flows	<u>(853,125)</u>	<u>(500,919)</u>	<u>(352,206)</u>	<u>(527,097)</u>	<u>(326,028)</u>





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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	689,271	703,425	(14,154)	713,098	(23,827)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	9,782	7,024	2,758	14,433	(4,651)
Total operating revenue	699,053	710,449	(11,396)	727,531	(28,478)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	575,157	577,320	2,163	557,771	(17,386)
Utilities	-	-	-	-	-
Insurance	1,823	1,877	54	1,823	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	16,518	25,751	9,233	24,662	8,144
Total operating expenses	593,498	604,948	11,450	584,256	(9,242)
Net program income	105,555	105,501	54	143,275	(37,720)
Other ongoing cash outflows:					
HAWC administration	158,277	171,374	13,097	133,026	(25,251)
Debt service	-	-	-	-	-
Total outflows	158,277	171,374	13,097	133,026	(25,251)
Cash flow from operations	(52,722)	(65,873)	13,151	10,249	(62,971)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	599	(300)	899	433	166
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	60,296	(60,296)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(52,123)	(5,877)	(46,246)	10,682	(62,805)
Restricted cash flows:					
Housing Assistance Payments earned	7,075,362	7,660,263	(584,901)	7,294,297	(218,935)
Housing Assistance Payments	(7,739,455)	(8,003,813)	264,358	(7,790,154)	50,699
Investment income - restricted	5,356	7,328	(1,972)	8,452	(3,096)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(658,737)	(336,222)	(322,515)	(487,405)	(171,332)
Net cash flows	(710,860)	(342,099)	(368,761)	(476,723)	(234,137)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	264,487	253,609	10,878	396,993	(132,506)
Gross billable rent	215,713	203,582	12,131	203,176	12,537
Vacancy loss	(556)	(1,539)	983	(1,574)	1,018
Premiums (concessions)	(19)	(12)	(7)	(9)	(10)
Other tenant revenue	16,241	17,659	(1,418)	17,642	(1,401)
Tenant revenue	231,379	219,690	11,689	219,235	12,144
Other revenue (incl GF subsidy)	1,609	2,138	(529)	2,373	(764)
Total operating revenue	497,475	475,437	22,038	618,601	(121,126)
Operating expenses:					
Repair and maintenance	461,406	441,045	(20,361)	542,517	81,111
Operations	133,660	129,844	(3,816)	120,838	(12,822)
Utilities	30,945	27,608	(3,337)	26,711	(4,234)
Insurance	17,688	17,053	(635)	16,579	(1,109)
PILOT	16,440	16,440	-	17,493	1,053
Bad debt, net of recoveries	(1,141)	(148)	993	9,057	10,198
Other	-	366	366	267	267
Total operating expenses	658,998	632,208	(26,790)	733,462	74,464
Net program income	(161,523)	(156,771)	(4,752)	(114,861)	(46,662)
Other ongoing cash outflows:					
HAWC administration	143,401	141,358	(2,043)	148,194	4,793
Debt service	-	-	-	-	-
Total outflows	143,401	141,358	(2,043)	148,194	4,793
Cash flow from operations	(304,924)	(298,129)	(6,795)	(263,055)	(41,869)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,502	5,192	(690)	5,960	(1,458)
Capital fund receipts	48,612	39,896	8,716	68,554	(19,942)
Capitalized modernization	(48,612)	(39,896)	(8,716)	(68,554)	19,942
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(300,422)	(292,937)	(7,485)	(257,095)	(43,327)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	9,187	11,397	(2,210)	11,434	(2,247)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(410,399)	(395,528)	(14,871)	(385,264)	(25,135)
Total restricted cash flows	(401,212)	(384,131)	(17,081)	(373,830)	(27,382)
Net cash flows	(701,634)	(677,068)	(24,566)	(630,925)	(70,709)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	9,551	8,199	1,352	9,327	224
Gross billable rent	26,405	25,500	905	26,405	-
Vacancy loss	-	(765)	765	(177)	177
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	139	(139)
Tenant revenue	26,405	24,735	1,670	26,367	38
Other revenue (incl GF subsidy)	478	436	42	418	60
Total operating revenue	36,434	33,370	3,064	36,112	322
Operating expenses:					
Repair and maintenance	7,110	6,789	(321)	7,074	(36)
Operations	3,300	3,720	420	3,415	115
Utilities	3,917	3,950	33	4,157	240
Insurance	331	263	(68)	255	(76)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(408)	(408)
Other	-	-	-	-	-
Total operating expenses	14,658	14,722	64	14,493	(165)
Net program income	21,776	18,648	3,128	21,619	157
Other ongoing cash outflows:					
HAWC administration	37	96	59	38	1
Debt service	14,479	14,479	-	14,479	-
Total outflows	14,516	14,575	59	14,517	1
Cash flow from operations	7,260	4,073	3,187	7,102	158
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	75	89	(14)	43	32
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
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	7,335	4,162	3,173	7,145	190
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	152	(152)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	152	(152)	-	-
Net cash flows	7,335	4,314	3,021	7,145	190



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	18,103	18,891	(788)	18,286	(183)
Gross billable rent	221,720	225,726	(4,006)	219,794	1,926
Vacancy loss	(8,299)	(7,507)	(792)	(9,388)	1,089
Premiums (concessions)	(7,724)	(6,068)	(1,656)	(353)	(7,371)
Other tenant revenue	4,054	2,013	2,041	(3,783)	7,837
Tenant revenue	209,751	214,164	(4,413)	206,270	3,481
Other revenue (incl GF subsidy)	4,087	3,648	439	3,588	499
Total operating revenue	231,941	236,703	(4,762)	228,144	3,797
Operating expenses:					
Repair and maintenance	91,455	76,719	(14,736)	75,540	(15,915)
Operations	49,371	45,554	(3,817)	45,756	(3,615)
Utilities	19,236	23,120	3,884	24,140	4,904
Insurance	5,541	4,751	(790)	5,020	(521)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,161	1,980	(181)	2,441	280
Other	-	-	-	-	-
Total operating expenses	167,764	152,124	(15,640)	152,897	(14,867)
Net program income	64,177	84,579	(20,402)	75,247	(11,070)
Other ongoing cash outflows:					
HAWC administration	90	68	(22)	69	(21)
Debt service	30,348	30,348	-	30,348	-
Total outflows	30,438	30,416	(22)	30,417	(21)
Cash flow from operations	33,739	54,163	(20,424)	44,830	(11,091)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	162	874	(712)	94	68
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(12,600)	(12,600)	-	(12,600)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	21,301	42,437	(21,136)	32,324	(11,023)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	336	(336)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	12,600	12,600	-	12,600	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	12,600	12,936	(336)	12,600	-
Net cash flows	33,901	55,373	(21,472)	44,924	(11,023)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,217	1,217	-	1,217	-
Gross billable rent	21,851	22,345	(494)	21,734	117
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	1,048	-	1,048	22	1,026
Tenant revenue	22,899	22,345	554	21,755	1,144
Other revenue (incl GF subsidy)	1,250	5,993	(4,743)	8,675	(7,425)
Total operating revenue	25,366	29,555	(4,189)	31,647	(6,281)
Operating expenses:					
Repair and maintenance	4,059	965	(3,094)	1,626	(2,433)
Operations	3,701	4,094	393	(30,700)	(34,401)
Utilities	2,259	2,163	(96)	1,945	(314)
Insurance	494	445	(49)	432	(62)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(145)	(145)
Other	534	541	7	1,791	1,257
Total operating expenses	11,047	8,208	(2,839)	(25,051)	(36,098)
Net program income	14,319	21,347	(7,028)	56,698	(42,379)
Other ongoing cash outflows:					
HAWC administration	743	1,028	285	974	231
Debt service	5,118	6,033	915	5,119	1
Total outflows	5,861	7,061	1,200	6,093	232
Cash flow from operations	8,458	14,286	(5,828)	50,605	(42,147)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,109	6,849	(3,740)	3,372	(263)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(63,617)	63,617	(11,338)	11,338
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	3,923	2,971	952	3,549	374
Net unrestricted cash flows	15,490	(39,511)	55,001	46,188	(30,698)
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	15,490	(39,511)	55,001	46,188	(30,698)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance	Total Budget	Prior Year
Operating revenue							
Hud operating subsidies	2,211	6,040	(3,829)	5,787	(3,576)	14,496	13,888
Gross billable rent	1,815,221	1,814,570	651	1,778,082	37,139	4,354,967	4,267,396
Vacancy loss	(64,383)	(82,048)	17,665	(78,013)	13,630	(196,916)	(187,230)
Premiums (concessions)	(22,206)	(25,357)	3,151	(14,086)	(8,120)	(60,856)	(33,807)
Other tenant revenue	63,609	33,373	30,236	48,198	15,411	80,095	115,674
Tenant revenue	1,792,241	1,740,538	51,703	1,734,180	58,061	4,177,290	4,162,033
Other revenue (incl GF subsidy)	106,603	104,010	2,593	107,058	(455)	249,623	256,940
Total operating revenue	1,901,055	1,850,588	50,467	1,847,025	54,030	4,441,409	4,432,861
Operating expenses:							
Repair and maintenance	537,636	445,019	(92,617)	456,060	(81,576)	1,068,044	1,094,544
Operations	302,250	299,702	(2,548)	289,346	(12,904)	719,286	694,429
Utilities	164,128	174,728	10,600	171,461	7,333	419,346	411,506
Insurance	41,967	39,840	(2,127)	39,295	(2,672)	95,617	94,309
PILOT	-	-	-	-	-	-	-
Bad debt, net of recoveries	33,248	24,830	(8,418)	23,233	(10,015)	59,592	55,759
Other	-	-	-	-	-	-	-
Total operating expenses	1,079,229	984,119	(95,110)	979,395	(99,834)	2,361,885	2,350,547
Net program income	821,826	866,469	(44,643)	867,630	(45,804)	2,079,524	2,082,314
Other ongoing cash outflows:							
HAWC administration	969	893	(76)	757	(212)	2,142	1,817
Debt service	718,845	718,845	-	720,254	1,409	1,725,229	1,728,610
Total outflows	719,814	719,738	(76)	721,011	1,197	1,727,371	1,730,427
Cash flow from operations	102,012	146,731	(44,719)	146,619	(44,607)	352,153	351,887
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	(5,845)	(17,564)	11,719	(12,207)	6,362	(42,154)	(29,296)
Capital fund receipts	-	-	-	-	-	-	-
Capitalized modernization	-	-	-	(7,933)	7,933	-	(19,040)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	(119,305)	(119,308)	3	-	(119,305)	(286,338)	-
Transfers from (to) restricted cash - Repl Res	(57,850)	(56,950)	(900)	(35,075)	(22,775)	(136,680)	(84,180)
Section 18 transfers from Public Housing	406,476	392,557	13,919	381,715	24,761	942,137	916,116
Net unrestricted cash flows	325,488	345,466	(19,978)	473,119	(147,631)	829,118	1,135,487
Restricted cash flows:							
Housing Assistance Payments earned	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-
Investment income - restricted	-	2,981	(2,981)	-	-	7,154	-
Transfers from unrestricted - CAO	119,305	119,308	(3)	-	119,305	286,338	-
Transfers from (to)unrestricted - Repl Res	57,850	56,950	900	35,075	22,775	136,680	84,180
Purchased from replacement reserves	-	(26,633)	26,633	(25,903)	25,903	(63,920)	(62,167)
Sec 18 transfers to Affordable Housing	-	-	-	-	-	-	-
Total restricted cash flows	177,155	152,606	24,549	9,172	167,983	366,252	22,013
Net cash flows	502,643	498,072	4,571	482,291	20,352	1,195,370	1,157,500



**V. STAFF REPORTS**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**November 30, 2012**

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
<b>Current assets:</b>								
Unrestricted cash and cash equivalents	49,131	1,181,587	29,028	141,288	4,657	(2,512,468)	(1,106,777)	1
Restricted cash and cash equivalents	151,127	62,230	1,230	34,680	31,700	283,160	564,127	2
Accounts receivable, net	29,619	35,658	4,774	13,765	—	268,794	352,610	3
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730	4
Other current assets	2,552	29,126	464	—	691	78,476	111,309	5
<b>Total current assets</b>	<b>232,429</b>	<b>1,310,614</b>	<b>35,496</b>	<b>189,733</b>	<b>39,765</b>	<b>(1,882,038)</b>	<b>(74,001)</b>	<b>6</b>
<b>Non-current assets:</b>								
Restricted cash and cash equivalents	1,442,595	2,796,685	36,091	94,089	100	888,755	5,258,315	7
Contracts receivable	—	—	—	—	436,675	—	436,675	8
Capital assets, non-depreciable	—	3,834,744	50,000	41,617	201,838	4,095,129	8,223,328	9
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724	10
<b>Total non-current assets</b>	<b>1,442,595</b>	<b>10,394,053</b>	<b>136,334</b>	<b>301,394</b>	<b>1,171,181</b>	<b>21,390,485</b>	<b>34,836,042</b>	<b>11</b>
<b>Total assets</b>	<b>1,675,024</b>	<b>11,704,667</b>	<b>171,830</b>	<b>491,127</b>	<b>1,210,946</b>	<b>19,508,447</b>	<b>34,762,041</b>	<b>12</b>
<b>Liabilities</b>								
<b>Current liabilities:</b>								
Accounts payable	32,638	24,819	2,227	6,356	728	76,513	143,281	13
Deferred revenue	—	178,171	12	13	2	3,277	181,475	14
Accrued interest payable - bonds and notes	—	—	2,612	519	138	551,696	554,965	15
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	300,294	382,064	16
Current liabilities payable from restricted assets:								
Tenant and other deposits	151,127	62,230	1,230	34,680	31,700	283,160	564,127	17
Total curr. liabilities payable from restr. assets	151,127	62,230	1,230	34,680	31,700	283,160	564,127	18
<b>Total current liabilities</b>	<b>183,765</b>	<b>265,220</b>	<b>9,639</b>	<b>110,347</b>	<b>42,001</b>	<b>1,214,940</b>	<b>1,825,912</b>	<b>19</b>
<b>Non-current liabilities:</b>								
Contracts and notes payable	—	—	328,972	58,719	696,240	26,358,297	27,442,228	20
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>328,972</b>	<b>58,719</b>	<b>696,240</b>	<b>26,358,297</b>	<b>27,442,228</b>	<b>21</b>
<b>Total liabilities</b>	<b>183,765</b>	<b>265,220</b>	<b>338,611</b>	<b>169,066</b>	<b>738,241</b>	<b>27,573,237</b>	<b>29,268,140</b>	<b>22</b>
<b>Net Assets</b>								
Invested in capital assets, net of related debt	—	7,597,368	(232,287)	79,807	28,734	(6,156,860)	1,316,762	23
Restricted	1,450,464	2,796,685	36,091	94,089	100	888,755	5,266,184	24
Unrestricted	40,795	1,045,394	29,415	148,165	443,871	(2,796,685)	(1,089,045)	25
<b>Total net assets</b>	<b>1,491,259</b>	<b>11,439,447</b>	<b>(166,781)</b>	<b>322,061</b>	<b>472,705</b>	<b>(8,064,790)</b>	<b>5,493,901</b>	<b>26</b>
<b>Total liabilities and net assets</b>	<b>1,675,024</b>	<b>11,704,667</b>	<b>171,830</b>	<b>491,127</b>	<b>1,210,946</b>	<b>19,508,447</b>	<b>34,762,041</b>	<b>27</b>



**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*December 2012*

<b>Wait List Time Based on # of HH Members</b>											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,555	953	660	403	224	111	57	29	13	6	<b>4,012</b>
Average Days	1,070	1,018	1,052	1,102	1,001	1,022	1,187	1,087	1,227	941	<b>1,055</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	2,759	1,253	<b>4,012</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	144	515	29	3,113	54	124	<b>4,012</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	780	3,194	38	<b>4,012</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	1,081	282	1,962	687	<b>4,012</b>





# WASHINGTON COUNTY

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## OREGON

### V. STAFF REPORTS

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

#### 2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date  
December 2012*

#### Average Vacancy Days - Public Housing

	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)
<b>FY2011-2012</b>						
July 2011	3	36	12.00	3	36	12.00
August 2011	4	64	16.00	7	100	14.29
September 2011	6	91	15.17	13	191	14.69
October 2011	2	34	17.00	15	225	15.00
November 2011	6	86	14.33	21	311	14.81
December 2011	6	74	12.33	27	383	14.19
January 2012	0	0	0.00	27	383	14.19
February 2012	1	14	14.00	28	397	14.18
March 2012	3	29	9.67	31	426	13.74
April 2012	4	32	8.00	35	458	13.09
May 2012	3	52	17.33	38	510	13.42
June 2012	4	56	14.00	42	566	13.48
<b>FY 2012-13</b>						
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50



V. STAFF REPORTS  
C. Affordable Housing

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

- a) Section 8 Waiting List: December: 4,012— (last month 4,049). The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of December 2012 were at 20.50 (last month – 20.50). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.
- c) Occupancy Rates:  
 \*Public Housing: 100% (last month – 98.35%).  
 \*Section 8: 99.69% (last month – 100%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,602 vouchers leased up in December (last month – 2,612). Eleven (11) new vouchers were issued, and 41 applicants with vouchers are searching for housing (last month 12 new, 35 looking).

- d) Work Order Effectiveness:  
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For December, the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.24 hrs	5.0 hrs	24 hrs
Routine WO's	9.53 days	7 days	25 days

- f) FSS Participation  
 Total FSS participants: 71 (61 from Section 8 and 10 from Public Housing)  
 Total FSS participants w/escrow balance: 39  
 Total Escrow Balance: \$138,979  
 Average Escrow Balance: \$3,563  
 Highest Escrow Accounts: \$11,346 (Section 8) and \$20,448 (Public Housing)  
 IDA Accounts: 0

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 97.55% Occupancy (15 vacancies / 613 units), compared to 96.25% (23 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Gutters have been replaced at three (3) Public Housing units.
- Refrigerator has been replaced in one (1) Public Housing unit.
- Preventative maintenance was performed on a multitude of inspected pre-REAC units.
- Pest service performed at one (1) Public Housing unit.
- Arborist services have been performed at six (6) Public Housing units.
- Electrical services were performed at one (1) Public Housing unit.
- Plumbing services performed at one (1) Public Housing unit.
- Reported 63 non-emergency work orders have been completed this month.
- Reported 2 emergency work orders have been completed this month.
- Installed LED lighting at the 7<sup>th</sup> Street Complex to improve security and visibility, and save on energy costs.

Turnovers:

- Completed one (1) Transitional Housing unit turnover.
- There were zero Public Housing turnovers this month.
- Cleaning was completed on one (1) turnover by a contracted vendor.
- Carpet replaced on one (1) turnover by contracted vendor.

Staff Training:

- Senior technicians participated in online and phone training demonstrating new REAC inspection software.



**V. STAFF REPORTS**  
**D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	46	52
Special Needs	25	25	0
Total PBVs	225	173	52

There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 98 PBVs in Category II (30% or less MFI).

Remaining available project-based vouchers and project-based vouchers that have been awarded but are not yet leased are being utilized as tenant-based vouchers—the Housing Authority does not hold voucher slots vacant prior to project-basing. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher program.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	10
LifeWorks NW (Tom Brewer House)							13	13	10
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	6			
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing (Bonita and The Colonies)				7	7	4			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (SAHMSA project)	90								
Total PBVS	102	12	12	46	22	10	25	25	20

**Note:** Fircrest Manor lease-ups are being finalized. B2H lease-ups are in process.



V. STAFF REPORTS  
E. Report on Homelessness

• **\$2.4 M FY2012 MCKINNEY-VENTO CoC PROGRAM FUNDING OPPORTUNITY**

On November 9, 2012, the U.S. Department of Housing and Urban Development (HUD) announced \$1.61 billion in McKinney-Vento Continuum of Care (CoC) Program competitive grant funds available under Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Assistance and Rapid Transition to Housing (HEARTH) Act. The FY2012 funds for the CoC Program were authorized by the Consolidated and Further Continuing Appropriations Act of 2012 to provide housing and supportive services for people experiencing homelessness.

The county's CoC Collaborative Applicant, Washington County Department of Housing Services, will request \$2,466,575 in HUD CoC Program funds that leverages \$2.4 million in public and private funds. Fourteen (14) projects will be submitted, to include renewal requests for 12 homeless projects, and two new projects that include \$120,205 requested by Luke-Dorf, Inc. for a new construction project, Clover Court, providing permanent supportive housing to chronically homeless individuals and \$28,978 requested by Washington County Department of Housing Services for a new CoC Planning grant to support the continuum's work in developing project and system evaluation criteria, performance measurements, a centralized and coordinated assessment system, and policies to ensure HUD compliance.

HUD has provided notice that it is possible that the total renewal demand for projects currently in operation will exceed the \$1.61 billion available, CoCs were asked to prioritize projects with the CoCs Tier 1 funding allocation, with Tier 2 projects potentially not funded. The following is a HUD matrix of the Annual Renewal Demand (ARD) to currently fund all existing homeless programs within the metro-area.

CoC Jurisdiction	Annual Renewal Demand (ARD)	Tier 1 ARD less 3.5%	Tier 2 Shortfall
<b>Hillsboro/Beaverton/Washington</b>	<b>\$2,317,392</b>	<b>\$2,236,283</b>	<b>- \$81,109</b>
Clackamas County	\$1,665,026	\$1,606,750	- 58,276
Portland/Gresham/Multnomah	\$13,063,082	12,605,874	- 457,208



Matrix of past HUD CoC Homeless Assistance funding.

Federal Homeless Program Funds	FY 2010 \$1,846 billion	FY 2011 \$1,901 billion	FY 2012 \$1,901 billion	FY 2013 [proposed] \$2,231 billion
CoC Homeless Assistance Competitive Grant Funding	\$1,686 billion	\$1,676 billion	\$1,651 billion	\$1,945 billion
<i>Award - Competitive Funds Washington County CoC</i>	\$2.1 million	\$2.1 million	n/a <sup>1</sup>	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$286 million
<i>Award – ESG Funds to Washington County</i>	\$88,350	\$137,797 <sup>2</sup>	\$234,639 <sup>3</sup>	
<i>ESG “net funds” diverted from Washington County to OHCS (Loss of resources from Washington County)</i>	n/a <sup>4</sup>	\$63,110	Est. \$66,958	

Applications are due to HUD by January 18, with funding announcements on renewal projects available by March 1 and new project awards announced at a later date.

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

The 7<sup>th</sup> annual Project Homeless Connect (PHC) will be held on Friday, January 25, 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. The Washington County Department of Housing Services is a fiscal sponsor of the event. Each year the event serves approximately 500 people.

For more information on this event, visit [www.phcwashco.org](http://www.phcwashco.org).

- **POINT IN TIME (PIT) HOMELESS COUNT – JANUARY 22 TO 31, 2013**

A HUD-mandated point-in-time homeless count will occur in January 2012. Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a critical component of local homeless planning and program development.

Amassing resources to complete the annual homeless count is difficult given the short timeframe to 1) cover the 727 square miles that comprise Washington County as a jurisdiction, 2) access and engage with homeless persons living doubled-up

<sup>1</sup> HUD released the FY2012 CoC Homeless Assistance Competitive Grant, deadline is January 18, 2013.

<sup>2</sup> FY2011 Emergency Shelter Grant award \$137,797 to Washington County OCD, and est. \$24,382 Emergency Solutions Grant from OHCS to Community Action via state formula.

<sup>3</sup> FY2012 Emergency Solutions Grant award \$157,499 to Washington County OCD, and est. \$77,140 from OHCS to Community Action via state formula.

<sup>4</sup> Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program unknown at report writing.



with family and friends, and 3) secure adequate outreach staff and volunteers to canvass the rural/unincorporated areas of the county where homeless campers are known to frequent. The street outreach component of the homeless count will include interviews of homeless persons participating in Severe Weather Shelters and the Project Homeless Connect event.

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

The Oregon Housing and Community Services (OHCS) will collect statewide homeless data to inform cross-sector policy and funding decisions of state programs.

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

Beginning with the first cold weather in Washington County on November 4, churches have been addressing the humanitarian work of feeding and sheltering the homeless with hot meals and overnight emergency shelter.

Seven (7) churches are participating in the county's Severe Weather Shelter Response Plan: Beaverton First Baptist (Beaverton), Forest Grove United Church of Christ (Forest Grove), Shelter at Orenco Station (Sonrise Church, Hillsboro), St. Francis Catholic (Sherwood), St. Anthony's Catholic and Calvin Presbyterian (Tigard), and Rolling Hills Community (Tualatin).

In addition, the Safe Place Youth Shelter has opened their facility to be a daytime warming center for youth ages 12 to 19 years.

In December, employees from Cascade MicroTech and Washington County generously donated coats, gloves, blankets, sleeping bags, hats, and scarves. The donated items have been dispersed amongst the Severe Weather Shelters to support shelter operations by providing essential warm clothing to the homeless.

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

On October 3, the Housing and Supportive Services Network (HSSN) performed a quarterly update of the annual Work Plan. The new Emergency Solutions Grant (ESG) funds provided under HEARTH will provide \$157,499 to address gaps in funding the homeless response system's prevention and housing strategies.

To view a copy of the Year 5 Work Plan for implementing A Road Home: 10-Year Plan to End Homelessness in Washington County, please visit the county website at <http://www.co.washington.or.us/Housing/upload/YEAR-4-WORK-PLAN-adopted-June-1-2011.pdf>



- **NEW PROGRAMS SERVING HOMELESS IN WASHINGTON COUNTY**

- Project Bloom opened in September 2012, a transitional housing program serving homeless single women and women with children located in Beaverton providing 18 households with up to 12-months housing and services. The program is funded by a private foundation with 100% of rents paid, with a self-sufficiency component whereby 30% of the client's income is deposited into a savings account that will be available to the client upon graduation from the program.
- Springboard to Stability, Self-Sufficiency and Health (S4H) Program is a \$1.36 million HUD grant that will serve clients with HIV/AIDS in the tri-county region, providing housing and services for 20 households in Washington County. This collaborative initiative combines the work of Cascade AIDS Project in providing rent assistance, case management and employment services, with employment and training services offered at WorkSource Portland Metro funded by WorkSystems, Inc.
- Supportive Services for Veterans Families is a \$584,538 4-county project funded by the US Department of Veterans Affairs and will serve 35 low-income and homeless veteran households in Washington County. This collaborative project will serve veterans in the jurisdictions of Washington, Tillamook, Columbia and Clatsop counties. Community Action is the local lead agency and received \$176,615 to provide services to veterans under the SSVF project
- Housing TEAM Program A \$1.5 million federal Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements for Benefits Homeless Individuals (CABHI) grant was serving chronic homeless adults with housing and services to address mental health, as well as substance abuse. Luke-Dorf, Inc. is the local lead agency implementing the Housing TEAM (Transition, Engagement And Mentoring) Program, in partnership with the Housing Authority of Washington County, that will provide 90-units of Section 8 Project-based Rental Assistance (PRA). The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015.

A Mental Health and Special Needs Community Consortium (MHSNCC) Steering Committee has been formed to develop and provide integrated treatment, permanent housing, and supportive services not covered by Oregon Health Plan/Medicaid, to support the long-term continuity of integrated community systems that provide permanent housing and supportive services, and to engage and enroll eligible persons who are chronically homeless in Medicaid and other mainstream benefit program (e.g. SSI/SSDI, TANF, SNAP, veteran's benefits, etc.). Annette Evans will be coordinating the work of the MHSNCC and integration of the Housing TEAM Program into the county's homeless response system in support of the Federal Strategic Plan goals.





- **EMERGENCY FOOD AND SHELTER PROGRAM – PHASE 30 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.

The EFSP FY2012 funds were awarded to the bi-state, 4-county EFSP Local Region as follows: Washington \$204,489; Clackamas \$146,907; Multnomah \$368,384; and Clark \$250,639.

Historical EFSP funding in Washington County:

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

## VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

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

This initiative, along with other Affordable Housing Options, will be presented to County Board of Commissioners at an extended Work Session on January 22. We hope to gain an endorsement from the Board to proceed with developing an ordinance.

City of Beaverton staff developed a matrix of tools to support the development and maintenance of affordable housing, which includes tax exemption. Rob Drake, the City Manager for Cornelius, expressed support for the proposal in June, and staff provided sample ordinance language and other information to assist implementing this program in Cornelius. Washington County staff will continue working with the City of Hillsboro to facilitate the development of an appropriate ordinance for approval later this year.



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

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

The Citizen’s Advisory Committee (CAC) is scheduled to meet on Wednesday, February 13 from 6-8pm. The CAC will be presented with draft possibilities for several key focus areas in the community and asked to express a level of support and provide assistance in prioritizing potential improvements. These options will also be reviewed by the community at large in March. The project team is working to secure the services of an urban designer to assist with the presentation and visualization of these options. The project is also working with Sojourn Theater to develop a version of the BUILT game that can be used to solicit similar feedback from community members who are less familiar with the project’s technical details. The Leadership Coordinating Committee met on January 3 to review progress and feedback to-date, and provide their input on the alternatives being considered and the refinement process as well.

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

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



The Center for Intercultural Organizing and Centro Cultural continues to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups during Phase 2. Over 400 surveys have been collected by CIO and Centro to-date, and the feedback from these surveys will inform the process of refining alternative scenarios. CIO is also working with the Community Alliance of Tenants (CAT) OPAL (<http://www.opalpdx.org>), the Asian-Pacific American Network of Oregon, Adelante Mujeres ([www.adelantemujeres.org](http://www.adelantemujeres.org)), Centro Cultural, and a Somali group to develop work plans for capacity-building activities that will help these organizations and their constituents participate more fully in current and future long-range planning projects. Three contracts with these agencies are in process to support this effort.

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

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

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

HAWC is partnering with WorkSystems, Inc on a Department of Labor (DOL) Workforce Innovation Fund grant-funded project called *Housing Works*. Other partners include the Housing Authority of Clackamas County, Home Forward, the Housing Authority of Vancouver, the Workforce Investment Council of Clackamas County and the Southwest Washington Workforce Investment Board.

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Grant partners will work together to invest resources to train and support residents with the shared goal of increasing employment and earning potential. Participants will receive occupational skills training in one of three growing employment sectors—healthcare, office/clerical, or manufacturing. Participants will also received job attachment support that will include internships, On-The-Job training, and job placement assistance.

HAWC's goal is to serve 50 clients over the 18 months of the grant program, doubling the number of jobseekers that may be served (25 client 'slots' are already available through our current partnership with WorkSystems). Grant funds will support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.

HAWC has secured a case manager to work with program participants. Eighteen clients attended the first orientation meeting for the program, and client readiness interviews began on January 9.



- **MIXED-INCOME HOUSING WORK GROUP**

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

The next group meeting will be scheduled for February.

- **CITY OF TIGARD GOAL 10 REVIEW**

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

- **EXTENDED BOC WORK SESSION: AFFORDABLE HOUSING**

The Board of Commissioners extended work session focused on discussing affordable housing in Washington County was rescheduled for Tuesday, January 22. Goals for this work session include:

- Provide information on the value to the County in providing housing affordable to all community members
- Secure Board commitment to develop and adopt a proactive housing policy for the County that supports the development of housing affordable to all community members
- Secure Board direction to staff to develop an agenda item proposing a tax exemption ordinance for consideration and approval.
- Secure Board direction for staff to develop a menu of options and talking points for a "toolkit" of strategies that promotes additional affordable housing for consideration and adoption.

## VII. NEW BUSINESS

## VIII. RESOLUTIONS/ACTION ITEMS

## IX. ADJOURNMENT