



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



**Thursday, January 23, 2014
9:00 a.m.**

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



TABLE OF CONTENTS

- I. AGENDA Page 3
- II. MEETING MINUTES, September 26, 2013 Page 4
- III. ORAL COMMUNICATIONS
- IV. EXECUTIVE DIRECTOR’S REPORT Page 8
- V. STAFF REPORTS
 - A. Financial Statement..... Page 10
 - B. Section 8 and Low Rent Public Housing..... Page 20
 - C. Affordable Housing Page 22
 - D. Special Projects..... Page 24
 - E. Report on Homelessness Page 25
- VI. OLD BUSINESS.....Page 29
- VII. NEW BUSINESS.....Page 31
- VIII. RESOLUTIONS/ACTION ITEMS Page 31
- IX. ADJOURNMENT

Next Meeting:

Thursday, February 27, 2014

2014 HAC Meeting Schedule
Thursday, February 27
Thursday, March 27
Thursday, April 24
Thursday, May 22 - Budget
Thursday, June 26
Thursday, July 24
Thursday, August 28
Thursday, September 25
Friday, October 17 – Retreat (Tentative)
Thursday, November 20
Friday, December 12 – Luncheon (Tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
January 23, 2014 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. September 26, 2013 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
September 26, 2013, 9:00am

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

COMMITTEE MEMBERS PRESENT

Ron Lehr Ramsay Weit
Anapreet Kaur-Gill Tricia Peterson
Sid Scott David Nase
Gary Whiting LaShanda Williams

COMMITTEE MEMBERS ABSENT

Renee Bruce Peter Hainley

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Yvette Potter, Program Coordinator

GUESTS PRESENT

Val Valfre called the meeting to order at 9:07 a.m.

I. ROLL CALL - A quorum was present.

The group did introductions.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from July 25, 2013—Ron Lehr

Second: David Nase

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Anapreet Gill mentioned an applicant issue at Kaybern Terrace. She will contact Infinity and Gary Calvert to resolve the issue.
- Gary Whiting noted that the market seems to be stabilizing, though below the peak in 2007. About 30% of current real estate sales are cash transactions for investors.
- Sid Scott commented that construction cost escalation is currently 5-6% for upcoming projects, rather than the 0% escalation in contracts over the last few years. Historically, 3.5% is the usual escalation factor, so this is adding significant costs to new projects.
- Ron Lehr remarked that interest rates are becoming more favorable for affordable projects.
- The Oregon Housing and Community Services multifamily committee is reviewing comments in order to make suggestions for the OHCS transition. Overall, the public feedback received for this project has been reasonably informed.



- David Nase reported that the rental market has leveled off, and high-end rental prices seem to be increasing. Vacancies remain very low in lower-rent complexes. He noted that smaller private landlords have some concern about the new legislation prohibiting landlords from denying tenants based solely on Section 8 status, and expressed concern that this could result in a negative impression of Section 8. Ron Lehr pointed out that this does not prohibit landlords from rejecting tenants who do not meet their regular screening criteria (e.g. poor rental history, insufficient income, etc). Section 8 processes can result in delays and excessive vacancies for some landlords. Gary Calvert and Val Valfre reiterated that efforts will continue to ease Section 8 regulatory processes, and that landlords can and should continue to follow their standard screening criteria (within Fair Housing guidelines).
- LaShandra Williams commented that Oregon State Department of Health will roll out Oregon health plan enrollments on October 1. The increase is part of the Affordable Care Act (ACA), and will increase availability of healthcare enrollment to the majority of low income households.

IV. EXECUTIVE DIRECTOR'S REPORT

A management position was removed as part of a recent personnel change. Maintenance and operations will be directed by the Asset Manager, Gary Calvert.

Ron Lehr noted that HAWC's management is lean, and there is likely to be personnel loss and retirements in the future. With a very small number of key personnel, there could be some concern about transitions and retaining expertise and knowledge in the department and programs. Val Valfre acknowledged this concern, and reiterated that funding to create a succession plan and foster new management staff is needed.

There is concern about the potential Federal shutdown October 1, 2013. Funds for October Section 8 payments will be received, and Public Housing funds are secure through December 2013. It is not clear how a protracted shutdown could impact funding for Section 8, public housing operating funds, Continuum of Care (CoC) programs, etc.

The Housing Authority continues to seek some relief from regulatory burdens. HAWC had two audit teams in the office recently, which put additional burden on staff. Audit results seem to be positive overall.

Sunset View Apartments is a new construction project in which HAWC may potentially partner. This project will use bond financing, and will be 100% affordable, including 1, 2, and 3-bedroom units. HAWC's limited liability partnership will allow property tax exemption. The deal is expected to close in 2014.

The OHCS transformation continues to progress. The Governor will review proposals in December, with a formal presentation to the Legislature of the proposed transformation scheduled for February.



V. STAFF REPORTS

A. Financial Statement

There was no detailed financial statement presentation. Presentations will resume next month.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.

D. Special Projects

- Project-Based Vouchers

Screening is ongoing to lease up project-based units that are under 100% occupancy. Project-based vouchers for the SAMSHA grant project with Luke-Dorf, Inc. are beginning to lease up.

E. Report on Homelessness

Homeless program updates will resume next month.

VI. OLD BUSINESS

- Aloha Park Refinancing

Gary Calvert updated the group on the process to refinance Aloha Park Apartments.

Loan submission documents and loan documents are underway. The Board will take action to authorize Val Valfre to execute documents in November.

The appraisal has been completed. The new proforma for the refinance should allow HAWC to realize about ~\$2M in equity. The capital needs assessment has been completed, and about \$450,000 in rehabilitation and upgrades will be completed after the refinance. The refinance will allow HAWC to pay off the loan on the property and receive enhanced vouchers for qualified residents.



- HAC Annual Retreat

Val Valfre reminded the committee that the annual HAC retreat will take place on October 18. Chair Duyck, Commissioner Schouten, and Commissioner Malinowski are expected to attend the retreat this year.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:55a.m.

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

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



IV. EXECUTIVE DIRECTOR'S REPORT

It has been a couple of months since our last formal meeting. The November HAC was canceled because we did not have a quorum, and the HAC committee held its annual holiday luncheon in December. Our goal, particularly as we begin the New Year, is to try to reframe challenges into “opportunities” to provide better collaboration and services to the community and to our partners.

Senior Manager Change: One of the significant challenges was the departure of Adell Potter, the Section 8 Program manager. Adell left Washington County employment on December 31 to pursue a private business partnership opportunity fulfilling a long-term dream.

The Section 8 program is the Housing Authority's largest division, and Adell Potter ran the program for many years. Because HAWC's funding does not allow for “mid-tier” staff (e.g. program-level assistant managers), filling this position was an interesting challenge. Fortunately, Melanie Fletcher, our very knowledgeable software analyst, was willing to set up as the interim manager. Melanie Fletcher has served in the department since the 1990s and has performed in multiple roles in Section 8 operations – housing inspector, occupancy specialist, grant writer, etc. She has a firm grasp of the HUD regulations – which is critical when leading such a highly regulated (and audited) program. Melanie's position as the interim Section 8 manager has, however, meant that we have had to distribute many of her former software assistance duties among other staff members.

I am working with Human Resources to update the Section Manager position classification, prior to opening recruitment for a permanent replacement. This new management recruitment may also be part of a succession plan for the Department and Director position.

Capacity-Building Grants: As mentioned previously, the Housing Authority of Washington County received two capacity-building grants totaling nearly \$60,000, which will allow HAWC to convert to a paperless file system and purchase mobile devices for housing inspectors. We have begun interviews for three full-time temporary workers to perform the scanning. We also plan in late January to secure the mobile devices for the housing inspectors and maintenance, and begin associated training.

Aloha Park Refinancing: The refinancing of Aloha Park Apartments in Aloha continues to move forward. This 80-unit property (8 project-based Section 8 units, 72 below-market affordable housing units) has positive cash flow, but the revenue is restricted to use at that property only. HAWC will refinance the property to gain access to its equity to support capital improvements to the entire affordable housing portfolio. Our request for prepayment has been submitted to HUD and our application/loan documents have been forwarded to Berkadia.

OHCS Transition: I have been spending a considerable amount of time both in Portland and in Salem supporting this review of the Oregon Housing & Community Services



Department (OHCS). As you may know, the Governor limited OHCS' budget to 1 year and ask them to come back to the legislature in February 2014 to present a business model that met his priorities for more efficient government, to include elimination/consolidation of departments and services. Extensive research and reflection have been done on the following questions: Should OHCS remain a standalone albeit smaller agency or should its many programs be transferred to other Oregon Departments in the spirit of promoting smaller government and attaining greater efficiency? Should Housing programs and Community Services programs remain together in an agency, particularly if Community Services program budgets are less likely to be sustainable? If it remains as a single agency, should its emphasis be on Housing Finance? If so, should it retain its role as an Oregon "department" or perhaps become a "quasi-governmental" agency with less emphasis to political appointment turnover? I have been significantly involved in evaluating proposed housing financing and community services models as a member of the OHCS Transition Advisory Committee, Oregon Opportunity Network and the Oregon Housing Council. In mid-December, the OHCS Director briefed the Governor on her proposed plan for the department; however, no information has been released to stakeholders. We will learn more when the legislature is briefed on the proposed plan in February..

Inspector General and County Audits: There were no deficiencies identified in either audit.

Veterans Housing Bill (HB2417): I have been working with the rule-making group to determine procedures for how this document recording fee monies will be used to better serve our veterans. I believe there are good opportunities to make a positive difference.

Other Bills: I have also been working with the Housing Alliance and Oregon Housing Authorities Association on the Section 8 Bill that was approved last year and becomes effective 1 July 2014. Discussions with landlord groups have been ongoing. We are also working on an Inclusionary Housing bill for the next legislative session in 2015.

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



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
November 2013

Cash Flow:

Along with comparison to budget, comparison to prior year is shown for all programs. The budget column reflects a FYTD 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

For November FYTD, the cash basis loss from operations, of \$53,965 is unfavorable to the budgeted loss of \$33,542, by \$20,423 and the prior year by \$24,279.

Section 8 had negative cash flow of \$132,639, which was \$6,917 favorable to budget. This is an improvement from the prior month's FYTD favorable variance of \$3,793. Section 8's loss is budgeted to be offset by transfers from the Local Fund only through December 31. Although Section 8 funding has been increased as a result of the Bi-partisan Budget Resolution, it is unclear at this time whether funding will be sufficient to avoid severe administrative cuts or if new funding sources will still be needed to avoid violating program rules prohibiting negative unrestricted fund balances. Stay tuned.

Public Housing had negative cash flow FYTD of \$72,961, a \$17,721 improvement from the prior month's FYTD amount. The cash flow is now \$33,678 favorable to budget. Public Housing appears to be in a stable positive cash flow situation for the first time in many years.

Kaybern Terrace is near to budget.

Aloha Park had FYTD cash flow of \$11,121, an unfavorable variance to budget of \$22,577, due to high maintenance outlays for fixing up for the impending refinancing.

The local fund had negative cash flow of \$4,271, made up of a loss in the DOL project due to required match of \$5,587 FYTD, offset by positive amounts for the Local Fund properties.

Affordable Housing cash flow from operations of \$139,571 was unfavorable to budget by \$31,547. Affordable Housing cash flow exceeds by \$14,664 FYTD the amount required to fund the bond reserve, as required by the bond agreement with the County.

Statement of Net Assets (Balance Sheet):

The Local Fund has unrestricted net assets of \$132,960. The Section 8 unrestricted net asset balance at 11/30 is \$897. In order to maintain a positive balance, an estimated \$27,000 will be transferred for November-December, leaving a Local Fund balance of about \$106,000.

Administrative funding from HUD is estimated at an increased 75% proration – up from last year's 69%. At 69% proration, we would have consumed this balance in less than four months. Once figures for our agency are received and calculated, we will have a much better what other sources will be needed to continue to fund Section 8 Administration going forward.

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



V. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2013 – November 2013

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	616,870	447,460	9,857	18,067	31,102	1,347	1,124,703
Gross billable rent	-	262,116	26,496	221,720	34,783	1,835,024	2,380,139
Vacancy loss	-	(1,300)	(878)	(4,949)	-	(65,605)	(72,732)
Premiums (concessions)	-	-	-	(7,790)	-	(11,595)	(19,385)
Other tenant revenue	-	12,761	268	3,953	175	50,607	67,764
Tenant revenue	-	273,577	25,886	212,934	34,958	1,808,431	2,355,786
Other revenue (incl GF subsidy)	19,784	1,801	440	4,138	4,998	109,598	140,759
Total operating revenue	636,654	722,838	36,183	235,139	71,058	1,919,376	3,621,248
Operating expenses:							
Repair and maintenance	-	442,479	8,819	97,402	18,592	534,756	1,102,048
Operations	589,635	151,212	3,779	54,325	37,323	287,107	1,123,381
Utilities	-	30,590	3,550	28,277	3,664	170,495	236,576
Insurance	2,419	18,180	351	12,253	652	44,499	78,354
PILOT	-	17,900	-	-	-	-	17,900
Bad debt, net of recoveries	-	112	(55)	1,154	-	22,118	23,329
Other	19,235	-	-	-	1,586	-	20,821
Total operating expenses	611,289	660,473	16,444	193,411	61,817	1,058,975	2,602,409
Net program income	25,365	62,365	19,739	41,728	9,241	860,401	1,018,839
Other ongoing cash outflows:							
HAWC administration	158,004	135,326	46	259	8,393	1,380	303,408
Debt service	-	-	14,479	30,348	5,119	719,450	769,396
Total outflows	158,004	135,326	14,525	30,607	13,512	720,830	1,072,804
Cash flow from operations	(132,639)	(72,961)	5,214	11,121	(4,271)	139,571	(53,965)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	301	2,142	96	39	2,413	(4,836)	155
Capital fund receipts	-	5,398	-	-	-	-	5,398
Capitalized modernization	-	(5,398)	-	-	(8,855)	-	(14,253)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	128,000	-	-	-	(128,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(124,905)	(124,905)
Transfers from (to) restricted cash - Repl Res	-	-	-	(12,600)	-	(56,950)	(69,550)
Section 18 transfers from Public Housing	-	-	-	-	10,167	414,126	424,293
Net unrestricted cash flows	(4,338)	(70,819)	5,310	(1,440)	(128,546)	367,006	167,173
Restricted cash flows:							
Housing Assistance Payments earned	7,540,753	-	-	-	-	-	7,540,753
Housing Assistance Payments	(7,772,878)	-	-	-	-	-	(7,772,878)
Investment income - restricted	1,818	4,986	-	-	-	-	6,804
Transfers from unrestricted - CAO	-	-	-	-	-	124,905	124,905
Transfers from (to)unrestricted - Repl Res	-	-	-	12,600	-	56,950	69,550
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(424,293)	-	-	-	-	(424,293)
Total restricted cash flows	(230,307)	(419,307)	-	12,600	-	181,855	(455,159)
Net cash flows	(234,645)	(490,126)	5,310	11,160	(128,546)	548,861	(287,986)



V. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,124,703	1,121,251	3,452	1,085,934	38,769
Gross billable rent	2,380,139	2,350,239	29,900	2,305,224	74,915
Vacancy loss	(72,732)	(82,208)	9,476	(66,848)	(5,884)
Premiums (concessions)	(19,385)	(29,174)	9,789	(22,780)	3,395
Other tenant revenue	67,764	76,427	(8,663)	77,094	(9,330)
Tenant revenue	2,355,786	2,315,284	40,502	2,292,689	63,097
Other revenue (incl GF subsidy)	140,759	178,684	(37,925)	138,726	2,033
Total operating revenue	3,621,248	3,615,219	6,029	3,517,349	103,899
Operating expenses:					
Repair and maintenance	1,102,048	1,058,379	(43,669)	1,030,035	(72,013)
Operations	1,123,381	1,145,129	21,748	1,078,876	(44,505)
Utilities	236,576	238,876	2,300	232,535	(4,041)
Insurance	78,354	70,934	(7,420)	67,520	(10,834)
PILOT	17,900	17,902	2	17,885	(15)
Bad debt, net of recoveries	23,329	28,725	5,396	36,891	13,562
Other	20,821	16,753	(4,068)	18,399	(2,422)
Total operating expenses	2,602,409	2,576,698	(25,711)	2,482,141	(120,268)
Net program income	1,018,839	1,038,521	(19,682)	1,035,208	(16,369)
Other ongoing cash outflows:					
HAWC administration	303,408	302,667	(741)	290,455	(12,953)
Debt service	769,396	769,396	-	768,791	(605)
Total outflows	1,072,804	1,072,063	(741)	1,059,246	(13,558)
Cash flow from operations	(53,965)	(33,542)	(20,423)	(24,038)	(29,927)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	155	(3,257)	3,412	1,702	(1,547)
Capital fund receipts	5,398	18,754	(13,356)	57,895	(52,497)
Capitalized modernization	(14,253)	(18,754)	4,501	(152,957)	138,704
Gain on sale of assets	-	-	-	10,073	(10,073)
Transfers to (from) Local Fund	-	65,270	(65,270)	-	-
Transfers to restricted cash - CAO	(124,905)	(124,907)	2	(144,364)	19,459
Transfers from (to) restricted cash - Repl Res	(69,550)	(70,450)	900	(69,550)	-
Section 18 transfers from Public Housing	424,293	428,153	(3,860)	424,789	(496)
Net unrestricted cash flows	167,173	261,267	(94,094)	103,550	63,623
Restricted cash flows:					
Housing Assistance Payments earned	7,540,753	7,290,815	249,938	7,331,099	209,654
Housing Assistance Payments	(7,772,878)	(7,801,442)	28,564	(7,800,217)	27,339
Investment income - restricted	6,804	9,936	(3,132)	4,036	2,768
Transfers from unrestricted - CAO	124,905	124,907	(2)	144,364	(19,459)
Transfers from (to)unrestricted - Repl Res	69,550	70,450	(900)	69,550	-
Purchased from replacement reserves	-	(27,433)	27,433	(10,570)	10,570
Sec 18 transfers to Affordable Housing	(424,293)	(428,153)	3,860	(424,789)	496
Total restricted cash flows	(455,159)	(760,920)	305,761	(686,527)	231,368
Net cash flows	(287,986)	(499,653)	211,667	(582,977)	294,991



V. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	616,870	624,130	(7,260)	664,434	(47,564)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	19,784	10,518	9,266	12,750	7,034
Total operating revenue	636,654	634,648	2,006	677,184	(40,530)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	589,635	596,638	7,003	569,470	(20,165)
Utilities	-	-	-	-	-
Insurance	2,419	2,832	413	1,823	(596)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	19,235	16,199	(3,036)	17,859	(1,376)
Total operating expenses	611,289	615,669	4,380	589,152	(22,137)
Net program income	25,365	18,979	6,386	88,032	(62,667)
Other ongoing cash outflows:					
HAWC administration	158,004	158,535	531	149,415	(8,589)
Debt service	-	-	-	-	-
Total outflows	158,004	158,535	531	149,415	(8,589)
Cash flow from operations	(132,639)	(139,556)	6,917	(61,383)	(71,256)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	301	(269)	570	450	(149)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	128,000	139,828	(11,828)	25,118	102,882
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(4,338)	3	(4,341)	(35,815)	31,477
Restricted cash flows:					
Housing Assistance Payments earned	7,540,753	7,290,815	249,938	7,331,099	209,654
Housing Assistance Payments	(7,772,878)	(7,801,442)	28,564	(7,800,217)	27,339
Investment income - restricted	1,818	2,796	(978)	(3,713)	5,531
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(230,307)	(507,831)	277,524	(472,831)	242,524
Net cash flows	(234,645)	(507,828)	273,183	(508,646)	274,001



V. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	447,460	461,655	(14,195)	371,476	75,984
Gross billable rent	262,116	212,489	49,627	217,299	44,817
Vacancy loss	(1,300)	(506)	(794)	(744)	(556)
Premiums (concessions)	-	(12)	12	(8)	8
Other tenant revenue	12,761	15,743	(2,982)	21,483	(8,722)
Tenant revenue	273,577	227,715	45,862	238,031	35,546
Other revenue (incl GF subsidy)	1,801	22,283	(20,482)	5,831	(4,030)
Total operating revenue	722,838	711,653	11,185	615,338	107,500
Operating expenses:					
Repair and maintenance	442,479	464,636	22,157	456,930	14,451
Operations	151,212	148,145	(3,067)	140,365	(10,847)
Utilities	30,590	30,212	(378)	27,771	(2,819)
Insurance	18,180	17,650	(530)	17,188	(992)
PILOT	17,900	17,902	2	17,885	(15)
Bad debt, net of recoveries	112	(148)	(260)	9,118	9,006
Other	-	-	-	-	-
Total operating expenses	660,473	678,397	17,924	669,257	8,784
Net program income	62,365	33,256	29,109	(53,919)	116,284
Other ongoing cash outflows:					
HAWC administration	135,326	139,895	4,569	138,327	3,001
Debt service	-	-	-	-	-
Total outflows	135,326	139,895	4,569	138,327	3,001
Cash flow from operations	(72,961)	(106,639)	33,678	(192,246)	119,285
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,142	3,631	(1,489)	3,689	(1,547)
Capital fund receipts	5,398	18,754	(13,356)	57,895	(52,497)
Capitalized modernization	(5,398)	(18,754)	13,356	(72,579)	67,181
Gain on sale of assets	-	-	-	10,073	(10,073)
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	(70,819)	(103,008)	32,189	(193,168)	122,349
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	4,986	7,140	(2,154)	7,749	(2,763)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(424,293)	(428,153)	3,860	(424,789)	496
Total restricted cash flows	(419,307)	(421,013)	1,706	(417,040)	(2,267)
Net cash flows	(490,126)	(524,021)	33,895	(610,208)	120,082



V. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	9,857	9,951	(94)	9,745	112
Gross billable rent	26,496	25,500	996	26,383	113
Vacancy loss	(878)	(765)	(113)	(354)	(524)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	268	-	268	208	60
Tenant revenue	25,886	24,735	1,151	26,237	(351)
Other revenue (incl GF subsidy)	440	476	(36)	477	(37)
Total operating revenue	36,183	35,162	1,021	36,459	(276)
Operating expenses:					
Repair and maintenance	8,819	6,540	(2,279)	7,876	(943)
Operations	3,779	3,329	(450)	3,159	(620)
Utilities	3,550	4,275	725	4,089	539
Insurance	351	345	(6)	331	(20)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(55)	-	55	699	754
Other	-	-	-	-	-
Total operating expenses	16,444	14,489	(1,955)	16,154	(290)
Net program income	19,739	20,673	(934)	20,305	(566)
Other ongoing cash outflows:					
HAWC administration	46	23	(23)	17	(29)
Debt service	14,479	14,479	-	14,479	-
Total outflows	14,525	14,502	(23)	14,496	(29)
Cash flow from operations	5,214	6,171	(957)	5,809	(595)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	96	92	4	83	13
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	5,310	6,263	(953)	5,892	(582)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	5,310	6,263	(953)	5,892	(582)



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	18,067	18,143	(76)	18,150	(83)
Gross billable rent	221,720	221,720	-	221,720	-
Vacancy loss	(4,949)	(6,652)	1,703	(6,005)	1,056
Premiums (concessions)	(7,790)	(7,579)	(211)	(7,084)	(706)
Other tenant revenue	3,953	2,981	972	2,665	1,288
Tenant revenue	212,934	210,471	2,463	211,296	1,638
Other revenue (incl GF subsidy)	4,138	4,073	65	4,081	57
Total operating revenue	235,139	232,687	2,452	233,527	1,612
Operating expenses:					
Repair and maintenance	97,402	84,520	(12,882)	86,802	(10,600)
Operations	54,325	51,913	(2,412)	52,078	(2,247)
Utilities	28,277	24,411	(3,866)	23,518	(4,759)
Insurance	12,253	5,957	(6,296)	5,095	(7,158)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,154	1,779	625	717	(437)
Other	-	-	-	-	-
Total operating expenses	193,411	168,580	(24,831)	168,210	(25,201)
Net program income	41,728	64,107	(22,379)	65,317	(23,589)
Other ongoing cash outflows:					
HAWC administration	259	61	(198)	59	(200)
Debt service	30,348	30,348	-	30,348	-
Total outflows	30,607	30,409	(198)	30,407	(200)
Cash flow from operations	11,121	33,698	(22,577)	34,910	(23,789)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	39	150	(111)	144	(105)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(41,490)	41,490
Gain on sale of assets	-	-	-	-	-
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	(1,440)	21,248	(22,688)	(19,036)	17,596
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
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	12,600	-	12,600	-
Net cash flows	11,160	33,848	(22,688)	(6,436)	17,596



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	31,102	1,217	29,885	16,433	14,669
Gross billable rent	34,783	22,565	12,218	22,447	12,336
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	175	1,106	(931)	897	(722)
Tenant revenue	34,958	23,670	11,288	23,344	11,614
Other revenue (incl GF subsidy)	4,998	31,551	(26,553)	6,003	(1,005)
Total operating revenue	71,058	56,438	14,620	45,780	25,278
Operating expenses:					
Repair and maintenance	18,592	4,443	(14,149)	3,790	(14,802)
Operations	37,323	37,834	511	21,060	(16,263)
Utilities	3,664	3,098	(566)	2,407	(1,257)
Insurance	652	489	(163)	541	(111)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	65	65	42	42
Other	1,586	554	(1,032)	540	(1,046)
Total operating expenses	61,817	46,483	(15,334)	28,380	(33,437)
Net program income	9,241	9,955	(714)	17,400	(8,159)
Other ongoing cash outflows:					
HAWC administration	8,393	3,170	(5,223)	1,955	(6,438)
Debt service	5,119	5,119	-	5,119	-
Total outflows	13,512	8,289	(5,223)	7,074	(6,438)
Cash flow from operations	(4,271)	1,666	(5,937)	10,326	(14,597)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,413	2,441	(28)	3,289	(876)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(29,764)	20,909
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(128,000)	(74,558)	(53,442)	(25,118)	(102,882)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	10,167	4,488	5,679	15,073	(4,906)
Net unrestricted cash flows	(128,546)	(65,963)	(62,583)	(26,194)	(102,352)
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	(128,546)	(65,963)	(62,583)	(26,194)	(102,352)



V. STAFF REPORTS
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2013 – November 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,347	6,155	(4,808)	5,696	(4,349)
Gross billable rent	1,835,024	1,867,965	(32,941)	1,817,375	17,649
Vacancy loss	(65,605)	(74,285)	8,680	(59,745)	(5,860)
Premiums (concessions)	(11,595)	(21,583)	9,988	(15,688)	4,093
Other tenant revenue	50,607	56,597	(5,990)	51,840	(1,233)
Tenant revenue	1,808,431	1,828,693	(20,262)	1,793,782	14,649
Other revenue (incl GF subsidy)	109,598	109,783	(185)	109,584	14
Total operating revenue	1,919,376	1,944,631	(25,255)	1,909,062	10,314
Operating expenses:					
Repair and maintenance	534,756	498,240	(36,516)	474,637	(60,119)
Operations	287,107	307,270	20,163	292,745	5,638
Utilities	170,495	176,880	6,385	174,751	4,256
Insurance	44,499	43,661	(838)	42,541	(1,958)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	22,118	27,029	4,911	26,315	4,197
Other	-	-	-	-	-
Total operating expenses	1,058,975	1,053,080	(5,895)	1,010,989	(47,986)
Net program income	860,401	891,551	(31,150)	898,073	(37,672)
Other ongoing cash outflows:					
HAWC administration	1,380	983	(397)	682	(698)
Debt service	719,450	719,450	-	718,845	(605)
Total outflows	720,830	720,433	(397)	719,527	(1,303)
Cash flow from operations	139,571	171,118	(31,547)	178,546	(38,975)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(4,836)	(9,302)	4,466	(5,953)	1,117
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(9,123)	9,123
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(124,905)	(124,907)	2	(144,364)	19,459
Transfers from (to) restricted cash - Repl Res	(56,950)	(57,850)	900	(56,950)	-
Section 18 transfers from Public Housing	414,126	423,665	(9,539)	409,716	4,410
Net unrestricted cash flows	367,006	402,724	(35,718)	371,872	(4,866)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	124,905	124,907	(2)	144,364	(19,459)
Transfers from (to)unrestricted - Repl Res	56,950	57,850	(900)	56,950	-
Purchased from replacement reserves	-	(27,433)	27,433	(10,570)	10,570
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	181,855	155,324	26,531	190,744	(8,889)
Net cash flows	548,861	558,048	(9,187)	562,616	(13,755)



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
November 30, 2013

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Assets							
Current assets:							
Unrestricted cash and cash equivalents	(6,932)	706,072	41,679	99,910	(265,571)	(1,500,281)	(925,123)
Restricted cash and cash equivalents	11,123	68,697	1,230	38,046	33,975	295,572	448,643
Accounts receivable, net	44,876	111,401	5,113	27,355	826	204,662	394,233
Current portion of contracts receivable	—	1,150	—	—	3,254	—	4,404
Other current assets	2,551	30,958	491	3,415	913	74,455	112,783
Total current assets	51,618	918,278	48,513	168,726	(226,603)	(925,592)	34,940
Non-current assets:							
Restricted cash and cash equivalents	903,853	1,777,695	36,103	117,618	—	1,390,482	4,225,751
Contracts receivable	—	—	—	—	403,218	—	403,218
Capital assets, non-depreciable	—	3,631,238	50,000	66,797	364,837	4,095,129	8,208,001
Capital assets, depreciable, net	—	3,561,618	36,419	247,686	781,848	15,344,878	19,972,449
Total non-current assets	903,853	8,970,551	122,522	432,101	1,549,903	20,830,489	32,809,419
Total assets	955,471	9,888,829	171,035	600,827	1,323,300	19,904,897	32,844,359
Liabilities							
Current liabilities:							
Accounts payable	56,448	31,755	3,352	69,797	9,568	6,616	177,536
Deferred revenue	—	6,432	12	6	—	2,427	8,877
Accrued interest payable - bonds and notes	—	—	2,584	118	113	547,488	550,303
Current portion of notes and contracts payable	—	—	3,911	60,607	10,041	311,730	386,289
Current liabilities payable from restricted assets:							
Tenant and other deposits	11,123	68,697	1,230	38,046	33,975	295,572	448,643
Total curr. liabilities payable from restr. assets	11,123	68,697	1,230	38,046	33,975	295,572	448,643
Total current liabilities	67,571	106,884	11,089	168,574	53,697	1,163,833	1,571,648
Non-current liabilities:							
Contracts and notes payable	141,176	—	325,026	—	716,557	26,046,303	27,229,062
Total non-current liabilities	141,176	—	325,026	—	716,557	26,046,303	27,229,062
Total liabilities	208,747	106,884	336,115	168,574	770,254	27,210,136	28,800,710
Net Assets							
Invested in capital assets, net of related debt	—	7,192,856	(242,517)	253,876	420,086	(6,918,026)	706,275
Restricted	745,827	1,777,695	36,103	117,618	—	1,390,482	4,067,725
Unrestricted	897	811,394	41,334	60,759	132,960	(1,777,695)	(730,351)
Total net assets	746,724	9,781,945	(165,080)	432,253	553,046	(7,305,239)	4,043,649
Total liabilities and net assets	955,471	9,888,829	171,035	600,827	1,323,300	19,904,897	32,844,359



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

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	958	527	394	220	137	73	29	15	10	1	2,364
Average Days	1,424	1,349	1,408	1,510	1,317	1,374	1,559	1,386	1,589	1,049	1,407

Wait List Based on Gender			
Gender	Female	Male	Total
Total	1,642	722	2,364

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	22	85	340	16	1,812	28	61	2,364

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	462	1,886	16	2,364

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	516	210	1,129	509	2,364



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 2013

Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy Days Per Unit This	Total Vacant Units	Total Vacancy Days	Total Average Vacancy Days Per Unit
	This Month	This Month	Month	(FY cumulative total)	(FY cumulative total)	(FY cumulative total)
FY 2012-13						
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50
January 2013	0	0	0.00	18	369	20.50
February 2013	1	15	15.00	19	384	20.21
March 2013	2	22	11.00	21	406	19.33
April 2013	2	20	10.00	23	426	18.52
May 2013	8	144	18.00	31	570	18.39
June 2013	3	80	26.67	34	650	19.12
FY 2013-14						
July 2013	0	0	0.00	0	0	0.00
August 2013	3	30	10.00	3	30	10.00
September 2013	2	21	10.50	5	51	10.20
October 2013	6	65	10.83	11	116	10.55
November 2013	3	56	18.67	14	172	12.29
December 2013	1	9	9.00	15	181	12.07



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: December: 2,364 last month 2,911. 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 2013 were at 9.00 (last month – 18.67). FY2014 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 – 100)
 *Section 8: 98(last month – 98%)

We had 2,592 vouchers leased up in December (last month – 2,570). Sixteen (16) new vouchers were issued, and 74 applicants with vouchers are searching for housing (last month 24 new, 39 looking). Our monthly allocation of Section 8 HAP funds is 98%. 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 reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	3.00 hrs	5.0 hrs	24 hrs
Routine WO's	6.00 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 72 (59 from Section 8 and 13 from Public Housing)
 Total FSS participants w/escrow balance: 43
 Total Escrow Balance: \$190,440
 Average Escrow Balance: \$4,428
 Highest Escrow Accounts: \$18,105 (Section 8) and \$17,368 (Public Housing)
 IDA Accounts: 3

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 97.72% Occupancy (14 vacancies / 613 units), compared to 97.88% (13 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned one (1) Public Housing unit over for new residents.
- All repairs, painting and landscaping was completed by Maintenance staff.
- Carpet was replaced in one (1) Public Housing turnover.

Special Projects:

- Replaced three (3) refrigerators and one (1) water heater in Public Housing units.
- Preventative maintenance was performed on twenty-seven (27) inspected pre-REAC units.
- Reported 386 year-to-date non-emergency work orders have been completed.
- Reported 45 year-to-date emergency work orders have been completed.



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	62	36
Special Needs	25	25	0
Total PBVs	225	189	36

There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 114 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 (Plus Apartments)							12	12	8
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	7			
REACH CDC (The Orchards at Orenco)				16					
Northwest Housing Alternatives (Alma Gardens)				8	8	8			
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	30	30						
Bienestar (Benessere Village)				8					
Total PBVs	102	42	42	62	30	20	25	25	19



V. STAFF REPORTS
E. Report on Homelessness

• **FY2013 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On November 22, the Office of Special Needs Assistance Programs (SNAPS) for the U.S. Housing and Urban Development (HUD) announced \$1.7 billion in FY2013 McKinney-Vento CoC Program competitive funds available for homeless assistance programs. As the CoC Collaborative Applicant, Washington County Department of Housing Services will apply for \$2.6 million to provide housing and services for homeless individuals and families who meet the HUD literally¹ homeless definition. The Board of County Commissioners will review the application for approval to submit on January 28.

The following is a historical summary of local HUD McKinney-Vento Homeless Assistance funding under the HEARTH Act implemented with FY2011 funding.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014 ²
	\$1,846 billion	\$1,901 billion	\$1,901 billion	\$1,929 billion	Proposed \$2,088 billion (House) or \$2,260 billion (Senate)
CoC Program Competitive Grant Funding	\$1,686 billion	\$1,676 billion	\$1,651 billion	\$1,714billion ³	
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	*Application submit by 2/3/14 \$2.6M	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ⁴	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	\$61,280	
NOTE: Net funds diverted from Washington County to the State (OHCS) for City's with >50,000 people (Beaverton & Hillsboro)	n/a ⁵	\$63,110	\$100,182	Est.\$100,182	

¹ HUD literally homeless definition includes individuals and families who lack a fixed, regular and adequate nighttime residence, meaning: (a) has a primary nighttime residence that is a public or private place not meant for human habitation; (b) is living in a publicly or privately funded shelter or transitional housing; or (3) is existing an institution where (s)he has resided for 90 days or less and who resided in a shelter or place not meant for human habitation immediately before entering the institution.

² H.J.RES.59 Continuing Appropriations Resolution was signed 10/17/2013 to provide Federal funding through 1/15/2014.

³ H.R. 933 will fund an estimated \$1.929 billion in CoC Program and Emergency Solutions Grant after Sequestration and a mandatory rescission.

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



- **“COMMUNITY CONNECT” – WASHINGTON COUNTY’S NEW COORDINATED AND CENTRALIZED ASSESSMENT SYSTEM (CCAS)**

The HEARTH Act works to address homelessness among individuals and families by expanding the emphasis on proven, cost-effective solutions, to include implementation of a communitywide centralized assessment system, and investing in housing programs that lead to permanent housing; e.g. rapid re-housing, permanent supportive housing, and prevention assistance.

The centralized assessment system is a requirement of the federal CoC Program and Emergency Solution Grant (ESG) funds under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The Centralized Assessment System embodies the vision outlined in A Road Home: 10-Year Plan to End Homelessness in Washington County that addresses a universal point of referral (Goal 1, Strategy 1.1).

System Development Task	Status of Task
Define Access Point(s)	<u>COMPLETE</u> : Community Action will provide physical sites (Beaverton and Hillsboro) and a mobile assessment access point performed by outreach workers.
Develop Screening, Assessment and Scoring Tools	<u>COMPLETE</u> : The Screening and Assessment tools were developed within HMIS, with Community Action serving as the lead agency for maintaining the HMIS tools.
Define HMIS Data Gathering and Sharing	<u>COMPLETE</u> : Department of Housing Services is developing a report that will print daily to provide available bed data in HMIS.
Develop Coordinated Intake and Referral Process	<u>COMPLETE</u> : Twenty-two (22) programs have agreed to align with the <i>Community Connect</i> system.
Develop Resources to Staff the System	In process: Community Action has reprogrammed .5 FTE staff to support the initial system integration – additional staffing is needed before the system can go public.
Prepare written standards and policy; formal adoption by HSSN	<u>COMPLETE</u> : Annette Evans is writing the policies and will present to the CoC Board for review by 12/13/2013.
Implement the Centralized Assessment System	In process: Internal “pilot test” targeted for January 2014, with the system going public after evaluation of system components and staffing secured.
Define Media to Market the System	In process: Develop after internal testing of the system, the written standards and policies, and staff is designated - as early as April 2014.

⁵ Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program, with est. 14% reduction due to Sequestration.



• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

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 providing 90 units of Section 8 Project-based Rental Assistance (PRA) to be phased in over 3 years. The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015, and is a federal-funded Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant that provides chronic homeless adults with housing and services to address their mental health and substance addiction.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
50 Units Total (Years 1 - 2) July 2012 to June 2014	43 people (includes 36 people in housing and 7 discharge)	34	45 (15 of the units are awaiting turnover)
90 Units Total (Years 1 - 3) July 2012 to June 2015			

In this second year of operation, accessing housing continues to be a barrier (e.g. denied housing due to a criminal past), and many of the units committed to the 90-unit Project-based Section 8 subsidy have not yet turned-over to be available for Housing TEAM Program clients under the new Project-based Section 8 MOU. Currently, there are 137 individuals on the Project-based Section 8 Wait List hoping to participate in the Housing TEAM Program.

As we continue to engage and enroll homeless clients in the program, the focus of the Mental Health and Special Needs Community Consortium is shifting from implementing the program to alignment with the Affordable Care Act policies, and increasing access to housing and services county-wide through the established partnerships and program policies developed in the first year of the Housing TEAM Program.

• **SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROGRAM**

The U.S. Veterans Affairs Supportive Services for Veteran Families (SSVF) program provides services to very low-income veteran families living in – or transitioning to – permanent housing. The SSVF program supports the Veteran Affairs efforts to prevent at-risk veterans from becoming homeless and rapidly re-house those who have recently fallen into homelessness, and bridges a funding gap with HUD CoC Program funds that only serve literally homeless on the street or in shelters/transitional housing.



Community Action reports during the last quarter of 2013, the SSVF program provided \$34,439 in prevention assistance for 10 households and rapid re-housing assistance for 41 homeless households.

- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 7th year of operation, the winter 2013-14 Severe Weather Shelter Response Plan is activated with six churches providing overnight shelter and meals to the homeless in Washington County, and the SafePlace Youth Shelter open as a daytime warming center and overnight shelter for homeless youth up to age 19 years. The shelters are located in Forest Grove, Hillsboro, Tigard, Sherwood and Tualatin. The Beaverton First Baptist Severe Weather Shelter will not be open this winter, and currently no alternate shelter site in Beaverton has been identified. During the first two months of operation, the shelters have provided nearly 2,000 bed stays with more than 5,000 volunteer hours.

- **PROJECT HOMELESS CONNECT**

The 8th annual Project Homeless Connect (PHC) will be held on Friday, January 24, 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.

- **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services co-convened a Homeless Cost Study Advisory Committee to provide oversight to a research project on the cost of services provided to chronic homeless individuals and families who live without a housing plan in-place. In September 2013, Northwest Economic Research Center (NERC) released A Study of Emergency Services for Chronic Homeless People in Washington County – to view the study, visit <http://visionactionnetwork.org/content/view/77/324/>.

Phase 2 of this research is a longitudinal study that will compare the cost of services for a two-year period following the participant's access to permanent housing. The Homeless Cost Study Phase 2 is in progress. Approval is required from the Internal Review Boards of Providence, Legacy and PSU, which has taken a bit longer than expected. We anticipate final approvals mid-January and will begin participant re-recruitment immediately following. The study is targeted to be complete in May/June 2014.



- **2014 POINT-IN-TIME (PIT) HOMELESS CENSUS**

Community Action and Luke-Dorf, Inc. are leading the planning efforts for the annual point-in-time (PIT) homeless count scheduled January 22 through January 31, 2014. 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.

Oregon Housing and Community Services (OHCS) is no longer directly involved in leading the point-in-time homeless count statewide efforts, and strongly encourages local CoC's to align their homeless count with the federal HUD definitions as defined in 24 CFR Part 91.5.

VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

The Washington County Board of Commissioners approved Ordinance 761 enabling the nonprofit low-income property tax exemption program on March 26, 2013. The City of Beaverton City Council approved an ordinance enabling tax exemption in July 2013, followed by Metro, Beaverton School District and THPD. Washington County will support similar efforts in the rest of Washington County.

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.

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

The Technical Advisory Committee is scheduled to meet on Wednesday, January 15 from 3-4:30pm at the TVF&R Operations Center on SW Blanton. The Citizen's Advisory Committee (CAC) is scheduled to meet on Wednesday, January 29 from 6-8:30pm at the same location.

TAC and CAC meetings in January will focus on providing comments and feedback on the DRAFT Aloha-Reedville Study and Livable Community Plan report and components, available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

The entire plan is a series of nested documents with increasing specificity and detail. There are six parts to the plan:



1. The Executive Summary and Aloha-Reedville Study and Livable Community Plan report provides the overarching narrative of the planning effort and draws entirely from its accompanying documents:
2. Town Center Framework Plan - describes current conditions, issues, goal and recommendations to work towards a vision for the commercial center at 185th and TV Hwy
3. Economic Development Strategies - describes conditions, issues, goals and tools as well as some recommendations to enhance the vitality of businesses and jobs
4. Bicycle and Pedestrian Plan - describes concurrent planning efforts and provides recommendations for active transportation improvements
5. Corridor, Town Center, Land Use, and Streetscape Strategy - addresses potential changes to encourage private investment and achieve community aspirations for a vital TV Hwy Corridor and Town Center
6. Housing Equity and Opportunity Strategy - describes current conditions and recommendations to increase housing supply and diversity, improve housing quality, provide housing that is affordable to a range of incomes, and support neighborhoods that meet the needs of Aloha-Reedville's diverse residents.

Each of the documents (2 - 6) are based on the specific and individual actions in the 31 Action/Issue Papers (also available online). Action/Issue Papers provide the details on implementation (suggested Community Development Code changes for instance) and the estimated costs for many of the actions.

The Center for Intercultural Organizing and Centro Cultural continue to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events. Washington County has contracted with Community Alliance of Tenants (CAT) OPAL (<http://www.opalpdx.org>), the Asian-Pacific American Network of Oregon, Adelante Mujeres (www.adelantemujeres.org), Centro Cultural, and the Oregon Somali Family Education Center (OSFEC) to do targeted stakeholder outreach and leadership training for their constituents, to enable them to participate more effectively in this project and future planning efforts.

Washington County has submitted requests for a 90-day no-cost extension to HUD, and will also submit an extension request to DOT. The extension will allow project staff to use grant funds to cover staff time for ordinance changes supporting the Aloha-Reedville plan in the 2014 Ordinance Season, as well as allowing additional time to work with community-based organizations to develop a plan to continue board and inclusive engagement and inclusion in other County projects and processes.

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

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Participants will receive occupational skills training in one of four growing employment sectors— construction, 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 support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.

- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department will support the Office of Community Development's efforts to coordinate the Washington County 2015-2020 Consolidated Plan, including the cities of Hillsboro and Beaverton and community partners. The planning effort kicked off in October and has its first workshops scheduled for November. Smaller workgroups, including a group focused on planning and development code changes, will be formed as the process moves forward.

- **FY2013 PROJECT-BASED VOUCHER AWARDS**

A Request for Proposal (RFP) was released in November 2013 to allocate 24 project-based vouchers (PBVs) for extremely low income (under 30% AMI) households. The purpose of this allocation was to complement the County's Comprehensive Plan and the County's 10-Year Plan to End Homelessness. We had two applicants requesting 8 project-based vouchers each – Bienestar for their project (Benessere Village) for seniors in Hillsboro, and REACH Inc. for The Orchards at Orenco, Phase II, for workforce housing. Both applications were reviewed and awarded project-based vouchers.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

- **SECTION 8 ADMINISTRATIVE PLAN**

ACTION REQUIRED: Recommend the Section 8 Administrative Plan for submission to the Housing Authority Board of Directors and HUD.

This updated Section 8 Administrative Plan includes the following changes:

- Allowing households to self-certify as to having assets of less than \$5,000;
- Allowing streamlined re-exam procedures for elderly/disabled families with 100% fixed incomes; and



- Streamlining the current waiting list process to better serve our clients.

This proposal would prioritize, consolidate and clarify our menu of preferences to speed up processing to facilitate more timely housing opportunity for eligible households and would support our County’s primary constituencies and mission, to include:

- Homeless (as defined by HUD’s HEARTH ACT)
- Elderly or Disabled Household on a fixed income or with zero income, and
- Victim of Domestic Violence

IX. ADJOURNMENT