



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



**Thursday, July 25, 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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IX. ADJOURNMENT

Next Meeting:

Thursday, August 22, 2013

2013 HAC Meeting Schedule
July 25
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
July 25, 2013 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. June 27, 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
June 27, 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 Renee Bruce
Renee Bruce David Nase
Gary Whiting LaShanda Williams

COMMITTEE MEMBERS ABSENT

Tricia Peterson
Peter Hainley

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Annette Evans, Homeless Programs Coordinator
Kim Armstrong, Program Coordinator

STAFF PRESENT

Alwin Turiel, City of Hillsboro

Renee Bruce called the meeting to order at 9:03 a.m.

I. ROLL CALL - A quorum was present.

The group did introductions.

Anapreet Kaur-Gill and Gary Whiting were appointed to the Housing Advisory Committee on April 16, 2013.

Alwin Turiel .

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from May 30, 2013 with one correction — Gary Whiting

Second: Ron Lehr

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Ramsay Weit reported that the Community Housing Fund is working on a few new deals, including a Habitat project that should provide 16 housing units and a project with NOAH that should preserve the 111 housing units at Woodlawn Park.
- Ron Lehr mentioned that interest rates seem to be rising again, though they may swing back somewhat.
- Alwin Turiel reported that Hillsboro will begin Year 2 of its Vision 2020 update shortly.



- The Urban Growth Boundary expansion for South Hillsboro is still being reviewed. A decision is expected shortly.

IV. EXECUTIVE DIRECTOR'S REPORT

The Board of County Commissioners approved the Housing Authority budget on Tuesday June 25. The Board also approved an agenda item to renew HAWC's HAARP insurance premium payment.

Val Valfre also contacted four other Housing Authorities to discuss their strategies to diversify funding. Most of these HAs are receiving development fees as well as some local funding that supports a more diverse portfolio.

The Veterans Housing bill (HB 2417) has moved forward and is expected to pass. This bill provides funding that will be split between development, capacity-building, services and emergency housing for veterans.

The Section 8 bill (HB 2639) has moved into Ways and Means. The current bill does not include a rent guarantee or rental assistance funds.

The internal review and transition plan for Oregon Housing and Community Services (OHCS) is now being led by a consultant. A plan is scheduled to go to the governor in November.

V. STAFF REPORTS

A. Financial Statement

Val Valfre presented financials.

Ramsay Weit asked for clarification on the transfer of restricted net assets from Public Housing to Affordable housing. Val Valfre explained that this is a gradual transfer of the proceeds from selling public housing units several years ago. The transfer is apportioned based on the number of Section 8 clients who reside in HAWC's affordable housing properties.

Ramsay Weit also asked if there was any possibility of filling the vacant Deputy Director position. Val Valfre noted that while keeping the position vacant is not ideal, but that he is prioritizing keeping other positions filled at this time.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. The waitlist is currently just under 3,800.
- Average vacancy days per unit are 18.39. FY2012-2013 reporting started on July 1, with twenty (20) days and under being rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.



- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.

C. Affordable Housing

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

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.

Renee Bruce asked for clarification on the timeline for leasing up the 90 vouchers committed to the SAMSHA project. Val Valfre clarified that the vouchers are intended to lease up over the three years of the grant project.

E. Report on Homelessness

Annette Evans

- Coordinated Intake and Centralized Assessment System

The coordinated intake and assessment system is required under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The work group met last week, and has a nearly-final assessment tool and a screening tool. The goal is to have the system ready to present to the HSSN in October. After the HSSN approves the system, written policy will be approved by HUD prior to a beta test in November or December. The new assessment and intake system will then be ready for a countywide rollout in January 2014. Community Action is the lead agency for this action.

- Update: FY2012 Federal McKinney-Vento Homeless Programs

Washington County was awarded \$2.3M in funding for its homeless programs as of May 2013. There are two remaining new projects that may be funded in future award announcements. FY2014 funding levels remain uncertain. Homeless programs appear to have increased funding in both the Senate and the House budgets—but these funds focus less on prevention assistance.

- HUD-VASH (Veterans Affairs Supportive Housing) Vouchers

No additional updates were provided in the meeting.

- Year 6—A Road Home: 10-Year Plan to End Homelessness

No additional updates were provided in the meeting.

- Homeless Cost Study



The joint meeting of the homeless cost study advisory group and the HPAC will be held at 3pm on July 18th at Beaverton City Hall.

- Additional updates

Annette Evans announced that there will be a summer Project Homeless Connect event on Friday, July 12 from 9am-4pm at Sunrise Church in Hillsboro. Housing Services is an event sponsor and will staff a resource table at this event.

Housing Services partnered with Luke-Dorf, Inc. and Community Action to submit an application for a planning and development grant from Oregon Health Authority. The grant application was submitted on June 24, and awards should be announced in the next couple of weeks. This grant would provide \$15,000 in grant funds and about \$12,000 in assist in bringing lessons learned and support more complete integration of clients with mental health and addictions issues in the new coordinated intake and assessment system.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Washington County staff continues to work with City of Beaverton staff and other taxing districts in order to increase the jurisdictions enabling this exemption program. The Beaverton City Council will consider this ordinance at its meeting on July 9.

- Aloha-Reedville Study and Livable Community Plan

The Technical and Citizen's Advisory Committees met on Wednesday, June 12, to review the list of action items developed by the project team to support major project goals. The CAC will meet again in July or August, and there will be stakeholder discussions and workshops in September and October to refine actions for the final plan.

The team is also working to get additional clarity on options for annexation or incorporation.

The grant performance period ends in February/March 2014. Items that must be included in the LUT workplan for 2014 will need to be clarified by October-November 2013.

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

HAWC continues to work with Worksystems, Inc. and the other regional housing authorities on this project, which will assist 50 clients from Section 8 and/or Public Housing to increase their earned income. This grant project will provide education and occupational skills training in healthcare, office/clerical, manufacturing, and construction jobs for participants in the Section 8 and Public Housing programs.



- Mixed-Income Housing Work Group

The work group met on June 25, and a draft policy will be provided with recommendations for additional actions in the next Consolidated Plan cycle.

Ron Lehr asked if the recommendations would include a specific income level or tenant split. Kim Armstrong clarified that the recommendations will not specify an preferred income mix, but will include a recommendation to keep the income split modest, and include a moderate-income tier.

- Aloha Park Refinancing

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

An LLC has been established, which will eventually take ownership of the property. The appraisal has taken place and HAWC expects to receive the appraisal numbers in the next few weeks.

HAWC's goal is to submit its loan package to HUD by September 15, with a goal of closing by the end of 2013.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable units) has a positive cash flow, but revenue from the property is restricted to the property. The refinance will also allow HAWC to pay off the HUD loan on the property early, resulting in acquisition of 72 enhanced vouchers for current residents of the below-market affordable units. These vouchers function the same way as tenant-based Section 8 vouchers, and will likely result in reduced rent for those households.

Val Valfre also mentioned that there may be enhanced vouchers available as a result of CPAH's renewal on Metzger Park. HAWC would administer these vouchers.

- HAC Annual Retreat

Val Valfre reminded the committee that the annual HAC retreat will take place in October—the tentative date is October 18. HAC members should email ideas for themes, topics, speakers to Val Valfre or Kim Armstrong.

Ron Lehr suggested that covering the role of the HAC and its importance may be a good retreat topic. The group also mentioned the value of featuring personal success stories highlighting self-sufficiency programs.

VII. NEW BUSINESS

A new HAC member is scheduled to be appointed by the Board in July. This new member will fill the vacant position Ramsay Weit is currently holding. Ramsay Weit will remain a member of the Housing Authority Board of Directors, however, and will be welcome to attend HAC meetings as a Board member.



- Potential New Affordable Housing Developments

Val Valfre noted that there are two potential developments under discussion that HAWC may partner on.

One project in Beaverton with a private developer may provide 228 units of affordable housing. The developer has an option on the land. HAWC is discussing a partnership agreement. This project would be funded, in part, with HUD 221D4 funds and a State private activity bond. If this project move forward it would be likely to go to the Board early in 2014.

HAWC continues to work with Beinestar on Benessere Village.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:40a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

The last thirty days have been very busy but also (generally) productive. The Oregon Legislature debated over several major issues until virtually the last minute. However, we partnered with the Housing Alliance, Oregon Opportunity Network and the Oregon Housing Authority Association to garner several notable victories, including:

- House Bill 2417 (Veterans Housing) passed with near unanimous support in both the House and the Senate. It was a pleasure to be called upon repeatedly to testify in its favor. This statute will add five dollars to the existing document recording fee to dedicate a revenue source for veterans services and housing. It will cover the continuum, including preventing or ending homelessness, offering short and long term rental assistance, developing housing with wrap around services, and will increase homeownership services.
- House Bill 2639 (Section 8 Source of income bill) would require landlords to not deny potential applicants solely based on their having a Section 8 voucher. This was an arduous process between the Speaker's office, the housing authorities and the landlord associations. The bill provided a landlord risk mitigation fund of up to \$5,000 to cover any damage judgments from Section 8 clients. A resident support services fund was dropped due to insufficient monies. This bill passed on the last legislative day.
- Senate Bill 558 expanded mediation for homeowners facing judicial foreclosure.
- Preservation Funds for Housing – the legislature approved \$5 million in Lottery-Backed Bonds to fill financing gaps and preserve the affordability of previously subsidized units at risk of going to market rates.
- Agricultural Workforce Housing Tax Credit was successfully extended until 2020, a key tool for housing development.
- HB 3482 preserved tax credits for manufactured home parks to ensure future affordability.
- HB 2510/2489 added critical fixes to the Senior & Disabled Property Tax Deferral Program, protecting seniors with low incomes and people with disabilities.

Tax Exemption: We saw continued progress on the Countywide Tax Exemption initiative per ORS 307:540-548. On July 16, I had the opportunity to testify at the Beaverton City Council in support of this measure. After thoughtful discussion, they agreed to support the proposed ordinance to authorize the tax exemption. City staff has done an excellent job at aligning critical support for this tax exemption with the school district, THPRD and Metro and should be commended for their superior efforts. With this achievement, we look forward to assisting Cornelius, Forest Grove and Hillsboro in their efforts to gain Council approval of similar ordinances.

Affordable Housing: (1) We are still moving forward with our refinancing of the Aloha Park Apartments. This effort will provide a sizeable return of equity in the form of unrestricted funds that can be used for repair and improvements to our entire affordable housing portfolio and to cover critical shortfalls in mission-related operational requirements. Gary



Calvert has done an excellent job at working this project with HUD and the lender, and will provide an update at the meeting. (2) The duplex we received through foreclosure is now leased and providing very amenable housing to two families. The foreclosed 3-bedroom house in Banks is not ready for leasing. I doubt it will be on the market for long, as it is an attractive house in a lovely community. (3) There are no updates on our conversations with Bienestar regarding partnership arrangements related to their affordable housing property for seniors (Benesserre) in Hillsboro. (4) We are also in discussions with a for-profit developer for over 200 units of affordable housing in Beaverton and our respective partnering roles. They too were successful in their concept meeting with HUD regarding possible HUD Section 221(d)(4) financing. The Housing Authority would assist through the issuance of conduit (Private Activity) bonds.

I will be attending a meeting on Friday, July 19 with Meyer Memorial Trust to seek their support for funding a capacity building grant to housing authorities – allowing conversion to a “paperless file system” and purchase of mobile electronic devices to facilitate housing inspections. This project is in concert with our efforts with OHCS for funding, and will assist our currently stalled efforts to convert to an electronic file system. Stay tuned for more details.

As I mentioned, our schedules always appear to be jammed full. As a result, I am very pleased with the extraordinary efforts of staff to provide good customer services to our clients and to stretch our mission “footprint” beyond our comfort levels to better assist our community. Ongoing efforts by the following key staff members are indicative and make my job so much easier -- Adell and her Section 8 staff’s support to Family Self-Sufficiency and to our special DOL (WorkSource) Innovation projects, Michael and his finance staff’s efforts in concluding year-end financials and during the recent audit, Kevin and his maintenance staff efforts in diligently closing out purchases by fiscal year end, Kim’s masterful work in the third year of the Aloha-Reedville project, Gary’s expertise on the Aloha Park Apartments refinancing, and of course, Annette’s initiative and leadership on the homeless project front. We look forward to the next challenge and opportunity.



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

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 May YTD, cash flow from operations, of negative \$158,450 fell short of the budgeted amount by \$179,990, and of the prior year by \$150,432. The variance was predominately due to activity in Aloha Park and effects of sequestration on the Public Housing program. Details are below.

Section 8 had negative cash flow of \$134,421, which was \$1,254 unfavorable to budget. The variance is made up of \$92,327 reduction in funding from HUD, due to sequestration, offset by operating savings.

Public Housing had negative cash flow of \$389,725, which was \$62,073 unfavorable to budget, primarily due to sequestration.

Aloha Park had negative cash flow of \$21,409, which was \$140,566 unfavorable to budget due to high maintenance costs incurred to prepare the property for refinancing. All cash generated by Aloha Park is restricted for use by that property, and HUD requires us to deposit any profit, at year end, into a "Retained Earnings Reserve" which can only be tapped with HUD's approval, but the refinancing will allow the Authority to take \$1 million in equity out of the property, so the overruns will be recouped.

Affordable Housing cash flow from operations of \$370,464 was nearly at budget. The Affordable Housing cash flow exceeds by \$107,987 YTD 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 expended all of its unrestricted net assets, due to funding reductions, and \$49,828 has been transferred from the local fund to cover the shortfall. Due to sequestration and other anticipated Congressional action, we are anticipating that we will need to transfer approximately \$60,000 in local funds available for Section 8 relief to make up for expected shortfalls through June 30.

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 2015.



V. STAFF REPORTS
A. Financial Statement
2. Year-To-Date Cash Flow - Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2012 – May 2013

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,466,963	803,765	21,402	39,897	27,564	5,941	2,365,532
Gross billable rent	-	476,804	58,055	487,784	48,258	3,997,001	5,067,902
Vacancy loss	-	(1,631)	(425)	(13,123)	-	(131,494)	(146,673)
Premiums (concessions)	-	(19)	-	(16,427)	-	(37,421)	(53,867)
Other tenant revenue	-	48,603	500	5,884	2,153	116,918	174,058
Tenant revenue	-	523,757	58,130	464,118	50,411	3,945,004	5,041,420
Other revenue (incl GF subsidy)	27,043	36,591	1,037	8,890	13,902	239,515	326,978
Total operating revenue	1,494,006	1,364,113	80,569	512,905	91,877	4,190,460	7,733,930
Operating expenses:							
Repair and maintenance	-	1,005,141	15,745	222,650	23,333	1,066,542	2,333,411
Operations	1,256,358	307,082	6,962	177,102	43,728	647,599	2,438,831
Utilities	-	63,602	8,623	55,827	6,968	376,400	511,420
Insurance	4,010	37,707	729	8,190	1,201	93,590	145,427
PILOT	-	36,168	-	-	-	-	36,168
Bad debt, net of recoveries	-	(1,589)	-	3,639	100	52,858	55,008
Other	37,259	-	-	-	1,188	-	38,447
Total operating expenses	1,297,627	1,448,111	32,059	467,408	76,518	2,236,989	5,558,712
Net program income	196,379	(83,998)	48,510	45,497	15,359	1,953,471	2,175,218
Other ongoing cash outflows:							
HAWC administration	330,800	305,727	40	141	4,073	1,547	642,328
Debt service	-	-	31,854	66,765	11,261	1,581,460	1,691,340
Total outflows	330,800	305,727	31,894	66,906	15,334	1,583,007	2,333,668
Cash flow from operations	(134,421)	(389,725)	16,616	(21,409)	25	370,464	(158,450)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	1,039	8,344	182	323	6,537	(13,538)	2,887
Capital fund receipts	-	140,797	-	-	-	-	140,797
Capitalized modernization	-	(161,345)	-	-	(33,968)	-	(195,313)
Transfers to (from) Local Fund	49,828	-	-	-	(49,828)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(262,471)	(262,471)
Transfers from (to) restricted cash - Repl Res	-	-	-	(27,720)	-	(125,290)	(153,010)
Section 18 transfers from Public Housing	-	-	-	-	27,464	901,012	928,476
Net unrestricted cash flows	(83,554)	(401,929)	16,798	(48,806)	(49,770)	870,177	302,916
Restricted cash flows:							
Housing Assistance Payments earned	16,128,557	-	-	-	-	-	16,128,557
Housing Assistance Payments	(17,139,843)	-	-	-	-	-	(17,139,843)
Investment income - restricted	(4,780)	17,528	-	-	-	-	12,748
Transfers from unrestricted - CAO	-	-	-	-	-	262,471	262,471
Transfers from (to)unrestricted - Repl Res	-	-	-	27,720	-	125,290	153,010
Purchased from replacement reserves	-	-	-	-	-	(25,368)	(25,368)
Sec 18 transfers to Affordable Housing	-	(928,476)	-	-	-	-	(928,476)
Total restricted cash flows	(1,016,066)	(910,948)	-	27,720	-	362,393	(1,536,901)
Net cash flows	(1,099,620)	(1,312,877)	16,798	(21,086)	(49,770)	1,232,570	(1,233,985)



V. STAFF REPORTS
A. Financial Statement
3. Year-To-Date Cash Flow – Expanded
Working Capital Basis
HOUSING AUTHORITY – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,365,532	2,521,023	(155,491)	2,518,356	(152,824)
Gross billable rent	5,067,902	5,041,791	26,111	4,948,218	119,684
Vacancy loss	(146,673)	(202,089)	55,416	(196,133)	49,460
Premiums (concessions)	(53,867)	(69,161)	15,294	(31,786)	(22,081)
Other tenant revenue	174,058	116,697	57,361	136,878	37,180
Tenant revenue	5,041,420	4,887,238	154,182	4,857,177	184,243
Other revenue (incl GF subsidy)	326,978	271,147	55,831	300,400	26,578
Total operating revenue	7,733,930	7,679,408	54,522	7,675,933	57,997
Operating expenses:					
Repair and maintenance	2,333,411	2,135,177	(198,234)	2,382,196	48,785
Operations	2,438,831	2,332,515	(106,316)	2,170,131	(268,700)
Utilities	511,420	509,450	(1,970)	502,509	(8,911)
Insurance	145,427	141,304	(4,123)	139,489	(5,938)
PILOT	36,168	36,168	-	38,485	2,317
Bad debt, net of recoveries	55,008	58,658	3,650	75,193	20,185
Other	38,447	58,649	20,202	58,784	20,337
Total operating expenses	5,558,712	5,271,921	(286,791)	5,366,787	(191,925)
Net program income	2,175,218	2,407,487	(232,269)	2,309,146	(133,928)
Other ongoing cash outflows:					
HAWC administration	642,328	692,596	50,268	622,725	(19,603)
Debt service	1,691,340	1,693,351	2,011	1,694,439	3,099
Total outflows	2,333,668	2,385,947	52,279	2,317,164	(16,504)
Cash flow from operations	(158,450)	21,540	(179,990)	(8,018)	(150,432)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,887	(10,693)	13,580	(5,073)	7,960
Capital fund receipts	140,797	87,771	53,026	150,819	(10,022)
Capitalized modernization	(195,313)	(87,771)	(107,542)	(168,273)	(27,040)
Transfers to (from) Local Fund	-	(7,306)	7,306	(24,944)	24,944
Transfers to restricted cash - CAO	(262,471)	(262,477)	6	-	(262,471)
Transfers from (to) restricted cash - Repl Res	(153,010)	(153,010)	-	(104,885)	(48,125)
Section 18 transfers from Public Housing	928,476	870,163	58,313	847,580	80,896
Net unrestricted cash flows	302,916	458,217	(155,301)	687,206	(384,290)
Restricted cash flows:					
Housing Assistance Payments earned	16,128,557	16,852,578	(724,021)	16,047,454	81,103
Housing Assistance Payments	(17,139,843)	(17,608,388)	468,545	(17,138,339)	(1,504)
Investment income - restricted	12,748	48,827	(36,079)	43,749	(31,001)
Transfers from unrestricted - CAO	262,471	262,477	(6)	-	262,471
Transfers from (to)unrestricted - Repl Res	153,010	153,010	-	104,885	48,125
Purchased from replacement reserves	(25,368)	(58,593)	33,225	(56,986)	31,618
Sec 18 transfers to Affordable Housing	(928,476)	(870,162)	(58,314)	(847,580)	(80,896)
Total restricted cash flows	(1,536,901)	(1,220,251)	(316,650)	(1,846,817)	309,916
Net cash flows	(1,233,985)	(762,034)	(471,951)	(1,159,611)	(74,374)



V. STAFF REPORTS
A. Financial Statement
4. Year-To-Date Cash Flow – Expanded
Working Capital Basis
SECTION 8 – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,466,963	1,559,290	(92,327)	1,568,815	(101,852)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	27,043	15,453	11,590	31,752	(4,709)
Total operating revenue	1,494,006	1,574,743	(80,737)	1,600,567	(106,561)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,256,358	1,270,105	13,747	1,227,097	(29,261)
Utilities	-	-	-	-	-
Insurance	4,010	4,129	119	4,010	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	37,259	56,653	19,394	54,257	16,998
Total operating expenses	1,297,627	1,330,887	33,260	1,285,364	(12,263)
Net program income	196,379	243,856	(47,477)	315,203	(118,824)
Other ongoing cash outflows:					
HAWC administration	330,800	377,023	46,223	292,657	(38,143)
Debt service	-	-	-	-	-
Total outflows	330,800	377,023	46,223	292,657	(38,143)
Cash flow from operations	(134,421)	(133,167)	(1,254)	22,546	(156,967)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,039	(660)	1,699	952	87
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	49,828	132,651	(82,823)	-	49,828
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(83,554)	(1,176)	(82,378)	23,498	(107,052)
Restricted cash flows:					
Housing Assistance Payments earned	16,128,557	16,852,578	(724,021)	16,047,454	81,103
Housing Assistance Payments	(17,139,843)	(17,608,388)	468,545	(17,138,339)	(1,504)
Investment income - restricted	(4,780)	16,121	(20,901)	18,595	(23,375)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(1,016,066)	(739,689)	(276,377)	(1,072,290)	56,224
Net cash flows	(1,099,620)	(740,865)	(358,755)	(1,048,792)	(50,828)



V. STAFF REPORTS
A. Financial Statement
5. Year-To-Date Cash Flow – Expanded
Working Capital Basis
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	803,765	886,170	(82,405)	873,384	(69,619)
Gross billable rent	476,804	447,880	28,924	446,987	29,817
Vacancy loss	(1,631)	(3,385)	1,754	(3,462)	1,831
Premiums (concessions)	(19)	(27)	8	(20)	1
Other tenant revenue	48,603	38,849	9,754	38,812	9,791
Tenant revenue	523,757	483,317	40,440	482,316	41,441
Other revenue (incl GF subsidy)	36,591	4,703	31,888	5,221	31,370
Total operating revenue	1,364,113	1,374,190	(10,077)	1,360,921	3,192
Operating expenses:					
Repair and maintenance	1,005,141	970,298	(34,843)	1,193,540	188,399
Operations	307,082	285,655	(21,427)	265,844	(41,238)
Utilities	63,602	60,737	(2,865)	58,765	(4,837)
Insurance	37,707	37,516	(191)	36,473	(1,234)
PILOT	36,168	36,168	-	38,485	2,317
Bad debt, net of recoveries	(1,589)	(325)	1,264	19,925	21,514
Other	-	806	806	587	587
Total operating expenses	1,448,111	1,390,855	(57,256)	1,613,619	165,508
Net program income	(83,998)	(16,665)	(67,333)	(252,698)	168,700
Other ongoing cash outflows:					
HAWC administration	305,727	310,987	5,260	326,026	20,299
Debt service	-	-	-	-	-
Total outflows	305,727	310,987	5,260	326,026	20,299
Cash flow from operations	(389,725)	(327,652)	(62,073)	(578,724)	188,999
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	8,344	11,422	(3,078)	13,112	(4,768)
Capital fund receipts	140,797	87,771	53,026	150,819	(10,022)
Capitalized modernization	(161,345)	(87,771)	(73,574)	(150,819)	(10,526)
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	(401,929)	(316,230)	(85,699)	(565,612)	163,683
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	17,528	25,073	(7,545)	25,154	(7,626)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(928,476)	(870,162)	(58,314)	(847,580)	(80,896)
Total restricted cash flows	(910,948)	(845,089)	(65,859)	(822,426)	(88,522)
Net cash flows	(1,312,877)	(1,161,319)	(151,558)	(1,388,038)	75,161



V. STAFF REPORTS
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	21,402	18,037	3,365	20,519	883
Gross billable rent	58,055	56,100	1,955	58,091	(36)
Vacancy loss	(425)	(1,683)	1,258	(390)	(35)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	500	-	500	305	195
Tenant revenue	58,130	54,417	3,713	58,007	123
Other revenue (incl GF subsidy)	1,037	959	78	920	117
Total operating revenue	80,569	73,413	7,156	79,446	1,123
Operating expenses:					
Repair and maintenance	15,745	14,935	(810)	15,562	(183)
Operations	6,962	8,186	1,224	7,513	551
Utilities	8,623	8,689	66	9,145	522
Insurance	729	578	(151)	562	(167)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(897)	(897)
Other	-	-	-	-	-
Total operating expenses	32,059	32,388	329	31,885	(174)
Net program income	48,510	41,025	7,485	47,561	949
Other ongoing cash outflows:					
HAWC administration	40	212	172	83	43
Debt service	31,854	31,854	-	31,854	-
Total outflows	31,894	32,066	172	31,937	43
Cash flow from operations	16,616	8,959	7,657	15,624	992
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	182	196	(14)	94	88
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	16,798	9,155	7,643	15,718	1,080
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	335	(335)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	335	(335)	-	-
Net cash flows	16,798	9,490	7,308	15,718	1,080



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
ALOHA PARK – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	39,897	41,560	(1,663)	40,229	(332)
Gross billable rent	487,784	496,598	(8,814)	483,546	4,238
Vacancy loss	(13,123)	(16,515)	3,392	(20,653)	7,530
Premiums (concessions)	(16,427)	(13,349)	(3,078)	(776)	(15,651)
Other tenant revenue	5,884	4,428	1,456	(8,322)	14,206
Tenant revenue	464,118	471,161	(7,043)	453,795	10,323
Other revenue (incl GF subsidy)	8,890	8,026	864	7,893	997
Total operating revenue	512,905	520,747	(7,842)	501,917	10,988
Operating expenses:					
Repair and maintenance	222,650	168,783	(53,867)	166,187	(56,463)
Operations	177,102	100,218	(76,884)	100,663	(76,439)
Utilities	55,827	50,865	(4,962)	53,108	(2,719)
Insurance	8,190	10,453	2,263	11,044	2,854
PILOT	-	-	-	-	-
Bad debt, net of recoveries	3,639	4,357	718	5,371	1,732
Other	-	-	-	-	-
Total operating expenses	467,408	334,676	(132,732)	336,373	(131,035)
Net program income	45,497	186,071	(140,574)	165,544	(120,047)
Other ongoing cash outflows:					
HAWC administration	141	149	8	151	10
Debt service	66,765	66,765	-	66,765	-
Total outflows	66,906	66,914	8	66,916	10
Cash flow from operations	(21,409)	119,157	(140,566)	98,628	(120,037)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	323	1,923	(1,600)	207	116
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(27,720)	(27,720)	-	(27,720)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(48,806)	93,360	(142,166)	71,115	(119,921)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	740	(740)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	27,720	27,720	-	27,720	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	27,720	28,460	(740)	27,720	-
Net cash flows	(21,086)	121,820	(142,906)	98,835	(119,921)



V. STAFF REPORTS
A. Financial Statement
7. Year-To-Date Cash Flow – Expanded
Working Capital Basis
LOCAL FUND – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	27,564	2,678	24,886	2,678	24,886
Gross billable rent	48,258	49,160	(902)	47,814	444
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	2,153	-	2,153	48	2,105
Tenant revenue	50,411	49,160	1,251	47,862	2,549
Other revenue (incl GF subsidy)	13,902	13,185	717	19,086	(5,184)
Total operating revenue	91,877	65,023	26,854	69,626	22,251
Operating expenses:					
Repair and maintenance	23,333	2,121	(21,212)	3,577	(19,756)
Operations	43,728	9,006	(34,722)	(67,543)	(111,271)
Utilities	6,968	4,758	(2,210)	4,278	(2,690)
Insurance	1,201	979	(222)	951	(250)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	100	-	(100)	(318)	(418)
Other	1,188	1,190	2	3,941	2,753
Total operating expenses	76,518	18,054	(58,464)	(55,114)	(131,632)
Net program income	15,359	46,969	(31,610)	124,740	(109,381)
Other ongoing cash outflows:					
HAWC administration	4,073	2,261	(1,812)	2,142	(1,931)
Debt service	11,261	13,272	2,011	11,261	-
Total outflows	15,334	15,533	199	13,403	(1,931)
Cash flow from operations	25	31,436	(31,411)	111,337	(111,312)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	6,537	15,067	(8,530)	7,418	(881)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(33,968)	-	(33,968)	-	(33,968)
Transfers to (from) Local Fund	(49,828)	(139,957)	90,129	(24,944)	(24,884)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	27,464	6,537	20,927	7,807	19,657
Net unrestricted cash flows	(49,770)	(86,917)	37,147	101,618	(151,388)
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	(49,770)	(86,917)	37,147	101,618	(151,388)



V. STAFF REPORTS
A. Financial Statement
9. Year-To-Date Cash Flow – Expanded
Working Capital Basis
AFFORDABLE HOUSING – UNAUDITED
July 2012 – May 2013

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	5,941	13,288	(7,347)	12,731	(6,790)
Gross billable rent	3,997,001	3,992,053	4,948	3,911,780	85,221
Vacancy loss	(131,494)	(180,506)	49,012	(171,628)	40,134
Premiums (concessions)	(37,421)	(55,785)	18,364	(30,990)	(6,431)
Other tenant revenue	116,918	73,420	43,498	106,035	10,883
Tenant revenue	3,945,004	3,829,183	115,821	3,815,197	129,807
Other revenue (incl GF subsidy)	239,515	228,821	10,694	235,528	3,987
Total operating revenue	4,190,460	4,071,292	119,168	4,063,456	127,004
Operating expenses:					
Repair and maintenance	1,066,542	979,040	(87,502)	1,003,332	(63,210)
Operations	647,599	659,345	11,746	636,561	(11,038)
Utilities	376,400	384,401	8,001	377,214	814
Insurance	93,590	87,649	(5,941)	86,450	(7,140)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	52,858	54,626	1,768	51,112	(1,746)
Other	-	-	-	-	-
Total operating expenses	2,236,989	2,165,061	(71,928)	2,154,669	(82,320)
Net program income	1,953,471	1,906,231	47,240	1,908,787	44,684
Other ongoing cash outflows:					
HAWC administration	1,547	1,964	417	1,666	119
Debt service	1,581,460	1,581,460	-	1,584,559	3,099
Total outflows	1,583,007	1,583,424	417	1,586,225	3,218
Cash flow from operations	370,464	322,807	47,657	322,562	47,902
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(13,538)	(38,641)	25,103	(26,855)	13,317
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(17,453)	17,453
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(262,471)	(262,477)	6	-	(262,471)
Transfers from (to) restricted cash - Repl Res	(125,290)	(125,290)	-	(77,165)	(48,125)
Section 18 transfers from Public Housing	901,012	863,626	37,386	839,773	61,239
Net unrestricted cash flows	870,177	760,025	110,152	1,040,862	(170,685)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	6,558	(6,558)	-	-
Transfers from unrestricted - CAO	262,471	262,477	(6)	-	262,471
Transfers from (to)unrestricted - Repl Res	125,290	125,290	-	77,165	48,125
Purchased from replacement reserves	(25,368)	(58,593)	33,225	(56,986)	31,618
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	362,393	335,732	26,661	20,179	342,214
Net cash flows	1,232,570	1,095,757	136,813	1,061,041	171,529



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
May 31, 2013

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
Current assets:								
Unrestricted cash and cash equivalents	993	973,837	41,621	137,557	245,230	(1,778,381)	(379,143)	1
Restricted cash and cash equivalents	153,223	64,547	1,150	36,466	32,200	289,697	577,283	2
Accounts receivable, net	43,189	47,734	1,892	(77,204)	760	110,439	126,810	3
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730	4
Other current assets	365	9,290	66	—	3,299	26,853	39,873	5
Total current assets	197,770	1,097,421	44,729	96,819	284,206	(1,351,392)	369,553	6
Non-current assets:								
Restricted cash and cash equivalents	1,100,215	2,286,949	36,092	110,299	—	1,073,993	4,607,548	7
Contracts receivable	—	—	—	—	404,605	—	404,605	8
Capital assets, non-depreciable	—	3,926,930	50,000	57,601	202,209	4,095,129	8,331,869	9
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724	10
Total non-current assets	1,100,215	9,976,503	136,335	333,588	1,139,382	21,575,723	34,261,746	11
Total assets	1,297,985	11,073,924	181,064	430,407	1,423,588	20,224,331	34,631,299	12
Liabilities								
Current liabilities:								
Accounts payable	42,264	79,025	2,227	6,356	5,455	73,230	208,557	13
Deferred revenue	—	9,964	12	2	—	2,479	12,457	14
Accrued interest payable - bonds and notes	—	—	2,612	519	138	570,150	573,419	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	153,223	64,547	1,150	36,466	32,200	289,697	577,283	17
Total curr. liabilities payable from restr. assets	153,223	64,547	1,150	36,466	32,200	289,697	577,283	18
Total current liabilities	195,487	153,536	9,559	112,122	47,226	1,235,850	1,753,780	19
Non-current liabilities:								
Contracts and notes payable	—	—	327,193	18,768	691,758	26,358,297	27,396,016	20
Total non-current liabilities	—	—	327,193	18,768	691,758	26,358,297	27,396,016	21
Total liabilities	195,487	153,536	336,752	130,890	738,984	27,594,147	29,149,796	22
Net Assets								
Invested in capital assets, net of related debt	—	7,689,553	(230,508)	135,743	33,587	(6,156,860)	1,471,515	23
Restricted	1,093,983	2,286,949	36,092	110,299	—	1,073,993	4,601,316	24
Unrestricted	8,515	943,886	38,728	53,475	651,017	(2,286,949)	(591,328)	25
Total net assets	1,102,498	10,920,388	(155,688)	299,517	684,604	(7,369,816)	5,481,503	26
Total liabilities and net assets	1,297,985	11,073,924	181,064	430,407	1,423,588	20,224,331	34,631,299	27



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

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,473	900	617	374	205	103	46	24	9	6	3,757
Average Days	1,254	1,194	1,226	1,285	1,175	1,191	1,315	1,236	1,482	1,122	1,233

Wait List Based on Gender			
Gender	Female	Male	Total
Total	2,580	1,177	3,757

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	482	25	2,913	50	113	3,757

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	735	2,988	34	3,757

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,005	264	1,824	662	3,757



WASHINGTON COUNTY

OREGON

V. STAFF REPORTS

B. Section 8 and Low Rent Public Housing

2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date
June 2013*

Average Vacancy Days - Public Housing

	Units Turned Over This Month	Vacancy Days This Month	Average Vacancy		Total Average Vacancy Days Per Unit	
			Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	(FY cumulative total)
FY2011-2012						
July 2011	3	36	12.00	3	36	12.00
August 2011	4	64	16.00	7	100	14.29
September 2011	6	91	15.17	13	191	14.69
October 2011	2	34	17.00	15	225	15.00
November 2011	6	86	14.33	21	311	14.81
December 2011	6	74	12.33	27	383	14.19
January 2012	0	0	0.00	27	383	14.19
February 2012	1	14	14.00	28	397	14.18
March 2012	3	29	9.67	31	426	13.74
April 2012	4	32	8.00	35	458	13.09
May 2012	3	52	17.33	38	510	13.42
June 2012	4	56	14.00	42	566	13.48
FY 2012-13						
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50
January 2013	0	0	0.00	18	369	20.50
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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: June: 3,757 last month 3,763. 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 June 2013 were at 19.12 (last month – 18.39). 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 – 99.59%)
 *Section 8: 99.4% (last month – 100%)

We had 2,615 vouchers leased up in June (last month – 2,633). Four (4) new vouchers were issued, and 28 applicants with vouchers are searching for housing (last month 5 new, 27 looking). Our monthly allocation of Section 8 HAP funds is 100%. 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 June, 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	2.14 hrs	5.0 hrs	24 hrs
Routine WO's	8.36 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 64 (54 from Section 8 and 10 from Public Housing)
 Total FSS participants w/escrow balance: 40
 Total Escrow Balance: \$141,766
 Average Escrow Balance: \$ 3,544
 Highest Escrow Accounts: \$13,534 (Section 8) and \$12,326 (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: 97.23% Occupancy (17 vacancies / 613 units), compared to 97.55% (15 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Preventative maintenance was performed on twenty-one (21) inspected pre-REAC units.
- Reported 869 non-emergency work orders have been completed year to date.
- Reported 61 emergency work orders have been completed year to date.
- Replaced water heater in one (1) Public Housing unit.
- Pest control service was performed on two (2) Public Housing units.
- Landscaping season is in high gear.
- Roofing repair services were performed on one (1) Public Housing unit.
- Concrete repair and replacement services were performed on five (5) Public Housing units.

Turnovers:

- There were three (3) Public Housing turnovers this month.
- Cleaning was completed on all three (3) turnovers by a contracted vendor.
- Carpet replaced on two (2) turnovers by contracted vendor (CAP fund).
- Spot repair service was completed on one (1) turnover unit by contracted vendor.

Yardi Update:

The Yardi Make Ready and Yardi Work Order programs have received system upgrades. The program is now able to report and print HUD required PHAS reporting documentation for work order completions and VUTT (Vacancy Unit Turnover Time) reporting documentation for turnover completions.



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	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	6			
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing (Bonita and The Colonies)				7	7	4			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	14	8						
Total PBVS	102	26	20	46	22	10	25	25	21



V. STAFF REPORTS
E. Report on Homelessness

• **REAL CHOICE BUILDING SUSTAINABLE PARTNERSHIPS FOR HOUSING**

In 2011, the Centers for Medicare and Medicaid Services announced \$1.98 million in Real Choice Systems Change Grants. The Oregon Health Authority (OHA) Addictions and Mental Health Division received one of six national Real Choice Building Sustainable Partnerships for Housing (BSPH) funding awards to engage community partner in an intensive and detailed look at how policies, process, partnerships and programming connect individuals with disabilities to housing and services. The Real Choice initiative is a partnership between the U.S. Department of Housing and Urban Development (HUD) in support of the Olmstead decision and the Melville Act.

In November 2012, Washington County community stakeholders convened a one-day Real Choice forum to engage in an intensive and detailed look at the Washington County policies, resources, gaps, and housing and service systems that resulted in a local perspective on issues and action items identified for improving access to housing and services for people with disabilities.

Washington County Department of Housing Services submitted a grant application, in partnership with Luke-Dorf, Inc. and Community Action, to lead planning and development of a community-based coordinated housing and service system of care for people with disabilities. The BSHP project was awarded \$14,997 in Oregon Real Choice BSPH funds that will provide \$4,999 to each of the three lead partner agencies. The work will begin in July 2013 with a target date for completion by October 2013.

• **COORDINATED INTAKE AND CENTRALIZED ASSESSMENT SYSTEM**

A subcommittee of housing and service provider agency's and public agency funders are working to develop a system that functions as the front-door to determining eligibility and referral to homeless prevention and housing programs in Washington County. This national initiative is a requirement of the Federal-funded Emergency Solution Grant (ESG) and CoC Program under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The system works to ensure that all people receive equal access to community resources and quickly move people into permanent housing.

Developing the system will require key activities listed below, and the writing of policy and standards that will be adopted by the HSSN.



System Development Task	Status of Task
Define Access Point(s)	Community Action, with provision for side-door assessment when clinical diagnosis is required that leads to bed/housing placement.
Develop Screening and Assessment Tools	Screening Tool developed 5/31/13, and Assessment Tool draft review 6/21/2013.
Define HMIS Data Gathering and Sharing	Scheduled to begin development on 7/19/2013.
Develop Coordinated Intake and Referral Process	Scheduled to begin development on 7/19/2013.
Develop Resources to Staff the System	
Define Media to Market the System	
Implement the Centralized Assessment System	Target date: January 2014

Community Action Organization will function as the “front door” for the Centralized Assessment System given the agency’s experience and resources in prevention assistance, emergency shelter and homeless housing programs. 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).

- **UPDATE: FY2012 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On May 2, the U.S. Housing and Urban Development (HUD) announced a second round of grant awards. This additional award brings the total funding to \$2,322,170 for Washington County, with \$149,172 in two new projects still pending HUD award decision.

HUD has provided guidance that continuum’s across the nation should anticipate a 6% reduction in the FY2013 McKinney-Vento Homeless Assistance CoC Program funding. The HSSN has verified the projects currently seeking Federal funding in preparation for the FY2013 NOFA, and is working to determine which projects will be placed into the Federal Tier 2 (below the first pass of funding awards). The FY2013 Notice of Funding Available (NOFA) is anticipated to be released in July or August.

The following is an overview of local HUD McKinney-Vento Homeless Assistance funding under the new HEARTH Act effective Federal FY2011.



Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014
	\$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	\$1.714 billion ¹	
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million ²	*NOFA not yet released ³	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million ⁴	
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ⁵	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	Est.\$69,924	
<i>NOTE: Net funds diverted from Washington County to the State (OHCS) for City's with >50,000 people</i>	<i>n/a⁶</i>	<i>\$63,110</i>	<i>\$100,182</i>	<i>Est.\$100,182</i>	

• **PROJECT HOMELESS CONNECT – JULY 12, 2013**

PHC has been hosted annually in January to coincide with the annual point-in-time (PIT) homeless count. An expansion of the annual Project Homeless Connect (PHC) event was held on Friday, July 12, from 9 a.m. to 4 p.m. at Sunrise Church and served nearly 300 people. This one-day one-stop event provided on-site and referral based supportive services and health care for people at risk and experiencing homelessness. The Washington County Department of Housing Services is a fiscal sponsor of the event. For more information on this event, visit www.phcwashco.org.

¹ H.R. 933 will fund an estimated \$1.929 billion in CoC Program and Emergency Solutions Grant after sequestration and a mandatory rescission.

² FY2012 CoC Program award for renewal projects in Tier 1/Tier 2 ranking, with \$149,172 in Tier 2 new projects awaiting HUD award pending Federal funds. Total grant request was \$2,466,564.

³ FY2013 CoC Program Notice Of Funding Available (NOFA) has not been released by US Dept. of HUD.

⁴ FY2013 Emergency Solutions Grant (ESG) HUD Sequestration Budget Announcement on 5/6/2013.

⁵ FY2013 Emergency Solutions Grant reduced by Sequestration; HUD published May 30, 2013.

⁶ Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program, with est. 14% reduction due to Sequestration.



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

Planning is underway to conduct a HUD mandated PIT homeless count in January 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.

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 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.

Washington County has requested the Oregon Housing and Community Services (OHCS) staff to lead the 2014 PIT policy development in determining the definition for counting people living unstably housed. Under consideration is the adoption of the statues released under the HEARTH Act “at risk” and “literally homeless” definitions.

- **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

In July 2012, Luke-Dorf, Inc. received a 3-year federal Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant to serve chronic homeless adults with housing and services experiencing mental health and substance addiction. 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 Section 8 Project-based Rental Assistance (PRA) to be phased in with 20 units in year 1, 30 units in year 2 and 40 units in year 3. The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015.

In the first year of implementing the Housing TEAM Program, highlights include 23 chronic homeless people enrolled in the program with 11 people placed in permanent housing, MOU's were established for 38 units that serves the 11 people and provides housing capacity for year 2 implementation, referral process and health care services defined with Virginia Garcia Memorial Health Clinic, and Luke-Dorf Inc. staff received Critical Time Intervention (CTI) case management training that is now being considered by other service provider agencies. Annette Evans led the development of a Mental Health and Special Needs Community Consortium (MHSNCC) Steering Committee to provide integrated treatment, permanent housing, and supportive services not covered by Oregon Health Plan/Medicaid, and support



the long-term continuity of integrated community systems that provide permanent housing and supportive services.

In the second year, the SAMHSA budget was reduced by 4% due to sequestration. As we continue to engage and enroll homeless clients in the program, the focus of the Steering Committee is shifting from developing and implementing the program to increasing access to housing and services through the established partnerships and program policies that align resources.

- **HUD-VASH (VETERAN AFFAIRS SUPPORTIVE HOUSING) VOUCHERS**

During the January 2013 Point-In-Time Homeless Count, 106 homeless veterans were reported in Washington County. Nationally, approximately 9,000 homeless veterans are reported living on the streets and in shelter systems. On May 29, HUD Secretary Shaun Donovan announced that HUD will provide \$60 million to local public housing agencies across the country to provide permanent supportive housing to homeless veterans.

The Housing Authority of Washington County received an award of 35 vouchers that, combined with the previous 25 vouchers awarded in June 2010, will support 60 homeless veterans participating in the HUD-VASH program with rent subsidy. Veterans rent privately owned housing and generally contribute no more than 30 percent of the household income toward rent. Supportive services are provided by the Veterans Affairs and local service providers.

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

The U.S. Veterans Affairs announced a \$300 million grant award that will further the work and outcomes of the Supportive Services for Veteran Families (SSVF) program. A collaboration of four counties that included the lead applicant, Community Action Team Inc. (serving Columbia, Clatsop and Tillamook counties) and Community Action in Washington County applied for \$709,075 in SSVF funds.

The 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.

At a local level, Community Action in Washington County will receive an estimated \$270,000 of the \$709,075 to further their work in preventing and ending homelessness for veterans and their families in our community.



- **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to research performed on the high cost of services provided to chronic homeless individuals and families without a housing plan in-place.

Northwest Economic Research Center (NERC) is performing the cost study that involves cost providers from institutional and service providers. Cost data is being gathered on consenting formerly homeless individuals to include 20 individuals and 22 family households, with anticipated study results available by end of June 2013.

On July 18, a joint meeting of the Homeless Plan Advisory Committee (HPAC) and the Homeless Cost Study Advisory Committee will meet to receive preliminary results of the cost study. The meeting will continue work on developing messaging around the study results, develop data-driven talking points and build interest in funding a longitudinal cost-benefit study. The messaging will look at the target audiences to receive the study results and will propose action step that may redirect current funds and/or provide new funding to end homelessness. A September roll-out of the study is being planned.

- **HOMELESS ASSESSMENT REPORT – YEAR 5**

The Washington County Homeless Assessment Report on outcomes and challenges is an annual compilation of client and program data that highlights the implementation of the strategies outlined in A Road Home: 10-Year Plan to End Homelessness. Annette Evans will present the Year 5 report to the Homeless Plan Advisory Committee (HPAC) at the September 12 meeting, at which time the HPAC will have an opportunity to provide comment prior to the report presentation to the Washington County Board of Commissioners in October. Copies of the final report will be provided to the HPAC, city mayors and managers, local community stakeholders, State officials, HUD, and the federal US Interagency Council on Homelessness (USICH).



VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

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

The 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 agreed to the tax exemption ordinance and is processing this through First and Second Readings prior to approval. They have secured support from other key taxing districts, including the school district, Tualatin Hills Park & Recreation District (THPRD), and METRO. Washington County will support similar efforts in Cornelius and Forest Grove in the coming months.

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

The Citizen's Advisory Committee (CAC) is scheduled on Wednesday, August 14 from 6-8pm. The meeting will include another review the list of action items being worked on by the project team. The approximately 50 actions underway include a number of specific actions (e.g. changing ADU process from Type III to Type II or Type I in some areas), as well as actions that will result in additional research or longer-term planning work (e.g. developing and implementing a possible Housing Maintenance Code).

The Center for Intercultural Organizing and Centro Cultural continue to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events during Phase 2. 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.

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

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Grant partners will work together to invest resources to train and support residents with the shared goal of increasing employment and earning potential. Participants will receive occupational skills training in one of three growing employment sectors—healthcare, office/clerical, or manufacturing. A fourth sector (construction) will be added in 2014.



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.

- **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 will produce a draft policy and recommended actions to continue forward into the next Consolidated Plan Action Plan.

- **ALOHA PARK APARTMENTS REFINANCING**

The process to refinance Aloha Park Apartments is underway. A letter of engagement has been signed and financing fees have been paid.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable units) has a positive cash flow, but revenue from the property is restricted to the property. HAWC will refinance the property in order to gain access to the equity to support capital improvements to the entire affordable housing portfolio. The refinance will also allow HAWC to pay off the HUD loan on the property early, resulting in acquisition of 72 enhanced vouchers for current residents of the below-market affordable units. These vouchers function the same way as tenant-based Section 8 vouchers, and will likely result in reduced rent for those households.

- **ANNUAL HAC RETREAT**

The annual HAC retreat is tentatively scheduled for Friday, October 18. The purpose of the retreat is two-fold: (1) to educate/inform the Committee's members on pertinent housing-related issues and/or roles and responsibilities, and (2) to inform public officials and County/city staff on key housing issues. Given this purpose, my recommendation would be that the Committee assign a workgroup to plan this annual effort, with assistance as needed from staff, for future retreats.

We recommend that this year's retreat be located at Jenkins Estate or perhaps at the McMenamins Grand Lodge in Forest Grove. Other locations for a higher profile event that have been discussed have parking constraints and/or are difficult for guests to access.

One of the primary advantages of an assigned workgroup is its ability to propose a coordinated topic and agenda that is in place well in advance of the meeting –



allowing better availability of speakers and guests. Possible topics for discussion include: County-level coordination on messaging or affordable housing strategies, developing a diversified funding stream, the role of HAC and its importance, and/or urban renewal/TIFF allocations. Since time is getting short, I would suggest for consideration that we invite our partnering cities - Hillsboro, Cornelius, Forest Grove and Beaverton – to discuss their strategies and initiatives to increase affordable housing (e.g., South Hillsboro, Beaverton’s Creekside Project, Cornelius Library/Housing project, etc.) We might also find benefit from a discussion on the construction progress and grand opening plans at one of our newest affordable housing projects – Northwest Housing Alternatives “Alma Gardens” in Orenco.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

- **AUGUST 6, 2013 HABOD AND BOC MEETING**
 - Annual Write-off of Tenant Accounts
 - Section 8 Management Assessment Program (SEMAP)
 - McKinney-Vento CoC Hearth Act Awards (3)

IX. ADJOURNMENT