



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



**Thursday, July 24, 2014  
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 28, 2014

2014 HAC Meeting Schedule
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**  
**July 24, 2014 at 9:00 A.M.**

**AGENDA**

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**  
June 26, 2014 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
  - A. Financial Statement: Year-to-Date Income Statements
  - B. Section 8 and Low Rent Public Housing
  - C. Affordable Housing
  - D. Special Projects
  - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
  - A. Elect HAC Chair and Vice-Chair
- IX. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**June 26, 2014, 9:00am**

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

**COMMITTEE MEMBERS PRESENT**

Gary Whiting  
David Nase  
Anapreet Kaur-Gill  
Barbara Smith  
Jack Schwab  
LaShanda Williams

**COMMITTEE MEMBERS ABSENT**

Carina Delgado  
Sid Scott                      Karen Shawcross

**STAFF PRESENT**

Val Valfre, Executive Director  
Michael O' Neill, Finance Manager  
Gary Calvert, Asset Manager  
Annette Evans, Homeless Program Coordinator  
Melanie Fletcher, Rental Assistance Manager  
Kim Armstrong, Program Coordinator

**GUESTS PRESENT**

Val Valfre called the meeting to order at 9:05 a.m.

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

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from May 29, 2014—Gary Whiting

Second: Barbara Smith

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Anapreet Kaur-Gill noted that her property remains full with no vacancies.
- Gary Whiting reported that the market remains very tight, with only 2.8 months of inventory. Interest rates remain low.
- David Nase commented that vacancies remain very low and that rents are continuing to rise with each turnover.
- Jack Schwab reported that there is a family of 9 moving into the Good Neighbor Center tomorrow.

**IV. EXECUTIVE DIRECTOR'S REPORT**

Val Valfre welcomed Melanie Fletcher as the permanent Rental Assistance Program Manager.



The Washington County Board of Commissioners approved the Housing Authority budget for the coming year. The budget includes funds for an Administrative Assistant for Homeless program as well as an Assistant Director for the Housing Authority.

The Board also approved HAWC's HARRP insurance payment. HAWC has worked hard to reduce the number and cost of claims, resulting in a lower-risk category and qualifying for a decrease in insurance premiums.

The Sunset View Apartment project will provide 220 units affordable to household earning 60% MFI at Baseline and Jenkins. The project has had some challenges with traffic flow and transportation-related noise concerns. The Housing Authority may partner on this project. The project is targeting 4% bond financing.

### **Housing Authority Operations**

Capacity-Building Grants: About 23% of HAWC's files have been scanned. This work will likely extend into July to allow the Section 8 files to be completed.

Oregon Housing Choice Voucher Bill: This bill will go into effect July 1, 2014. Some details of implementation are still under discussion, and we expect questions to arise and discussions to continue as implementation rolls out.

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

HUD VASH Voucher Conversion to Project-Based: Three VASH vouchers will be converted to project-based for the Alma Gardens project. HAWC is awaiting a letter of support from the VA director. HUD has agreed that HAWC may add these 3 VASH vouchers to the current contract of 8 project-based vouchers with Northwest Housing Alternatives.

Aloha Park Refinancing: Loan documents are at HUD awaiting review and approval. Enhanced vouchers will be allocated to 72 residents (8 residents live in units with Project-Based Section 8) once the refinancing closes.

Veterans Housing Bill (HB2417): No additional updates were provided at the meeting.

Inclusionary Housing Initiative: No additional updates were provided at the meeting.

Orchards at Orenco (Phase I): The groundbreaking event took place Jun 17, 2014. The project will use passive building techniques to maximize energy efficiency.

## **V. STAFF REPORTS**

### **A. Financial Statement**

The Board of Commissioners approved the budget for the next fiscal year. The new fiscal year begins July 1. The current report generally reflects the close of the current fiscal year.



HAWC's budget for the coming year will be highly dependant on Congressional action to allocate and approve the Federal budget.

The Washington County fiscal year runs from July 1-June 30. This is the period covered by HAWC's Board-approved budget.

The Federal fiscal year runs from October 1-September 30. However, the Federal budget (which must be approved during the Federal fiscal year) funds Federal programs—including HUD programs—on a calendar year cycle. Because HAWC is highly dependant on Federal HUD funding, this means that Federal budget impacts that take effect in January may have major impacts on HAWC's budget. As a result, HAWC's budget is based on known funding for half the year, and "educated guesses" of funding for the second half of the year.

Auditors will arrive for preliminary field work on July. The final audit will occur in September.

#### 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 about 815 households. HAWC will begin considering the possibility of reopening the waitlist in the next six months to a year. The Section 8 program is currently fully leased up.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Turnaround days remain well below HUD standards.
- Work order effectiveness is high.
- FSS participation continues to benefit enrolled residents.

#### C. Affordable Housing

- Occupancy rates remain high in affordable housing.

#### D. Special Projects

- Project-Based Vouchers

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



## F. Report on Homelessness

Annette Evans provided updates on homeless programs.

A Forest Grove church had expressed concern about securing sufficient volunteers to open as a Severe Weather Shelter in the coming year. The church relied on Pacific University student volunteers to staff the shelter. The church was able to work with Pacific University to fund a paid intern position to assist with the SWS activities at the church. As a result, the church will be able to operate as a SWS this year.

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

The Community Connect system went live on June 4, and all HUD (and many non-HUD) programs have aligned with the system as of June 16. There has been some concern about wait time between contact and screening, which is currently up to 5 weeks. Community partners have temporarily provided 7 additional screeners to work through the backlogged assessments by the end of July.

228 households have been assessed since January. A significant issue for many households is debt owed previous landlords—\$4,317 on average (33 households with debt). Some debt is related to legal fees incurred when negotiating eviction settlements. Preventive counseling and/or strategies to educate landlords and tenants may be helpful.

David Nase suggested that landlords will be more likely to participate in training that includes Continuing Education (CE) credits through Oregon Real Estate Board.

- FY2013 Federal McKinney-Vento Homeless Programs

Washington County submitted a request for \$2.6 million dollars in funding to support homeless programs. Washington County has been awarded full funding, with \$390,211 in bonus funds that will support about 500 beds, including a rapid rehousing project in partnership with the Good Neighbor Center.

Contracts are underway for new programs and renewals. HUD will audit homeless programs and environmental reviews in August.

- Cooperative Agreements to Benefit Homeless Individuals

This program currently has 52 enrolled participants, with 46 leased units. There are many more units under contract to be available for this program that are awaiting turnover to house enrolled participants.

- Homeless Costs Study

Data has been collected from all but three providers. A joint meeting of the Homeless Plan Advisory Committee and the Homeless Cost Study Committee will be held September 11. The meeting will include a presentation on Phase 2 results, looking at costs for housed families that were formerly homeless.



## VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan

This was a three-year project focused on the unincorporated Aloha-Reedville area, located between Beaverton and Hillsboro. The project was funded with a Metro CET grant, a HUD Community Challenge Grant, a DOT TIGER 2 grant, and Washington County matching funds. The performance period for the HUD grant funding this project ended on May 21, 2014. The DOT grant performance period ended May 28, 2014. Final reports for funders will be completed in the next 30-90 days.

Harriet Tregoning, the new Director for the Office of Economic Resilience (formerly known as the Office of Sustainable Housing and Communities) will visit Washington County on Friday June 27 to discuss the project and tour the study area.

The Aloha-Reedville project was recently honored with the International Association for Public Participation (IAP2) Cascade Chapter award for Public Participation Project of the Year.

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

No additional updates were provided at the meeting.

- Consolidated Plan Work Group

Information about participating in this process is available here:

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

- HAC Annual Retreat

HAC members were asked to bring ideas for topic ideas and suggestions for possible speakers to the July HAC meeting.

## VII. NEW BUSINESS

- Section 8 Recall and Freeze

Val Valfre provided HAC members with the memo that went to Board members and the County Administrative Office regarding the recent freeze on Section 8 vouchers.

In November 2013 HUD provided HAWC with a renewal funding letter estimating HAWC's HUD-held reserves at approximately \$532,000. HAWC planned its 2013-2014 budget to maximize use of current and reserve funding and help the greatest number of households possible.

HUD's reconciliation of HUD-held reserves was not completed until June 2014. HUD's reconciled determination of HAWC's HUD-held reserves was close to





\$40,000—a reduction of nearly \$500,000. Projections with the revised reserve figure suggested that HAWC would end the year with a small (~\$10,000) budget shortfall provided there was an immediate freeze on new Section 8 voucher funding. HAWC is not permitted (by Federal regulation) to end the fiscal year with a shortfall in Section 8—any shortfall must be made up with local funding. HAWC has depleted its local funds to cover Section 8 Administrative shortfalls over the last few years, and does not have funding available to cover a large shortfall.

In order to avoid recalling vouchers from households that are currently leased up and in secured housing, HAWC was forced to recall nearly 100 vouchers issued to new clients who were still looking for housing. Residents with a current Request for Tenancy Approval (RTA) with a landlord were exempted from the recall. HAWC will not be allowing any new Section 8 lease-ups after July 1. These actions should be sufficient to balance the Section 8 program funding and allow HAWC to begin issuing vouchers again before the end of the 2014 calendar year. This freeze will impact new lease-ups for special projects such as the SAMHSA program until funding becomes available. HAWC will need to reduce its total voucher utilization by about 130 vouchers by the end of the year. Natural attrition from the Section 8 program will reduce voucher utilization to some extent, but HAWC may need to consider additional measures to address the shortfall.

VASH voucher funding is not impacted by this freeze.

Current Section 8 clients in leased-up units are not impacted by this freeze.

Jack Schwab asked if other housing authorities were impacted by this kind of reserve recalculation. There has been some suggestion that there have been similar issues at some other housing authorities nationally, but HAWC does not have any specific details.

## VIII. RESOLUTIONS/ACTION ITEMS

- Elect HAC Chair and Vice-Chair

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

The elections of a Chair and Vice-Chair for the HAC were deferred till the July HAC meeting.

## IX. ADJOURNMENT

Meeting adjourned at 10:40 a.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

The Housing Authority has concluded another challenging month and continues to make measurable progress toward achieving its key initiatives related to operations, finances, affordable housing and services initiatives, and staffing.

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

- **Capacity-Building Grants:** The HAWC closed out its two Oregon Housing and Community Services (OHCS) grants – one for digital imaging and the other for mobile tablets for inspections. The digital imaging grant paid for three full-time temporary workers to scan public housing and Section 8 records. All of the public housing records were scanned and about 24% of the Section 8 records (over 630 files) were scanned. We will continue this effort using in-house resources.

The second grant paid for mobile tablets for the inspectors and maintenance staff. Now that the staff has become more accustomed to the new devices, this technology is improving the timeliness and accuracy of our inspections.

HAWC will submit an application to OHCS for a follow-up capacity grant for funds to purchase 12 small desktop scanners. This will allow Occupancy Specialists to scan tenant paperwork as part of their routine workload.

- **Oregon Housing Choice Voucher Bill:** As of July 1<sup>st</sup>, refusing a tenant's application based solely on Section 8 assistance constitutes a possible Fair Housing violation. HAWC will work to provide training sessions and FAQs to Section 8 case workers to allow them to better assist landlords and tenants.

There are still several unresolved issues related to this new law, including questions about landlord income requirements (typically that resident income must be 3x rent) and OHCS administration of landlord claims. One potential lawsuit involves a Section 8 voucher client (single parent with a 15-year old son), who has allegedly been denied residence at 7 apartment complexes near her son's high school. The alleged denials were based on the client's income not meeting the 3x rent requirement. When the client offered to secure a co-signer to meet income requirements, the client was allegedly informed that a co-signed application would require 5x rent in income to qualify. Speaker Kotek referred the client to Oregon Law Center's Legal Aid services, who appears to be pursuing a case against the landlords involved.



**Housing Authority Finances:** HUD financing for FY2015 remains an ongoing concern. The U.S. House of Representatives' Transportation and Housing & Urban Development (THUD) committee approved a marginal budget allocation for HUD programs. Section 8 Administrative Fees, which support Section 8 operations and staffing were reduced from current year 75% pro-ration to the House's 63-65% pro-ration. The Senate THUD committee's allocation was more generous – but does not restore funding to sustainable levels. The full Senate bill on the HUD budget has stalled due to partisanship disagreements, and may not be resolved prior to the August recess. It is possible that a Continuing Resolution will be passed to secure funding.

- **Aloha Park Refinancing:** The Housing Authority Board of Directors (HABOD) authorized actions to complete the refinance on June 3, 2014.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable housing units) has positive cash flow, but revenue is restricted for use at that property only. HAWC is refinancing the property to gain access to its equity to support capital improvements to the entire affordable housing portfolio. HUD has approved our pre-payment of the mortgage and the allocation of 72 enhanced vouchers. The refinancing package is complete and awaiting HUD's approval. Closing date: The HUD Loan Committee meets July 14-18.

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

- **HUD VASH Voucher Conversion to Project-Based:** HAWC received the letter of support from the Veterans Administration, and will seek approval from HUD to expand the project-based voucher contract with Northwest Housing Alternatives (NHA) to provide three (3) project-based VASH vouchers at Alma Gardens in Orenco.
- **New HUD-VASH Allocation:** We were notified on July 2, 2014 that HAWC has been allocated 14 new HUD-VASH vouchers. HAWC has notified HUD that we will accept these new VASH vouchers.
- **Housing Affordability, Balance and Choice:** HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to determine possible state-level actions to increase housing options in the 2015 legislative session. Currently, subcommittees are discussing specific strategies to be presented to at the next full workgroup meeting, scheduled for Thursday, August 28 from 1-4pm in Salem. Work group materials are available online at <http://affordabilitybalancechoice.org>.



- Orchards at Orenco (Phase I): HAWC is a limited partner to this project and has also awarded eight Project-Based Vouchers for the site to serve families making 30% or less AMI. Fifty-seven units will be included in the first phase. A ground breaking event occurred on June 17, 2014 with honored guest Hillsboro Council President Aron Carleson. HAWC will also be a limited partner for Phase II of this project.
- CABHI Grant: Luke-Dorf has been awarded funding for the third year on its Cooperative Agreements to Benefit Homeless Individuals grant, and HAWC has agreed to continue leasing 90 project-based vouchers for chronic homeless adults with mental health and substance addiction issues. More information can be found in the Report on Homelessness.

**Personnel:** The Housing Authority is proceeding with actions to fill some critical vacancies.

- Assistant Director: This position has been vacant since mid-2008. The Assistant Director's role is to provide leadership and management staff backup, and is responsible for day-to-day operations. The new County budget includes general fund to support this position. The brochure for recruitment is being finalized.
- Administrative Assistant: This is a new staff position in the 2014-15 budget and will provide assistance to Annette Evans, the Homeless Project Coordinator. Recruitment is ongoing for this position.
- Administrative Specialist II: HAWC is currently recruiting for a bilingual Administrative Specialist II to fill the front desk vacancy.

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



**V. STAFF REPORTS**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**May 2014**

**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 May FYTD, cash flow from operations of \$152,499 is unfavorable to the budgeted gain of \$174,639 by \$22,190 but favorable to the prior year by \$205,331.

Section 8 had negative cash flow of \$151,403, which was \$15,896 unfavorable to budget. This is an improvement from the previous month's unfavorable variance of \$45,625, due to increased funding from HUD from a 75% proration to 79%. So while the program lost \$188,852 from July – December, it actually regained \$37,449 from January - May. If the proration stays at 79%, no further transfers of local funds will be needed for the rest of the fiscal year.

Public Housing had negative cash flow FYTD of \$33,781, which is \$123,919 favorable to budget. The variance is improved from the prior month, and likely to continue to improve going forward. The Public Housing program has ample unrestricted cash to absorb any losses.

Kaybern Terrace cash flow of \$2,996 was \$10,585 unfavorable to budget due to turnover expenses and bad debt in excess of budget.

Aloha Park had FYTD negative cash flow of \$40,001, unfavorable to budget by \$114,134, due to high maintenance outlays for fixing up for the impending refinancing. To cover part of this expense, \$61,342 was transferred from residual receipt reserves to unrestricted cash.

The local fund had negative cash flow of \$14,096, made up of a loss in the DOL Workforce project of \$34,244 due to the matching requirement, offset by positive performance by the Local Fund properties.

Affordable Housing cash flow from operations of \$388,734 was favorable to budget by \$12,273. Affordable Housing cash flow exceeds, by \$113,939 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 balance sheet has been adjusted to reclassify the bond payment due 6/30 to restricted cash, even though it is in reality paid from unrestricted net assets, to show what the effect on Local Fund balances will be after fiscal year end. The Local Fund is now overdrawn, and will need a funding source to return to a positive balance. However, further transfers from the Local Fund to Section 8 may be unnecessary, due to increased proration from HUD for Section 8 Administration.

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 – May 2014

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	1,489,464	1,054,090	21,897	39,680	62,929	13,806	2,681,866
Gross billable rent	-	567,326	58,440	487,784	79,566	4,040,681	5,233,797
Vacancy loss	-	(3,205)	(1,932)	(12,651)	-	(103,472)	(121,260)
Premiums (concessions/loss-to-lease)	-	(602)	(542)	(17,768)	-	(29,669)	(48,581)
Other tenant revenue	-	27,916	1,828	5,964	364	98,643	134,715
Tenant revenue	-	591,435	57,794	463,329	79,930	4,006,183	5,198,671
Other revenue (incl GF subsidy)	54,930	6,013	956	8,912	56,434	245,843	373,088
Total operating revenue	1,544,394	1,651,538	80,647	511,921	199,293	4,265,832	8,253,625
Operating expenses:							
Repair and maintenance	-	960,836	25,806	298,020	22,110	1,116,957	2,423,729
Operations	1,323,421	319,416	8,099	120,813	138,887	642,398	2,553,034
Utilities	-	64,590	8,474	51,011	7,509	391,579	523,163
Insurance	5,322	39,997	772	12,416	1,434	97,897	157,838
PILOT	-	39,380	-	-	-	-	39,380
Bad debt, net of recoveries	-	1,106	2,593	2,548	-	43,335	49,582
Other	39,974	-	-	-	3,184	-	43,158
Total operating expenses	1,368,717	1,425,325	45,744	484,808	173,124	2,292,166	5,789,884
Net program income	175,677	226,213	34,903	27,113	26,169	1,973,666	2,463,741
Other ongoing cash outflows:							
HAWC administration	327,080	259,994	53	349	29,004	2,143	618,623
Debt service	-	-	31,854	66,765	11,261	1,582,789	1,692,669
Total outflows	327,080	259,994	31,907	67,114	40,265	1,584,932	2,311,292
Cash flow from operations	(151,403)	(33,781)	2,996	(40,001)	(14,096)	388,734	152,449
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	651	4,839	225	(38)	4,998	(8,040)	2,635
Capital fund receipts	-	95,247	-	-	-	-	95,247
Capitalized modernization	-	(149,079)	-	-	(8,855)	-	(157,934)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	188,000	-	-	-	(188,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(274,791)	(274,791)
Transfers from (to) restricted cash - Repl Res	-	-	-	33,622	-	(125,290)	(91,668)
Section 18 transfers from Public Housing	-	-	-	-	13,959	934,080	948,039
Net unrestricted cash flows	37,248	(82,774)	3,221	(6,417)	(191,994)	914,693	673,977
Restricted cash flows:							
Housing Assistance Payments earned	16,854,351	-	-	-	-	-	16,854,351
Housing Assistance Payments	(17,446,398)	-	-	-	-	-	(17,446,398)
Investment income - restricted	2,060	9,747	-	-	-	-	11,807
Transfers from unrestricted - CAO	-	-	-	-	-	274,791	274,791
Transfers from (to) unrestricted - Repl Res	-	-	-	(33,622)	-	125,290	91,668
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(948,039)	-	-	-	-	(948,039)
Total restricted cash flows	(589,987)	(938,292)	-	(33,622)	-	400,081	(1,161,820)
Net cash flows	(552,739)	(1,021,066)	3,221	(40,039)	(191,994)	1,314,774	(487,843)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**3. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
HOUSING AUTHORITY – UNAUDITED  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	2,681,866	2,715,176	(33,310)	2,389,054	292,812
Gross billable rent	5,233,797	5,170,525	63,272	5,071,492	162,305
Vacancy loss	(121,260)	(180,858)	59,598	(147,066)	25,806
Premiums (concessions/loss-to-lease)	(48,581)	(64,182)	15,601	(50,116)	1,535
Other tenant revenue	134,715	168,140	(33,425)	169,606	(34,891)
Tenant revenue	5,198,671	5,093,625	105,046	5,043,916	154,755
Other revenue (incl GF subsidy)	373,088	393,104	(20,016)	305,198	67,890
Total operating revenue	8,253,625	8,201,905	51,720	7,738,168	515,457
Operating expenses:					
Repair and maintenance	2,423,729	2,328,432	(95,297)	2,266,077	(157,652)
Operations	2,553,034	2,519,278	(33,756)	2,373,529	(179,505)
Utilities	523,163	525,530	2,367	511,577	(11,586)
Insurance	157,838	156,056	(1,782)	148,543	(9,295)
PILOT	39,380	39,384	4	39,346	(34)
Bad debt, net of recoveries	49,582	63,195	13,613	81,160	31,578
Other	43,158	36,855	(6,303)	40,478	(2,680)
Total operating expenses	5,789,884	5,668,730	(121,154)	5,460,710	(329,174)
Net program income	2,463,741	2,533,175	(69,434)	2,277,458	186,283
Other ongoing cash outflows:					
HAWC administration	618,623	665,867	47,244	639,000	20,377
Debt service	1,692,669	1,692,669	-	1,691,340	(1,329)
Total outflows	2,311,292	2,358,536	47,244	2,330,340	19,048
Cash flow from operations	152,449	174,639	(22,190)	(52,882)	205,331
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,635	(7,165)	9,800	3,745	(1,110)
Capital fund receipts	95,247	41,258	53,989	127,369	(32,122)
Capitalized modernization	(157,934)	(41,258)	(116,676)	(336,505)	178,571
Gain on sale of assets	-	-	-	22,161	(22,161)
Transfers to (from) Local Fund	-	3,765	(3,765)	-	-
Transfers to restricted cash - CAO	(274,791)	(274,795)	4	(317,600)	42,809
Transfers from (to) restricted cash - Repl Res	(91,668)	(154,990)	63,322	(153,010)	61,342
Section 18 transfers from Public Housing	948,039	941,936	6,103	934,535	13,504
Net unrestricted cash flows	673,977	683,390	(9,413)	227,813	446,164
Restricted cash flows:					
Housing Assistance Payments earned	16,854,351	16,419,283	435,068	16,128,417	725,934
Housing Assistance Payments	(17,446,398)	(17,163,172)	(283,226)	(17,160,478)	(285,920)
Investment income - restricted	11,807	21,859	(10,052)	8,880	2,927
Transfers from unrestricted - CAO	274,791	274,795	(4)	317,600	(42,809)
Transfers from (to) unrestricted - Repl Res	91,668	154,990	(63,322)	153,010	(61,342)
Purchased from replacement reserves	-	(60,352)	60,352	(23,254)	23,254
Sec 18 transfers to Affordable Housing	(948,039)	(941,936)	(6,103)	(934,535)	(13,504)
Total restricted cash flows	(1,161,820)	(1,294,533)	132,713	(1,510,360)	348,540
Net cash flows	(487,843)	(611,143)	123,300	(1,282,547)	794,704



**V. STAFF REPORTS**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**SECTION 8 – UNAUDITED**  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,489,464	1,544,600	(55,136)	1,461,754	27,710
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	54,930	23,140	31,790	28,050	26,880
Total operating revenue	1,544,394	1,567,740	(23,346)	1,489,804	54,590
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,323,421	1,312,602	(10,819)	1,252,832	(70,589)
Utilities	-	-	-	-	-
Insurance	5,322	6,231	909	4,010	(1,312)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	39,974	35,637	(4,337)	39,289	(685)
Total operating expenses	1,368,717	1,354,470	(14,247)	1,296,131	(72,586)
Net program income	175,677	213,270	(37,593)	193,673	(17,996)
Other ongoing cash outflows:					
HAWC administration	327,080	348,777	21,697	328,714	1,634
Debt service	-	-	-	-	-
Total outflows	327,080	348,777	21,697	328,714	1,634
Cash flow from operations	(151,403)	(135,507)	(15,896)	(135,041)	(16,362)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	651	(592)	1,243	991	(340)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	188,000	167,793	20,207	55,259	132,741
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	37,248	31,694	5,554	(78,791)	116,039
Restricted cash flows:					
Housing Assistance Payments earned	16,854,351	16,419,283	435,068	16,128,417	725,934
Housing Assistance Payments	(17,446,398)	(17,163,172)	(283,226)	(17,160,478)	(285,920)
Investment income - restricted	2,060	6,152	(4,092)	(8,168)	10,228
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(589,987)	(737,737)	147,750	(1,040,229)	450,242
Net cash flows	(552,739)	(706,043)	153,304	(1,119,020)	566,281





**V. STAFF REPORTS**  
**A. Financial Statement**  
**5. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED**  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,054,090	1,092,550	(38,460)	817,247	236,843
Gross billable rent	567,326	467,476	99,850	478,058	89,268
Vacancy loss	(3,205)	(1,113)	(2,092)	(1,636)	(1,569)
Premiums (concessions/loss-to-lease)	(602)	(27)	(575)	(17)	(585)
Other tenant revenue	27,916	34,635	(6,719)	47,263	(19,347)
Tenant revenue	591,435	500,972	90,463	523,668	67,767
Other revenue (incl GF subsidy)	6,013	49,022	(43,009)	12,829	(6,816)
Total operating revenue	1,651,538	1,642,544	8,994	1,353,744	297,794
Operating expenses:					
Repair and maintenance	960,836	1,022,199	61,363	1,005,246	44,410
Operations	319,416	325,919	6,503	308,803	(10,613)
Utilities	64,590	66,467	1,877	61,096	(3,494)
Insurance	39,997	38,830	(1,167)	37,814	(2,183)
PILOT	39,380	39,384	4	39,346	(34)
Bad debt, net of recoveries	1,106	(325)	(1,431)	20,059	18,953
Other	-	-	-	-	-
Total operating expenses	1,425,325	1,492,474	67,149	1,472,364	47,039
Net program income	226,213	150,070	76,143	(118,620)	344,833
Other ongoing cash outflows:					
HAWC administration	259,994	307,770	47,776	304,319	44,325
Debt service	-	-	-	-	-
Total outflows	259,994	307,770	47,776	304,319	44,325
Cash flow from operations	(33,781)	(157,700)	123,919	(422,939)	389,158
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,839	7,989	(3,150)	8,116	(3,277)
Capital fund receipts	95,247	41,258	53,989	127,369	(32,122)
Capitalized modernization	(149,079)	(41,258)	(107,821)	(159,674)	10,595
Gain on sale of assets	-	-	-	22,161	(22,161)
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	(82,774)	(149,711)	66,937	(424,967)	342,193
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	9,747	15,707	(5,960)	17,048	(7,301)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(948,039)	(941,936)	(6,103)	(934,535)	(13,504)
Total restricted cash flows	(938,292)	(926,229)	(12,063)	(917,487)	(20,805)
Net cash flows	(1,021,066)	(1,075,940)	54,874	(1,342,454)	321,388



**V. STAFF REPORTS**  
**A. Financial Statement**  
**6. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
KAYBERN TERRACE (USDA) – UNAUDITED  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	21,897	21,893	4	21,440	457
Gross billable rent	58,440	56,100	2,340	58,042	398
Vacancy loss	(1,932)	(1,683)	(249)	(779)	(1,153)
Premiums (concessions/loss-to-lease)	(542)	-	(542)	-	(542)
Other tenant revenue	1,828	-	1,828	458	1,370
Tenant revenue	57,794	54,417	3,377	57,721	73
Other revenue (incl GF subsidy)	956	1,048	(92)	1,050	(94)
Total operating revenue	80,647	77,358	3,289	80,211	436
Operating expenses:					
Repair and maintenance	25,806	14,387	(11,419)	17,326	(8,480)
Operations	8,099	7,320	(779)	6,949	(1,150)
Utilities	8,474	9,406	932	8,995	521
Insurance	772	760	(12)	729	(43)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,593	-	(2,593)	1,538	(1,055)
Other	-	-	-	-	-
Total operating expenses	45,744	31,873	(13,871)	35,537	(10,207)
Net program income	34,903	45,485	(10,582)	44,674	(9,771)
Other ongoing cash outflows:					
HAWC administration	53	50	(3)	37	(16)
Debt service	31,854	31,854	-	31,854	-
Total outflows	31,907	31,904	(3)	31,891	(16)
Cash flow from operations	2,996	13,581	(10,585)	12,783	(9,787)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	225	202	23	183	42
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	3,221	13,783	(10,562)	12,966	(9,745)
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	3,221	13,783	(10,562)	12,966	(9,745)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
ALOHA PARK – UNAUDITED  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	39,680	39,914	(234)	39,930	(250)
Gross billable rent	487,784	487,784	-	487,784	-
Vacancy loss	(12,651)	(14,634)	1,983	(13,212)	561
Premiums (concessions/loss-to-lease)	(17,768)	(16,673)	(1,095)	(15,584)	(2,184)
Other tenant revenue	5,964	6,559	(595)	5,864	100
Tenant revenue	463,329	463,036	293	464,852	(1,523)
Other revenue (incl GF subsidy)	8,912	8,960	(48)	8,979	(67)
Total operating revenue	511,921	511,910	11	513,761	(1,840)
Operating expenses:					
Repair and maintenance	298,020	185,944	(112,076)	190,963	(107,057)
Operations	120,813	114,209	(6,604)	114,571	(6,242)
Utilities	51,011	53,705	2,694	51,739	728
Insurance	12,416	13,106	690	11,209	(1,207)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,548	3,914	1,366	1,577	(971)
Other	-	-	-	-	-
Total operating expenses	484,808	370,878	(113,930)	370,059	(114,749)
Net program income	27,113	141,032	(113,919)	143,702	(116,589)
Other ongoing cash outflows:					
HAWC administration	349	134	(215)	129	(220)
Debt service	66,765	66,765	-	66,765	-
Total outflows	67,114	66,899	(215)	66,894	(220)
Cash flow from operations	(40,001)	74,133	(114,134)	76,808	(116,809)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(38)	331	(369)	316	(354)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(91,279)	91,279
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	33,622	(27,720)	61,342	(27,720)	61,342
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(6,417)	46,744	(53,161)	(41,875)	35,458
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	(33,622)	27,720	(61,342)	27,720	(61,342)
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(33,622)	27,720	(61,342)	27,720	(61,342)
Net cash flows	(40,039)	74,464	(114,503)	(14,155)	(25,884)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
LOCAL FUND – UNAUDITED  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	62,929	2,678	60,251	36,152	26,777
Gross billable rent	79,566	49,642	29,924	49,383	30,183
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	364	2,433	(2,069)	1,974	(1,610)
Tenant revenue	79,930	52,075	27,855	51,356	28,574
Other revenue (incl GF subsidy)	56,434	69,412	(12,978)	13,206	43,228
Total operating revenue	199,293	124,165	75,128	100,714	98,579
Operating expenses:					
Repair and maintenance	22,110	9,775	(12,335)	8,339	(13,771)
Operations	138,887	83,234	(55,653)	46,333	(92,554)
Utilities	7,509	6,815	(694)	5,296	(2,213)
Insurance	1,434	1,075	(359)	1,191	(243)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	142	142	92	92
Other	3,184	1,218	(1,966)	1,189	(1,995)
Total operating expenses	173,124	102,259	(70,865)	62,440	(110,684)
Net program income	26,169	21,906	4,263	38,274	(12,105)
Other ongoing cash outflows:					
HAWC administration	29,004	6,974	(22,030)	4,301	(24,703)
Debt service	11,261	11,261	-	11,261	-
Total outflows	40,265	18,235	(22,030)	15,562	(24,703)
Cash flow from operations	(14,096)	3,671	(17,767)	22,712	(36,808)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,998	5,370	(372)	7,235	(2,237)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(65,480)	56,625
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(188,000)	(164,028)	(23,972)	(55,259)	(132,741)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	13,959	9,874	4,085	33,160	(19,201)
Net unrestricted cash flows	(191,994)	(145,113)	(46,881)	(57,632)	(134,362)
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	(191,994)	(145,113)	(46,881)	(57,632)	(134,362)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**9. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**AFFORDABLE HOUSING – UNAUDITED**  
July 2013 – May 2014

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	13,806	13,541	265	12,532	1,274
Gross billable rent	4,040,681	4,109,523	(68,842)	3,998,226	42,455
Vacancy loss	(103,472)	(163,428)	59,956	(131,439)	27,967
Premiums (concessions/loss-to-lease)	(29,669)	(47,482)	17,813	(34,514)	4,845
Other tenant revenue	98,643	124,513	(25,870)	114,047	(15,404)
Tenant revenue	4,006,183	4,023,125	(16,942)	3,946,320	59,863
Other revenue (incl GF subsidy)	245,843	241,522	4,321	241,085	4,758
Total operating revenue	4,265,832	4,278,188	(12,356)	4,199,937	65,895
Operating expenses:					
Repair and maintenance	1,116,957	1,096,127	(20,830)	1,044,203	(72,754)
Operations	642,398	675,994	33,596	644,040	1,642
Utilities	391,579	389,137	(2,442)	384,452	(7,127)
Insurance	97,897	96,054	(1,843)	93,591	(4,306)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	43,335	59,464	16,129	57,894	14,559
Other	-	-	-	-	-
Total operating expenses	2,292,166	2,316,776	24,610	2,224,180	(67,986)
Net program income	1,973,666	1,961,412	12,254	1,975,757	(2,091)
Other ongoing cash outflows:					
HAWC administration	2,143	2,162	19	1,501	(642)
Debt service	1,582,789	1,582,789	-	1,581,460	(1,329)
Total outflows	1,584,932	1,584,951	19	1,582,961	(1,971)
Cash flow from operations	388,734	376,461	12,273	392,796	(4,062)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(8,040)	(20,465)	12,425	(13,097)	5,057
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(20,071)	20,071
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(274,791)	(274,795)	4	(317,600)	42,809
Transfers from (to) restricted cash - Repl Res	(125,290)	(127,270)	1,980	(125,290)	-
Section 18 transfers from Public Housing	934,080	932,062	2,018	901,376	32,704
Net unrestricted cash flows	914,693	885,993	28,700	818,114	96,579
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	274,791	274,795	(4)	317,600	(42,809)
Transfers from (to)unrestricted - Repl Res	125,290	127,270	(1,980)	125,290	-
Purchased from replacement reserves	-	(60,352)	60,352	(23,254)	23,254
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	400,081	341,713	58,368	419,636	(19,555)
Net cash flows	1,314,774	1,227,706	87,068	1,237,750	77,024



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

<b>Assets</b>	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	(69,381)	789,983	46,760	45,235	(472,191)	(347,802)	(7,396)
Restricted cash and cash equivalents	17,911	71,735	1,230	38,483	33,975	299,026	462,360
Accounts receivable, net	138,535	132,553	1,443	63,680	49,895	79,930	466,036
Current portion of contracts receivable	—	1,149	—	—	3,254	—	4,403
Other current assets	—	9,142	70	3,415	6,930	20,107	39,664
<b>Total current assets</b>	<b>87,065</b>	<b>1,004,562</b>	<b>49,503</b>	<b>150,813</b>	<b>(378,137)</b>	<b>51,261</b>	<b>965,067</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	530,522	1,258,710	36,104	75,445	—	1,608,708	3,509,489
Contracts receivable	—	—	—	—	401,208	—	401,208
Capital assets, non-depreciable	—	3,721,087	50,000	76,116	367,256	4,095,129	8,309,588
Capital assets, depreciable, net	—	3,561,618	36,419	247,686	781,848	15,344,878	19,972,449
<b>Total non-current assets</b>	<b>530,522</b>	<b>8,541,415</b>	<b>122,523</b>	<b>399,247</b>	<b>1,550,312</b>	<b>21,048,715</b>	<b>32,192,734</b>
<b>Total assets</b>	<b>617,587</b>	<b>9,545,977</b>	<b>172,026</b>	<b>550,060</b>	<b>1,172,175</b>	<b>21,099,976</b>	<b>33,157,801</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	17,953	126,271	7,064	69,787	11,790	80,927	313,792
Deferred revenue	—	7,116	12	—	—	2,702	9,830
Accrued interest payable - bonds and notes	—	—	2,584	118	113	565,233	568,048
Current portion of notes and contracts payable	—	—	3,911	25,834	10,041	311,730	351,516
<b>Current liabilities payable from restricted assets:</b>							
Tenant and other deposits	17,911	71,735	1,230	38,483	33,975	299,026	462,360
Total curr. liabilities payable from restr. assets	17,911	71,735	1,230	38,483	33,975	299,026	462,360
<b>Total current liabilities</b>	<b>35,864</b>	<b>205,122</b>	<b>14,801</b>	<b>134,222</b>	<b>55,919</b>	<b>1,259,618</b>	<b>1,705,546</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	157,939	—	322,588	—	711,805	26,046,303	27,238,635
<b>Total non-current liabilities</b>	<b>157,939</b>	<b>—</b>	<b>322,588</b>	<b>—</b>	<b>711,805</b>	<b>26,046,303</b>	<b>27,238,635</b>
<b>Total liabilities</b>	<b>193,803</b>	<b>205,122</b>	<b>337,389</b>	<b>134,222</b>	<b>767,724</b>	<b>27,305,921</b>	<b>28,944,181</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	7,282,705	(240,080)	297,968	427,257	(6,918,026)	849,824
Restricted	380,132	1,258,710	36,103	75,445	—	1,608,708	3,359,098
Unrestricted	43,652	799,440	38,614	42,425	(22,806)	(896,627)	4,698
<b>Total net assets</b>	<b>423,784</b>	<b>9,340,855</b>	<b>(165,363)</b>	<b>415,838</b>	<b>404,451</b>	<b>(6,205,945)</b>	<b>4,213,620</b>
<b>Total liabilities and net assets</b>	<b>617,587</b>	<b>9,545,977</b>	<b>172,026</b>	<b>550,060</b>	<b>1,172,175</b>	<b>21,099,976</b>	<b>33,157,801</b>



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

<b>Wait List Time Based on # of HH Members</b>										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	297	179	148	94	50	41	12	9	2	832
Average Days	1,697	1,646	1,667	1,759	1,550	1,508	1,853	1,597	1,673	1,671

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	595	237	832

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	9	37	129	5	619	8	25	832

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	193	633	6	832

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	175	80	432	148	832



**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 2014*

**Average Vacancy Days - Public Housing**

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





V. STAFF REPORTS  
C. Affordable Housing

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

- a) Section 8 Waiting List: June: 832 last month: 814. 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. In the next few months, staff will discuss the possibility of re-opening the waitlist. A public notice will be issued when the waitlist is re-opened. There is a call-back of vouchers due to insufficient HUD funding.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of June 2014 were at 19 (last month – 21.50). FY2014 reporting begins July 1. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days and HAWC is at 14.68 days. HUD rates 20 days or below as an “A”.
- c) Occupancy Rates:  
 \*Public Housing: 99% (last month – 99%)  
 \*Section 8: 99.3% (last month – 100%)

We had 2,694 vouchers leased up on the first of June (last month – 2,699). Twenty-three (23) new vouchers were issued, and 55 applicants with vouchers are searching for housing (last month 27 new, 100 looking). Our monthly allocation of Section 8 HAP funds is 101.4%. 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 is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.25 hrs	3 hrs	24 hrs
Routine WO's	7.75 days	7 days	25 days

- f) FSS Participation  
 Total FSS participants: 85 (72 from Section 8 and 13 from Public Housing)  
 Total FSS participants w/escrow balance: 45  
 Total Escrow Balance: \$160,950  
 Average Escrow Balance: \$3,577  
 Highest Escrow Accounts: \$16,553 (Section 8) and \$18,756 (Public Housing)  
 Individual Development Accounts (IDA): 3



- **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 98.69% Occupancy (8 vacancies / 613 units), compared to 98.69% (8 vacancies / 613 units), last month. NTR – 97%.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over three (3) Public Housing units for new residents, including cleaning, repairs, replacing carpet, painting and landscaping.
- All repairs, painting and landscaping was completed by Housing staff.
- Carpet was replaced in two (2) Public Housing units.
- Cleaning was performed in two (2) Public Housing units.

Special Projects:

- Siding was replaced in (1) Public Housing unit.
- BackFlow test services were performed on six (6) Public Housing units.
- Fires sprinkler head service was performed on one (1) Specialty Housing unit.
- Reported 773 year-to-date non-emergency work orders have been completed in an average of 7.75 days.
- Reported 100% of 68 year-to-date emergency work orders have been completed within 24 hours.



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

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	54	44
Special Needs	25	25	0
Total PBVs	225	181	44

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. 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	9
LifeWorks NW (Tom Brewer House)							13	13	10
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	9			
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	35	38						
Total PBVS	102	47	50	54	30	22	25	25	19



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

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

Implemented in January 2014, Community Connect operates as a centralized intake system to determine household need and eligibility for homeless prevention, diversion and intervention housing programs. The system is administered by Community Action Organization, in collaboration with private and public housing programs serving homeless persons.

Challenges in operating the system include insufficient resources to address the needs of households at risk of homelessness. Another challenge is a lack of system capacity to assess households in a timely manner – the system operates with reprogrammed staff and resources from emergency shelters and other service programs, and this approach has not provided sufficient capacity to maintain our goal of <5 days between screening and assessment appointment. A “blitz” was developed June 25 that created additional assessment capacity with a plan to be back on-track by early August.

The system is providing real-time data on homelessness in our community, and highlights the gaps in resources and policy that will inform future planning efforts and funding prioritization.

During the first six months of operation, data outcomes include:

**737 screened households**, with 61% at risk of homelessness and 39% literally homeless

55% Last Permanent Address in Washington County

23 days from screening to assessment appointment (Goal = 5 days)

**279 assessed households**

15% homeless recidivism (in Washington County homeless program during past 24 months)

33% owe previous landlord (average \$2,239 per household)

44% criminal history

54% self-reporting mental illness; 19% hospitalized for mental health issues in last 12 months

16% hospitalized for health issues in last 12 months

67% Last Permanent Address in Washington County

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



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

On June 19, 2014, the US Housing and Urban Development (HUD) Secretary Shaun Donovan announced an additional \$900 million in grants to renew support for 900 homeless programs across the nation. This second round of funding provided for renewal of permanent and transitional housing projects, in addition to new projects aimed to provide permanent supportive housing for persons experiencing chronic homelessness and to rapidly re-house families with children living on the streets or in emergency shelter.

In this Tier 2 funding award, Washington County will receive \$408,879 to fund two new rapid re-housing projects for families with children managed by Community Action and the Good Neighbor Center, a new CoC planning grant, and renewal of a legacy Shelter Plus Care permanent supportive housing project serving homeless families with disabling conditions.

In total, Washington County will receive \$2,633,712 to fund 14 projects providing permanent and transitional housing, HMIS administration, and CoC planning work.

The President’s FY2015 budget includes \$2.4 billion for HUD Homeless Assistance Grants, an increase of \$301 million more than the FY2014 budget.

Local HUD McKinney-Vento CoC Program Homeless Assistance funding.

<b>Federal Homeless Program Funds</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014<sup>1</sup></b>	<b>FY2015<sup>2</sup></b>
	<b>\$1.846 billion</b>	<b>\$1.901 billion</b>	<b>\$1.901 billion</b>	<b>\$1.929 billion</b>	<b>\$2.105 billion</b>	<b>\$2.406 billion</b>
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion	\$1.8 billion	n/a
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	\$2.6 million	HUD Application not yet released	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	n/a
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 <sup>3</sup>	\$152,317	

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

<sup>2</sup> FY2015 President’s Budget; March 4, 2014.

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



- **HUD TO PERFORM ON-SITE MONITORING OF COC PROGRAM**

The US Department of Housing and Urban Development (HUD) will perform on-site monitoring of the Washington County Continuum of Care (CoC) Program the week of August 4, 2014.

The monitoring will include review of financial and administrative files, policies and procedures, staff interviews, participant file reviews, and housing inspections. This monitoring will include on-site monitoring of two HUD-funded programs under the CoC Program – the Housing Stabilization Program managed by the Good Neighbor Center, and the Transitional Living Program managed by Boys And Girls Aid.

- **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

On July 1, 2014, the Substance Abuse and Mental Health Services Administration (SAMHSA) notified Luke-Dorf, Inc. of a \$500,000 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. The CABHI grant sustains the Housing TEAM Program that supports the Federal Strategic Plan priority to end chronic homelessness by 2016.

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.

Housing Placement 90 units Total  (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU  (Cumulative)
90 Units Total (Years 1 - 3) July 2012 to June 2015  20 units Year 1, 30 units Year 2, and 40 units Year 3 = 90 units	52 people  (includes 7 people discharged from the program without housing)	46  (includes 4 couples; 1 S+C unit & 1 VASH unit subsidy)	49  (11 of the units are awaiting turnover; 1 units pending contract)



- **YEAR 7 – A ROAD HOME: 10-YEAR PLAN TO END HOMELESSNESS**

On June 4, the HSSN adopted the Year 7 Work Plan goals and strategies to end homelessness. The Work Plan is a fluid document that tracks progress of the Plan's goals in preventing and ending homelessness. Quarterly progress reports will be posted on the county website at

<http://www.co.washington.or.us/Housing/EndHomelessness/upload/YEAR-7-WORK-PLAN-approved-6-4-2014.pdf>

Sixty percent of the \$6.1 million Year 7 budget as is funded, with a potential shortfall of 40 percent of the budget, as follows:

\$4.2 million (68%)	Funds Available
\$1.0 million (18%)	Funds Pending Grant Award and/or Final Budget Approval
\$ .9 million (14%)	Total Unfunded

The \$850,000 unfunded portion of Year 7 will impact outcomes in the following goals:

- \$182,000 Prevent People From Becoming Homeless (Goal 1)
- \$518,000 Move People Into Housing (Goal 2)
- \$ 85,000 Link People to Appropriate Services and Remove Barriers (Goal 3)
- \$ 65,000 Increase Income And Economic Opportunities (Goal 4)

- **PROJECT HOMELESS CONNECT – JULY 11, 2014**

Project Homeless Connect (PHC) has been hosted annually in January to coincide with the annual point-in-time (PIT) homeless count. An expansion of the annual PHC event was held on Friday, July 11, 2014 from 9 a.m. to 4 p.m. at Sunrise Church. At the time of writing this report, the attendance data is not yet available.

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](http://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. Cost data collection is nearing completion, and NERC is poised to complete a draft report by September.

A presentation on the Homeless Cost Study findings will be presented to the Washington County Board of Commissioners following a joint meeting of the Homeless Cost Study Advisory Committee and the Homeless Plan Advisory Committee scheduled for September 11, 2014.

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

Planning is underway to conduct the annual Point-In-Time (PIT) homeless count January 22 through January 31, 2015. 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.

- **HOMELESS ASSESSMENT REPORT – YEAR 6 OUTCOMES**

Data compilation from the countywide Homeless Management Information System (HMIS) and provider agencies is used to prepare the Homeless Assessment Report on outcomes and challenges that highlights the implementation of the strategies outlined in A Road Home: 10-Year Plan to End Homelessness. The Year 6 report will be presented to the Homeless Plan Advisory Committee (HPAC) at which time the HPAC will have an opportunity to provide comment prior to the report presentation to the Washington County Board of Commissioners. The final report will be available on line by end of 2014.





## VI. OLD BUSINESS

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

The Aloha-Reedville Study and Livable Community Plan report and components have been finalized and printed. Limited hard copies are available by request, and the plan and supporting documents are available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

The grant project performance period ended May 21, 2014. Staff is currently working on final reports to funders and developing workplans for ongoing implementation efforts. Action items and recommendations from the Aloha-Reedville Plan will be carried forward in the LUT ordinance workplans for 2014 and 2015, the Transportation System Plan update, the Consolidated Plan update, and ongoing County improvement efforts such as Minor Betterments.

The first meeting to form an ongoing community-led organizational committee was held June 25, 2014. The second organizing committee meeting is scheduled for Tuesday, August 19 from 6-7:30pm at the Blanton TVF&R center.

- **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. HAWC has been awarded additional client enrollment slots as a result of the success of the project so far. The program orientations were scheduled for May and June for job seekers interested in any of the available career fields. From these three orientations, we were able to enroll 29 new participants into the Housing Works program, and have 10 more on our wait list for the next cohort. Grant funds support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships. The Housing Authority will receive additional grant funds to support a second case manager to serve 30 additional Housing Works participants for the duration of the grant. The second Housing Works case manager started July 14, 2014.



- **CONSOLIDATED PLAN WORK GROUP**

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

The Draft Strategic Plan for program year 2015 is available for public review and comment from Monday, July 14, 2014 through Friday, July 25, 2014, at the Washington County Office of Community Development and Beaverton City Hall (Mayor's Office) during regular business hours. Copies of the draft plan documents can be obtained at the County's website:

<http://www.co.washington.or.us/CommunityDevelopment>. Click on "Consolidated Plan 2015-2020", then "Comment!" to find and comment on the Year 1 Strategic Plan and the Objective Statements and Community Development Plan that support the Strategic Plan.

- **HAC ANNUAL RETREAT**

The HAC Annual Retreat is scheduled for Friday, October 17 at Jenkins Estate, located at 8005 SW Grabhorn Road in Beaverton.

The Annual Retreat has been an excellent forum to inform public officials and HAC members of timely affordable housing issues, opportunities/challenges in Washington County, and ongoing initiatives and needs of the Housing Authority.

Recommendation: The HAC form a subcommittee/working group to develop a draft agenda for the HAC retreat, focusing on the role and function of the Housing Authority and the HAC.

- Possible topics include:

- HUD's new Rental Assistance Demonstration (RAD)
- New Project Developments – REACH Orchards Phase II, Bienestar Cornelius Place mixed use Library/Affordable Housing, CPHA Barcelona project; PEDCOR Sunset Gardens (1 or more)
- Housing Affordability Balance Choice workgroup recommendations – Janet Byrd/Housing Alliance
- Community Connect Program
- Washington County Consolidated Plan (2015-2020)
- Others?



## VIII. NEW BUSINESS

### IX. RESOLUTIONS/ACTION ITEMS

- **HOUSING AUTHORITY BOARD OF DIRECTORS AGENDA – AUGUST 5, 2014**

- 2013-14 SEMAP (Section 8 Management Assessment Program)
- 2013-14 Written-off Accounts
- Executive Director Authorizations (per ORS: 456 “Housing Authority Law” )
- HUD Mandated Flat Rent Rate Revision (Public Hearing)

- **ELECT HAC CHAIR AND VICE-CHAIR**

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

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

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

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



The appointment of Renee Bruce, former HAC Chair, expired on March 31, 2014. At the May 29, 2014 HAC meeting, the Committee decided to defer the nomination and election of a Chair and Vice-Chair to the June 26, 2014 meeting.

Recommendation: The HAC should nominate and elect a Chair and a Vice-Chair from its members.

**ACTION REQUIRED:** Elect a Chair and Vice-Chair for the HAC, or make a motion to defer the election.

## **IX. ADJOURNMENT**