



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



**Thursday, June 27, 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, July 25, 2013

2013 HAC Meeting Schedule
June 27
July 25
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
June 27, 2013 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. May 30, 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**  
**May 30, 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  
Tricia Peterson              Anapreet Kaur-Gill  
Renee Bruce                  David Nase  
Gary Whiting                  LaShanda Williams

**STAFF PRESENT**

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

**COMMITTEE MEMBERS ABSENT**

Peter Hainley

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.

Anapreet Gill is a manager at North Plains Senior Plaza and has prior experience working with the Housing Authority and several Washington County jurisdictions on housing issues.

Gary Whiting is with John L. Scott Real Estate as a broker, and has been a real estate broker and realtor for 42 years.

**II. ACTION - APPROVAL OF MINUTES**

Ron Lehr noted that PnC is actually PNC (with a capital N).

Motion: Approve the minutes from April 25, 2013 with one correction — Ron Lehr

Second: Tricia Peterson

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Val Valfre noted that the Aloha Park update will take place after Michael O’Neill’s financial report.
- Anapreet Gill mentioned that she had recently driven past Aloha Park Apartments. She noted that the building looks nice and is a nice neighborhood.



#### IV. EXECUTIVE DIRECTOR'S REPORT

Val Valfre recently returned from a very enjoyable trip to Italy. He commended staff for great work during his absence.

#### V. STAFF REPORTS

##### A. Financial Statement

Michael O'Neill presented financials. The three areas with negative variances to budget were Public Housing (due to sequester cuts), Aloha Park (due to recent improvements), and the Local Fund (due to recent grant work which will be reimbursed shortly).

Michael O'Neill will provide an overview of HAWC programs at the June HAC meeting.

Michael O'Neill discovered a math error in the budgets presented at the May HAC meeting. He walked the committee through the error—which does not impact the overall Housing Authority operations or the budget narrative.

Motion: Approve the corrected 2012 HAWC budget for submission to the Housing Authority Board of Directors— Ramsay Weit

Second: David Nase

Vote: All approve

The Washington County budget and the Housing Authority budgets will be approved at a special Housing Authority Board of Directors and Board of County Commissioners meeting on Tuesday, June 25.

##### 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. Ron Lehr mentioned that some Housing Authorities have instituted policies to limit the amount of time non-elderly and non-disabled households may remain on the waitlist. HAWC currently cannot implement these kinds of policies requiring regulatory waivers, because it is not a Moving To Work agency.
- Average vacancy days per unit are 18.52. 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.

### E. Report on Homelessness

Annette Evans

- Red Cross Service Center Activated for Displaced Homeless

Last month, 10 households (over 20 homeless individuals) were displaced when a fire destroyed a private residential site providing temporary housing. The Red Cross, Community Action, Luke-Dorf, Open Door Counseling Center and Sunrise Church were able to assist with staff and screening for these displaced households. A number of families have been connected with housing and housing resources, and the Red Cross will recognize these partners at the next HSSN meeting.

- HSSN Partnership with Cities Readiness Initiative

No additional updates were provided at the meeting.

- Coordinated Intake and Centralized Assessment System

Ramsay Weit asked if the required coordinated system was a funded project. Annette Evans clarified that the planning and implementation of the system does not have a designated funding stream. The planning work group will begin meeting monthly.

- Update: FY2012 Federal McKinney-Vento Homeless Programs

Washington County received funding awards under this program. HUD asked Continuums of Care nationally to cut 3.5% from their budgets to accommodate expected funding reductions. Projects included in the 3.5% reduction are considered Tier 2 projects, and may or may not receive funding in the competitive cycle.

In Oregon, three Tier 2 projects received renewal funding, including one Washington County project. Two additional Washington County projects are included in Tier 2. Both are new projects, including a planning project and Luke-Dorf's Clover Court. Funding levels for these projects should be determined by the end of June.



The CoC is also preparing for FY2013 funding cycle, which will include sequestration cuts. HUD has advised CoCs to expect 6% cuts for renewal programs in FY2013.

A portion of the CoC programs are also funded through entitlement programs such as Emergency Solutions Grant funds. Those funds are allocated by formula, rather than being funded based on a competitive application and assessment of program performance.

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

The HSSN will adopt the Year 6 Work Plan at its June 5 meeting. The plan is focused on sustaining existing systems and programs, designing and implementing the centralized intake and assessment system, and prioritizing funds to address currently homeless and populations at risk of homelessness.

The Year 6 Work Plan is 72% funded.

- Homeless Cost Study

The roll-out meeting for the Homeless Cost Study has been moved to July 17, and will be held jointly with the Homeless Plan Advisory Committee (HPAC) meeting.

Annette Evans also provided a flyer from 2-1-1 on their top ten caller needs in the last year.

## VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

The Washington County Board approved Ordinance 761 enabling tax exemption for nonprofit housing providers serving low-income renters. Three properties, including 104 housing units, will receive full or partial property tax exemptions under this program.

Washington County staff will continue to work with Beaverton and other taxing districts in order to increase the jurisdictions enabling this exemption program.

- Aloha-Reedville Study and Livable Community Plan

The Citizen's Advisory Committee (CAC) met on Wednesday, April 10 from 6-8pm. The June 12 CAC meeting will focus on actions that will be explored in detail for inclusion in the final plans.

The project team continues to develop workplans for these ~47 actions, which include research and interviews with stakeholders. Many actions will have interim decision points and may fall out of consideration if major roadblocks are revealed. The team will also need to consider conflicts between supported actions—such as a desire for design guidelines and a desire for streamlined permitting.



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.

Gary Whiting mentioned that he was interviewed about real estate and development issues in the Aloha-Reedville community. He noted that Accessory Dwelling Unit (ADU) permit reductions seem to be having an impact in Portland, both in encouraging housing rehabilitation and creating new housing units.

- 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 will meet in June—the exact date and location will be determined. This meeting will clarify the recommendations and next steps that will move forward into the next Consolidated Plan cycle.

- New Affordable Properties (Tax-Foreclosure Acquisitions)

Gary Calvert noted that the Housing Authority recently acquired two new properties as a result of tax foreclosures by the County—a duplex in Hillsboro and a single-family home in Banks. The Banks home will be managed by Infinity.

- Aloha Park Refinancing

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

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.

A letter of engagement has been signed, and the lender has ordered a capital needs assessment. HAWC has retained an attorney with experience in refinancing deals to assist the process. The new ownership entity for the property will be a new LLC, with the Housing Authority as the sole member.





There is a HUD concept meeting scheduled for June 12.

Aloha Park Apartments recently scored 93/100 on its Real Estate Assessment Center (REAC) inspection. The property will also be appraised shortly.

## VII. NEW BUSINESS

- Upcoming Projects

HAWC has had discussions about several new projects in various stages of development.

Bienestar's Bieneserre Village and Cornelius Place projects are continuing to move forward. Bienestar is also considering an offer to acquire Woodland Place.

The HAWC is also in discussions with a developer regarding a project that could provide 200+ units using HUD's Section 221(d)(4) program. The HUD concept meeting for this project is also scheduled for June 12.

- 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.

The group discussed possible directions for the retreat. Ron Lehr suggested discussing urban renewal and allocating a portion of tax increment financing for affordable housing projects. Ron Lehr also suggested looking at more ideas for diversifying funds. Val Valfre will contact other housing authorities to find out what they are doing to generate unrestricted funds.

Ramsay Weit suggested convening local jurisdictions and decision-makers to discuss a more coordinated approach to encouraging affordable housing in Washington County. Val Valfre noted that the Housing Authority has hosted symposiums in the past—this may be a good topic for a symposium. Kim Armstrong noted that keypad polling may be a valuable way to collect feedback in this kind of forum.

## VIII. RESOLUTIONS/ACTION ITEMS

## IX. ADJOURNMENT

Meeting adjourned at 10:30a.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

It was marvelous to take an extended leave (12 days) after nearly 9 years with the County. I loved the "Italy experience" and an opportunity to renew one's energies with my family. During my absence I was blessed knowing that the Housing Authority staff had the professionalism, leadership and talents to ensure that necessary protocols and operations related to customer service, housing maintenance and safety, and collaboration with our partners continued with excellent results.

Oregon's 22 Housing Authorities met in late May and related their individual challenges related to shortfalls in HUD funding and the impacts of Federal sequestration cuts. Overall, the situation is going from bad to worse. Some Housing Authorities have reduced operating hours and/or staff positions, one has raised rents for Section 8 clients, and others have significantly reduced the number of vouchers being offered. In contrast, HAWC is in better shape financially – thanks in part to our reserves. We should be able to manage financial shortfalls reasonably well through CY2013 without reductions to vouchers being offered or staff positions. We all hope that Congress and the HUD will revise the deep funding provisions in CY2014 and possibly eliminate or modify sequestration cuts. However, the ongoing political posturing in Washington suggests that it is more likely that a budget agreement will not be reached and another "Continuing Resolution" will be the outcome.

Tax Exemption: As mentioned last month, there were 104 affordable housing units that will receive a tax exemption this July 1 due to the Washington County Board of Commissioners approval of Ordinance 761 authorizing the nonprofit housing property tax exemption per ORS 307:540-548. We are pleased to be assisting the Cities of Beaverton and Cornelius in their efforts to gain Council approval for similar ordinances.

Supportive Housing Workgroup Presentation: Several members of the Health Share of Oregon Workgroup made a presentation on June 19 to the HSO Board, the region's Coordinated Care Organization, expressing our shared assertion that safe and decent housing is a major social determinant of health. Our presentation proposed that permanent housing with services is vital to insuring positive outcomes, and should be considered a necessary component in restructuring programs to increase operational efficiencies and additional revenues for Medicaid clients.

Affordable Housing: (1) HAWC's concept meeting with HUD on June 12 went very well and it appears that they will support our refinancing of Aloha Park Apartments. This is a very positive situation as the refinancing should provide a sizable return of equity in the form of unrestricted funds that can be used for repair and improvements to our affordable housing portfolio and to cover critical shortfalls in mission-related operational requirements. (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 undergoing minor rehabilitation and should be leased soon. It is an attractive house in a lovely community. (3) We are still in 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.

Legislation: (1) House Bill 2417 related to Veterans Housing and the document recording fee is still moving towards approval. I have testified three times in support of the bill and it should go to the full Housing Means & Ways Committee shortly for a final vote. (2) House Bill 2639 is the Section 8 Housing Choice Voucher bill. Its purpose would prohibit landlords from discriminating against Section 8 tenants by requiring that Section 8 payments be considered as income. The Speaker considers this Bill a priority, so it should pass. We have negotiated some changes, and Landlord Associations have agreed to vote “neutral.”

Looking forward, we are working on drafting a capacity building application to help fund our full conversion to the scanned documents – a paperless file system. This will go forward as a Meyer Memorial Trust grant request with support of the Housing Alliance and Oregon Housing & Community Services. Stay tuned for more details.



**V. STAFF REPORTS**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**April 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 April YTD, cash flow from operations, of negative \$101,080 fell short of the budgeted amount by \$83,573, and of the prior year by \$93,789. 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 \$102,449, which was \$19,894 favorable to budget. The variance is made up of \$63,452 reduction in funding from HUD, due to sequestration, offset by operating savings.

Public Housing had negative cash flow of \$381,471, which was \$47,798 unfavorable to budget, primarily due to sequestration.

Aloha Park had positive cash flow of \$65,491, which was \$42,835 unfavorable to budget due to high maintenance and operating costs, and rent lower than budget. Unfortunately, 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, so under the "use it or lose it" theory, this unfavorable variance could be considered a good thing.

Affordable Housing cash flow from operations of \$296,370 was nearly at budget. The Affordable Housing cash flow exceeds by \$57,755 YTD of the amount required to fund the bond reserve, as required by the bond agreement with the County.

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

Section 8 has expended all of its unrestricted net assets, due to funding reductions, and \$17,998 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 – April 2013

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,352,802	705,618	19,415	36,284	22,596	5,941	2,142,656
Gross billable rent	-	427,718	52,792	443,440	43,852	3,632,421	4,600,223
Vacancy loss	-	(1,153)	-	(11,676)	-	(122,698)	(135,527)
Premiums (concessions)	-	(19)	-	(15,021)	-	(36,437)	(51,477)
Other tenant revenue	-	38,193	-	5,648	1,823	106,897	152,561
Tenant revenue	-	464,739	52,792	422,391	45,675	3,580,183	4,565,780
Other revenue (incl GF subsidy)	23,688	36,591	929	8,023	13,902	217,575	300,708
Total operating revenue	1,376,490	1,206,948	73,136	466,698	82,173	3,803,699	7,009,144
Operating expenses:							
Repair and maintenance	-	911,402	12,195	177,672	14,170	1,007,111	2,122,550
Operations	1,139,818	276,113	6,291	104,462	41,731	587,719	2,156,134
Utilities	-	56,927	8,211	47,292	6,146	342,239	460,815
Insurance	3,645	35,628	663	8,190	1,075	85,082	134,283
PILOT	-	32,880	-	-	-	-	32,880
Bad debt, net of recoveries	-	(1,589)	-	2,764	100	46,039	47,314
Other	33,997	-	-	-	1,078	-	35,075
Total operating expenses	1,177,460	1,311,361	27,360	340,380	64,300	2,068,190	4,989,051
Net program income	199,030	(104,413)	45,776	126,318	17,873	1,735,509	2,020,093
Other ongoing cash outflows:							
HAWC administration	301,479	277,058	40	132	3,435	1,448	583,592
Debt service	-	-	28,958	60,695	10,237	1,437,691	1,537,581
Total outflows	301,479	277,058	28,998	60,827	13,672	1,439,139	2,121,173
Cash flow from operations	(102,449)	(381,471)	16,778	65,491	4,201	296,370	(101,080)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	992	7,801	163	300	6,021	(12,656)	2,621
Capital fund receipts	-	134,495	-	-	-	-	134,495
Capitalized modernization	-	(140,797)	-	(34,871)	(22,065)	-	(197,733)
Transfers to (from) Local Fund	17,998	-	-	-	(17,998)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(238,610)	(238,610)
Transfers from (to) restricted cash - Repl Res	-	-	-	(25,200)	-	(113,900)	(139,100)
Section 18 transfers from Public Housing	-	-	-	-	19,383	822,524	841,907
Net unrestricted cash flows	(83,459)	(379,972)	16,941	5,720	(10,458)	753,728	302,500
Restricted cash flows:							
Housing Assistance Payments earned	14,674,234	-	-	-	-	-	14,674,234
Housing Assistance Payments	(15,562,410)	-	-	-	-	-	(15,562,410)
Investment income - restricted	(5,384)	16,392	-	-	-	-	11,008
Transfers from unrestricted - CAO	-	-	-	-	-	238,610	238,610
Transfers from (to)unrestricted - Repl Res	-	-	-	25,200	-	113,900	139,100
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(841,907)	-	-	-	-	(841,907)
Total restricted cash flows	(893,560)	(825,515)	-	25,200	-	352,510	(1,341,365)
Net cash flows	(977,019)	(1,205,487)	16,941	30,920	(10,458)	1,106,238	(1,038,865)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,142,656	2,254,750	(112,094)	2,289,414	(146,758)
Gross billable rent	4,600,223	4,583,446	16,777	4,498,380	101,843
Vacancy loss	(135,527)	(183,718)	48,191	(178,303)	42,776
Premiums (concessions)	(51,477)	(62,873)	11,396	(28,897)	(22,580)
Other tenant revenue	152,561	106,089	46,472	124,434	28,127
Tenant revenue	4,565,780	4,442,943	122,837	4,415,615	150,165
Other revenue (incl GF subsidy)	300,708	246,498	54,210	273,091	27,617
Total operating revenue	7,009,144	6,944,191	64,953	6,978,120	31,024
Operating expenses:					
Repair and maintenance	2,122,550	1,941,072	(181,478)	2,165,633	43,083
Operations	2,156,134	2,120,466	(35,668)	1,972,846	(183,288)
Utilities	460,815	463,136	2,321	456,827	(3,988)
Insurance	134,283	128,459	(5,824)	126,808	(7,475)
PILOT	32,880	32,880	-	34,987	2,107
Bad debt, net of recoveries	47,314	53,325	6,011	68,358	21,044
Other	35,075	53,318	18,243	53,440	18,365
Total operating expenses	4,989,051	4,792,656	(196,395)	4,878,899	(110,152)
Net program income	2,020,093	2,151,535	(131,442)	2,099,221	(79,128)
Other ongoing cash outflows:					
HAWC administration	583,592	629,633	46,041	566,113	(17,479)
Debt service	1,537,581	1,539,409	1,828	1,540,399	2,818
Total outflows	2,121,173	2,169,042	47,869	2,106,512	(14,661)
Cash flow from operations	(101,080)	(17,507)	(83,573)	(7,291)	(93,789)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,621	(9,721)	12,342	(4,612)	7,233
Capital fund receipts	134,495	79,792	54,703	137,108	(2,613)
Capitalized modernization	(197,733)	(79,792)	(117,941)	(152,975)	(44,758)
Transfers to (from) Local Fund	-	(6,641)	6,641	(22,677)	22,677
Transfers to restricted cash - CAO	(238,610)	(238,615)	5	-	(238,610)
Transfers from (to) restricted cash - Repl Res	(139,100)	(139,100)	-	(95,350)	(43,750)
Section 18 transfers from Public Housing	841,907	791,057	50,850	770,528	71,379
Net unrestricted cash flows	302,500	379,473	(76,973)	624,731	(322,231)
Restricted cash flows:					
Housing Assistance Payments earned	14,674,234	15,320,525	(646,291)	14,588,594	85,640
Housing Assistance Payments	(15,562,410)	(16,007,625)	445,215	(15,580,308)	17,898
Investment income - restricted	11,008	44,387	(33,379)	39,772	(28,764)
Transfers from unrestricted - CAO	238,610	238,615	(5)	-	238,610
Transfers from (to)unrestricted - Repl Res	139,100	139,100	-	95,350	43,750
Purchased from replacement reserves	-	(53,267)	53,267	(51,806)	51,806
Sec 18 transfers to Affordable Housing	(841,907)	(791,057)	(50,850)	(770,528)	(71,379)
Total restricted cash flows	(1,341,365)	(1,109,322)	(232,043)	(1,678,926)	337,561
Net cash flows	(1,038,865)	(729,849)	(309,016)	(1,054,195)	15,330



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,352,802	1,416,254	(63,452)	1,426,196	(73,394)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	23,688	14,048	9,640	28,865	(5,177)
Total operating revenue	1,376,490	1,430,302	(53,812)	1,455,061	(78,571)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,139,818	1,154,641	14,823	1,115,542	(24,276)
Utilities	-	-	-	-	-
Insurance	3,645	3,753	108	3,645	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	33,997	51,503	17,506	49,324	15,327
Total operating expenses	1,177,460	1,209,897	32,437	1,168,511	(8,949)
Net program income	199,030	220,405	(21,375)	286,550	(87,520)
Other ongoing cash outflows:					
HAWC administration	301,479	342,748	41,269	266,052	(35,427)
Debt service	-	-	-	-	-
Total outflows	301,479	342,748	41,269	266,052	(35,427)
Cash flow from operations	(102,449)	(122,343)	19,894	20,498	(122,947)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	992	(600)	1,592	865	127
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	17,998	120,592	(102,594)	-	17,998
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(83,459)	(2,351)	(81,108)	21,363	(104,822)
Restricted cash flows:					
Housing Assistance Payments earned	14,674,234	15,320,525	(646,291)	14,588,594	85,640
Housing Assistance Payments	(15,562,410)	(16,007,625)	445,215	(15,580,308)	17,898
Investment income - restricted	(5,384)	14,655	(20,039)	16,904	(22,288)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(893,560)	(672,445)	(221,115)	(974,810)	81,250
Net cash flows	(977,019)	(674,796)	(302,223)	(953,447)	(23,572)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	705,618	769,802	(64,184)	793,986	(88,368)
Gross billable rent	427,718	407,163	20,555	406,352	21,366
Vacancy loss	(1,153)	(3,078)	1,925	(3,148)	1,995
Premiums (concessions)	(19)	(24)	5	(18)	(1)
Other tenant revenue	38,193	35,318	2,875	35,283	2,910
Tenant revenue	464,739	439,379	25,360	438,469	26,270
Other revenue (incl GF subsidy)	36,591	4,275	32,316	4,747	31,844
Total operating revenue	1,206,948	1,213,456	(6,508)	1,237,202	(30,254)
Operating expenses:					
Repair and maintenance	911,402	882,090	(29,312)	1,085,035	173,633
Operations	276,113	259,685	(16,428)	241,676	(34,437)
Utilities	56,927	55,215	(1,712)	53,423	(3,504)
Insurance	35,628	34,106	(1,522)	33,158	(2,470)
PILOT	32,880	32,880	-	34,987	2,107
Bad debt, net of recoveries	(1,589)	(296)	1,293	18,113	19,702
Other	-	733	733	533	533
Total operating expenses	1,311,361	1,264,413	(46,948)	1,466,925	155,564
Net program income	(104,413)	(50,957)	(53,456)	(229,723)	125,310
Other ongoing cash outflows:					
HAWC administration	277,058	282,716	5,658	296,388	19,330
Debt service	-	-	-	-	-
Total outflows	277,058	282,716	5,658	296,388	19,330
Cash flow from operations	(381,471)	(333,673)	(47,798)	(526,111)	144,640
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7,801	10,383	(2,582)	11,920	(4,119)
Capital fund receipts	134,495	79,792	54,703	137,108	(2,613)
Capitalized modernization	(140,797)	(79,792)	(61,005)	(137,108)	(3,689)
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	(379,972)	(323,290)	(56,682)	(514,191)	134,219
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	16,392	22,793	(6,401)	22,868	(6,476)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(841,907)	(791,057)	(50,850)	(770,528)	(71,379)
Total restricted cash flows	(825,515)	(768,264)	(57,251)	(747,660)	(77,855)
Net cash flows	(1,205,487)	(1,091,554)	(113,933)	(1,261,851)	56,364





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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	19,415	16,398	3,017	18,653	762
Gross billable rent	52,792	51,000	1,792	52,810	(18)
Vacancy loss	-	(1,530)	1,530	(354)	354
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	278	(278)
Tenant revenue	52,792	49,470	3,322	52,733	59
Other revenue (incl GF subsidy)	929	872	57	837	92
Total operating revenue	73,136	66,740	6,396	72,223	913
Operating expenses:					
Repair and maintenance	12,195	13,577	1,382	14,147	1,952
Operations	6,291	7,441	1,150	6,829	538
Utilities	8,211	7,899	(312)	8,313	102
Insurance	663	526	(137)	511	(152)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(815)	(815)
Other	-	-	-	-	-
Total operating expenses	27,360	29,443	2,083	28,985	1,625
Net program income	45,776	37,297	8,479	43,238	2,538
Other ongoing cash outflows:					
HAWC administration	40	193	153	75	35
Debt service	28,958	28,958	-	28,958	-
Total outflows	28,998	29,151	153	29,033	35
Cash flow from operations	16,778	8,146	8,632	14,205	2,573
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	163	178	(15)	85	78
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	16,941	8,324	8,617	14,290	2,651
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	304	(304)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	304	(304)	-	-
Net cash flows	16,941	8,628	8,313	14,290	2,651



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	36,284	37,782	(1,498)	36,572	(288)
Gross billable rent	443,440	451,453	(8,013)	439,588	3,852
Vacancy loss	(11,676)	(15,013)	3,337	(18,776)	7,100
Premiums (concessions)	(15,021)	(12,136)	(2,885)	(706)	(14,315)
Other tenant revenue	5,648	4,025	1,623	(7,565)	13,213
Tenant revenue	422,391	428,328	(5,937)	412,541	9,850
Other revenue (incl GF subsidy)	8,023	7,297	726	7,175	848
Total operating revenue	466,698	473,407	(6,709)	456,288	10,410
Operating expenses:					
Repair and maintenance	177,672	153,439	(24,233)	151,080	(26,592)
Operations	104,462	91,107	(13,355)	91,511	(12,951)
Utilities	47,292	46,241	(1,051)	48,280	988
Insurance	8,190	9,503	1,313	10,040	1,850
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,764	3,961	1,197	4,883	2,119
Other	-	-	-	-	-
Total operating expenses	340,380	304,251	(36,129)	305,794	(34,586)
Net program income	126,318	169,156	(42,838)	150,494	(24,176)
Other ongoing cash outflows:					
HAWC administration	132	135	3	138	6
Debt service	60,695	60,695	-	60,695	-
Total outflows	60,827	60,830	3	60,833	6
Cash flow from operations	65,491	108,326	(42,835)	89,661	(24,170)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	300	1,748	(1,448)	188	112
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(34,871)	-	(34,871)	-	(34,871)
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(25,200)	(25,200)	-	(25,200)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	5,720	84,874	(79,154)	64,649	(58,929)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	673	(673)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	25,200	25,200	-	25,200	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	25,200	25,873	(673)	25,200	-
Net cash flows	30,920	110,747	(79,827)	89,849	(58,929)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	22,596	2,434	20,162	2,434	20,162
Gross billable rent	43,852	44,691	(839)	43,468	384
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	1,823	-	1,823	43	1,780
Tenant revenue	45,675	44,691	984	43,511	2,164
Other revenue (incl GF subsidy)	13,902	11,987	1,915	17,351	(3,449)
Total operating revenue	82,173	59,112	23,061	63,296	18,877
Operating expenses:					
Repair and maintenance	14,170	1,928	(12,242)	3,252	(10,918)
Operations	41,731	8,186	(33,545)	(61,404)	(103,135)
Utilities	6,146	4,326	(1,820)	3,889	(2,257)
Insurance	1,075	890	(185)	864	(211)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	100	-	(100)	(289)	(389)
Other	1,078	1,082	4	3,583	2,505
Total operating expenses	64,300	16,412	(47,888)	(50,105)	(114,405)
Net program income	17,873	42,700	(24,827)	113,401	(95,528)
Other ongoing cash outflows:					
HAWC administration	3,435	2,056	(1,379)	1,948	(1,487)
Debt service	10,237	12,065	1,828	10,238	1
Total outflows	13,672	14,121	449	12,186	(1,486)
Cash flow from operations	4,201	28,579	(24,378)	101,215	(97,014)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	6,021	13,698	(7,677)	6,743	(722)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(22,065)	-	(22,065)	-	(22,065)
Transfers to (from) Local Fund	(17,998)	(127,233)	109,235	(22,677)	4,679
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	19,383	5,943	13,440	7,098	12,285
Net unrestricted cash flows	(10,458)	(79,013)	68,555	92,379	(102,837)
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	(10,458)	(79,013)	68,555	92,379	(102,837)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	5,941	12,080	(6,139)	11,573	(5,632)
Gross billable rent	3,632,421	3,629,139	3,282	3,556,163	76,258
Vacancy loss	(122,698)	(164,097)	41,399	(156,025)	33,327
Premiums (concessions)	(36,437)	(50,713)	14,276	(28,173)	(8,264)
Other tenant revenue	106,897	66,746	40,151	96,395	10,502
Tenant revenue	3,580,183	3,481,075	99,108	3,468,361	111,822
Other revenue (incl GF subsidy)	217,575	208,019	9,556	214,117	3,458
Total operating revenue	3,803,699	3,701,174	102,525	3,694,051	109,648
Operating expenses:					
Repair and maintenance	1,007,111	890,038	(117,073)	912,121	(94,990)
Operations	587,719	599,406	11,687	578,691	(9,028)
Utilities	342,239	349,455	7,216	342,922	683
Insurance	85,082	79,681	(5,401)	78,591	(6,491)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	46,039	49,660	3,621	46,466	427
Other	-	-	-	-	-
Total operating expenses	2,068,190	1,968,240	(99,950)	1,958,791	(109,399)
Net program income	1,735,509	1,732,934	2,575	1,735,260	249
Other ongoing cash outflows:					
HAWC administration	1,448	1,785	337	1,514	66
Debt service	1,437,691	1,437,691	-	1,440,508	2,817
Total outflows	1,439,139	1,439,476	337	1,442,022	2,883
Cash flow from operations	296,370	293,458	2,912	293,238	3,132
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(12,656)	(35,128)	22,472	(24,413)	11,757
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(15,867)	15,867
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(238,610)	(238,615)	5	-	(238,610)
Transfers from (to) restricted cash - Repl Res	(113,900)	(113,900)	-	(70,150)	(43,750)
Section 18 transfers from Public Housing	822,524	785,114	37,410	763,430	59,094
Net unrestricted cash flows	753,728	690,929	62,799	946,238	(192,510)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	5,962	(5,962)	-	-
Transfers from unrestricted - CAO	238,610	238,615	(5)	-	238,610
Transfers from (to)unrestricted - Repl Res	113,900	113,900	-	70,150	43,750
Purchased from replacement reserves	-	(53,267)	53,267	(51,806)	51,806
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	352,510	305,210	47,300	18,344	334,166
Net cash flows	1,106,238	996,139	110,099	964,582	141,656



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

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	(21,869)	1,000,517	40,672	156,644	235,823	(1,951,343)	(539,556)
Restricted cash and cash equivalents	144,291	63,647	1,230	36,853	31,700	286,145	563,866
Accounts receivable, net	52,075	37,065	2,946	4,346	170	88,033	184,635
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730
Other current assets	729	11,369	132	—	3,398	35,361	50,989
<b>Total current assets</b>	<b>175,226</b>	<b>1,114,611</b>	<b>44,980</b>	<b>197,843</b>	<b>273,808</b>	<b>(1,541,804)</b>	<b>264,664</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	1,222,230	2,372,382	36,091	106,271	—	1,064,110	4,801,084
Contracts receivable	—	—	—	—	404,883	—	404,883
Capital assets, non-depreciable	—	3,920,628	50,000	41,617	202,122	4,095,129	8,309,496
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724
<b>Total non-current assets</b>	<b>1,222,230</b>	<b>10,055,634</b>	<b>136,334</b>	<b>313,576</b>	<b>1,139,573</b>	<b>21,565,840</b>	<b>34,433,187</b>
<b>Total assets</b>	<b>1,397,456</b>	<b>11,170,245</b>	<b>181,314</b>	<b>511,419</b>	<b>1,413,381</b>	<b>20,024,036</b>	<b>34,697,851</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	28,069	52,155	2,227	34,976	27,161	75,981	220,569
Deferred revenue	—	32,966	12	2	—	2,450	35,430
Accrued interest payable - bonds and notes	—	—	2,612	519	138	466,001	469,270
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	300,294	382,064
Current liabilities payable from restricted assets:							
Tenant and other deposits	144,291	63,647	1,230	36,853	31,700	286,145	563,866
Total curr. liabilities payable from restr. assets	144,291	63,647	1,230	36,853	31,700	286,145	563,866
<b>Total current liabilities</b>	<b>172,360</b>	<b>148,768</b>	<b>9,639</b>	<b>141,129</b>	<b>68,432</b>	<b>1,130,871</b>	<b>1,671,199</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	—	—	327,489	24,254	692,514	26,358,297	27,402,554
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>327,489</b>	<b>24,254</b>	<b>692,514</b>	<b>26,358,297</b>	<b>27,402,554</b>
<b>Total liabilities</b>	<b>172,360</b>	<b>148,768</b>	<b>337,128</b>	<b>165,383</b>	<b>760,946</b>	<b>27,489,168</b>	<b>29,073,753</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	7,683,252	(230,805)	114,272	32,743	(6,156,860)	1,442,602
Restricted	1,215,942	2,372,382	36,092	106,271	—	1,064,110	4,794,797
Unrestricted	9,154	965,843	38,899	125,493	619,692	(2,372,382)	(613,301)
<b>Total net assets</b>	<b>1,225,096</b>	<b>11,021,477</b>	<b>(155,814)</b>	<b>346,036</b>	<b>652,435</b>	<b>(7,465,132)</b>	<b>5,624,098</b>
<b>Total liabilities and net assets</b>	<b>1,397,456</b>	<b>11,170,245</b>	<b>181,314</b>	<b>511,419</b>	<b>1,413,381</b>	<b>20,024,036</b>	<b>34,697,851</b>



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

<b>Wait List Time Based on # of HH Members</b>											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,472	904	619	375	205	103	46	24	9	6	<b>3,763</b>
Average Days	1,225	1,164	1,197	1,252	1,145	1,161	1,285	1,206	1,452	1,092	<b>1,203</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	2,586	1,177	<b>3,763</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	483	26	2,916	50	114	<b>3,763</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	737	2,991	35	<b>3,763</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	1,005	263	1,832	663	<b>3,763</b>



# WASHINGTON COUNTY

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## OREGON

### V. STAFF REPORTS

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

#### 2. Public Housing Average Vacancy Days

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



V. STAFF REPORTS  
C. Affordable Housing

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

- a) Section 8 Waiting List: May: 3,763 last month 3,777. 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 May 2013 were at 18.39 (last month – 18.52). 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: 99.59% (last month – 99.18%)  
 \*Section 8: 101.9% (last month – 100.9%)

We had 2,633 vouchers leased up in May (last month – 2,635). Five (5) new vouchers were issued, and 27 applicants with vouchers are searching for housing (last month 11 new, 24 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 May, 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: 66 (56 from Section 8 and 10 from Public Housing)  
 Total FSS participants w/escrow balance: 41  
 Total Escrow Balance: \$137,233  
 Average Escrow Balance: \$ 3,239  
 Highest Escrow Accounts: \$13,092 (Section 8) and \$11,792 (Public Housing)  
 IDA Accounts: 0 (Note: 3 applications pending in June awaiting CASA of Oregon review)

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 97.55% Occupancy (15 vacancies / 613 units), compared to 97.23% (17 vacancies / 613 units), last month. NTR – 97%.





- **MAINTENANCE ACTIVITIES**

Special Projects:

- Preventative maintenance was performed on nine (9) inspected pre-REAC units.
- Reported 804 non-emergency work order have been completed year to date.
- Reported 58 emergency work orders have been completed year to date.
- Replaced water heater in one (1) Public Housing unit.
- Pest control service was preformed on two (2) Public Housing units.
- Landscaping season is in high gear.
- Final completion of rehab of Specialty Housing duplex on 53<sup>rd</sup> Street.

Turnovers:

- There were eight (8) Public Housing turnovers this month.
- Cleaning was completed on all eight (8) turnovers by a contracted vendor.
- Carpet replaced on seven (7) turnovers by contracted vendor (CAP fund).

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 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	13
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	5			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	7	7						
Total PBVs	102	19	19	46	22	11	25	25	23



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

• **COORDINATED INTAKE AND CENTRALIZED ASSESSMENT SYSTEM**

A subcommittee of housing and service provider agency’s and public agency funders are working to develop a Centralized Assessment System that functions as the front-door to the homeless response system in Washington County. This national initiative is required 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.

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	Assessment tool reviewed 5/31/2013; revisions recommended by subcommittee.
Define HMIS Data Gathering and Sharing	
Develop Referral Process	
Develop Intake Coordination	
Develop Resources to Staff the System	
Define Media and Messaging to Market the System	
Implement the Centralized Assessment System	

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 Housing and Supportive Services Network (HSSN) goal for implementation will begin on or before December 2013, with changes made to the system during a three month beta-test and fully operational by the Federal requirement of August 2014.

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 within 60 days (by June).

HUD has provided guidance that continuums across the nation should anticipate a 6% reduction in the FY2013 McKinney-Vento Homeless Assistance CoC Program funding available for renewable projects. The HSSN has verified the projects currently seeking Federal funding in preparation for the FY2013 grant application, 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 beginning in FY2011.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013
	<b>\$1,846 billion</b>	<b>\$1,901 billion</b>	<b>\$1,901 billion</b>	<b>\$1,929 billion</b>
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion <sup>1</sup>
Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million <sup>2</sup>	*NOFA not yet released <sup>3</sup>
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million <sup>4</sup>
ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	Est. \$135,450 <sup>5</sup>
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	Est. \$69,924
<i>NOTE: Net funds diverted (loss of funding) from Washington County to the State (OHCS) for City's with &gt;50,000 people</i>	<i>n/a</i> <sup>6</sup>	\$63,110	\$100,182	Est. \$100,182

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

<sup>2</sup> 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.

<sup>3</sup> FY2013 CoC Program Notice Of Funding Available (NOFA) has not been released.

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

<sup>5</sup> FY2013 Emergency Solutions Grant reflects est. 14% reduction due to Sequestration; however, not yet final.

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



- **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.

- **YEAR 6 – A ROAD HOME: 10-YEAR PLAN TO END HOMELESSNESS**

On June 5, the HSSN adopted the Year 6 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-6-WORK-PLAN-approved-by-HSSN-6-5-13.pdf>

An estimate of the Year 6 Work Plan budget includes:

\$3.2 million (72%) Funds Committed

\$1.2 million (28%) Unfunded or Funds Requested\*

\* Excludes the \$1.3 million budget line item for affordable housing in strategy 2.4.

The total Year 6 budget is estimated at \$5.7 million, excluding strategy 2.4

- **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 steps that may redirect current funds and/or provide new funding to end homelessness. A September roll-out of the study is being planned.

## 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 is working to secure support for this program in Beaverton. Washington County's support is likely to encourage Beaverton leadership to move forward.

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

The Technical Advisory Committee met on Wednesday, June 12, to review the list of action items being worked on by the project team for major problems, missing action items, etc. 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 Citizen's Advisory Committee (CAC) also met on Wednesday, June 12 from 6-8pm to review action items for the next year. The CAC also discussed the general impact that various governance changes may have on the community. The next CAC meeting is scheduled on Wednesday, August 14 from 6-8pm.

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](http://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 is not constrained, and may consider any number of configurations of mixed-income housing at a variety of income levels, and may consider its feasibility in the County overall and/or in specific locations. The work group may explore any number of options and recommend configurations and strategies that appear to be most useful for Washington County.

A group meeting has been scheduled for June 23 from 1-3pm in the Third Floor Meeting Room at Beaverton City Hall.

- **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 retreat has been held at Jenkins Estate in past years, but may be held at another location (possibly a community room at a HAWC property or other affordable property) this year.

Possible topics for discussion include: County-level coordination on messaging or affordable housing strategies, developing a diversified funding stream, and/or urban renewal/TIFF allocations.

**VII. NEW BUSINESS**

**VIII. RESOLUTIONS/ACTION ITEMS**

**IX. ADJOURNMENT**