



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



**Thursday, June 26, 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, July 24, 2014

2014 HAC Meeting Schedule
Thursday, July 24
Thursday, August 28
Thursday, September 25
Friday, October 17 – Retreat (Tentative)
Thursday, November 20
Friday, December 12 – Luncheon (Tentative)



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
June 26, 2014 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**  
May 29, 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**  
**May 29, 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  
Carnia Delgado

**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

**COMMITTEE MEMBERS ABSENT**

LaShanda Williams    Jack Schwab  
Sid Scott                Karen Shawcross

**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 April 24, 2014—Gary Whiting

Second: David Nase

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- David Nase commented that vacancies remain under 1%, and housing units are renting at higher rents than he has seen in the past.
- Val Valfre commented that high rental rates make it challenging for Section 8 households to find units that meet payment standards.
- Anapreet Kaur-Gill noted that her units are always full, and that short-term vacancy days are the result of tenants becoming ill and unable to return to independent living.
- Gary Whiting reported that the housing market is still a strong seller's market, with only 2.8 months of inventory available. In some areas there is less than 1 month of inventory. This leads to higher prices and bidding wars on homes. Interest rates remain very low (low 4%), and nationally over 30% of housing transactions are cash. Gary Whiting also discussed the fact that high bids do not necessarily mean that a home will appraise, be financed, and sell at the inflated sale price.



- Barbara Smith noted that very low vacancy rates are impacting financing, though price increases also make it very challenging for nonprofits to compete.
- Val Valfre commented that the County budget appears to be recovering from the recession. Budget reserves are recovering, and HAWC's budget has gone through its public hearing with funding for the Assistant Director and Administrative Assistant positions. The Board of Commissioners is scheduled to approve the budget on June 24.
- David Nase asked about that status of Sunset View in Beaverton. Val Valfre reported that discussions appear to be continuing, but project development is still being revised. Transportation impacts and environmental constraints have necessitated design changes, and it is unclear how this may ultimately shape the final development.
- Phase I of REACH's Orchards at Orenco project will break ground shortly. 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.

#### IV. EXECUTIVE DIRECTOR'S REPORT

##### **Housing Authority Operations**

Capacity-Building Grants: Public Housing files have been scanned, and workers are moving into scanning Section 8 casefiles. 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.

Aloha Park Refinancing: HUD has approved pre-payment of the loan. HAWC is awaiting loan approval to lock in our interest rate. HAWC hopes to close on this deal soon.

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

HUD VASH Voucher Conversion to Project-Based: An application is being coordinated with the Veterans Affairs Department to request HUD approval to convert 3 VASH vouchers to project-based for the Alma Gardens project. HUD has agreed that HAWC may add these 3 VASH vouchers to the current contract of 8 project-based vouchers with Northwest Housing Alternatives.

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 II): No additional updates were provided at the meeting.

##### **Personnel**

Housing Inspector: The new inspector will start on Friday, May 30. The new inspector will go through a local training workshop shortly.



Housing Rental Assistance Program Manager: Three candidates will be interviewed Friday, June 5. Melanie Fletcher has been the interim manager, and is one of the candidates being considered for the permanent position.

Assistant Director: No additional updates were provided at the meeting.

Administrative Assistant: No additional updates were provided at the meeting.

Administrative Specialist II: No additional updates were provided at the meeting.

## V. STAFF REPORTS

### A. Financial Statement

Discussion of HAWC's FY2014-15 budget is included under Section VIII.

### 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. Screenings are underway to issue new vouchers and increase voucher utilization. HAWC may consider re-opening the waitlist when the current list drops below 1,000 households.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Work order effectiveness is high.

### 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.

Due to funding changes, homeless programs will have reduced ability to assist homeless households with deposit payments. Previously, homeless households were able to receive assistance with deposit payments at move-in and during in-program moves. Going forward, deposit assistance will only be available for literally homeless households at first move-in.



Carina Delgado asked if Washington County systems provided shelter to homeless families with children. Annette Evans clarified that Washington County's system does not have preferences for any specific household type. The Community Connect system refers homeless households to available services and beds—but does not refer people to shelters/services that are full or unavailable.

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

No additional updates.

- FY2013 Federal McKinney-Vento Homeless Programs

Federal appropriations for the coming year will not be sufficient to meet the needs of current program renewals.

Washington County submitted a request for \$2.6 million dollars in funding to support homeless programs. Washington County has been awarded \$2.2 million and is awaiting notification for additional funding. Additional funding would support about 500 beds, including a rapid rehousing project in partnership with the Good Neighbor Center.

- On-Site Monitoring of HUD-Funded CoC Programs

No additional updates.

- Cooperative Agreements to Benefit Homeless Individuals

No additional updates.

- Homeless Costs Study

No additional updates.

- Mass Care—Integrated Emergency Management Training

No additional updates.

## VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

No additional updates were provided at the meeting.

- 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 ends May 28, 2014. Final reports for funders will be completed in the next 30-90 days.



Kim Armstrong and Mike Dahlstrom from Washington County and Carmen Madrid from the Center for Intercultural Organizing recently presented on the outcomes and lessons learned from this project to Metro Council on May 27. Metro council was very interested to hear about the project's success in outreach and engagement.

The first meeting of the citizen organizing committee will take place in June. Project staff hopes that this group will provide community leadership to advocate for implementing plan recommendations, especially for action items that are beyond usual County business.

Barbara Smith asked if this was a visioning project. Kim Armstrong stated that this was a larger planning effort, and that initially the County had hoped that Federal implementation funding would be available. Major funding sources have not been identified, so implementation will require the County and its partners to coordinate many small funding sources to meet community goals.

- 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>.

- Housing Choice Voucher Bill Training

No additional updates were provided at the meeting.

## VII. NEW BUSINESS

Barbara Smith asked about the demographics of HAWC clients. Kim Armstrong and Melanie Fletcher commented that HAWC's client base is a somewhat reasonable approximation of County demographics. HAWC clients, however, have a higher percentage of single-parent households and households that have at least one disabled family member. Annette Evans noted that recent homeless counts have shown increased in family homelessness, which is a national trend as well. Washington County has about 600 literally homeless households, and about 1,200 homeless households (including households living doubled-up, who are not considered literally homeless).

Outreach efforts for the Aloha-Reedville project indicated that some households of color, including immigrant and refugee households, have much lower incomes and education levels, and higher household sizes. There are very few (if any) housing units that meet the needs of these very low income large households.





- Sunset View Apartments  
No additional updates were provided at the meeting.
- HAC Annual Retreat  
No additional updates were provided at the meeting.
- Housing Authority Board of Directors Meeting, June 3, 2014  
No additional updates were provided at the meeting.

## VIII. RESOLUTIONS/ACTION ITEMS

- HAWC Annual Budget

The 2014-15 Budget for the Housing Authority was provided for HAC review. Val Valfre provided general budget information and an overview.

In prior years, HAWC has budgeted under the assumption that HUD funding would return to historic levels. The FY2014-15 budget assumes that funding will remain at current reduced levels going forward.

The Section 8 program continues to receive sufficient funding for existing vouchers, but there have been significant cuts to Section 8 Administrative funding which allows Housing Authorities to staff and run the program. HAWC has needed to fund Section 8 Administration with Local Fund and unrestricted funds for the past few years. However, HAWC has now exhausted these reserves and the Section 8 program has a projected deficit. Val Valfre noted that Section 8 funding — i.e., Housing Assistance Payment (HAP) funding — is restricted to rent payments only, and cannot be used for administrative costs. HAWC also receives Section 8 HAP and Administrative funding based on voucher lease-up rates. Reducing Section 8 staff also reduces HAWC's ability to maintain full lease-up—which reduces the funding received from HUD. The Section 8 program also provides direct benefit to the local economy in the form of rental payments to landlords. As a result, cutting Section 8 staff is a last resort.

Potential funds from refinancing Aloha Park Apartments are *not* included in this budget. HAWC will continue to prioritize refinancing Aloha Park Apartments, which would provide funding to help supplement Local Fund and Section 8.

HAWC will continue to evaluate cost-saving measures, such as delaying hiring for staff vacancies as they occur, on a case-by-case basis. However, because HAWC's funding is restricted, staff vacancies in areas outside Section 8 will not significantly impact the budget shortfall in the Section 8 program.



HAWC has requested County General Fund dollars to fund the match required for the Department of Labor (DOL) Housing Works grant project, which assists low-income households prepare for and secure higher-wage jobs. Currently match for this program is being provided from the Local Fund. It is possible that the Board will take action to provide these funds (approximately \$55,000-117,000) after the County budget is approved in June.

HAWC may also consider deferring a payment towards the bond debt service reserve. When fully funded, this reserve will equal one year's bond payment. HAWC has made its bond debt payments on time to date; however, this payment is for a backup reserve to be used to cover the bond payment in the event that HAWC is unable to make its bond debt payment at some future point.

Barbara Smith asked about the purpose and source of the Local Fund. Val Valfre and Michael O'Neill clarified that the Local Fund is made up from a variety of small revenue sources (management fees, funds from affordable housing units, etc). HAWC is not mandated to fund the Local Fund at a specific level, but the Local Fund is one of the very few sources of unrestricted funding HAWC has available.

Barbara Smith also asked about HAWC debt. Val Valfre and Michael O'Neill clarified that bond debt is included in the expenses for each budget item—e.g. the affordable housing bond payments are included as expenses under the Affordable Housing programs. HAWC's affordable housing bond is a 35-year bond. The affordable housing bond was used to refinance four previously existing bonds into a single County-issued bond.

Michael O'Neill reiterated that the budget assumes that funding will remain at current levels in the next Federal budget. If there are additional reductions in the Federal budget, this will further impact HAWC's funding.

Barbara Smith asked about the significant change in Local Fund expenses for FY15. Michael O'Neill clarified that this increase in expenses is due to additional staffing on the Housing Works grant project. The increased expenses are offset with an increase in revenue from the grant.

Motion: Approve 2014-15 HAWC budget for submission to the Housing Authority Board of Directors—David Nase

Second: Gary Whiting

Vote: All approve



- 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 June HAC meeting.

**IX. ADJOURNMENT**

Meeting adjourned at 10:35 a.m.

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

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

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 has made progress on its two Oregon Housing and Community Services (OHCS) grants – one for digital imaging and the other for mobile tablets for inspections. Three full-time temporary workers are currently scanning Section 8 records. Approximately 19% of the Section 8 records (i.e., over 500 files) have been scanned. Because Section 8 scanning is taking longer than anticipated, this work may extend into July.

Inspectors and maintenance staff have received training and have begun to use mobile tablets in the field. The results have been moderately positive, although some work still needs to be done to improve initial inspection downloads.

- **Oregon Housing Choice Voucher Bill:** As of July 1<sup>st</sup>, refusing a tenant's application based solely on Section 8 assistance would constitute a possible Fair Housing violation. HAWC and Multifamily NW co-hosted a training session last month in Washington County to explain the new bill and educate landlords about compliance. HAWC will also 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.

**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-rata to a 63-65% pro-rata. The Senate THUD committee's allocation was more generous – but does not restore funding to sustainable levels. A House-Senate Budget Conference will likely compromise at a midpoint funding allocation.

- **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: TBD.

- **Section 8 Program Funding:** Due to incorrect figures on our HUD Renewal Funding letter, our "listed HUD-held reserves" of \$532,681 as of 12/31/13 will not be available as planned. As a result, HAWC was required to immediately restrict voucher lease-ups to avoid a negative balance in net restricted assets at the end of the calendar year. HAWC has issued the following notice:

"Notice: Outstanding New Vouchers On Hold. Regretfully, the Department of Housing Services does not have funds available at this time for new outstanding Vouchers that have not leased up by June 16, 2014. Any applicant household who was issued a Voucher that did not expire prior to June 16, 2014 will be placed on hold and will be contacted by mail in date and time order when funds are again available. Please be aware that this only affects new applicants to the program. Households currently receiving assistance will continue to do so. If your household is one that was affected, please report changes in your mailing address and contact information as they occur so that the Department is able to contact you at that time. Thank you."

We have reviewed and initiated several strategies to minimize the impact on clients and landlords. We show 2,716 lease-ups in June, but will need to downsize to 2,583 by 12/31/14.

**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 will seek approval from HUD and VA 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.
- **Veterans Housing Bill (HB2417):** The Bill provides funds for veterans housing services through a \$5 increase in the Document Recording Fee (DRF). By the end of the 2013-15 Biennium, we anticipate \$5.83M in the following categories:
  - **EHA** (Emergency Housing Account) (10% - \$583,000)
  - **HOAP** (Homeownership Account Program) (14% - \$816,200)
  - **GHAP** (General Housing Account Program) (76% - \$4,430,800)



It is possible that the GHAP funding may be reserved until 2015 or later to ensure there is sufficient funding for two or more projects. Timeline and scope for the HOAP and EHA remain under discussion.

- Inclusionary Housing Initiative: HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to support an Inclusionary Housing bill for the 2015 legislative session. The next Housing Affordability, Balance and Choice work group will meet June 17 from 9am-12pm 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.

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

- Housing Rental Assistance Program Manager: We concluded interviews with three qualified applicants on June 6, 2014 and selected Melanie Fletcher, our current interim manager, to fill the permanent position as the Housing Rental Assistance Program Manager effective June 21, 2014. .
- 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 Department will move ahead to fill this position following approval of the 2014-15 budget on June 24, 2014.
- Administrative Assistant: This is a new staff position in the 2014-15 budget and will provide assistance to Annette Evans, the Homeless Project Coordinator. The Department will move ahead to fill this position following approval of the 2014-15 budget on June 24, 2014.
- Administrative Specialist II: The vacant staff position in Asset Management has been filled by Jacob Rosales, who previously staffed the Housing Front Desk for several years. 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**  
**April 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 April FYTD, the Housing Authority's cash flow from operations of \$72,155 is unfavorable to the budgeted gain of \$131,655 by \$59,500 but favorable to the prior year by \$120,229.

Section 8 had negative cash flow of \$187,524, which was \$45,625 unfavorable to budget. The variance is due to administrative fee funding from HUD less than budgeted. Section 8's loss to budget should continue to increase by about \$10,000 per month through June 30. This shortfall will have to be resolved by local fund transfers.

Public Housing had negative cash flow FYTD of \$37,078, which is \$114,678 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 \$2,472 was \$9,875 unfavorable to budget due to turnover expenses and bad debt in excess of budget.

Aloha Park had FYTD negative cash flow of \$40,376, unfavorable to budget by \$107,569, 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 \$6,377, made up of a loss in the DOL Workforce project of \$36,666 due to the matching requirement, offset by positive performance by the Local Fund properties.

Affordable Housing cash flow from operations of \$341,038 was unfavorable to budget by \$1,199. Affordable Housing cash flow exceeds, by \$91,225 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. The Section 8 unrestricted net asset balance at 4/30 is \$33,018. Administrative funding for Section 8 for Calendar Year 2014 will not be sufficient to cover costs, so Local Fund subsidies of Section 8 will need to continue, worsening the overdraw. Some Local Fund relief may come from the upcoming refinance of Aloha Park.

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 – April 2014

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	1,306,158	950,942	19,913	36,080	45,210	13,806	2,372,109
Gross billable rent	-	513,750	53,093	443,440	72,099	3,672,214	4,754,596
Vacancy loss	-	(2,641)	(1,836)	(12,651)	-	(97,513)	(114,641)
Premiums (concessions/loss-to-lease)	-	(211)	(341)	(16,169)	-	(28,652)	(45,373)
Other tenant revenue	-	21,940	1,868	5,645	364	89,735	119,552
Tenant revenue	-	532,838	52,784	420,265	72,463	3,635,784	4,714,134
Other revenue (incl GF subsidy)	53,448	6,013	867	8,221	56,434	222,751	347,734
Total operating revenue	1,359,606	1,489,793	73,564	464,566	174,107	3,872,341	7,433,977
Operating expenses:							
Repair and maintenance	-	860,027	23,839	268,713	21,907	1,023,080	2,197,566
Operations	1,204,085	295,153	7,446	109,910	113,551	585,672	2,315,817
Utilities	-	58,071	8,400	50,338	6,878	348,694	472,381
Insurance	4,838	36,360	702	12,416	1,304	88,998	144,618
PILOT	-	35,800	-	-	-	-	35,800
Bad debt, net of recoveries	-	878	1,695	2,548	-	43,946	49,067
Other	37,662	-	-	-	3,073	-	40,735
Total operating expenses	1,246,585	1,286,289	42,082	443,925	146,713	2,090,390	5,255,984
Net program income	113,021	203,504	31,482	20,641	27,394	1,781,951	2,177,993
Other ongoing cash outflows:							
HAWC administration	300,545	240,582	52	322	23,534	2,014	567,049
Debt service	-	-	28,958	60,695	10,237	1,438,899	1,538,789
Total outflows	300,545	240,582	29,010	61,017	33,771	1,440,913	2,105,838
Cash flow from operations	(187,524)	(37,078)	2,472	(40,376)	(6,377)	341,038	72,155
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	611	4,370	202	(13)	4,589	(7,827)	1,932
Capital fund receipts	-	58,048	-	-	-	-	58,048
Capitalized modernization	-	(89,292)	-	-	(8,855)	-	(98,147)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	215,000	-	-	-	(215,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(249,810)	(249,810)
Transfers from (to) restricted cash - Repl Res	-	-	-	36,142	-	(113,900)	(77,758)
Section 18 transfers from Public Housing	-	-	-	-	13,476	848,998	862,474
Net unrestricted cash flows	28,087	(63,952)	2,674	(4,247)	(212,167)	818,499	568,894
Restricted cash flows:							
Housing Assistance Payments earned	15,287,697	-	-	-	-	-	15,287,697
Housing Assistance Payments	(15,770,679)	-	-	-	-	-	(15,770,679)
Investment income - restricted	1,761	9,069	-	-	-	-	10,830
Transfers from unrestricted - CAO	-	-	-	-	-	249,810	249,810
Transfers from (to) unrestricted - Repl Res	-	-	-	(36,142)	-	113,900	77,758
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(862,474)	-	-	-	-	(862,474)
Total restricted cash flows	(481,221)	(853,405)	-	(36,142)	-	363,710	(1,007,058)
Net cash flows	(453,134)	(917,357)	2,674	(40,389)	(212,167)	1,182,209	(438,164)





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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	2,372,109	2,441,240	(69,131)	2,171,868	200,241
Gross billable rent	4,754,596	4,700,477	54,119	4,610,448	144,148
Vacancy loss	(114,641)	(164,416)	49,775	(133,697)	19,056
Premiums (concessions/loss-to-lease)	(45,373)	(58,348)	12,975	(45,560)	187
Other tenant revenue	119,552	152,855	(33,303)	154,188	(34,636)
Tenant revenue	4,714,134	4,630,569	83,565	4,585,378	128,756
Other revenue (incl GF subsidy)	347,734	357,368	(9,634)	277,453	70,281
Total operating revenue	7,433,977	7,429,177	4,800	7,034,699	399,278
Operating expenses:					
Repair and maintenance	2,197,566	2,116,760	(80,806)	2,060,070	(137,496)
Operations	2,315,817	2,290,257	(25,560)	2,157,754	(158,063)
Utilities	472,381	477,755	5,374	465,070	(7,311)
Insurance	144,618	141,869	(2,749)	135,039	(9,579)
PILOT	35,800	35,803	3	35,769	(31)
Bad debt, net of recoveries	49,067	57,449	8,382	73,782	24,715
Other	40,735	33,506	(7,229)	36,798	(3,937)
Total operating expenses	5,255,984	5,153,399	(102,585)	4,964,282	(291,702)
Net program income	2,177,993	2,275,778	(97,785)	2,070,417	107,576
Other ongoing cash outflows:					
HAWC administration	567,049	605,333	38,284	580,909	13,860
Debt service	1,538,789	1,538,790	1	1,537,582	(1,207)
Total outflows	2,105,838	2,144,123	38,285	2,118,491	12,653
Cash flow from operations	72,155	131,655	(59,500)	(48,074)	120,229
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,932	(6,513)	8,445	3,404	(1,472)
Capital fund receipts	58,048	37,508	20,540	115,790	(57,742)
Capitalized modernization	(98,147)	(37,508)	(60,639)	(305,913)	207,766
Gain on sale of assets	-	-	-	20,147	(20,147)
Transfers to (from) Local Fund	-	18,676	(18,676)	-	-
Transfers to restricted cash - CAO	(249,810)	(249,813)	3	(288,728)	38,918
Transfers from (to) restricted cash - Repl Res	(77,758)	(140,900)	63,142	(139,100)	61,342
Section 18 transfers from Public Housing	862,474	856,306	6,168	849,578	12,896
Net unrestricted cash flows	568,894	609,411	(40,517)	207,104	361,790
Restricted cash flows:					
Housing Assistance Payments earned	15,287,697	14,885,222	402,475	14,662,198	625,499
Housing Assistance Payments	(15,770,679)	(15,602,883)	(167,796)	(15,600,434)	(170,245)
Investment income - restricted	10,830	19,872	(9,042)	8,073	2,757
Transfers from unrestricted - CAO	249,810	249,813	(3)	288,728	(38,918)
Transfers from (to)unrestricted - Repl Res	77,758	140,900	(63,142)	139,100	(61,342)
Purchased from replacement reserves	-	(54,865)	54,865	(21,140)	21,140
Sec 18 transfers to Affordable Housing	(862,474)	(856,306)	(6,168)	(849,578)	(12,896)
Total restricted cash flows	(1,007,058)	(1,218,247)	211,189	(1,373,053)	365,995
Net cash flows	(438,164)	(608,836)	170,672	(1,165,949)	727,785



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,306,158	1,385,471	(79,313)	1,328,868	(22,710)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	53,448	21,037	32,411	25,500	27,948
Total operating revenue	1,359,606	1,406,508	(46,902)	1,354,368	5,238
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,204,085	1,193,275	(10,810)	1,138,939	(65,146)
Utilities	-	-	-	-	-
Insurance	4,838	5,664	826	3,645	(1,193)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	37,662	32,398	(5,264)	35,718	(1,944)
Total operating expenses	1,246,585	1,231,337	(15,248)	1,178,302	(68,283)
Net program income	113,021	175,171	(62,150)	176,066	(63,045)
Other ongoing cash outflows:					
HAWC administration	300,545	317,070	16,525	298,831	(1,714)
Debt service	-	-	-	-	-
Total outflows	300,545	317,070	16,525	298,831	(1,714)
Cash flow from operations	(187,524)	(141,899)	(45,625)	(122,765)	(64,759)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	611	(538)	1,149	901	(290)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	215,000	167,793	47,207	50,235	164,765
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	28,087	25,356	2,731	(71,629)	99,716
Restricted cash flows:					
Housing Assistance Payments earned	15,287,697	14,885,222	402,475	14,662,198	625,499
Housing Assistance Payments	(15,770,679)	(15,602,883)	(167,796)	(15,600,434)	(170,245)
Investment income - restricted	1,761	5,593	(3,832)	(7,426)	9,187
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(481,221)	(712,068)	230,847	(945,662)	464,441
Net cash flows	(453,134)	(686,712)	233,578	(1,017,291)	564,157



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	950,942	984,837	(33,895)	742,952	207,990
Gross billable rent	513,750	424,978	88,772	434,598	79,152
Vacancy loss	(2,641)	(1,012)	(1,629)	(1,488)	(1,153)
Premiums (concessions/loss-to-lease)	(211)	(24)	(187)	(16)	(195)
Other tenant revenue	21,940	31,487	(9,547)	42,967	(21,027)
Tenant revenue	532,838	455,429	77,409	476,062	56,776
Other revenue (incl GF subsidy)	6,013	44,566	(38,553)	11,663	(5,650)
Total operating revenue	1,489,793	1,484,832	4,961	1,230,677	259,116
Operating expenses:					
Repair and maintenance	860,027	929,275	69,248	913,860	53,833
Operations	295,153	296,291	1,138	280,730	(14,423)
Utilities	58,071	60,424	2,353	55,542	(2,529)
Insurance	36,360	35,300	(1,060)	34,377	(1,983)
PILOT	35,800	35,803	3	35,769	(31)
Bad debt, net of recoveries	878	(296)	(1,174)	18,236	17,358
Other	-	-	-	-	-
Total operating expenses	1,286,289	1,356,797	70,508	1,338,514	52,225
Net program income	203,504	128,035	75,469	(107,837)	311,341
Other ongoing cash outflows:					
HAWC administration	240,582	279,791	39,209	276,653	36,071
Debt service	-	-	-	-	-
Total outflows	240,582	279,791	39,209	276,653	36,071
Cash flow from operations	(37,078)	(151,756)	114,678	(384,490)	347,412
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,370	7,263	(2,893)	7,378	(3,008)
Capital fund receipts	58,048	37,508	20,540	115,790	(57,742)
Capitalized modernization	(89,292)	(37,508)	(51,784)	(145,158)	55,866
Gain on sale of assets	-	-	-	20,147	(20,147)
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	(63,952)	(144,493)	80,541	(386,333)	322,381
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	9,069	14,279	(5,210)	15,498	(6,429)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(862,474)	(856,306)	(6,168)	(849,578)	(12,896)
Total restricted cash flows	(853,405)	(842,027)	(11,378)	(834,080)	(19,325)
Net cash flows	(917,357)	(986,520)	69,163	(1,220,413)	303,056



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	19,913	19,903	10	19,491	422
Gross billable rent	53,093	51,000	2,093	52,765	328
Vacancy loss	(1,836)	(1,530)	(306)	(708)	(1,128)
Premiums (concessions/loss-to-lease)	(341)	-	(341)	-	(341)
Other tenant revenue	1,868	-	1,868	417	1,451
Tenant revenue	52,784	49,470	3,314	52,473	311
Other revenue (incl GF subsidy)	867	953	(86)	954	(87)
Total operating revenue	73,564	70,326	3,238	72,918	646
Operating expenses:					
Repair and maintenance	23,839	13,079	(10,760)	15,749	(8,090)
Operations	7,446	6,655	(791)	6,318	(1,128)
Utilities	8,400	8,551	151	8,178	(222)
Insurance	702	691	(11)	663	(39)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,695	-	(1,695)	1,398	(297)
Other	-	-	-	-	-
Total operating expenses	42,082	28,976	(13,106)	32,306	(9,776)
Net program income	31,482	41,350	(9,868)	40,612	(9,130)
Other ongoing cash outflows:					
HAWC administration	52	45	(7)	33	(19)
Debt service	28,958	28,958	-	28,958	-
Total outflows	29,010	29,003	(7)	28,991	(19)
Cash flow from operations	2,472	12,347	(9,875)	11,621	(9,149)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	202	183	19	167	35
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	2,674	12,530	(9,856)	11,788	(9,114)
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	2,674	12,530	(9,856)	11,788	(9,114)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	36,080	36,285	(205)	36,300	(220)
Gross billable rent	443,440	443,440	-	443,440	-
Vacancy loss	(12,651)	(13,303)	652	(12,011)	(640)
Premiums (concessions/loss-to-lease)	(16,169)	(15,158)	(1,011)	(14,168)	(2,001)
Other tenant revenue	5,645	5,963	(318)	5,331	314
Tenant revenue	420,265	420,942	(677)	422,593	(2,328)
Other revenue (incl GF subsidy)	8,221	8,145	76	8,163	58
Total operating revenue	464,566	465,372	(806)	467,056	(2,490)
Operating expenses:					
Repair and maintenance	268,713	169,040	(99,673)	173,604	(95,109)
Operations	109,910	103,827	(6,083)	104,157	(5,753)
Utilities	50,338	48,823	(1,515)	47,035	(3,303)
Insurance	12,416	11,914	(502)	10,190	(2,226)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,548	3,558	1,010	1,433	(1,115)
Other	-	-	-	-	-
Total operating expenses	443,925	337,162	(106,763)	336,419	(107,506)
Net program income	20,641	128,210	(107,569)	130,637	(109,996)
Other ongoing cash outflows:					
HAWC administration	322	122	(200)	118	(204)
Debt service	60,695	60,695	-	60,695	-
Total outflows	61,017	60,817	(200)	60,813	(204)
Cash flow from operations	(40,376)	67,393	(107,769)	69,824	(110,200)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(13)	301	(314)	288	(301)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(82,981)	82,981
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	36,142	(25,200)	61,342	(25,200)	61,342
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(4,247)	42,494	(46,741)	(38,069)	33,822
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	(36,142)	25,200	(61,342)	25,200	(61,342)
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(36,142)	25,200	(61,342)	25,200	(61,342)
Net cash flows	(40,389)	67,694	(108,083)	(12,869)	(27,520)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	45,210	2,434	42,776	32,865	12,345
Gross billable rent	72,099	45,129	26,970	44,893	27,206
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	364	2,212	(1,848)	1,794	(1,430)
Tenant revenue	<u>72,463</u>	<u>47,341</u>	<u>25,122</u>	<u>46,688</u>	<u>25,775</u>
Other revenue (incl GF subsidy)	56,434	63,102	(6,668)	12,005	44,429
Total operating revenue	<u>174,107</u>	<u>112,877</u>	<u>61,230</u>	<u>91,558</u>	<u>82,549</u>
Operating expenses:					
Repair and maintenance	21,907	8,887	(13,020)	7,581	(14,326)
Operations	113,551	75,668	(37,883)	42,122	(71,429)
Utilities	6,878	6,196	(682)	4,814	(2,064)
Insurance	1,304	978	(326)	1,083	(221)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	129	129	83	83
Other	3,073	1,108	(1,965)	1,081	(1,992)
Total operating expenses	<u>146,713</u>	<u>92,966</u>	<u>(53,747)</u>	<u>56,764</u>	<u>(89,949)</u>
Net program income	<u>27,394</u>	<u>19,911</u>	<u>7,483</u>	<u>34,794</u>	<u>(7,400)</u>
Other ongoing cash outflows:					
HAWC administration	23,534	6,340	(17,194)	3,910	(19,624)
Debt service	10,237	10,238	1	10,238	1
Total outflows	<u>33,771</u>	<u>16,578</u>	<u>(17,193)</u>	<u>14,148</u>	<u>(19,623)</u>
Cash flow from operations	<u>(6,377)</u>	<u>3,333</u>	<u>(9,710)</u>	<u>20,646</u>	<u>(27,023)</u>
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,589	4,882	(293)	6,578	(1,989)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(59,528)	50,673
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(215,000)	(149,117)	(65,883)	(50,235)	(164,765)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	13,476	8,977	4,499	30,145	(16,669)
Net unrestricted cash flows	<u>(212,167)</u>	<u>(131,925)</u>	<u>(80,242)</u>	<u>(52,394)</u>	<u>(159,773)</u>
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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net cash flows	<u>(212,167)</u>	<u>(131,925)</u>	<u>(80,242)</u>	<u>(52,394)</u>	<u>(159,773)</u>



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	13,806	12,310	1,496	11,393	2,413
Gross billable rent	3,672,214	3,735,930	(63,716)	3,634,751	37,463
Vacancy loss	(97,513)	(148,571)	51,058	(119,490)	21,977
Premiums (concessions/loss-to-lease)	(28,652)	(43,166)	14,514	(31,377)	2,725
Other tenant revenue	89,735	113,193	(23,458)	103,679	(13,944)
Tenant revenue	3,635,784	3,657,387	(21,603)	3,587,563	48,221
Other revenue (incl GF subsidy)	222,751	219,565	3,186	219,168	3,583
Total operating revenue	3,872,341	3,889,262	(16,921)	3,818,124	54,217
Operating expenses:					
Repair and maintenance	1,023,080	996,479	(26,601)	949,277	(73,803)
Operations	585,672	614,541	28,869	585,492	(180)
Utilities	348,694	353,761	5,067	349,502	808
Insurance	88,998	87,322	(1,676)	85,083	(3,915)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	43,946	54,058	10,112	52,631	8,685
Other	-	-	-	-	-
Total operating expenses	2,090,390	2,106,161	15,771	2,021,985	(68,405)
Net program income	1,781,951	1,783,101	(1,150)	1,796,139	(14,188)
Other ongoing cash outflows:					
HAWC administration	2,014	1,965	(49)	1,364	(650)
Debt service	1,438,899	1,438,899	-	1,437,691	(1,208)
Total outflows	1,440,913	1,440,864	(49)	1,439,055	(1,858)
Cash flow from operations	341,038	342,237	(1,199)	357,084	(16,046)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(7,827)	(18,604)	10,777	(11,907)	4,080
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(18,247)	18,247
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(249,810)	(249,813)	3	(288,728)	38,918
Transfers from (to) restricted cash - Repl Res	(113,900)	(115,700)	1,800	(113,900)	-
Section 18 transfers from Public Housing	848,998	847,329	1,669	819,433	29,565
Net unrestricted cash flows	818,499	805,449	13,050	743,735	74,764
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	249,810	249,813	(3)	288,728	(38,918)
Transfers from (to)unrestricted - Repl Res	113,900	115,700	(1,800)	113,900	-
Purchased from replacement reserves	-	(54,865)	54,865	(21,140)	21,140
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	363,710	310,648	53,062	381,488	(17,778)
Net cash flows	1,182,209	1,116,097	66,112	1,125,223	56,986



**V. STAFF REPORTS**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**April 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	(50,906)	822,231	46,497	52,393	(492,851)	(797,482)	(420,118)
Restricted cash and cash equivalents	16,858	70,565	1,150	38,179	33,975	299,311	460,038
Accounts receivable, net	92,411	101,136	(2,515)	61,289	26,077	219,446	497,844
Current portion of contracts receivable	—	1,149	—	—	3,254	—	4,403
Other current assets	132	12,778	140	3,415	7,061	29,007	52,533
<b>Total current assets</b>	<b>58,495</b>	<b>1,007,859</b>	<b>45,272</b>	<b>155,276</b>	<b>(422,484)</b>	<b>(249,718)</b>	<b>594,700</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	636,864	1,343,597	36,103	72,225	—	1,572,337	3,661,126
Contracts receivable	—	—	—	—	401,542	—	401,542
Capital assets, non-depreciable	—	3,683,887	50,000	74,107	366,804	4,095,129	8,269,927
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>636,864</b>	<b>8,589,102</b>	<b>122,522</b>	<b>394,018</b>	<b>1,550,194</b>	<b>21,012,344</b>	<b>32,305,044</b>
<b>Total assets</b>	<b>695,359</b>	<b>9,596,961</b>	<b>167,794</b>	<b>549,294</b>	<b>1,127,710</b>	<b>20,762,626</b>	<b>32,899,744</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	1,135	112,063	3,352	69,672	6,470	159	192,851
Deferred revenue	—	6,969	12	—	—	3,318	10,299
Accrued interest payable - bonds and notes	—	—	2,584	118	113	461,924	464,739
Current portion of notes and contracts payable	—	—	3,911	31,716	10,041	311,730	357,398
Current liabilities payable from restricted assets:							
Tenant and other deposits	16,858	70,565	1,150	38,179	33,975	299,311	460,038
<b>Total curr. liabilities payable from restr. assets</b>	<b>16,858</b>	<b>70,565</b>	<b>1,150</b>	<b>38,179</b>	<b>33,975</b>	<b>299,311</b>	<b>460,038</b>
<b>Total current liabilities</b>	<b>17,993</b>	<b>189,597</b>	<b>11,009</b>	<b>139,685</b>	<b>50,599</b>	<b>1,076,442</b>	<b>1,485,325</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	153,979	—	322,995	—	712,606	26,046,303	27,235,883
<b>Total non-current liabilities</b>	<b>153,979</b>	<b>—</b>	<b>322,995</b>	<b>—</b>	<b>712,606</b>	<b>26,046,303</b>	<b>27,235,883</b>
<b>Total liabilities</b>	<b>171,972</b>	<b>189,597</b>	<b>334,004</b>	<b>139,685</b>	<b>763,205</b>	<b>27,122,745</b>	<b>28,721,208</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	7,245,506	(240,486)	290,077	426,006	(6,918,026)	803,077
Restricted	490,369	1,343,597	36,103	72,225	—	1,572,337	3,514,631
Unrestricted	33,018	818,261	38,173	47,307	(61,501)	(1,014,430)	(139,172)
<b>Total net assets</b>	<b>523,387</b>	<b>9,407,364</b>	<b>(166,210)</b>	<b>409,609</b>	<b>364,505</b>	<b>(6,360,119)</b>	<b>4,178,536</b>
<b>Total liabilities and net assets</b>	<b>695,359</b>	<b>9,596,961</b>	<b>167,794</b>	<b>549,294</b>	<b>1,127,710</b>	<b>20,762,626</b>	<b>32,899,744</b>





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

<b>Wait List Time Based on # of HH Members</b>										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	301	171	139	87	52	41	13	8	2	<b>814</b>
Average Days	1,679	1,691	1,681	1,791	1,543	1,529	1,887	1,621	1,637	<b>1,680</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	581	233	<b>814</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	8	35	124	6	603	9	29	<b>814</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	191	616	7	<b>814</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	154	69	421	170	<b>814</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 2014*

#### Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy		Total Average Vacancy Days Per Unit	
			This Month	Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)
<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
June 2013	3	80	26.67	34	650	19.12
<b>FY 2013-14</b>						
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



V. STAFF REPORTS  
C. Affordable Housing

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

a) Section 8 Waiting List: May: 814 last month: 1,290. 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 May 2014 were at 21.50 (last month – 14.50). FY2014 reporting began July 1. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. HAWC’s current cumulative total is an excellent 14.21 days. This measurement reflects the time period between the existing tenant turning in the keys and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:  
\*Public Housing: 99% (last month – 98.8  
\*Section 8: 100% (last month – 99.3)

We had 2,699 vouchers leased up on the first of May (last month – 2,676). Twenty-seven (27) new vouchers were issued, and 100 applicants with vouchers are searching for housing (last month 49 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 May, 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	3.00 hrs	5.0 hrs	24 hrs
Routine WO’s	7.87 days	7 days	25 days

f) FSS Participation  
Total FSS participants: 84 (71 from Section 8 and 13 from Public Housing)  
Total FSS participants w/escrow balance: 42  
Total Escrow Balance: \$155,300  
Average Escrow Balance: \$3,698  
Highest Escrow Accounts: \$16,330 (Section 8) and \$18,210 (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 four (4) Public Housing units for new residents, including cleaning, repairs, replacing carpet, painting and landscaping.

Special Projects:

- Treated one (1) Public Housing unit with pest control services.
- Replaced room on one (1) Public Housing unit.
- Gutter replaced on three (3) Public Housing units.
- Replaced bathroom flooring in one (1) Public Housing unit.
- Reported 727 year-to-date non-emergency work orders have been completed in an average of 7.78 days.
- Reported 100% of 64 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	10
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	10			
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	36						
Total PBVS	102	47	48	54	30	23	25	25	21



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

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

It’s official - on June 4 the HSSN publicly released Community Connect, a coordinated entry and centralized assessment system in Washington County!  
<http://www.co.washington.or.us/Housing/EndHomelessness/community-connect.cfm>

Implemented in January 2014, the HSSN chose to operate the new Community Connect system through provider referral as the jurisdiction worked through HMIS technical software issues, changes to system tools and policy, and collaborative work to increase bed/unit resources before going public with the system. 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.

To date, the system data outcomes report:

- 520 screened households, with 61% at risk of homelessness and 39% literally homeless
- 181 assessed households
- 30% homeless recidivism (in Washington County homeless program during past 24 months)
- 29% owe previous landlord (average \$2,520 per household)
- 25% criminal history
- 34% treatment for mental health issues (self reported), with identification of some local mental health provider agencies noted
- 21% hospitalized for health issues in last 12 months

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

On April 8, 2014, US Housing and Urban Development (HUD) Secretary Shaun Donovan announced nearly \$1.6 billion in grants to renew support for 7,100 homeless programs across the nation.

Washington County was awarded \$2,224,833 to renew housing programs, with an additional \$390,211 in three projects pending award in Tier 2 funding to be announced early this summer. The total request for the competitive McKinney-Vento CoC Program Homeless Assistance grant is \$2,615,044.

The FY2014 Omnibus Appropriations Bill was signed by President Obama on January 17, 2014, providing a 9 percent increase for homeless assistance grants, with a 2 percent cut to the Community Development Block Grant program (CDBG) that has provided funding for homeless programs in support of the county’s 10-Year Plan.



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	* Award \$2.2 million * Pending \$390,211	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	

• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

Luke-Dorf, Inc. is the local lead agency implementing the Housing TEAM (Transition, Engagement and Mentoring) Program, in partnership with the Housing Authority of Washington County providing 90 units of Section 8 Project-based Rental Assistance (PRA) to be phased in over 3 years. The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015, and is a federal-funded Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant that provides chronic homeless adults with housing and services to address their mental health and substance addiction.

<b>Housing Placement 90 units Total</b>  (Cumulative)	<b># Chronic Homeless Enrolled</b>  (Cumulative)	<b># Chronic Homeless in Leased Units</b>  (Cumulative)	<b># Project-based Units under MOU</b>  (Cumulative)
50 Units Total (Years 1 - 2) July 2012 to June 2014	53 people (includes 7 people discharged)	44 (includes 4 couples; 1 S+C unit & 1 VASH unit)	49 (12 of the units are awaiting turnover; 1 units pending contract)
90 Units Total (Years 1 - 3) July 2012 to June 2015			

<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.



In partnership with WorkSystems Inc., Luke-Dorf has implemented an Aligned Partner Program that will provide Housing TEAM participants with job skills training and linkage to employment opportunities.

The SAMHSA funding will conclude at the end of Year 3. This program model is highly regarded as demonstrating outcomes in ending chronic homelessness through housing and services. Efforts are being made to secure long-term funding to sustain the program.

- **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:

\$3.6 million (60%)	Funds Available
\$1.6 million (26%)	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)

- **HOMELESS COST STUDY**

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

Phase 2 of this research is a longitudinal study that will compare the cost of services for a two-year period following the participant's access to permanent housing. The Homeless Cost Study Phase 2 is in progress. Approval from the Internal Review Boards of Providence, Legacy and PSU was received on February 11, which has taken a bit longer than expected. Participant re-recruitment has been completed with a delay in responses from participants that resulted in a delay of the final report targeted for completion by August 2014.





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

## 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, debrief meetings with consultants and partners, 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 Washington County Board of County Commissioners acknowledged the Aloha-Reedville Plan and its recommendations at its June 3, 2014 meeting.

The first meeting to form an ongoing community-led organizational committee will be June 25, 2014, from 6:30-8pm 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 next program orientation is scheduled for May, accepting job seekers interested in any of the available career fields. 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.



- **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 June 11 meeting included a review and presentation of the Draft Non-Housing Needs Assessment by Andrea Nelson. The assessment was based on a community-wide survey designed to gather input from community members across Washington County to gain insight on their views regarding: (1) the current level of support for various programs (HOME, CDBG, etc.) and (2) where they see the greatest need for those programs eligible for HUD grant funding through Washington County and the City of Beaverton. The survey was provided in both English and Spanish, and was open for public input from February 2014 until April 11, 2014. In all, 597 responses were received. All responses were analyzed as a whole for the County, and then broken down by zip code to provide insight into individual communities.

- **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.

## VIII. NEW BUSINESS

- **SUNSET VIEW APARTMENTS**

Staff will provide an overview of this proposed affordable housing development in western Beaverton at 16251 Jenkins, bounded by Baseline on the north, TriMax on the south, and 170<sup>th</sup> Avenue on the west. The project is being developed by PEDCOR, a for-profit company, based in Carmel, Indiana with a portfolio of over 15,000 units located in 75 communities throughout 12 states. They have had success in developing multi-family rental housing (many with LIHTC). The developer maintains long-term ownership of its properties.

The proposed project includes 228 units for low-income families earning 60% AMI or below. The proposed development is 100% affordable. Gordon Teifel, Families for



Independent Living, has secured PEDCOR's informal agreement to set-aside some units for persons with developmental disabilities. We will need to ensure that this set-aside conforms to Fair Housing criteria.

PEDCOR has asked HAWC to issue Private Activity Bonds to support the project, for which HAWC would receive a management fee for this support. There have been discussions of a more active partnership, including HAWC monitoring of property operations in exchange for additional revenue. The terms of this partnership are still being negotiated.

## IX. RESOLUTIONS/ACTION ITEMS

### • **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