

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



**March 24, 2011 – 9:00 a.m.**

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



## TABLE OF CONTENTS

I. AGENDA ..... Page 3

II. MEETING MINUTES, January 27, 2011 ..... Page 4

III. ORAL COMMUNICATIONS

IV. REPORT OF SECRETARY

    A. Financial Statement..... Page 11

    B. Section 8 and Low Rent Public Housing..... Page 21

    C. Affordable Housing ..... Page 23

    D. Special Projects..... Page 25

    E. Report on Homelessness ..... Page 26

V. OLD BUSINESS.....Page 29

VI. NEW BUSINESS.....Page 32

VII. ADJOURNMENT

Next Meeting:

April 28, 2011  
Department of Housing Services, Conference Room  
111 NE Lincoln Street, Suite 200-L  
Hillsboro, Oregon 97124

2011 Meeting Schedule
April 28
May 26 - Budget
June 23
July 28
August 25
September 22
Friday, September 23 - Retreat
October 27
November 17
Friday, December 2 - Luncheon



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
March 24, 2011 at 9:00 AM

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. January 27, 2011 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. ACCEPT - REPORT OF SECRETARY**
  - 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
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**January 27, 2011, 9:00 AM**

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**

Ramsay Weit                      Peter Hainley  
David Nase                        Laurie Butler  
Ron Lehr                          Juliet Parrott

**STAFF PRESENT**

Val Valfre, Director  
Kimberly Armstrong, Management Analyst  
Michael O'Neill, Finance Manager  
Annette Evans, Homeless Programs Coordinator

**COMMITTEE MEMBERS ABSENT**

Donna Pottle

**GUESTS PRESENT**

Greg Malinowski, County Commissioner

Chair Bruce called the meeting to order at 9:02 a.m.

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

**II. ACTION - APPROVAL OF MINUTES**

Renee Bruce noted that the November minutes failed to list her as an absent committee member.

Motion: Approve the minutes from November 18, 2010 with one correction— Peter Hainley

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- The Board of County Commissioners appointed the two new Commissioners to the Housing Authority Board of Directors on January 4, 2011.
- The Housing Authority Board of Directors will be asked to approve the financial audit at the February 1, 2011 meeting.
- Recent news articles on homelessness have received some attention from the Board and the community.
- Three (3) HAC member terms will expire on 3/31/2011. Expiring terms are for representatives of Agricultural / Farm Worker Communities, Social Service Organizations, and a Member-at-Large. The Elderly and Minority groups representative position is still vacant.
- Juliet Parrott let the group know that she will be moving to Nevada with her family as soon as she is able to find housing. As a result she may not complete her term, due to expire 3/31/12.



- Ms. Parrott also mentioned some challenges with the new Tarkington manager. There was some discussion of notice requirements, and the possibility that elderly/disabled buildings may need to increase notice timelines. There was also a conversation about implementing some kind of resident survey about service levels, access and perceived access to services.
- Commissioner Greg Malinowski was introduced to the HAC members.
- Peter Hainley reported that the Housing Alliance legislative agenda has been set. Oregon Thrives will have a lobby day in Salem for affordable housing on February 14.
- CASA of Oregon has moved into its new Sherwood offices.
- Ramsay Weit announced that the Community Housing Fund is developing a partnership agreement with Enterprise Community Development. Mr. Weit also announced that two new housing developments will be constructed in downtown Hillsboro—one market-rate building, and one affordable development that will be targeted towards students/graduate students.
- Juliet Parrott reported that the Aging & Veterans' Services Advisory Committee (AVSAC) spent time considering goals and strategies at its last meeting.
- Ron Lehr commented that interest rates in the housing market remain low. However, there is more activity in the Low-Income Housing Tax Credit (LIHTC) investment market, which is positive. Lack of gap financing is still a challenge.
- David Nase stated that the rental market seems to be picking up, and that single-family homes seem to be selling as well. It is still very difficult for investors to purchase new properties, but private buyers seem to be able to secure loans more easily.
- Renee Bruce reminded the group that Project Homeless Connect will take place on Friday, January 28, with the Key Leader Briefing held on Thursday, January 27 in the evening. Ms. Bruce also reported that Community Action received over 40,000 calls for rent assistance in January. She also stated that Community Action organizations are concerned about possible federal budget cuts.

#### IV. REPORT OF SECRETARY

##### A. Financial Statement

Mr. O'Neill presented the financial report.

The County Audit Committee met on January 26 to discuss FY2010. The Housing Authority bonds were discussed. These bonds were issued by Washington County, and are backed by a note payable by the Housing Authority of Washington County, and were issued to refinance preexisting HAWC debts. There is a new County Auditor in place, who may ask for some additional reports or other changes.



The Housing Authority’s financial position is positive year-to-date and positive to budget in most areas. The Housing Authority has positive cash flows year-to-date, and should remain in good financial shape going forward. Most of the positive balance is the result of the continued vacancy of the Assistant Director position.

Federal cuts or budget freezes will impact the budget, but existing Section 8 reserves can be used to mitigate cuts and avoid reducing assistance levels. These reserves are restricted for use on Section 8 rental assistance payments only. Ron Lehr asked if there was a strategy in place to manage the impact of federal cuts. Val Valfre remarked that HAWC has some possible strategies, but detailed financial planning will need to wait until Federal budget targets are released.

B. Section 8 and Low Rent Public Housing

- The narrative has been revised to reflect increased wait time (at least 3-4 years). The wait list is still very long, and DHS is working to utilize all available vouchers. The wait list has decreased slightly as a result of draw-downs to issue additional vouchers.
- Average vacancy days per unit is 18.35.
- Occupancy rates remain high in public housing and for Section 8 vouchers.

C. Affordable Housing

- Occupancy rates also remain high in affordable housing. Aloha Park is now officially owned by the Housing Authority and its 80 units are included in the total affordable housing units.
- Work orders are still being completed in a very timely manner.
- The property management contract for the affordable housing portfolio will open for re-bidding this year.

Rent increases at Aloha Park will go into effect in March 2011. The rates included in the HAC packet mistakenly listed “Current rent” at the Aloha Park rent levels prior to the September 2009 rent increase.

The table below lists corrected current rents and increased rents

	Current rent	Increased rent	Increase	Typical Market Rent
1 bedroom (20)	\$454	475	\$21	\$575
2 bedroom (40)	\$493	\$516	\$23	\$675
3 bedroom (20)	\$540	\$565	\$25	\$800

HAWC was able to acquire Aloha Park as a result of the dissolution of Tualatin Valley Housing Partners.

Ron Lehr asked if there were currently any concessions being offered in affordable properties. Gary Calvert responded that current occupancy rates remain fairly high without concessions.



David Nase asked if it would be cost-effective for the County to self-manage. Gary Calvert stated that currently it is more cost-effective to contract out the management for these properties. Peter Hainley inquired about service quality with contracted management. Ramsay Weit suggested that the upcoming RPF should include an emphasis on the Housing Authority mission, and could perhaps include a requirement that the manager conduct annual resident satisfaction surveys.

#### D. Special Projects

- Project-Based Vouchers

The Knoll in Tigard was awarded twelve (12) project-based vouchers. This development will hold its grand opening soon, and is on-schedule for spring occupancy.

At this time 38 vouchers allocated for the chronically homeless category remain outstanding. Staff continues to seek opportunities to utilize these vouchers. Karen Voiss with Housing Independence is discussing a project that may be able to utilize these vouchers. Chronic homeless vouchers require partnering with an agency to provide resident services, and it has been challenging for providers to identify the funds to meet this requirement.

#### E. Report on Homelessness

Ms. Evans reported on the following:

- The Washington County Continuum of Care was awarded approximately \$2 million in McKinney-Vento Homeless Assistance funds. Scoring for FY2010 awards should be announced soon. Washington County has also submitted an application for Shelter Plus Care permanent housing funds through a competitive grant program. Competitive awards will likely be announced in late spring.
- Project Homeless Connect will take place at Sunrise Church in Hillsboro on Friday, January 28. The Key Leader Briefing is scheduled for the evening of Thursday January 27. The briefing will discuss homeless policies on Federal, state, and local levels.
- The national Point-In-Time Street and Shelter Homeless Count is taking place this week. As part of the Point-In-Time Count, seven homeless households (5 families with children, 2 singles) were identified and interviewed in the Department of Housing Services lobby. Data from the Point-in-Time count will be entered into HMIS and should be available in March.
- Evictions data for 2010 was finalized. In 2008 there were over 4,300 evictions filed in Washington County courts—in 2010 there were 3,800 court evictions. Discussion groups suggest that at least part of this drop in evictions is the result of ARRA stimulus funding, however, and this additional funding has already been distributed and will not be renewed. This may mean that evictions increase as emergency rent assistance levels drop. Local funders may be able to fill some of the gap—Renee Bruce reported that the City of Beaverton committed \$40,000 to Community Action for emergency assistance this year.



- Several Washington County residents and advocates discussed suburban homelessness on OPB's "Think Out Loud" this week.
- Over 1,300 bed stays were provided through the end of December by Washington County Severe Weather Shelters. January numbers will be available soon. Nearly 3,000 hours of volunteer effort has gone into this program, and shelters are running at capacity. Sonrise increased their capacity to 45 beds. Sonrise has seen an increase in persons coming from Gresham and Portland seeking shelter—illustrating the fact that homeless households seek shelter regionwide. Renee Bruce remarked that one possible reason that homeless families may seek assistance in Washington County is that (unlike shelters in Multnomah and Clackamas Counties) Washington County shelters do not separate families into gendered sleeping areas.
- The HEARTH Act regulations should be released this summer, and HUD will allow a public comment period on draft rules and regulations prior to finalizing. Washington County is moving forward to adopt strategies that conform to the principles in the HEARTH Act and the Opening Doors Federal Strategic Plan. We hope that this will help insure that Washington County's strategies and work plan will align with the new rules and regulations. Washington County's Continuum of Care would like to apply to be designated as a high-performing Continuum if possible, in order to become eligible for additional funding.
- The Anti-Poverty Strategies received a report on the Region 2 Workforce Investment Board. Commissioner Roy Rogers asked for specific details on how Washington County could apply for, and access, a larger percentage of the Region 2 Workforce funds. There was some discussion of Workforce programs and ways to increase involvement from local employers.
- Phase 4 of the Bridges to Housing Program is scheduled to begin in March. The Board of County Commissioners will be asked to approve the contract with Community Action at the February 15 Board meeting.

## V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Housing Services staff has met with staff from Washington County Assessment and Taxation, the Cities of Beaverton, Tigard, and Hillsboro, and affordable housing providers to collect feedback about the potential property tax exemption for affordable housing providers.

Staff received approval from the Chair and Chair-Elect to move ahead with discussions with City Mayors and Managers. Staff met with Mayor Dirksen and City Manager Craig Prosser in Tigard, and Mayor Willey and City Manager Sarah Jo Chaplen in Hillsboro, as well as the Superintendent and CEO from the Hillsboro School District. These meetings have been generally positive. A meeting with Mayor Doyle is scheduled for February 2.





The goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County.

- Sustainable Housing and Communities

Washington County's grant proposal for the Aloha-Reedville Study and Livable Community plan was awarded \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total.

Washington County staff is working with representatives from HUD and DOT to negotiate Cooperative Agreements for the award. Project work on this 3-year project is tentatively anticipated to begin sometime in early 2011. More information will be available as we finalize award details and budget allocation with DOT, HUD and County departments. This is a collaborative project between Land Use and Transportation, Housing Services, Community Development, and other partners.

There was additional discussion about affordable housing in general and the need to explore a variety of tools, incentives, and strategies to promote development of affordable housing in all Washington County communities.

- Neighborhood Stabilization Program (NSP)

The Housing Authority of Washington County closed on two 4-bedroom new-construction homes in Hillsboro using NSP1 funds, and has located a property in Arbor Rose to purchase using NSP2 funds. The Housing Authority Board of Directors and County Board of Commissioners approved this acquisition on November 2<sup>nd</sup>, but closing has been delayed until Fannie Mae provides the title to Bank of America.

- HAC Vacancies

No update was presented at the meeting.

- Worksystems Collaboration

Housing Services is beginning a collaborative venture with WorkSystems to select low-income individuals from our Section 8 program to participate in Occupational Skills Training. One of the program participants has secured an internship—hopefully the first of many successes.

- Regional Transportation Mobility Counseling Project

No update was presented at the meeting.

- FY2011 VA-HUD VASH Vouchers

The Housing Authority has begun its efforts to gather support for a new allocation of HUD-VASH vouchers. HAWC is requesting an additional 75 vouchers in this round. There is no clear timeline for announcements of this allocation



- Benessare Village

The Housing Authority may partner with Bienestar in developing this affordable senior housing project, if Bienestar is able to locate a suitable site in downtown Hillsboro.

## VI. NEW BUSINESS

- Affordable Housing Strategy

Staff will be working with other regional partners to develop a more comprehensive guide for affordable housing in Washington County. The goal is to present this strategy at the Board retreat. Commissioner Malinowski emphasized the importance of citizen support for these efforts.

## VII. ADJOURNMENT

Meeting adjourned at 10:58 a.m.

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

Agenda Item: II

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**January 2011**

**Cash Flow –**

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts have been adjusted to eliminate the Homeless Program transactions, for the sake of comparability. The prior year amounts are 7/12 of the actual amounts for the entire fiscal year.

Debt service payments, reserve contributions, and insurance expense are spread throughout the year rather than being reflected at the time of disbursement.

For the first seven months of the Fiscal Year, cash flow from operations, of \$153,196 exceeded the budgeted amount by \$72,631, and the prior year by \$121,316. \$59,281 of the cash flow was from Aloha Park, which is a new property and is not reflected in the budget or prior year amounts.

Public Housing had a negative cash flow from operations of \$82,027, due to high maintenance labor and outside purchases, and reduced capital grant funding. Section 8 had a negative cash flow of \$4,994, due to high temp wages dedicated to wait-list maintenance. Still, Section 8 is positive to budget, and will likely revert to positive cash flow in February. Other programs had positive cash flow.

Affordable Housing cash flow from operations, while positive, fell short from the amount required to fund County bond reserves by \$5,331.

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

The Authority is continually monitoring its cash position. Nearly all of the cash of the Authority is deposited in the primary County bank account. The cash is in three categories:

- Unrestricted cash – available to pay operating expenses. Unrestricted cash for Section 8 and Public Housing can only be spent within those programs.
- Restricted cash – current – consists of tenant security deposits and FSS (Family Self Sufficiency) escrow accounts.
- Restricted cash – noncurrent – Section 8 restricted cash can only be used to pay for Housing Assistance Payments. The restricted cash for Kaybern, Aloha Park, and Affordable Housing are replacement reserves and bond payment reserves. The restricted cash in the Public Housing program is from the sale of property, and is approved to be used to pay the operating and administrative costs of the Affordable Housing program, as those expenses are incurred. This should eliminate the unrestricted cash deficit in non-Federal programs within five years.

**Other** – The Department of Housing Services Budget was submitted to the County on March 1. The budget includes unchanged staffing levels, and continued General Fund support for homeless programs.

Agenda Item: IV.A.1

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**2. Year-To-Date Cash Flow - Expanded**  
Working Capital Basis  
**HOUSING AUTHORITY – UNAUDITED**  
July 2010 – January 2011

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,043,412	852,774	15,554	1,704	12,999	2,277	1,928,720
Gross billable rent	-	338,749	35,685	25,905	195,059	2,426,685	3,022,083
Vacancy loss	-	(2,800)	(96)	(4,303)	(10,995)	(94,055)	(112,249)
Premiums (concessions)	-	(294)	-	(263)	-	(20,169)	(20,726)
Other tenant revenue	-	41,847	-	4,129	4,399	68,143	118,518
Tenant revenue	-	377,502	35,589	25,468	188,463	2,380,604	3,007,626
Other revenue (incl GF subsidy)	9,765	2,511	348	16,200	4,344	136,866	170,034
Total operating revenue	1,053,177	1,232,787	51,491	43,372	205,806	2,519,747	5,106,380
Operating expenses:							
Repair and maintenance	1,009	815,364	5,650	18,780	34,100	431,061	1,305,964
Total program operations	821,393	187,747	7,699	8,845	50,805	397,535	1,474,024
Utilities	-	37,389	5,137	2,073	27,011	221,509	293,119
Insurance	2,527	22,741	380	536	4,010	54,421	84,615
PILOT	-	23,674	-	-	-	-	23,674
Bad debt, net of recoveries	-	(832)	69	-	2,640	46,423	48,300
Other	31,711	-	-	314	-	-	32,025
Total operating expenses	856,640	1,086,083	18,935	30,548	118,566	1,150,949	3,261,721
Net program income	196,537	146,704	32,556	12,824	87,240	1,368,798	1,844,659
Other ongoing cash outflows:							
HAWC administration	201,531	228,731	2,340	1,379	5,000	1,579	440,560
Debt service	-	-	20,258	7,168	21,339	1,007,069	1,055,834
Replacements-operating	-	-	-	700	1,620	192,749	195,069
Total outflows	201,531	228,731	22,598	9,247	27,959	1,201,397	1,691,463
Cash flow from operations	(4,994)	(82,027)	9,958	3,577	59,281	167,401	153,196
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	4,022	13,043	(131)	5,968	41	(32,417)	(9,474)
Capital fund receipts	-	118,109	-	-	-	-	118,109
Capitalized modernization	-	(118,109)	(5,180)	-	-	-	(123,289)
Transfers to (from) Local Fund	-	-	-	(67,328)	-	-	(67,328)
Transfers to restricted cash	-	-	-	-	(8,904)	(172,732)	(181,636)
Section 18 transfers from Public Housing	-	-	5,192	5,903	-	495,124	506,219
Net unrestricted cash flows	(972)	(68,984)	9,839	(51,880)	50,418	457,376	395,797
Restricted cash flows:							
Housing Assistance Payments earned	10,858,592	-	-	-	-	-	10,858,592
Housing Assistance Payments	(10,415,821)	-	-	-	-	-	(10,415,821)
Investment income - restricted	16,322	26,994	-	-	-	-	43,316
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	8,904	172,732	181,636
Sec 18 transfers to Affordable Housing	-	(506,219)	-	-	-	-	(506,219)
Total restricted cash flows	459,093	(479,225)	-	-	8,904	172,732	161,504
Net cash flows	458,121	(548,209)	9,839	(51,880)	59,322	630,108	557,301

Agenda Item: IV.A.2

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**3. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
HOUSING AUTHORITY – UNAUDITED  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,928,720	1,885,757	42,963	1,879,933	48,787
Gross billable rent	3,022,083	2,796,550	225,533	2,847,490	174,593
Vacancy loss	(112,249)	(98,563)	(13,686)	(125,642)	13,393
Premiums (concessions)	(20,726)	(24,218)	3,492	(29,881)	9,155
Other tenant revenue	118,518	52,427	66,091	83,573	34,945
Tenant revenue	3,007,626	2,726,195	281,431	2,775,540	232,086
Other revenue (incl GF subsidy)	170,034	214,277	(44,243)	264,177	(94,143)
Total operating revenue	5,106,380	4,826,229	280,151	4,919,650	186,730
Operating expenses:					
Repair and maintenance	1,305,964	1,117,337	(188,627)	1,266,007	(39,957)
Total program operations	1,474,024	1,450,450	(23,574)	1,379,957	(94,067)
Utilities	293,119	262,185	(30,934)	260,992	(32,127)
Insurance	84,615	77,544	(7,071)	75,020	(9,595)
PILOT	23,674	24,385	711	28,620	4,946
Bad debt, net of recoveries	48,300	35,970	(12,330)	60,071	11,771
Other	32,025	25,937	(6,088)	66,289	34,264
Total operating expenses	3,261,721	2,993,808	(267,913)	3,136,956	(124,765)
Net program income	1,844,659	1,832,421	12,238	1,782,694	61,965
Other ongoing cash outflows:					
HAWC administration	440,560	511,929	71,369	441,711	1,151
Debt service	1,055,834	1,035,792	(20,042)	1,079,077	23,243
Replacements-operating	195,069	204,135	9,066	230,026	34,957
Total outflows	1,691,463	1,751,856	60,393	1,750,814	59,351
Cash flow from operations	153,196	80,565	72,631	31,880	121,316
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(9,474)	(30,023)	20,549	(24,917)	15,443
Capital fund receipts	118,109	268,725	(150,616)	409,434	(291,325)
Capitalized modernization	(123,289)	(268,725)	145,436	(502,888)	379,599
Transfers to (from) Local Fund	(67,328)	-	(67,328)	-	(67,328)
Transfers to restricted cash	(181,636)	(172,732)	(8,904)	-	(181,636)
Section 18 transfers from Public Housing	506,219	515,615	(9,396)	570,768	(64,549)
Net unrestricted cash flows	395,797	393,425	2,372	484,277	(88,480)
Restricted cash flows:					
Housing Assistance Payments earned	10,858,592	10,339,886	518,706	10,425,891	432,701
Housing Assistance Payments	(10,415,821)	(10,103,310)	(312,511)	(10,407,818)	(8,003)
Investment income - restricted	43,316	70,462	(27,146)	63,740	(20,424)
Sale of property	-	-	-	224,941	(224,941)
Transfers from unrestricted cash	181,636	172,732	8,904	-	181,636
Sec 18 transfers to Affordable Housing	(506,219)	(515,615)	9,396	(570,768)	64,549
Total restricted cash flows	161,504	(35,845)	197,349	(264,014)	425,518
Net cash flows	557,301	357,580	199,721	220,263	337,038



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
SECTION 8 – UNAUDITED  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,043,412	1,057,198	(13,786)	983,393	60,019
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	9,765	45,552	(35,787)	13,680	(3,915)
Total operating revenue	1,053,177	1,102,750	(49,573)	997,073	56,104
Operating expenses:					
Repair and maintenance	1,009	-	(1,009)	-	(1,009)
Total program operations	821,393	845,545	24,152	768,790	(52,603)
Utilities	-	-	-	-	-
Insurance	2,527	2,604	77	2,528	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	31,711	25,937	(5,774)	27,380	(4,331)
Total operating expenses	856,640	874,086	17,446	798,698	(57,942)
Net program income	196,537	228,664	(32,127)	198,375	(1,838)
Other ongoing cash outflows:					
HAWC administration	201,531	259,320	57,789	205,493	3,962
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	201,531	259,320	57,789	205,493	3,962
Cash flow from operations	(4,994)	(30,656)	25,662	(7,118)	2,124
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,022	-	4,022	1,282	2,740
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(972)	(30,656)	29,684	(5,836)	4,864
Restricted cash flows:					
Housing Assistance Payments earned	10,858,592	10,339,886	518,706	10,425,891	432,701
Housing Assistance Payments	(10,415,821)	(10,103,310)	(312,511)	(10,407,818)	(8,003)
Investment income - restricted	16,322	26,700	(10,378)	23,435	(7,113)
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	459,093	263,276	195,817	41,508	417,585
Net cash flows	458,121	232,620	225,501	35,672	422,449



IV. REPORT OF SECRETARY  
A. Financial Statement  
5. Year-To-Date Cash Flow – Expanded  
Working Capital Basis  
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	852,774	803,469	49,305	872,522	(19,748)
Gross billable rent	338,749	346,465	(7,716)	322,536	16,213
Vacancy loss	(2,800)	(2,647)	(153)	(2,809)	9
Premiums (concessions)	(294)	-	(294)	-	(294)
Other tenant revenue	41,847	18,989	22,858	31,770	10,077
Tenant revenue	377,502	362,807	14,695	351,496	26,006
Other revenue (incl GF subsidy)	2,511	2,891	(380)	4,429	(1,918)
Total operating revenue	1,232,787	1,169,167	63,620	1,228,447	4,340
Operating expenses:					
Repair and maintenance	815,364	651,640	(163,724)	746,431	(68,933)
Total program operations	187,747	190,097	2,350	185,470	(2,277)
Utilities	37,389	35,774	(1,615)	33,526	(3,863)
Insurance	22,741	21,734	(1,007)	20,836	(1,905)
PILOT	23,674	24,385	711	28,620	4,946
Bad debt, net of recoveries	(832)	(346)	486	21,861	22,693
Other	-	-	-	-	-
Total operating expenses	1,086,083	923,284	(162,799)	1,036,744	(49,339)
Net program income	146,704	245,883	(99,179)	191,703	(44,999)
Other ongoing cash outflows:					
HAWC administration	228,731	244,243	15,512	229,609	878
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	228,731	244,243	15,512	229,609	878
Cash flow from operations	(82,027)	1,640	(83,667)	(37,906)	(44,121)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	13,043	21,972	(8,929)	19,395	(6,352)
Capital fund receipts	118,109	268,725	(150,616)	409,434	(291,325)
Capitalized modernization	(118,109)	(268,725)	150,616	(409,434)	291,325
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(68,984)	23,612	(92,596)	(18,511)	(50,473)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	26,994	43,762	(16,768)	40,304	(13,310)
Sale of property	-	-	-	224,941	(224,941)
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(506,219)	(515,615)	9,396	(570,768)	64,549
Total restricted cash flows	(479,225)	(471,853)	(7,372)	(305,523)	(173,702)
Net cash flows	(548,209)	(448,241)	(99,968)	(324,034)	(224,175)



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**6. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
KAYBERN TERRACE (USDA) – UNAUDITED  
July 2010 – December 2010

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	12,499	12,754	(255)	11,878	621
Gross billable rent	30,587	30,600	(13)	30,131	456
Vacancy loss	(98)	(918)	820	(702)	604
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	652	(652)	760	(760)
Tenant revenue	30,489	30,334	155	30,189	300
Other revenue (incl GF subsidy)	348	133	215	432	(84)
Total operating revenue	43,336	43,221	115	42,499	837
Operating expenses:					
Repair and maintenance	5,368	12,235	6,867	16,399	11,031
Total program operations	6,693	6,426	(267)	6,666	(27)
Utilities	4,733	4,763	30	4,574	(159)
Insurance	326	306	(20)	296	(30)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	1,014	945
Other	-	-	-	-	-
Total operating expenses	17,189	23,730	6,541	28,949	11,760
Net program income	26,147	19,491	6,656	13,550	12,597
Other ongoing cash outflows:					
HAWC administration	2,044	2,289	245	2,057	13
Debt service	17,364	17,375	11	17,375	11
Replacements-operating	-	588	588	983	983
Total outflows	19,408	20,252	844	20,415	1,007
Cash flow from operations	6,739	(761)	7,500	(6,865)	13,604
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(140)	(1,347)	1,207	(1,224)	1,084
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	95,000	(95,000)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	4,371	4,053	318	3,354	1,017
Net unrestricted cash flows	5,790	1,945	3,845	90,265	(84,475)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	5,790	1,945	3,845	90,265	(84,475)





**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
LOCAL FUND – UNAUDITED  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	15,554	14,879	675	13,858	1,696
Gross billable rent	35,685	35,700	(15)	35,153	532
Vacancy loss	(96)	(1,071)	975	(819)	723
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	760	(760)	886	(886)
Tenant revenue	35,589	35,389	200	35,220	369
Other revenue (incl GF subsidy)	348	155	193	504	(156)
Total operating revenue	51,491	50,423	1,068	49,582	1,909
Operating expenses:					
Repair and maintenance	5,650	14,275	8,625	19,131	13,481
Total program operations	7,699	7,495	(204)	7,777	78
Utilities	5,137	5,557	420	5,336	199
Insurance	380	356	(24)	345	(35)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	1,183	1,114
Other	-	-	-	-	-
Total operating expenses	18,935	27,683	8,748	33,772	14,837
Net program income	32,556	22,740	9,816	15,810	16,746
Other ongoing cash outflows:					
HAWC administration	2,340	2,671	331	2,400	60
Debt service	20,258	20,271	13	20,271	13
Replacements-operating	-	686	686	1,146	1,146
Total outflows	22,598	23,628	1,030	23,817	1,219
Cash flow from operations	9,958	(888)	10,846	(8,007)	17,965
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(131)	(1,572)	1,441	(1,427)	1,296
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	110,833	(110,833)
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	5,192	4,728	464	3,912	1,280
Net unrestricted cash flows	9,839	2,268	7,571	105,311	(95,472)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	9,839	2,268	7,571	105,311	(95,472)



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**8. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
ALOHA PARK – UNAUDITED  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,704	1,755	(51)	1,704	-
Gross billable rent	25,905	10,896	15,009	10,578	15,327
Vacancy loss	(4,303)	-	(4,303)	-	(4,303)
Premiums (concessions)	(263)	-	(263)	-	(263)
Other tenant revenue	4,129	3,137	992	5,790	(1,661)
Tenant revenue	25,468	14,033	11,435	16,368	9,100
Other revenue (incl GF subsidy)	16,200	28,449	(12,249)	37,763	(21,563)
Total operating revenue	43,372	44,237	(865)	55,835	(12,463)
Operating expenses:					
Repair and maintenance	18,780	1,401	(17,379)	5,649	(13,131)
Total program operations	8,845	6,758	(2,087)	5,361	(3,484)
Utilities	2,073	59	(2,014)	57	(2,016)
Insurance	536	290	(246)	282	(254)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(102)	(102)
Other	314	-	(314)	38,910	38,596
Total operating expenses	30,548	8,508	(22,040)	50,157	19,609
Net program income	12,824	35,729	(22,905)	5,678	7,146
Other ongoing cash outflows:					
HAWC administration	1,379	3,056	1,677	2,314	935
Debt service	7,168	8,446	1,278	7,166	(2)
Replacements-operating	700	4,693	3,993	9,227	8,527
Total outflows	9,247	16,195	6,948	18,707	9,460
Cash flow from operations	3,577	19,534	(15,957)	(13,029)	16,606
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,968	11,965	(5,997)	9,871	(3,903)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(67,328)	-	(67,328)	(181,299)	113,971
Transfers to restricted cash	-	-	-	-	-
Section 18 transfers from Public Housing	5,903	-	5,903	-	5,903
Net unrestricted cash flows	(51,880)	31,499	(83,379)	(184,457)	132,577
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(51,880)	31,499	(83,379)	(184,457)	132,577



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**9. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**AFFORDABLE HOUSING – UNAUDITED**  
July 2010 – January 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,277	8,456	(6,179)	8,457	(6,180)
Gross billable rent	2,426,685	2,403,489	23,196	2,479,223	(52,538)
Vacancy loss	(94,055)	(94,845)	790	(122,014)	27,959
Premiums (concessions)	(20,169)	(24,218)	4,049	(29,881)	9,712
Other tenant revenue	68,143	29,541	38,602	45,127	23,016
Tenant revenue	2,380,604	2,313,966	66,638	2,372,455	8,149
Other revenue (incl GF subsidy)	136,866	137,230	(364)	207,800	(70,934)
Total operating revenue	2,519,747	2,459,652	60,095	2,588,712	(68,965)
Operating expenses:					
Repair and maintenance	431,061	450,021	18,960	494,798	63,737
Total program operations	397,535	400,555	3,020	412,560	15,025
Utilities	221,509	220,795	(714)	222,072	563
Insurance	54,421	52,560	(1,861)	51,029	(3,392)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	46,423	36,316	(10,107)	37,129	(9,294)
Other	-	-	-	-	-
Total operating expenses	1,150,949	1,160,247	9,298	1,217,588	66,639
Net program income	1,368,798	1,299,405	69,393	1,371,124	(2,326)
Other ongoing cash outflows:					
HAWC administration	1,579	2,639	1,060	1,895	316
Debt service	1,007,069	1,007,075	6	1,051,640	44,571
Replacements-operating	192,749	198,756	6,007	219,653	26,904
Total outflows	1,201,397	1,208,470	7,073	1,273,188	71,791
Cash flow from operations	167,401	90,935	76,466	97,936	69,465
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(32,417)	(62,388)	29,971	(54,037)	21,620
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(93,454)	93,454
Transfers to (from) Local Fund	-	-	-	70,466	(70,466)
Transfers to restricted cash	(172,732)	(172,732)	-	-	(172,732)
Section 18 transfers from Public Housing	495,124	510,887	(15,763)	566,855	(71,731)
Net unrestricted cash flows	457,376	366,702	90,674	587,766	(130,390)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted cash	172,732	172,732	-	-	172,732
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	172,732	172,732	-	-	172,732
Net cash flows	630,108	539,434	90,674	587,766	42,342

Agenda Item: IV.A.9

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**January 31, 2011**

<b>Assets</b>	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	95,201	2,114,180	11,001	947,274	97,027	(5,949,969)	(2,685,286)
Restricted cash and cash equivalents	220,278	65,883	1,080	31,700	34,485	263,108	616,534
Accounts receivable, net	54,645	97,990	867	3,569	10,078	498,316	665,465
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	1,805	21,900	271	3,680	5,534	56,184	89,374
<b>Total current assets</b>	<b>371,929</b>	<b>2,299,953</b>	<b>13,219</b>	<b>988,587</b>	<b>147,124</b>	<b>(5,132,361)</b>	<b>(1,311,549)</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	3,368,304	4,463,717	36,134	100	149,357	534,740	8,552,352
Contracts receivable	—	—	—	441,321	—	—	441,321
Capital assets, non-depreciable	—	4,432,627	55,180	162,494	41,617	4,117,867	8,809,785
Capital assets, depreciable, net	—	4,272,987	78,326	475,311	46,929	18,955,222	23,828,775
<b>Total non-current assets</b>	<b>3,368,304</b>	<b>13,169,331</b>	<b>169,640</b>	<b>1,079,226</b>	<b>237,903</b>	<b>23,607,829</b>	<b>41,632,233</b>
<b>Total assets</b>	<b>3,740,233</b>	<b>15,469,284</b>	<b>182,859</b>	<b>2,067,813</b>	<b>385,027</b>	<b>18,475,468</b>	<b>40,320,684</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Unrestricted cash overdraft	—	—	—	—	—	—	—
Accounts payable	40,751	75,388	540	998	39,073	150	156,900
Deferred revenue	—	133,687	30	4	3,946	1,852	139,519
Accrued interest payable - notes payable	—	—	2,661	184	1,568	139,836	144,249
Current portion of notes and contracts payable	—	—	2,946	8,367	—	281,273	292,586
<b>Current liabilities payable from restricted assets:</b>							
Tenant and other deposits	220,278	65,883	1,080	31,700	34,485	263,108	616,534
Total curr. liabilities payable from restr. assets	220,278	65,883	1,080	31,700	34,485	263,108	616,534
<b>Total current liabilities</b>	<b>261,029</b>	<b>274,958</b>	<b>7,257</b>	<b>41,253</b>	<b>79,072</b>	<b>686,219</b>	<b>1,349,788</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	—	—	335,074	546,264	232,127	26,873,736	27,987,201
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>335,074</b>	<b>546,264</b>	<b>232,127</b>	<b>26,873,736</b>	<b>27,987,201</b>
<b>Total liabilities</b>	<b>261,029</b>	<b>274,958</b>	<b>342,331</b>	<b>587,517</b>	<b>311,199</b>	<b>27,559,955</b>	<b>29,336,989</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	8,705,614	(204,514)	83,174	(5,978)	(3,823,899)	4,754,397
Restricted	3,359,624	4,463,717	36,134	100	11,754	276,718	8,148,047
Unrestricted	119,580	2,024,995	8,908	1,397,022	68,052	(5,537,306)	(1,918,749)
<b>Total net assets</b>	<b>3,479,204</b>	<b>15,194,326</b>	<b>(159,472)</b>	<b>1,480,296</b>	<b>73,828</b>	<b>(9,084,487)</b>	<b>10,983,695</b>
<b>Total liabilities and net assets</b>	<b>3,740,233</b>	<b>15,469,284</b>	<b>182,859</b>	<b>2,067,813</b>	<b>385,027</b>	<b>18,475,468</b>	<b>40,320,684</b>

Agenda Item: IV.A.10

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*February 2011*

<b>Wait List Time Based on # of HH Members</b>												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,051	1,282	911	549	310	139	67	27	12	4	1	<b>5,354</b>
Average Days	711	646	671	671	667	685	711	688	737	370	830	<b>681</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	3,760	1,594	<b>5,354</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	67	169	652	51	4,046	81	288	<b>5,354</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	985	4,267	102	<b>5,354</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	1,314	361	2,742	937	<b>5,354</b>

Agenda Item: <u>IV.B.1.</u> Date: <u>3/24/2011</u>
---



**IV. REPORT OF SECRETARY**  
**B. Section 8 and Low Rent Public Housing**  
**2. Public Housing Average Vacancy Days**

*Fiscal Year-to-Date*  
*February 2011*

**Average Vacancy Days - Public Housing**

<b>Month</b>	<b>Total Vacant Units</b>	<b>Total Counted Vacancy Days</b>	<b>Average Vacancy Days Per Unit</b>
February 2010	27	380	14.07
March 2010	34	490	14.41
April 2010	38	538	14.16
May 2010	42	589	14.02
<u>June 2010</u>	<u>49</u>	<u>679</u>	<u>13.86</u>
July 2010*	2	29	14.50
August 2010	5	93	18.60
September 2010	6	110	18.33
October 2010	9	219	24.33
November 2010	13	276	21.23
December 2010	17	312	18.35
January 2011	22	429	19.50
February 2011	25	461	18.44

\* Begin FY 2011 Reporting

Agenda Item: IV.B.2.

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**C. Affordable Housing**

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

- a) Section 8 Waiting List: 5,354 (last month – 5,355). Statistically, the average wait time is about 2-3 years. However, there is a lag in the process. We are near 100% utilization of our vouchers, so there are few vouchers being offered each month. This will begin to markedly increase the number of applicants on the wait list and also the average wait list period. Given the above, new applicants should expect at least a 3-4 year wait.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of February 2011 were at 18.44 (last month – 19.5). Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

\*Public Housing: 100% (last month – 99%).

\*Section 8: 100% (last month – 100.1%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,612 vouchers leased up in February (last month – 2,613). Twenty-four (24) new vouchers were issued, and 149 applicants with vouchers are searching for housing (last month 25 new, 105 looking).

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 February the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	3.00 hrs	3.0 hrs	24 hrs
Routine WO's	2.21 days	3 days	25 days

• **AFFORDABLE HOUSING**

The Housing Authority owns or co-owns 1312 units of affordable housing. Of the 601 affordable housing units solely owned by HAWC, 521 units are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Aloha Park, a new acquisition, comprises the remaining 80 units; these are managed and reported on separately by Cascade Management.

- a) Infinity-Managed Properties: 96.16% Occupancy (20 vacancies / 521 units), compared to 96.64% (19 vacancies) last month. NTR – 97%.
- b) Aloha Park (Cascade Management) 97.5% Occupancy (2 vacancies/ 80 units), compared to 98.75% (1 vacancy last month).



- Laundry RFP bids are being reviewed and a new vendor will be selected in early March.
- Holly Tree's state inspection was rated Satisfactory with a Superior rating for the property
- Tarkington's state inspection was rated Above Average with a Superior rating for the property
- The property management contract for the affordable housing portfolio will open for re-bidding this year. The new management contract will begin 7/1/2011 (FY2012).

- **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced deteriorated underlayment and VCT (vinyl composite tile) in two (2) Public Housing units.
- Replaced four (4) exterior doors at 13<sup>th</sup> Street Public Housing complex. Existing doors were significantly deteriorated and posed a potential security risk to residents.
- All power equipment (lawn equipment, pressure washers and generators) were serviced, and a service log with equipment photographs and equipment IDs was created.

Turnovers:

- Completed turnovers on three (3) Public Housing units with an average of 8 days per unit, and one (1) Transitional Housing unit.
- Maintenance completed the interior painting on all of the turnovers using in-house staff.

ARRA Fund Improvements on Public Housing

- Cabinets have been replaced at two (2) units.

Capital Fund Improvements on Public Housing

- Cabinets have been replaced in three (3) units
- Carpet has been replaced in one (1) unit and one (1) Transitional unit.
- Underlayment and vinyl flooring replaced in two (2) units.
- Water heaters replaced in one (1) unit.
- Refrigerator replaced in one (1) unit.
- Electric furnace replaced in one (1) unit.

Training

- Maintenance staff attended a self defense class.





**IV. REPORT OF SECRETARY**  
**D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

Currently, we have 12 vouchers pledged to Community Partners for Affordable Housing (CPAH) for chronically homeless individuals at the Knoll in Tigard in support of our 10-Year Plan to End Homelessness. It is anticipated that construction at this new development will be completed on April 1, 2011, at which time occupancy will begin. There are still 38 vouchers for this category that are outstanding and awaiting sponsors. (Potential value – up to \$331,056 per year, or \$3,310,560 over 10 years)

We also awarded all of our 25 “special needs” category vouchers, and 84% of these vouchers (21) are now leased up. The drop in PBV lease-up rates was the result of several residents at Tom Brewer House requesting Section 8 vouchers at their one-year renewal. New residents are being screened for these PBV units currently, and should lease up soon.

Agenda Item: IV.D.

Date: 3/24/2011



**IV. REPORT OF SECRETARY**  
**E. Report on Homelessness**

• **HEARTH ACT AND “OPENING DOORS” FEDERAL STRATEGIC PLAN**

The connection between the roll-out of the new programs authorized under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and the federal funding appropriation that HUD may receive in this current year have been delayed as a result of the budget situation, including the HEARTH regulations and the 2011 McKinney-Vento Homeless Assistance grant competition.

Signed in May 2009 by President Obama, the HEARTH Act reauthorizes the McKinney-Vento Act to:

- Amend the definition of homelessness to broaden the population of persons who can be served by federally funded homeless assistance programs;
- Replace the Emergency Shelter Grant with a new Emergency Solutions Grant that provides more flexible funding to include prevention of homelessness;
- Codify the Continuum of Care (CoC) model that has been administered by HUD;
- Legislate high standards of data reporting and performance measures.

The HEARTH Act requires CoC's to establish system-wide performance measurements, to include but not limited to:

- Reduction in the length of homelessness for all homeless persons (Average days of stay in homeless assistance programs; e.g. Shelter, Transitional Housing).
- Reduction in rate of recidivism; both institutional and in the homeless system.
- Increased access to mainstream and income resources.

A first-ever federal strategic plan (FSP) aimed toward preventing and ending homelessness was released on June 22, 2010, and aligns with the HEARTH Act. Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness adopts the “housing first” model and is the roadmap for joint action by the 19-member U.S. Interagency Council on Homelessness along with local and state partners in the public and private sectors. It will provide a reference framework for the allocation of resources and the alignment of programs to achieve our goal to prevent and end homelessness in America. To view a copy of the FSP visit [http://www.ich.gov/PDF/OpeningDoors\\_2010\\_FSPPreventEndHomeless.pdf](http://www.ich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf)

• **HOMELESS PLAN ADVISORY COMMITTEE (HPAC)**

At the January 20 meeting, the HPAC developed action steps to move forward in addressing homelessness through emergency rent assistance (prevention of homelessness), increasing employment opportunities, received report on tax exemption policy, and increasing private and philanthropic funding through capacity building.

The Interfaith Committee on Homelessness reported on plans for a faith forum to be held this spring with the emphasis on inviting the business community to assist in ending homelessness through employment and economic opportunities.

The next meeting of the HPAC is scheduled for April 21, 2011.



- **POINT IN TIME (PIT) HOMELESS COUNT – JANUARY 22 TO 31, 2011**

Community partners completed the annual homeless census (point in time count) data collection and data entry into the Homeless Management Information System (HMIS) on March 9. Washington County is currently de-duplicating the data and will forward to Oregon Housing and Community Services for review and final data reporting, anticipated by March month-end. This is the first year that all jurisdictions across the state are entering data into HMIS, providing the mechanism to compile the state's homeless data more efficiently.

Nationally, the PIT count process is used as a primary data source for federal agencies to understand homelessness trends and track progress against the goals and objectives contained in Opening Doors, the Federal Strategic Plan to End Homelessness. Additionally, the Congressionally-mandated Annual Homeless Assessment Report (AHAR) is prepared using PIT and Homeless Management Information System (HMIS) data.

- **SEVERE WEATHER SHELTERS/WARMING CENTERS**

As of February 28, the Severe Weather Shelter providers report serving 4,287 bed stays with nearly 8,500 volunteer hours given to support the shelter operations. Beginning with the first arctic blast of cold weather in Washington County on November 19, churches have been addressing the humanitarian work of feeding and sheltering the homeless with hot meals and overnight emergency shelter.

Six churches are participating in the county's Severe Weather Shelter Response Plan: Beaverton First Baptist (Beaverton), Forest Grove United Church of Christ (Forest Grove), Shelter at Orenco Station (Sonrise Church, Hillsboro), St. Anthony's Catholic and Calvin Presbyterian (Tigard), and Rolling Hills Community Church (Tualatin). In addition, the Safe Place Youth Shelter has opened their facility to be a daytime warming center for youth ages 12 to 19 years.

- **BRIDGES TO HOUSING PROGRAM**

The Washington County Jurisdictional Implementation Team (JIT) approved the budget and implementation of a new Bridges To Housing Program project that will serve five high-need homeless families with housing assistance, intensive case management, and supportive services.

All five families for the two-year Phase 4 project have been screened for the program. This project will include an emphasis on participants accessing and obtaining employment related income. In addition to Washington County General Funds, the project will be matched with federal and other local resources through collaborative partnerships. Total project cost is estimated at \$182,000.



- **FY2012 FEDERAL LEGISLATIVE AGENDA – FAMILY STABILIZATION SERVICES**

On November 23, the Washington County Board of Commissioners received a list of projects for the Fiscal Year 2012 Federal Legislative Agenda. The legislative priority list includes a Family Stabilization Services program for homeless youth, under the Labor, Health and Human Services and Education Appropriation Bill.

The Family Stabilization Services program would augment the current runaway and homeless crisis system to effectively provide timely intervention to prevent youth homelessness and their entry into the criminal justice system. If funded, the Boys and Girls Aid Society would implement the program in partnership with the Washington County Housing Services and Juvenile Services departments.

- **SINGLE-POINT ACCESS SYSTEM PROVEN TO MITIGATE HOMELESSNESS**

Implemented in 2009, a systems change to preventing homelessness was developed that placed a Housing Diversion Specialist within a Warm Line model staffed at Community Action. The Specialist provided early intervention services and information for households at risk of losing their housing due to eviction or inability to pay, assists households to problem-solve short and long-term housing solutions, work with landlords, provide information on Rent Well education opportunities, and options for emergency shelter and homeless services.

Also implemented was a new “triage” model whereby homeless families were screened twice monthly during Housing and Community Resources Orientation sessions hosted by the emergency shelter providers. The orientation includes information on the basic process of being admitted into emergency shelter (e.g. TB test, birth certificate, and identification), assistance in locating affordable housing, referral to Worksource Oregon programs, and resources to meet basic needs while awaiting shelter access. This process has proven to be successful in assisting low-need homeless families to access housing and homeless programs and avoid entering the shelter system.

The alignment of these two innovative model concepts has demonstrated results in mitigating homelessness, as reported through two data elements that reflect a reduction in:

\* Eviction Court Cases Filed (# cases filed in calendar year)

4,348 in 2008

4,194 in 2009

3,819 in 2010

\* Family Shelter Waiting List (# Family Households)

91 in January 2009

33 in January 2010

17 in January 2011



- **FY2010 MCKINNEY-VENTO HOMELESS ASSISTANCE GRANT - \$2 M AWARD**

On January 19, 2011, the U.S. Department of Housing and Urban Development (HUD) announced \$1.41 billion Continuum of Care (CoC) competition awards to renew housing and related supportive services for people moving from homelessness to independent living. The Washington County Department of Housing Services is the Lead CoC Agency on behalf of the Beaverton/Hillsboro/Washington County CoC (the HSSN) and received a HUD award for \$1,994,339 million to renew funding for Supportive Housing (SHP) and Shelter Plus Care (SPC) programs.

A competitive new Permanent Housing Initiative project application is still pending for \$124,680 in SPC rental assistance to serve chronically homeless individuals.

- **HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM**

The HUD-VASH Program provides Housing Choice vouchers (rental assistance) in partnership with case management and services provided by the US Department of Veterans Affairs. The Housing Authority of Washington County, in partnership with the US Department of Housing and Urban Development (HUD) and the US Department of Veterans Affairs (VA), received \$178,596 in new rental assistance funds to serve 25 homeless veteran households.

During the first six months of the VASH (Veteran Services Supportive Housing) program, 20 homeless veteran households have received HUD-VASH vouchers and leased units, thus ending their homeless situation. To fully lease the 25 voucher program, outreach workers are actively seeking homeless veterans for referral to the VA CBOC (Community Based Outpatient Clinic), where they will be screened for the program. Currently, five vouchers are available for homeless veterans.

## V. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

Housing Authority staff received general approval from Chair Brian and Chair-Elect Duyck to proceed in discussion of a county-wide tax exemption program for nonprofit affordable housing providers. HAWC has met with Mayors and City Managers from Tigard and Hillsboro, as well as the Superintendent and CFO for the Hillsboro School District. Mayor Doyle of Beaverton and Superintendent Saxton of the Tigard-Tualatin School District expressed support for this program. A meeting with Beaverton School District is scheduled for March 18. Staff will also seek to present a proposal for a county-wide tax exemption policy to the Board of County Commissioners and at a City Managers' meeting.

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.



- **SUSTAINABLE HOUSING AND COMMUNITIES**

- **Sustainable Communities Planning Grant Program**

The Office of Sustainable Housing and Communities supports multi-jurisdictional regional planning efforts integrating housing, economic development, and transportation decision-making to create accessible, sustainable, equitable, and economically viable communities.

Washington County's grant proposal for \$2 million for the Aloha-Reedville Study and Livable Community plan was awarded \$1.5 million in DOT funds and \$500,000 in HUD funds for \$2 million total.

Washington County staff finalized Cooperative Agreements with HUD and DOT for the awards, and those agreements were approved by the Board on March 1. Project work will begin to ramp up in the next 60 days, as committees are formed, detailed scope of work assignments are finalized, RFPs are drafted for contractors, etc. More information will be available as the project moves forward.

- **HAC VACANCIES**

The Washington County Board of County Commissioners are scheduled to renew three HAC appointments and make one new HAC appointment at the March 15 BOC meeting. Renewing members are:

- Peter Hainley, Agricultural / Farm Worker Community
- Ronald Lehr, Member-At-Large
- Renee Bruce, Social Service Organization

These renewals are for three year terms expiring March 31, 2014.

Carol Gakin, a HABOD member will be appointed to serve a one-year term (expiring March 31, 2012) as the Elderly / Minority representative. Ms. Gakin is a former HAC member who lives in District 1.

- **REGIONAL TRANSPORTATION MOBILITY COUSELING PROJECT**

The *Regional Transportation Mobility Counseling* pilot project is a collaborative effort between HAWC, the Housing Authority of Portland, the Vancouver Housing Authority, and the Housing Authority of Clackamas County to implement an innovative pilot to help low-income families make informed housing and transportation decisions.

This program will provide low-income households receiving rental assistance with support and resources to make fully informed housing and transportation decisions. The goal of this pilot project is to develop an educational curriculum to provide clear, understandable, and complete information on combined housing and transportation costs and to assist families make housing choices that make the best use of limited income by reducing their total housing and transportation cost burdens. If the pilot



program is successful, participating housing authorities will seek to integrate the program into its regular operations.

A grant award for \$60,000 in Metro Regional Transportation Options (RTO) funding was approved in December. A revised scope of work and budget for this pilot project has been submitted to Metro. The revised pilot will focus on developing a mobility counseling curriculum (with consultant assistance) that may, if successful, be utilized with all housing clients in the future.

- **FY2011 VA-HUD VASH VOUCHERS**

The Housing Authority initiated its solicitation process in January for the next round of HUD-VA Veterans Affairs Supportive Housing (VASH) vouchers. This solicitation included persistent communication with Oregon Senators and Representatives, Washington County partners and the Departments of Housing and Urban Development (HUD) and Veterans Affairs (VA). Senators Merkley and Wyden, and Representative Wu have signed on to an Oregon Congressional Delegation letter to be sent to the VA.

- **BENESSARE VILLAGE**

Bienestar submitted a proposal in response to the City of Hillsboro's RFQ for Downtown Urban Development. The proposal features a 59-unit affordable housing project for seniors at the corner of SE 2<sup>nd</sup> Avenue and SE Washington Street in Hillsboro. This project encompasses five stories, with the first floor planned for commercial/retail to fit in with the Hillsboro downtown urban development vision.

While this project was not selected for the SE 2<sup>nd</sup> site, the City of Hillsboro has committed to assist Bienestar to locate a suitable site in downtown Hillsboro. Bienestar has submitted an application for grant funds to help develop the project. HAWC may participate in this development in a co-owner role.

- **HAWC and HOUSING DEPARTMENT REPORTS**

Staff is working to collect data for a HAWC annual report, to include demographics on the population accessing housing services, geographic data on public housing, affordable housing, and voucher clients, occupancy rates, lease-up rates, work-order efficacy, and other information and performance measures. The recent Auditor recommendations include a suggestion for a department-wide annual performance report.

- **REGIONAL HOMELESSNESS AND AFFORDABLE HOUSING ASSESSMENT**

Staff is working with staff from the City of Portland Bureau of Housing to develop a fair and realistic assessment of affordable housing resources and investment across the region. This effort is being undertaken partially to address serious inconsistencies in the draft regional analysis that has been brought up by some



elected officials. Staff hopes to use this opportunity to not only assess expenditures and resources region-wide, but develop regional tools, strategies, and partnerships to assist low-income and homeless residents.

- **AFFORDABLE HOUSING REPORT FOR BOARD RETREAT**

Staff has been invited to develop and present a primer on affordable housing at the Board retreat in April. Staff hopes to present information on the affordable housing policy context, some data on region-wide resources and spending, and information on a variety of tools and incentives that could be used to develop a voluntary program that would provide meaningful encouragement for affordable housing development in Washington County. Staff will set aside some time on the March agenda to present an outline of our presentation for HAC feedback and recommendations.

- **FY 2011 PHA PLAN**

The public notice for the FY2011 PHA plan was published on February 11, 2011 for the PHA Plan public hearing on April 5, 2011. There is only one significant change in the new PHA Plan, and that is a proposal to convert 100 additional Section 8 Housing Choice Vouchers to project-based vouchers for hard-to-serve homeless individuals or families and/or special needs populations. Staff will consult Community Development and the Consolidated Plan, as well as the HSSN Work Group, to assess population needs, provider capacity, and housing demand to determine which hard-to-serve populations will benefit most from project-based vouchers.

## **VI. NEW BUSINESS**

## **VII. ADJOURNMENT**