



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



**Thursday, March 27, 2014
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, February 27, 2014 Page 4

III. ORAL COMMUNICATIONS

IV. EXECUTIVE DIRECTOR’S REPORT Page 11

V. STAFF REPORTS

 A. Financial Statement..... Page 15

 B. Section 8 and Low Rent Public Housing..... Page 25

 C. Affordable Housing Page 27

 D. Special Projects..... Page 29

 E. Report on Homelessness Page 30

VI. OLD BUSINESS.....Page 35

VII. NEW BUSINESS.....Page 37

VIII. RESOLUTIONS/ACTION ITEMS Page 37

IX. ADJOURNMENT

Next Meeting:

Thursday, April 24, 2014

2014 HAC Meeting Schedule
Thursday, April 24
Thursday, May 22 - Budget
Thursday, June 26
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
March 27, 2014 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. February 27, 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**
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
February 27, 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

Ron Lehr Gary Whiting
Tricia Peterson Renee Bruce
Sid Scott David Nase

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Yvette Potter, Program Coordinator

COMMITTEE MEMBERS ABSENT

Anapreet Kaur-Gill Peter Hainley
LaShanda Williams Sid Scott

GUESTS PRESENT

Renee Bruce called the meeting to order at 9:05 a.m.

I. ROLL CALL - A quorum was present.

The group did introductions.

II. ACTION - APPROVAL OF MINUTES

Kim Armstrong noted that the January minutes erroneously listed Ramsay Weit as present. This error has been corrected.

Motion: Approve the minutes from January 23, 2014 with one correction—Ron Lehr

Second: Gary Whiting

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Gary Whiting stated that the housing market has remained active. The current market is a seller's market, with low inventory—desirable homes are receiving multiple offers and may sell for more than the asking price. Residential buyers are looking for homes in good school districts, and seem to prefer new construction.
- The Oregon Court of Appeals has remanded Metro's 2010 urban and rural reserves determination. A Legislative action (HB 4078) is under consideration that could establish new urban areas and protect rural areas. More information is available here:
http://www.oregonlive.com/politics/index.ssf/2014/03/land_use_grand_bargain_head_ing.html, <http://news.oregonmetro.gov/1/post.cfm/portland-reserves-court-appeal-022014>



IV. EXECUTIVE DIRECTOR'S REPORT

FY2014 PHA Plan: The FY2014 PHA plan is out for public comment, and the Resident Advisory Board has met to provide comment. The Housing Authority Board of Directors will hold a public hearing and approve the plan April 1, 2014. The only significant change for FY2014 is the adjustment to waitlist preferences and the potential to work with project-based VASH vouchers if there are interested partners for an appropriate project.

Capacity-Building Grants: The two capacity-building grants awarded to the Housing Authority will provide resources for document scanning of tenant files and other records, and for electronic tablets to facilitate fieldwork by inspectors and maintenance staff. Three temporary workers have been employed to scan files, and tablets have been purchased for inspector paperwork.

Aloha Park Refinancing: The prepayment request and loan documents have been submitted. Berkadia's loan committee has approved the loan and submitted the request to HUD. The enhanced voucher process has been somewhat challenging and slowed the process. Closing is expected to take place in May. The initial capital needs inspection suggested converting 4 units to make them accessible per HUD Section 504 requirements—however, this property is constructed on a grade that makes an accessibility conversion economically impractical, and HAWC would like to remove this requirement. There is a verbal indication that this requirement will be waived as a result. All the common areas on the property will be updated and accessible.

OHCS Transition: Margaret VanVliet, the OHCS director, has been briefing legislative committees on the OHCS transition plan. The current plan keeps much of the organization intact, with some program spin off and reduced staff. There is discussion of an overarching policy advisory board as well, but these details will evolve further. Homeless programs will remain under OHCS.

Veterans Housing Bill (HB2417): There was a recent meeting to discuss uses of document recording fee funds for veterans housing programs. These programs are funded by a \$5 increase to the document recording fee. The work group recommended that funds be made available as early as May, once sufficient funds have accumulated. This program is expected to generate \$5.8 million dollars statewide through the biennium. Programs may include homeownership counseling and short-term rental assistance.

Set-Aside Funding Availability for Project-Based HUD-VASH Vouchers: Up to 70 vouchers could be available if HAWC can secure a partner to provide services and housing units.

Other Bills: The Section 8 bill goes into effect in July 2014. Multifamily NW (<http://www.multifamilynw.org/>) will work with HAWC to provide landlord training to assist with this transition.



V. STAFF REPORTS

A. Financial Statement

Michael O'Neill noted that HAWC's budgets are projections for the fiscal year based on best assumptions regarding Federal funding and rent levels. The December year-to-date variance for the Housing Authority is approximately a negative \$40,000. This variance is less than 1% of HAWC's revenue. Variances are expected to be resolved to meet the budget by the end of the fiscal year.

Section 8 funding, particularly Administrative fees—have been underfunded for the last few years. Section 8 Administration was funded at a 69% proration last year. HAWC's budget proposed receiving Section 8 Administrative funds at 82% for January through June 2014. HUD, however, funded Section 8 Administrative fees at only 75%, which will result in a variance of about \$90,000 unfavorable to budget at the end of June 2014.

Ron Lehr and Renee Bruce asked if HAWC was increasing rents when appropriate. Gary Calvert clarified that rent increases are included in budgets, and that small increases (\$10-15) generally go into effect when units turn over, so households that are current residents are usually not impacted by these increases.

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.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Work order effectiveness is high.

The group discussed the waitlist and the way in which case managers and staff communicate with clients about their place on the waitlist. Waitlist numbers have not historically been a very reliable way to determine when a client might receive assistance. This was a side effect of the large number of preferences used in prioritizing the waitlist, because preferences are not verified until clients are screened. The recent shift to reduce preferences will mean that clients will be eligible in an order much closer to date and time of application.

Renee Bruce and Tricia Peterson encouraged HAWC to develop a consistent script for case managers and staff to communicate with clients more clearly.



C. Affordable Housing

- Occupancy rates remain high in affordable housing.

D. Special Projects

- Project-Based Vouchers

Screening is ongoing to lease up project-based units that are under 100% occupancy. Project-based vouchers for the SAMSHA grant project with Luke-Dorf, Inc. are continuing to lease up.

E. Report on Homelessness

- FY2013 Federal McKinney-Vento Homeless Programs

The FY2013 grant application requesting \$2.6M in funding for local programs has been submitted. Renewal awards should be announced in mid to late March. The FY2014 does include some funding increases.

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

The assessment system has been operating for about 3 weeks and is beginning to provide some data.

- Sixty (60) households have been scheduled for assessment
- 65% of those households (39 of 60) were assessed
- Of the households assessed:
 - 35% were literally homeless
 - 65% were at risk of homelessness
 - 74% had been homeless previously (recidivism)
 - 49% had criminal histories
 - 72% are from Washington County

Most clients at risk of homelessness were living doubled-up with friends or family.

Twenty-two programs have agreed to align with Community Connect and receive clients through the new centralized assessment system. The process of managing referrals through the centralized system will take some adjustment for participating partners.

- Cooperative Agreements to Benefit Homeless Individuals

This project is in its second year with Luke-Dorf, Inc. These clients are being extensively case-managed and have been successfully housed after chronic homelessness.



- Severe Weather Shelter Response Plan
Shelters provided 1,800 bed stays November through January. During February storms, many Washington County churches opened and operated over capacity. Annette Evans worked with Multnomah and Washington County shelters to try to do some regional shelter coordination.
- Meyer Memorial Trust Funds Shelter/Warming Centers
Meyer Memorial Trust awarded funds to Community Action Team, Inc, receiving \$22,000 in funds to Washington County severe weather shelters. Funds will be split between the Sunrise 90-day program (\$10,000) and \$12,000 divided between 5 churches based on bed stays.
- Project Homeless Connect
Project Homeless Connect will be held Friday, January 24 at Sunrise Church from 9am-4pm.
- Homeless Costs Study
Approval has been received to continue with Phase 2 of the Cost Study. HAWC is working to hire a temporary worker to do confidential data entry for this program.
- 2014 Point-In-Time (PIT) Homeless Census
The HUD-mandated annual Point In Time count took place January 22-31, 2014. Data will be presented to the Homeless Plan Advisory Council (HPAC) in April.

VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan
The draft Aloha-Reedville Study and Livable Community Plan is available on the project website for public review and comment at <http://www.co.washington.or.us/alohareedville>. The Technical Advisory Committee (TAC) has reviewed the plan, and the Citizen's Advisory Committee (CAC) will provide comment later in the month. The plan consists of 31 Action/Issue papers, discussed in four strategies that support the overall vision of the main plan.

The plan is being finalized for production, and the final public event will take place on Thursday, March 20 at Willow Creek PCC. The final Leadership Coordinating Committee (LCC) meeting will be held Friday, March 28 from 3-5pm in Hillsboro.

HUD has granted a 90-day no-cost extension to allow ordinance recommendations to move forward in the 2014 Ordinance Season. The extension will also allow additional discussion of alternative governance models and continued engagement with communities of color and traditional underrepresented communities.



Ron Lehr asked if this project would be impacted by the appeal of urban and rural reserves. Kim Armstrong noted that the study area is immediately adjacent to the South Hillsboro planned development, so delays or changes for that development could certainly impact the Aloha-Reedville community.

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

This program continues to provide value to our clients. The Housing Works case manager is currently working with 33 clients to improve their job skills and education.

- Consolidated Plan Work Group

Renee Bruce encouraged HAC members to complete the community survey located at: <http://www.surveymonkey.com/s/WaCoSurvey>. Other information about participating in this process is available here: <http://www.co.washington.or.us/CommunityDevelopment/Planning/consolidated-plan-participate.cfm>.

VII. NEW BUSINESS

- Guidelines for HAWC Partnerships

Val Valfre provided draft partnership guidelines for HAC review and comment. David Nase asked if permit or impact fees could be reduced to encourage affordable housing development. Kim Armstrong noted that Washington County fees are controlled through the Department of Land Use and Transportation, and the Housing Department will continue to work with LUT to discuss possible reductions for affordable projects.

Ron Lehr noted that the Housing Authority has the ability to encourage development through issuing conduit bond financing. He noted that tax exemption can be an effective development incentive, and should be used in circumstances that provide benefit to low-income tenants. He suggested developing an assessment to determine the need for tax exemption and/or whether or not the project should provide Payment in Lieu of Taxes (PILOT).

Gary Whiting commented that new construction is much higher quality than older construction. These projects are likely to be much more efficient and cost-effective over time.

- Housing Authority Staff

HAWC is requesting an increase in County general fund dollars in order to provide additional staff support for Homeless programs and allow the Department to consider filling the Assistant Director position.



- HAC Term Expirations

Four HAC terms (Social Service Organization representative, Agricultural/Farmworker representative, Housing Authority representative, and one At-Large position) will expire on March 31, 2014. The County has opened recruitment for these positions, and applications are available on the County's website at <http://www.co.washington.or.us/CAO/BoardsCommissions/index.cfm>. HAC members are encouraged to work with Val to recommend new committee members.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:42a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

The month of March continued to provide opportunities and challenges. We are showing considerable progress in many areas, while also working to overcome staffing challenges. There is a plan in place to address these staff needs, but the process will take some time.

Personnel: We have three vacant staff positions, which have required current staff to take additional responsibility for achieving our program and customer service responsibilities.

- **Housing Inspector:** One housing inspector was released in March. This has required the remaining two inspectors to work at 150% to cover inspections in a timely manner. Transitioning to mobile inspection devices is also underway. Recruitment for a new inspector has been put on hold while evaluating HAWC's funding situation (see Aloha Park write-up below). In the interim, one manager can serve as a backup should the need arise.
- **Housing Rental Assistance Program Manager:** The long-term Rental Assistance Manager left Washington County on December 31 to pursue a private business partnership opportunity. Melanie Fletcher, our very knowledgeable software analyst, is serving as the interim manager. She has been a great fit for this position, and has shown strong leadership by proposing initiatives that align with agency goals.

The Housing Rental Assistance Program Manager position classification has been revised, and the Board of Commissioners approved the new classification on March 18, 2014. However, this recruitment is also on hold while we seek clarification on funding.

- **Assistant Director:** This position has been vacant since mid-2008 when I took over the Department. The Assistant Director's role is to provide leadership and backup to our small but capable management staff, and is responsible for day-to-day operations. I have been stretched to encompass that role, while also addressing affordable housing needs with the State, the region, local jurisdictions and our community partners. We have requested assistance from the County general fund in the new budget to help us to fund that senior position.

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

- **FY2014 PHA Plan:** The FY2014 PHA plan is currently out for public comment. This 45-day comment period has been publicized in The Oregonian, The Argus, The Skanner, El Hispanic News, the Beaverton Leader, and the Forest Grove Reader. The draft PHA plan is also online at <http://www.co.washington.or.us/Housing/PoliciesPlans/plans.cfm>. The Housing



Authority has met with program participants at a Resident Advisory Board (RAB) meeting in early February to present the PHA Plan, answer questions and receive feedback. On April 1, 2014, the Housing Authority will present the PHA Plan at a Public Hearing at the Housing Authority Board of Directors meeting.

- FY2014 Capital Fund Program Grants (CFP): On March 18, 2014 we were notified that our FY2014 CFP grants totaled \$471,938 (an increase of \$41,597 from FY2013) for capital improvements of our public housing sites, and \$49,850 (a decrease of \$20,990 from FY2013) for replacement public housing development.
- Capacity-Building Grants: As mentioned previously, the Housing Authority of Washington County received two capacity-building grants totaling nearly \$60,000, which will allow HAWC to convert to a paperless file system and purchase mobile devices for housing inspectors. Three full-time temporary workers have been employed to perform the scanning. All of the Public Housing files have been scanned and they are now working on scanning the larger Section 8 voucher program. We have also secured the mobile devices for the housing inspectors and maintenance staff, and will begin associated training. Both of these initiatives should support our efforts to improve our customer service.
- Aloha Park Refinancing: The refinancing of Aloha Park Apartments in Aloha has encountered a major roadblock. We are working to resolve this issue and hope to have more information by our meeting. Our request for prepayment has been submitted to HUD and our application and loan documents have been forwarded to Berkadia. 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. We are experiencing some challenges with HUD's requirement that these older, sub-ground level buildings need to be modified to full Section 504 accessibility. After inspection, our architect/engineer attested to HUD that the required modifications would be economically unfeasible. More to come . . .

Housing Authority State/Community Operations: The following operations support our active involvement in State/regional and local partnerships to promote affordable housing, to prevent homelessness, and increase self-sufficiency of our clients:

- Oregon Housing and Community Services (OHCS) Transformation: During the 2013 legislative session, OHCS received half of their biennial budget, and were asked to return in 2014 with recommendations on how to deliver services more efficiently. Margaret Van Vliet, Director, gave a report with her recommendations, including:
 - Refocus and streamline the agency to be a facilitator of local and regional prosperity efforts.
 - Create a single housing policy commission to integrate with the housing continuum, from ending homelessness to achieving homeownership, with related State policies;



- Instill mutual accountability in major funding streams; and
- Continue to drive alignment and coordination throughout State government.

The Transportation and Economic Development Subcommittee of Ways and Means approved the report and released the second year of funding. The agency's biggest proposed changes are likely to be in the governance structure of the agency. Currently, a number of advisory bodies provide input to the agency in discreet boards that are linked to a specific set of programs. The vision described in the report is to consolidate that input into a single governance body that provides policy advice across the housing continuum. (Courtesy of Ryan Fisher, NWPA).

- Veterans Housing Bill (HB2417): I met with the rule-making group on February 26, 2014 to determine procedures on how to best utilize funds directed to the OHCS department as a result of the increased Document Recording Fee (DRF) (HB 2417) to better serve our veterans. The Bill enables a \$5.00 increase in the DRF from \$15.00 to \$20.00, and allows these dollars to flow to housing development, homeownership, and emergency services. I had testified in support of this Bill and see good opportunities for this funding to make a positive difference in our veterans' housing and welfare. By the end of the 2013-15 Biennium, we anticipate \$5.83M in the following categories:
 - EHA (Emergency Housing Account) (10% - \$583,000) – this money will go to local Community Action agencies to be specifically dedicated to providing assistance to veterans for items such as rental application fees, first and last month's rent, short-term rental assistance, security deposits, etc.
 - HOAP (Homeownership Account Program) (14% - \$816,200) – these funds would create new programs that would assist veterans with mortgage payments (homeless prevention), closing costs, special adaptations to homes due to injuries sustained while deployed, etc.
 - GHAP (General Housing Account Program) (76% - \$4,430,800) – this money would be split between Capacity Building (6%) and Development (70%). This money could support permanent supportive housing projects along the lines of Housing Plus, or assist in the development of transitional veterans housing by providing the 35% matching dollars required by the US Department of Veterans Affairs Capital Grant and Per Diem program.
- Set-Aside Funding Availability for Project-Basing HUD-VASH Vouchers: HUD has announced a set-aside of approximately \$7.0 million in HUD-VASH funding to support approximately 1,000 units of project-based voucher (PBV) assistance nationwide. These PBVs will enable homeless veterans to access affordable housing with an array of supportive services that comply with the *Housing First* model. We can only submit one application per project with a limit of 75 VASH vouchers. HSSN service providers were notified of this opportunity, and providers were contacted to discuss possible partnerships. There is not currently a partner available for this effort.



- Oregon Housing Choice Voucher Bill: This Section 8 bill as written would preclude landlords from denying an application based solely on source of income. As of July 1st, refusing a tenant's application based solely on Section 8 assistance would also constitute a possible Fair Housing violation. HAWC is coordinating with Multifamily NW to provide trainings in Washington County for member and non-member landlords to explain the new bill and educate landlords about compliance. We will also work to provide training sessions and FAQs to Section 8 case workers to allow them to better assist landlords and tenants in understanding the new law and its requirements.
- 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.

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



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
January 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 January FYTD, the cash basis loss from operations of \$70,033 is unfavorable to budget by \$72,763 and the prior year by \$36,382.

Section 8 had negative cash flow of \$199,635, which was \$38,561 unfavorable to budget. Section 8's loss to budget should increase by about \$10,000 per month through June 30, due to lower administrative fee funding from HUD for CY2014. This shortfall will have to be resolved by local fund transfers.

Public Housing had negative cash flow FYTD of \$83,995, which is \$49,921 favorable to budget. The variance is unchanged from the prior month, and unlikely to change through June 30. The Public Housing program has ample unrestricted cash to absorb the loss.

Kaybern Terrace is near to budget.

Aloha Park had FYTD cash flow of \$2,924, unfavorable to budget by \$44,250, due to high maintenance outlays for fixing up for the impending refinancing.

The local fund had negative cash flow of \$218, made up of a loss in the DOL (Department of Labor) project due to \$8,552 required match, offset by positive performance by the Local Fund properties.

Affordable Housing cash flow from operations of \$202,340 was unfavorable to budget by \$37,227. Affordable Housing cash flow exceeds, by \$27,471 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 Local Fund has unrestricted net assets of \$142,571. The Section 8 unrestricted net asset balance as of January 31st is \$190. Administrative funding for Section 8 for Calendar Year 2014 may not be sufficient to cover costs, so Local Fund subsidies of Section 8 will likely need to continue, albeit at a lower level. Some Local Fund relief may come from the upcoming refinancing 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 – January 2014

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	877,983	639,095	13,926	25,280	44,480	1,347	1,602,111
Gross billable rent	-	360,150	37,088	310,408	49,700	2,570,203	3,327,549
Vacancy loss	-	(1,709)	(878)	(8,910)	-	(82,556)	(94,053)
Premiums (concessions)	-	(134)	-	(10,555)	-	(19,900)	(30,589)
Other tenant revenue	-	17,204	268	5,250	225	67,136	90,083
Tenant revenue	-	375,511	36,478	296,193	49,925	2,534,883	3,292,990
Other revenue (incl GF subsidy)	36,289	3,975	609	4,962	10,316	152,812	208,963
Total operating revenue	914,272	1,018,581	51,013	326,435	104,721	2,689,042	5,104,064
Operating expenses:							
Repair and maintenance	-	609,000	11,134	149,528	19,491	726,370	1,515,523
Operations	858,736	214,504	5,388	76,842	56,825	411,045	1,623,340
Utilities	-	43,804	5,180	39,498	5,293	246,541	340,316
Insurance	3,387	25,452	491	12,253	913	62,298	104,794
PILOT	-	25,060	-	-	-	-	25,060
Bad debt, net of recoveries	-	438	(55)	2,598	-	31,390	34,371
Other	26,841	-	-	-	2,743	-	29,584
Total operating expenses	888,964	918,258	22,138	280,719	85,265	1,477,644	3,672,988
Net program income	25,308	100,323	28,875	45,716	19,456	1,211,398	1,431,076
Other ongoing cash outflows:							
HAWC administration	224,943	184,318	53	305	12,508	1,829	423,956
Debt service	-	-	20,271	42,487	7,166	1,007,229	1,077,153
Total outflows	224,943	184,318	20,324	42,792	19,674	1,009,058	1,501,109
Cash flow from operations	(199,635)	(83,995)	8,551	2,924	(218)	202,340	(70,033)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	375	2,952	136	35	3,316	(6,267)	547
Capital fund receipts	-	19,707	-	-	-	-	19,707
Capitalized modernization	-	(19,707)	-	-	(8,855)	-	(28,562)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	194,000	-	-	-	(194,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(174,867)	(174,867)
Transfers from (to) restricted cash - Repl Res	-	-	-	(17,640)	-	(79,730)	(97,370)
Section 18 transfers from Public Housing	-	-	-	-	11,568	590,524	602,092
Net unrestricted cash flows	(5,260)	(81,043)	8,687	(14,681)	(188,189)	532,000	251,514
Restricted cash flows:							
Housing Assistance Payments earned	10,564,901	-	-	-	-	-	10,564,901
Housing Assistance Payments	(10,937,294)	-	-	-	-	-	(10,937,294)
Investment income - restricted	2,553	6,749	-	-	-	-	9,302
Transfers from unrestricted - CAO	-	-	-	-	-	174,867	174,867
Transfers from (to) unrestricted - Repl Res	-	-	-	17,640	-	79,730	97,370
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(602,092)	-	-	-	-	(602,092)
Total restricted cash flows	(369,840)	(595,343)	-	17,640	-	254,597	(692,946)
Net cash flows	(375,100)	(676,386)	8,687	2,959	(188,189)	786,597	(441,432)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,602,111	1,619,435	(17,324)	1,520,307	81,804
Gross billable rent	3,327,549	3,290,334	37,215	3,227,313	100,236
Vacancy loss	(94,053)	(115,091)	21,038	(93,588)	(465)
Premiums (concessions)	(30,589)	(40,843)	10,254	(31,892)	1,303
Other tenant revenue	90,083	106,998	(16,915)	107,931	(17,848)
Tenant revenue	3,292,990	3,241,398	51,592	3,209,765	83,225
Other revenue (incl GF subsidy)	208,963	250,158	(41,195)	194,217	14,746
Total operating revenue	5,104,064	5,110,991	(6,927)	4,924,289	179,775
Operating expenses:					
Repair and maintenance	1,515,523	1,481,731	(33,792)	1,442,049	(73,474)
Operations	1,623,340	1,603,176	(20,164)	1,510,428	(112,912)
Utilities	340,316	334,429	(5,887)	325,549	(14,767)
Insurance	104,794	99,308	(5,486)	94,527	(10,267)
PILOT	25,060	25,062	2	25,038	(22)
Bad debt, net of recoveries	34,371	40,215	5,844	51,647	17,276
Other	29,584	23,453	(6,131)	25,759	(3,825)
Total operating expenses	3,672,988	3,607,374	(65,614)	3,474,997	(197,991)
Net program income	1,431,076	1,503,617	(72,541)	1,449,292	(18,216)
Other ongoing cash outflows:					
HAWC administration	423,956	423,734	(222)	406,636	(17,320)
Debt service	1,077,153	1,077,153	-	1,076,307	(846)
Total outflows	1,501,109	1,500,887	(222)	1,482,943	(18,166)
Cash flow from operations	(70,033)	2,730	(72,763)	(33,651)	(36,382)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	547	(4,560)	5,107	2,383	(1,836)
Capital fund receipts	19,707	26,255	(6,548)	81,053	(61,346)
Capitalized modernization	(28,562)	(26,255)	(2,307)	(214,139)	185,577
Gain on sale of assets	-	-	-	14,103	(14,103)
Transfers to (from) Local Fund	-	63,411	(63,411)	-	-
Transfers to restricted cash - CAO	(174,867)	(174,869)	2	(202,109)	27,242
Transfers from (to) restricted cash - Repl Res	(97,370)	(98,630)	1,260	(97,370)	-
Section 18 transfers from Public Housing	602,092	599,414	2,678	594,704	7,388
Net unrestricted cash flows	251,514	387,496	(135,982)	144,974	106,540
Restricted cash flows:					
Housing Assistance Payments earned	10,564,901	10,283,039	281,862	10,263,538	301,363
Housing Assistance Payments	(10,937,294)	(10,922,018)	(15,276)	(10,920,304)	(16,990)
Investment income - restricted	9,302	13,910	(4,608)	5,651	3,651
Transfers from unrestricted - CAO	174,867	174,869	(2)	202,109	(27,242)
Transfers from (to)unrestricted - Repl Res	97,370	98,630	(1,260)	97,370	-
Purchased from replacement reserves	-	(38,406)	38,406	(14,798)	14,798
Sec 18 transfers to Affordable Housing	(602,092)	(599,414)	(2,678)	(594,704)	(7,388)
Total restricted cash flows	(692,946)	(989,390)	296,444	(961,138)	268,192
Net cash flows	(441,432)	(601,894)	160,462	(816,164)	374,732



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	877,983	908,084	(30,101)	930,207	(52,224)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	36,289	14,726	21,563	17,850	18,439
Total operating revenue	914,272	922,810	(8,538)	948,057	(33,785)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	858,736	835,292	(23,444)	797,256	(61,480)
Utilities	-	-	-	-	-
Insurance	3,387	3,965	578	2,552	(835)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	26,841	22,678	(4,163)	25,002	(1,839)
Total operating expenses	888,964	861,935	(27,029)	824,810	(64,154)
Net program income	25,308	60,875	(35,567)	123,247	(97,939)
Other ongoing cash outflows:					
HAWC administration	224,943	221,949	(2,994)	209,182	(15,761)
Debt service	-	-	-	-	-
Total outflows	224,943	221,949	(2,994)	209,182	(15,761)
Cash flow from operations	(199,635)	(161,074)	(38,561)	(85,935)	(113,700)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	375	(377)	752	631	(256)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	194,000	167,793	26,207	35,165	158,835
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(5,260)	6,342	(11,602)	(50,139)	44,879
Restricted cash flows:					
Housing Assistance Payments earned	10,564,901	10,283,039	281,862	10,263,538	301,363
Housing Assistance Payments	(10,937,294)	(10,922,018)	(15,276)	(10,920,304)	(16,990)
Investment income - restricted	2,553	3,915	(1,362)	(5,198)	7,751
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(369,840)	(635,064)	265,224	(661,964)	292,124
Net cash flows	(375,100)	(628,722)	253,622	(712,103)	337,003



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	639,095	661,698	(22,603)	520,066	119,029
Gross billable rent	360,150	297,485	62,665	304,219	55,931
Vacancy loss	(1,709)	(708)	(1,001)	(1,041)	(668)
Premiums (concessions)	(134)	(17)	(117)	(11)	(123)
Other tenant revenue	17,204	22,041	(4,837)	30,077	(12,873)
Tenant revenue	375,511	318,800	56,711	333,243	42,268
Other revenue (incl GF subsidy)	3,975	31,196	(27,221)	8,164	(4,189)
Total operating revenue	1,018,581	1,011,694	6,887	861,473	157,108
Operating expenses:					
Repair and maintenance	609,000	650,491	41,491	639,702	30,702
Operations	214,504	207,403	(7,101)	196,511	(17,993)
Utilities	43,804	42,297	(1,507)	38,879	(4,925)
Insurance	25,452	24,710	(742)	24,064	(1,388)
PILOT	25,060	25,062	2	25,038	(22)
Bad debt, net of recoveries	438	(207)	(645)	12,765	12,327
Other	-	-	-	-	-
Total operating expenses	918,258	949,756	31,498	936,959	18,701
Net program income	100,323	61,938	38,385	(75,486)	175,809
Other ongoing cash outflows:					
HAWC administration	184,318	195,854	11,536	193,657	9,339
Debt service	-	-	-	-	-
Total outflows	184,318	195,854	11,536	193,657	9,339
Cash flow from operations	(83,995)	(133,916)	49,921	(269,143)	185,148
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,952	5,084	(2,132)	5,165	(2,213)
Capital fund receipts	19,707	26,255	(6,548)	81,053	(61,346)
Capitalized modernization	(19,707)	(26,255)	6,548	(101,611)	81,904
Gain on sale of assets	-	-	-	14,103	(14,103)
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	(81,043)	(128,832)	47,789	(270,433)	189,390
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	6,749	9,995	(3,246)	10,849	(4,100)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(602,092)	(599,414)	(2,678)	(594,704)	(7,388)
Total restricted cash flows	(595,343)	(589,419)	(5,924)	(583,855)	(11,488)
Net cash flows	(676,386)	(718,251)	41,865	(854,288)	177,902



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	13,926	13,932	(6)	13,644	282
Gross billable rent	37,088	35,700	1,388	36,936	152
Vacancy loss	(878)	(1,071)	193	(496)	(382)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	268	-	268	292	(24)
Tenant revenue	36,478	34,629	1,849	36,731	(253)
Other revenue (incl GF subsidy)	609	667	(58)	668	(59)
Total operating revenue	51,013	49,228	1,785	51,043	(30)
Operating expenses:					
Repair and maintenance	11,134	9,155	(1,979)	11,025	(109)
Operations	5,388	4,657	(731)	4,422	(966)
Utilities	5,180	5,986	806	5,724	544
Insurance	491	484	(7)	464	(27)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	(55)	-	55	979	1,034
Other	-	-	-	-	-
Total operating expenses	22,138	20,282	(1,856)	22,614	476
Net program income	28,875	28,946	(71)	28,429	446
Other ongoing cash outflows:					
HAWC administration	53	32	(21)	23	(30)
Debt service	20,271	20,271	-	20,271	-
Total outflows	20,324	20,303	(21)	20,294	(30)
Cash flow from operations	8,551	8,643	(92)	8,135	416
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	136	128	8	117	19
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	8,687	8,771	(84)	8,252	435
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	8,687	8,771	(84)	8,252	435



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	25,280	25,400	(120)	25,410	(130)
Gross billable rent	310,408	310,408	-	310,408	-
Vacancy loss	(8,910)	(9,312)	402	(8,408)	(502)
Premiums (concessions)	(10,555)	(10,610)	55	(9,917)	(638)
Other tenant revenue	5,250	4,174	1,076	3,732	1,518
Tenant revenue	296,193	294,659	1,534	295,815	378
Other revenue (incl GF subsidy)	4,962	5,702	(740)	5,714	(752)
Total operating revenue	326,435	325,761	674	326,939	(504)
Operating expenses:					
Repair and maintenance	149,528	118,329	(31,199)	121,522	(28,006)
Operations	76,842	72,679	(4,163)	72,910	(3,932)
Utilities	39,498	34,176	(5,322)	32,925	(6,573)
Insurance	12,253	8,340	(3,913)	7,133	(5,120)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,598	2,491	(107)	1,003	(1,595)
Other	-	-	-	-	-
Total operating expenses	280,719	236,015	(44,704)	235,493	(45,226)
Net program income	45,716	89,746	(44,030)	91,446	(45,730)
Other ongoing cash outflows:					
HAWC administration	305	85	(220)	82	(223)
Debt service	42,487	42,487	-	42,487	-
Total outflows	42,792	42,572	(220)	42,569	(223)
Cash flow from operations	2,924	47,174	(44,250)	48,877	(45,953)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	35	211	(176)	201	(166)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(58,087)	58,087
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(17,640)	(17,640)	-	(17,640)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(14,681)	29,745	(44,426)	(26,649)	11,968
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to) unrestricted - Repl Res	17,640	17,640	-	17,640	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	17,640	17,640	-	17,640	-
Net cash flows	2,959	47,385	(44,426)	(9,009)	11,968



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	44,480	1,704	42,776	23,006	21,474
Gross billable rent	49,700	31,590	18,110	31,425	18,275
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	225	1,548	(1,323)	1,256	(1,031)
Tenant revenue	49,925	33,139	16,786	32,681	17,244
Other revenue (incl GF subsidy)	10,316	44,171	(33,855)	8,404	1,912
Total operating revenue	104,721	79,014	25,707	64,091	40,630
Operating expenses:					
Repair and maintenance	19,491	6,221	(13,270)	5,308	(14,183)
Operations	56,825	52,967	(3,858)	29,485	(27,340)
Utilities	5,293	4,337	(956)	3,370	(1,923)
Insurance	913	684	(229)	758	(155)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	90	90	58	58
Other	2,743	775	(1,968)	757	(1,986)
Total operating expenses	85,265	65,074	(20,191)	39,736	(45,529)
Net program income	19,456	13,940	5,516	24,355	(4,899)
Other ongoing cash outflows:					
HAWC administration	12,508	4,438	(8,070)	2,737	(9,771)
Debt service	7,166	7,166	-	7,166	-
Total outflows	19,674	11,604	(8,070)	9,903	(9,771)
Cash flow from operations	(218)	2,336	(2,554)	14,452	(14,670)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,316	3,417	(101)	4,604	(1,288)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(41,669)	32,814
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(194,000)	(104,382)	(89,618)	(35,165)	(158,835)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	11,568	6,284	5,284	21,102	(9,534)
Net unrestricted cash flows	(188,189)	(92,345)	(95,844)	(36,676)	(151,513)
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	(188,189)	(92,345)	(95,844)	(36,676)	(151,513)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,347	8,617	(7,270)	7,975	(6,628)
Gross billable rent	2,570,203	2,615,151	(44,948)	2,544,326	25,877
Vacancy loss	(82,556)	(104,000)	21,444	(83,643)	1,087
Premiums (concessions)	(19,900)	(30,216)	10,316	(21,964)	2,064
Other tenant revenue	67,136	79,235	(12,099)	72,575	(5,439)
Tenant revenue	2,534,883	2,560,171	(25,288)	2,511,294	23,589
Other revenue (incl GF subsidy)	152,812	153,696	(884)	153,418	(606)
Total operating revenue	2,689,042	2,722,484	(33,442)	2,672,687	16,355
Operating expenses:					
Repair and maintenance	726,370	697,535	(28,835)	664,494	(61,876)
Operations	411,045	430,178	19,133	409,845	(1,200)
Utilities	246,541	247,633	1,092	244,651	(1,890)
Insurance	62,298	61,125	(1,173)	59,558	(2,740)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	31,390	37,841	6,451	36,842	5,452
Other	-	-	-	-	-
Total operating expenses	1,477,644	1,474,312	(3,332)	1,415,390	(62,254)
Net program income	1,211,398	1,248,172	(36,774)	1,257,297	(45,899)
Other ongoing cash outflows:					
HAWC administration	1,829	1,376	(453)	955	(874)
Debt service	1,007,229	1,007,229	-	1,006,384	(845)
Total outflows	1,009,058	1,008,605	(453)	1,007,339	(1,719)
Cash flow from operations	202,340	239,567	(37,227)	249,958	(47,618)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(6,267)	(13,023)	6,756	(8,335)	2,068
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(12,773)	12,773
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(174,867)	(174,869)	2	(202,109)	27,242
Transfers from (to) restricted cash - Repl Res	(79,730)	(80,990)	1,260	(79,730)	-
Section 18 transfers from Public Housing	590,524	593,130	(2,606)	573,603	16,921
Net unrestricted cash flows	532,000	563,815	(31,815)	520,614	11,386
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	174,867	174,869	(2)	202,109	(27,242)
Transfers from (to)unrestricted - Repl Res	79,730	80,990	(1,260)	79,730	-
Purchased from replacement reserves	-	(38,406)	38,406	(14,798)	14,798
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	254,597	217,453	37,144	267,041	(12,444)
Net cash flows	786,597	781,268	5,329	787,655	(1,058)



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
January 31, 2014

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	(15,066)	738,428	44,988	77,807	(254,719)	(1,534,486)	(943,048)
Restricted cash and cash equivalents	13,699	69,015	1,230	36,061	33,975	299,100	453,080
Accounts receivable, net	49,722	95,512	5,112	27,825	7,944	83,921	270,036
Current portion of contracts receivable	—	1,150	—	—	3,254	—	4,404
Other current assets	1,584	23,686	351	3,415	652	56,655	86,343
Total current assets	49,939	927,791	51,681	145,108	(208,894)	(1,094,810)	(129,185)
Non-current assets:							
Restricted cash and cash equivalents	773,475	1,601,658	36,103	124,065	—	1,463,224	3,998,525
Contracts receivable	—	—	—	—	402,551	—	402,551
Capital assets, non-depreciable	—	3,645,547	50,000	73,697	365,698	4,095,129	8,230,071
Capital assets, depreciable, net	—	3,561,618	36,419	247,686	781,848	15,344,878	19,972,449
Total non-current assets	773,475	8,808,823	122,522	445,448	1,550,097	20,903,231	32,603,596
Total assets	823,414	9,736,614	174,203	590,556	1,341,203	19,808,421	32,474,411
Liabilities							
Current liabilities:							
Accounts payable	52,063	51,063	3,352	69,672	16,998	52,927	246,075
Deferred revenue	—	6,544	12	33	—	2,824	9,413
Accrued interest payable - bonds and notes	—	—	2,584	118	113	151,997	154,812
Current portion of notes and contracts payable	—	—	3,911	49,159	10,041	311,730	374,841
Current liabilities payable from restricted assets:							
Tenant and other deposits	13,699	69,015	1,230	36,061	33,975	299,100	453,080
Total curr. liabilities payable from restr. assets	13,699	69,015	1,230	36,061	33,975	299,100	453,080
Total current liabilities	65,762	126,622	11,089	155,043	61,127	818,578	1,238,221
Non-current liabilities:							
Contracts and notes payable	151,383	—	324,213	—	714,986	26,046,303	27,236,885
Total non-current liabilities	151,383	—	324,213	—	714,986	26,046,303	27,236,885
Total liabilities	217,145	126,622	335,302	155,043	776,113	26,864,881	28,475,106
Net Assets							
Invested in capital assets, net of related debt	—	7,207,165	(241,705)	272,224	422,519	(6,918,026)	742,177
Restricted	606,079	1,601,658	36,103	124,065	—	1,463,223	3,831,128
Unrestricted	190	801,169	44,503	39,224	142,571	(1,601,657)	(574,000)
Total net assets	606,269	9,609,992	(161,099)	435,513	565,090	(7,056,460)	3,999,305
Total liabilities and net assets	823,414	9,736,614	174,203	590,556	1,341,203	19,808,421	32,474,411



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

Wait List Time Based on # of HH Members										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	720	368	275	158	104	56	20	10	7	1,718
Average Days	1,563	1,503	1,594	1,445	1,445	1,514	1,787	1,573	1,858	1,559

Wait List Based on Gender			
Gender	Female	Male	Total
Total	1,197	521	1,718

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	19	65	249	12	1,303	17	53	1,718

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	363	1,340	15	1,718

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	321	131	818	448	1,718



WASHINGTON COUNTY
OREGON

V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
2. Public Housing Average Vacancy Days

Fiscal Year-to-Date
February 2014

Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy	Total Vacant Units	Total Vacancy Days	Total Average
	This Month	This Month	Days Per Unit This	(FY cumulative total)	(FY cumulative total)	Vacancy Days Per
FY 2012-13			Month			Unit
						(FY cumulative total)
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
FY 2013-14						
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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: February: 1,718 last month 1,981. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of February 2014 were at 17.00 (last month – 17.00). FY2014 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys and the new tenant taking possession of the keys/unit. HAWC’s cumulative total vacancy days are 12.85. Excellent!
- c) Occupancy Rates:
 *Public Housing: 99.5% (last month – 99.5%)
 *Section 8: 100% (last month – 99%)

We had 2,654 vouchers leased up on the first of February (last month – 2,624). Thirty-eight (38) new vouchers were issued, and 105 applicants with vouchers are searching for housing (last month 30 new, 92 looking). Our monthly allocation of Section 8 HAP funds is 100.8%. 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 February, 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	4.30 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 85 (72 from Section 8 and 14 from Public Housing)
 Total FSS participants w/escrow balance: 45
 Total Escrow Balance: \$173,922
 Average Escrow Balance: \$3,865
 Highest Escrow Accounts: \$15,695 (Section 8) and \$16,608 (Public Housing)
 IDA Accounts: 3

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 98.53% Occupancy (9 vacancies / 613 units), compared to 98.21% (11 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned three (3) Public Housing units over for new residents.
- All repairs, painting and landscaping was completed by Maintenance staff.
- Carpet was replaced in one (1) Public Housing turnover.
- Cleaning was performed in three (3) Public Housing units.

Special Projects:

- Replaced two (2) ranges in Public Housing units.
- Replaced one (1) refrigerator in Public Housing unit.
- Replaced three (3) Bath fans in Public Housing units for improved ventilation.
- Replaced bathroom flooring in two (2) Public Housing units.
- Replaced carpet in one (1) occupied Public Housing unit.
- Replaced three (3) garage doors in Public Housing units.
- Preventative maintenance was performed on twenty-five (25) inspected pre-REAC units.
- Reported 540 year-to-date non-emergency work orders have been completed.
- Reported 100% of 55 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	62	36
Special Needs	25	25	0
Total PBVs	225	189	36

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	8
LifeWorks NW (Tom Brewer House)							13	13	12
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	31	31						
Bienestar (Benessere Village)				8					
Total PBVs	102	43	43	62	30	23	25	25	20



V. STAFF REPORTS
E. Report on Homelessness

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

On January 30, a collaborative FY2013 Continuum of Care (CoC) Program grant application was submitted to the U.S. Department of Housing and Urban Development. The competitive application requests \$2,615,044 in CoC Program Homeless Assistance funds to retain current homeless housing programs in Washington County. The effects of the cuts imposed by sequestration in FY2013 will create a shortfall in funds to renew all current projects at a national level, and emphasizes the competitive nature of this grant application.

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 more than \$2.4 billion for HUD Homeless Assistance Grants, an increase of \$301 million more than the FY2014 budget. At a national level, family homelessness has decreased by 8%, chronic homelessness by 16%, and homelessness among Veterans has decreased by 24%.

Historical summary of local HUD McKinney-Vento CoC Program Homeless Assistance funding.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014¹	FY2015²
	\$1.846 billion	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.4 billion
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion	\$1.8 billion	
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	<i>*Application pending \$2.6 million</i>	<i>*Grant Notice of Funding expected late Spring 2014.</i>	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	Est.\$157,499	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	\$61,280		

¹ FY2014 Omnibus Appropriations; January 17, 2014.

² FY2015 President's Budget; March 4, 2014.

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



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

Implemented January 2013, during the first eight weeks of operation the new Community Connect system has screened 207 households (536 people) for determination of homeless status, with 60 households completing the assessment process.

60 Assessed Households, of the 207 Households Screened for Homelessness

- 66% last permanent address in Washington County.
- 50% criminal history (self reported).
- 38% owe previous landlords (average \$2,080 per household).
- 52% treatment for mental health issues (self reported), with identification of some local mental health provider agencies noted.
- 52% reported health issues and/or visits to the hospital emergency department.

The policy governing operations of the Community Connect is available online at http://www.co.washington.or.us/Housing/EndHomelessness/upload/Community-Connect_Centralized-Assessment-System-Adopted-by-CoC.pdf

System Development Task	Status of Task
Define Access Point(s)	<u>COMPLETE</u> : Community Action Beaverton and Hillsboro offices, with a mobile assessment performed by outreach workers.
Develop Screening, Assessment and Scoring Tools	<u>COMPLETE</u> : The Screening and Assessment tools were developed within HMIS.
Define HMIS Data Gathering and Sharing	<u>COMPLETE</u> : Department of Housing Services developed an HMIS report that prints daily to provide available bed data.
Develop Coordinated Intake and Referral Process	<u>COMPLETE</u> : Twenty-two (22) programs have agreed to align with the system.
Develop Resources to Staff the System	<u>COMPLETE</u> : Community Action has reprogrammed .5 FTE staff to support the initial system integration, with CDBG funding 1 FTE Specialist effective 7/1/2014.
Prepare written standards and policy	<u>COMPLETE</u> : Annette Evans prepared the standards and policy; HSSN adopted 1/8/2014.
Implement the Centralized Assessment System	<u>COMPLETE</u> : System testing performed January and February 2014, with the system going public after staffing secured.
Define Media to Market the System	In process: Develop after internal testing of the system, the written standards and policies, and staff is designated - as early as April 2014.



- **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.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
50 Units Total (Years 1 - 2) July 2012 to June 2014	46 people (includes 7 people discharged)	37 (3 couples; 1 S+C unit & 1 VASH unit)	46 (14 of the units are awaiting turnover)
90 Units Total (Years 1 - 3) July 2012 to June 2015			

In this second year of operation, many of the units committed to the 90-unit Project-based Section 8 subsidy have not yet turned-over to be available for Housing TEAM Program clients. Currently, there are 151 individuals on the Project-based Section 8 Wait List hoping to participate in the Housing TEAM Program.

- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 7th year of operation, the Severe Weather Shelter Response Plan has played a critical role in preventing the loss of life for homeless persons. As the shelter season comes to a close the end of March 2014, Annette Evans will host a meeting with the shelter coordinators to address the challenges and begin planning for the 2014-2015 winter shelter season. The shelter sites are located in Forest Grove, Hillsboro, Tigard, Sherwood, and Tualatin.



- **MEYER MEMORIAL TRUST FUNDS SHELTER/WARMING CENTERS**

Meyer Memorial Trust awarded \$300,000 in funds to Community Action Team, Inc. who partnered with the Community Action network in Oregon to assist homeless families and individuals with emergency cold-weather sheltering. Community Action, in partnership with Washington County Department of Housing Services, submitted a proposal to support Washington County Severe Weather Shelter providers, and received \$22,000 in funds that will be used by the shelter providers to expand their shelter operations to absorb the loss of beds when the Beaverton First Baptist shelter closed.

The period of funding is January 1 through May 30, 2014. Community Action will administer the funds and the Department of Housing Services will coordinate the faith-based shelter activities, data outcomes and reporting to Community Action.

- **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 will begin shortly, with the study targeted for completion by June 2014.

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

Community Action and Luke-Dorf, Inc., in coordination and partnership with homeless provider agencies and Hands On Greater Portland volunteers completed the Federal mandated annual point-in-time (PIT) homeless count. The PIT was performed during the last 10 days of January (January 22 through January 31, 2014) and included a blitz approach whereby PIT teams saturated a specific geographic area of the county on each day of the 10-day count.



Data collected during the street count interviews and non-HMIS shelter providers is currently being entered into the Homeless Management Information System (HMIS), where the data quality will be reviewed and de-duplication of homeless individuals performed. A preliminary report is targeted to be available March 17.

Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a critical component of local homeless planning and program development. The Oregon Housing and Community Services (OHCS) is no longer directly involved in leading the point-in-time homeless count statewide efforts, and strongly encourages local CoC's to align their homeless count with the federal HUD definitions as defined in 24 CFR Part 91.5.

Washington County historical homeless count data, to include literally homeless (federal definition) and people living doubled-up (state definition):

January 2014 = To be released in April 2014

January 2013 = 1,153

January 2012 = 1,331

January 2011 = 1,356

January 2010 = 1,383

January 2009 = 1,243

January 2008 = 1,145

January 2007 = 1,241

January 2006 = 1,162

January 2005 = 787



VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

The Washington County Board of Commissioners approved Ordinance 761 enabling the nonprofit low-income property tax exemption program on March 26, 2013. The City of Beaverton City Council approved an ordinance enabling tax exemption in July 2013, followed by Metro, Beaverton School District and THPD. Washington County will support similar efforts in the rest of Washington County.

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.

FY2014-15 exemptions require applications to be submitted to the County Tax Assessor no later than April 1, 2014. Due to a new State bill approved last year, Quatama Crossing will submit a one-time application for exemption under ORS 307:092 due to our partnership.

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

The Aloha-Reedville Study and Livable Community Plan report and components are in the process of being finalized and prepared for production. The plan and supporting documents are available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

The final public event for the project will be held Thursday, March 20 from 6-8:30pm at PCC Willow Creek. This event will be a town-hall style public meeting, and will include Commission Schouten and representatives from partner, including CPO6 and 7, the Aloha Business Association, the Center for Intercultural Organizing, and other agencies.

The final Leadership Coordinating Committee (LCC) meeting is scheduled for Friday, March 28, from 3-5pm in Hillsboro. The final Citizen's Advisory Committee (CAC) celebration will be held in the first part of April.

The entire plan is a series of nested documents with increasing specificity and detail. There are six parts to the plan:

1. The Executive Summary and Aloha-Reedville Study and Livable Community Plan report provides the overarching narrative of the planning effort and draws entirely from its accompanying documents:
2. Town Center Framework Plan - describes current conditions, issues, goal and recommendations to work towards a vision for the commercial center at 185th and TV Hwy



3. Economic Development Strategies - describes conditions, issues, goals and tools as well as some recommendations to enhance the vitality of businesses and jobs
4. Bicycle and Pedestrian Plan - describes concurrent planning efforts and provides recommendations for active transportation improvements
5. Corridor, Town Center, Land Use, and Streetscape Strategy - addresses potential changes to encourage private investment and achieve community aspirations for a vital TV Hwy Corridor and Town Center
6. Housing Equity and Opportunity Strategy - describes current conditions and recommendations to increase housing supply and diversity, improve housing quality, provide housing that is affordable to a range of incomes, and support neighborhoods that meet the needs of Aloha-Reedville's diverse residents.

Each of the documents (2 - 6) are based on the specific and individual actions in the 31 Action/Issue Papers (also available online). Action/Issue Papers provide the details on implementation (suggested Community Development Code changes for instance) and the estimated costs for many of the actions.

County staff hopes to work with the Center for Intercultural Organizing (CIO) to develop a strategy to continue to engage broadly with the community and actively partner with community groups such as Centro Cultural, the Community Alliance of Tenants (CAT) OPAL (<http://www.opalpdx.org>), the Asian-Pacific American Network of Oregon, Adelante Mujeres (www.adelantemujeres.org), and the Oregon Somali Family Education Center (OSFEC).

The grant project performance period has been extended to May 2014. The extension will allow project staff to use grant funds to cover staff time for ordinance changes supporting the Aloha-Reedville plan in the 2014 Ordinance Season, as well as allowing additional time to discuss possible alternative governance models and develop a plan to continue broad and inclusive engagement and inclusion.

- **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 recruited 45 clients (90% of our requirement), with 33 current participants. Grant funds support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.



- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department will support 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. Smaller work groups, including a group focused on planning and development code changes, will be formed as the process moves forward.

- **SET-ASIDE FUNDING AVAILABILITY FOR PROJECT-BASING HUD-VASH VOUCHERS**

HUD has announced a set-aside of approximately \$7.0 million in HUD-VASH funds to support approximately 1,000 units of project-based voucher (PBV) assistance nationwide. These PBVs will enable homeless veterans to access affordable housing with an array of supportive services that comply with the *Housing First* model. HSSN service providers and nonprofit housing developers have been notified of this opportunity, and HAWC will pursue vouchers if a suitable partner can be identified. There has been insufficient interest to further pursue this initiative.

VIII. NEW BUSINESS

- **HOUSING CHOICE VOUCHER BILL TRAINING**

Multifamily NW and the Housing Authority will host two Housing Choice Voucher training sessions. Trainings will be held 10am to 12pm April 17 and 6 to 8pm April 23, 2014 at the Public Service Building at 155 N. First Avenue, Hillsboro.

- **PUBLIC HOUSING AGENCY (PHA) PLAN PUBLIC HEARING**

The Housing Authority Board of Directors 2014 PHA Plan Public Hearing is scheduled for April 1, 2014 at 10:00 in the Public Service Building, 155 N. First Avenue, Hillsboro.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT