

HOUSING
ADVISORY
COMMITTEE



RESCHEDULED MEETING

Monday June 6, 1 p.m.

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



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Next Meeting:

June 23, 2011

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

2011 Meeting Schedule
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
June 8, 2011 at 1:00 P.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. March 24, 2011 Meeting Minutes
 - B. April 28, 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
April 28, 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 David Nase
Laurie Butler
Ron Lehr
Donna Pottle

COMMITTEE MEMBERS ABSENT

Carol Gakin Renee Bruce
Juliet Parrott Peter Hainley

STAFF PRESENT

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

Vice-Chair Butler called the meeting to order at 9:02 a.m.

I. ROLL CALL - A quorum was not present.

II. ACTION - APPROVAL OF MINUTES

Minutes from March 24 will need to be approved at the May HAC meeting, as there was not a quorum present.

III. DISCUSSION - ORAL COMMUNICATIONS

- Donna Pottle announced that she is in the process of moving out of her public housing unit. She may be interested in remaining on the HAC—if so, it may be possible to change her appointment to the Elderly/Minority representative and have Ms. Gakin fill the Public Housing recipient position.
- The FY2012 PHA Plan public hearing took place on April 5. The FY2012 PHA Plan was approved by the Housing Authority Board of Directors. The plan includes the new medical marijuana policy and approval to convert an additional 100 vouchers to project-based. Conversion would be tied to serving high-priority populations.
- There will be five Continuum of Care approvals at the May 3 Board of Commissioners meeting, including Shelter Plus Care and transitional housing grant renewals.
- The CoC grant renewal for Luke-Dorf will be approved at the May 17 Board meeting.



- Val Valfre and Annette Evans recently toured the Sequoia Mental Health facility that is currently under construction. The clinic is located in the Aloha area (near Aloha High School on 185th), and will include adjacent affordable housing units in addition to the medical facility. The clinic is funded with a 2009 Congressional appropriation, and the housing is funded through the HUD Section 811 program.
- Ron Lehr reported that the Tax Credit market appears to be picking up. He also stated that vacancy rates are going down, although lending is still very difficult and there are very few units being built. This will be good for rental owners, but may drive market rents up and make it more difficult for households to find affordable housing on the open market.
- The Knoll in Tigard held its grand opening, including a tour, on April 21. This project includes affordable housing for seniors and veterans.
- Laurie Butler stated that the National Home Builders Association does not expect to see a significant increase in activity until 2013.

IV. REPORT OF SECRETARY

A. Financial Statement

Mr. O'Neill presented the financial report.

The affordable housing cash flow is adequate to meet debt service requirements, and should continue to do so in the near future.

HUD has changed the scoring structure for PHAS, and only looks at the funding levels for the public housing program for scoring purposes. Previously, HUD considered restricted and unrestricted assets for the entire Housing Authority—this change benefits Washington County and will keep HAWC as a high-performing agency.

Section 8 and Public Housing rental assistance programs were fully funded in FY2011. However, the Section 8 Administrative funding was reduced significantly (reduced from 92% to 78%). This will reduce administrative funding per leased-up voucher from \$55 to \$47 per month. If the Housing Authority reduces case management staff levels, it will be extremely difficult to keep the voucher utilization near 100%-- and reduced voucher utilization would further reduce administrative funding.

The Housing Authority has sufficient local fund reserves to offset these cuts for a short time (1-2 years). The Housing Authority will need to consider how to manage these cuts longer-term, especially if administrative funding is not restored in FY2012. There may also be cuts to Public Housing unrestricted net assets in FY2012.



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. Screening applicants from the waitlist to increase voucher utilization is very time-consuming and occupies a large number of staff hours.
- Average vacancy days per unit is 16.96.
- 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.

D. Special Projects

- Project-Based Vouchers

The Knoll in Tigard has opened, and is allocated twelve (12) project-based vouchers.

At this time 38 vouchers allocated for the chronically homeless category remain outstanding. Staff continues to seek opportunities to allocate these vouchers. There is one possible project being discussed with a new housing partner. The Housing Authority has the option to convert up to another 100 voucher to project-based beginning in FY2012.

E. Report on Homelessness

- Point In Time (PIT) Homeless Count

The State will adopt and release Homeless Count data shortly. Ms. Evans provided a handout with some analysis of demographic trends in Washington County's homeless population based on the 2011 count.

There was a slight decrease in total homeless numbers in 2011 as a result of the single point-of-entry system implemented in the County, as well as increased emphasis on eviction prevention and rapid rehousing.

There were 119 families on the shelter waitlist in January 2009. Seventeen families were on the shelter waitlist in January 2011. However, the Community Action housing specialist was funded with ARRA, and these funds will be fully expended by the end of the current fiscal year. It will be challenging to retain this service unless funds are made available through the HEARTH Act.

There is still no available entry point or shelter beds available for unaccompanied individuals.



- Severe Weather Shelters/Warming Centers

There was a debrief conducted for the churches who served as Severe Weather Shelters in 2010-2011. These shelters provided 4,796 bed stays between November 2010 and March 2011. All of the churches have indicated their willingness to serve as shelters next winter.

- FY2010 McKinney-Vento Homeless Assistance Grant

Contracts for CoC grant renewals are underway. There is an additional award of \$125,000 for Shelter Plus Care vouchers pending.

- HEARTH Act and “Opening Doors” Federal Strategic Plan

The FY2011 budget did not include funds to implement the HEARTH Act, and regulations have not gone through the required second public comment period. It is hoped that the FY2012 budget will include appropriations to implement the HEARTH Act.

- Bridges to Housing (B2H) Program—Phase 4

The regional B2H Steering Committee met last week. The preliminary assessment report indicates that these families can be stabilized in housing, which is showing positive impacts on addictions issues as well as mental and physical health issues. Outcomes for children are also positive, with reduced emergency room visits and overall health improvements, as well as increased education enrollments and improved school performance.

Stabilizing income and employment remains a challenge for this program—results are showing less improvement in this area than originally hoped. Programs are working with WorkSystems and other programs to offer training and assistance, but engaging high-need households in these programs remains difficult.

The regional steering committee will meet once more, in spring 2012.

- Veteran’s and Families Center

A new Salvation Army program will be relocating to Washington County, in the former Normandy Woods complex in Beaverton. The first phase of the program will house 48 veterans and their families (individuals and families with children). The program will have some transportation challenges to get veterans to the VA Hospital in Portland.

V. OLD BUSINESS

- Tax Exemptions for Affordable Housing

Housing Services staff will seek to meet with the Mayor of Forest Grove, and this tool may be discussed at the Board retreat.



- Sustainable Housing and Communities—Aloha-Reedville update
Two RFPs have been released—a three-year contract for public involvement and a one-year contract for housing and economic analysis. Pre-proposal conferences have been held for both RFPs, and proposals are due May 6. The County will issue Intent To Award notices for both RFPs by May 20, and agreements will go to the Board for approval in June.
- Regional Transportation Mobility Counseling Project
This project includes the other regional housing authorities and will develop an educational program to assist households in making housing choices that consider transportation costs.
- FY2011 VA-HUD VASH Vouchers
HUD-VASH funding was reduced in the FY2011 budget, but there will still be a VASH voucher allocation. There is not currently a known timeline for these allocations.
- Affordable Housing Report for Board Retreat
The tentative date for the retreat is May 18, but it is not clear if affordable housing is still on the agenda. It has been a challenge to set a date for the retreat.

VI. NEW BUSINESS

- Financial Training for Public Housing Agency (PHA) Board Members
HUD is offering two webinar trainings for PHA Board members. The training presentation was emailed to HAC members—if HAC members are interested in the training, please let us know.
- HUD Sustainable Communities Regional Planning Grant Program (Round 2)
Funding for HUD's Sustainable Communities program was reduced in FY2011, but the program was preserved. HUD has indicated that FY2011 NOFAs will be released soon. Metro has called a meeting for partners interested in a second-round grant application on May 2.
- Contingency of Operations Plan (COOP)
The County is developing a Contingency of Operations Plan to continue core business functions in the event of a major disaster.
- Public Housing Admissions and Continuity Plan (ACOP)
The Housing Authority is updating the Admissions and Continuity Plan for public housing. This has not been done for several years.



- Other Announcements

The RFP for property management of the affordable housing portfolio was released, and four proposals were received. Proposals will be reviewed and scored, and a three-year contract will be awarded to the winning firm.

The revised resident survey will be tested at Tarkington Square and The Villager. The survey will be revised as needed after the first set of responses is reviewed.

The next HAC meeting will include a review of the FY2012 budget and HAC will be asked to recommend the FY2012 budget be submitted to HABOD for approval. The meeting is scheduled for May 26, but will need to be rescheduled for an alternate date due to schedule conflicts. HAC members are strongly encouraged to attend if possible.

The Oregon Housing Authorities Association meeting is scheduled for May 12-13th. Many other housing agencies will attend, and it is expected that budget issues will be a top subject of conversation.

Secretary Donovan announced Shelter Plus Care permanent housing bonus awards—the Washington County CoC was awarded \$134,000 in bonus funds.

VII. ADJOURNMENT

Meeting adjourned at 10:15a.m.

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



IV. REPORT OF SECRETARY
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
March 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 9/12 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 nine months of the Fiscal Year, cash flow from operations of \$190,650 exceeded the budgeted amount by \$87,070, and the prior year by \$149,661. \$70,851 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 \$98,551, due to high maintenance labor and outside purchases. Section 8 had a negative cash flow of \$9,472, but is favorable to budget by \$29,943. Other programs had positive cash flow.

Affordable Housing cash flow from operations exceeds the amount required to fund County bond reserves by \$13,955.

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 associated Section 8 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 March fiscal-year-to-date amounts in these reports will be used to estimate the FY2011 projections for the FY2012 budget documents.



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

	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,351,562	1,048,462	18,870	2,191	20,335	4,460	2,445,880
Gross billable rent	-	452,208	45,885	34,941	280,756	3,119,228	3,933,018
Vacancy loss	-	(3,279)	(96)	(4,693)	(15,261)	(124,261)	(147,590)
Premiums (concessions)	-	(294)	-	(263)	-	(24,529)	(25,086)
Other tenant revenue	-	47,045	21	5,475	4,831	92,905	150,277
Tenant revenue	-	495,680	45,810	35,460	270,326	3,063,343	3,910,619
Other revenue (incl GF subsidy)	12,434	3,647	1,047	29,325	5,833	177,013	229,299
Total operating revenue	1,363,996	1,547,789	65,727	66,976	296,494	3,244,816	6,585,798
Operating expenses:							
Repair and maintenance	-	1,020,547	10,608	23,600	51,626	562,628	1,669,009
Total program operations	1,081,375	239,305	9,925	11,884	75,272	512,483	1,930,244
Utilities	-	49,241	6,738	2,634	36,817	287,385	382,815
Insurance	3,249	29,239	489	689	5,709	69,970	109,345
PILOT	-	30,438	-	-	-	-	30,438
Bad debt, net of recoveries	-	(2,387)	69	-	4,347	57,659	59,688
Other	42,039	-	-	521	7,121	-	49,681
Total operating expenses	1,126,663	1,366,383	27,829	39,328	180,892	1,490,125	4,231,220
Net program income	237,333	181,406	37,898	27,648	115,602	1,754,691	2,354,578
Other ongoing cash outflows:							
HAWC administration	246,805	279,957	3,203	3,098	5,000	2,016	540,079
Debt service	-	-	26,046	9,216	33,477	1,294,803	1,363,542
Replacements-operating	-	-	-	700	6,274	253,333	260,307
Total outflows	246,805	279,957	29,249	13,014	44,751	1,550,152	2,163,928
Cash flow from operations	(9,472)	(98,551)	8,649	14,634	70,851	204,539	190,650
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	4,372	16,514	(107)	6,642	444	(40,922)	(13,057)
Capital fund receipts	-	167,205	-	-	-	-	167,205
Capitalized modernization	-	(167,205)	(5,180)	-	-	-	(172,385)
Transfers to (from) Local Fund	-	-	-	(67,328)	-	-	(67,328)
Transfers to restricted cash - CAO	-	-	-	-	-	(190,584)	(190,584)
Transfers to restricted cash - Repl Res	-	-	-	-	(13,944)	(42,060)	(56,004)
Section 18 transfers from Public Housing	-	-	8,587	6,502	-	649,726	664,815
Net unrestricted cash flows	(5,100)	(82,037)	11,949	(39,550)	57,351	580,699	523,312
Restricted cash flows:							
Housing Assistance Payments earned	13,921,796	-	-	-	-	-	13,921,796
Housing Assistance Payments	(13,496,938)	-	-	-	-	-	(13,496,938)
Investment income - restricted	22,201	34,215	-	-	-	-	56,416
Sale of property	-	-	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-	190,584	190,584
Transfers from unrestricted - Repl Res	-	-	-	-	13,944	42,060	56,004
Sec 18 transfers to Affordable Housing	-	(667,045)	-	-	-	-	(667,045)
Total restricted cash flows	447,059	(632,830)	-	-	13,944	232,644	60,817
Net cash flows	441,959	(714,867)	11,949	(39,550)	71,295	813,343	584,129



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,445,880	2,424,545	21,335	2,417,057	28,823
Gross billable rent	3,933,018	3,595,564	337,454	3,661,058	271,960
Vacancy loss	(147,590)	(126,725)	(20,865)	(161,540)	13,950
Premiums (concessions)	(25,086)	(31,137)	6,051	(38,419)	13,333
Other tenant revenue	150,277	67,405	82,872	107,451	42,826
Tenant revenue	3,910,619	3,505,107	405,512	3,568,551	342,068
Other revenue (incl GF subsidy)	229,299	275,500	(46,201)	339,656	(110,357)
Total operating revenue	6,585,798	6,205,152	380,646	6,325,264	260,534
Operating expenses:					
Repair and maintenance	1,669,009	1,436,578	(232,431)	1,627,722	(41,287)
Total program operations	1,930,244	1,864,865	(65,379)	1,774,231	(156,013)
Utilities	382,815	337,095	(45,720)	335,561	(47,254)
Insurance	109,345	99,700	(9,645)	96,454	(12,891)
PILOT	30,438	31,352	914	36,797	6,359
Bad debt, net of recoveries	59,688	46,247	(13,441)	77,234	17,546
Other	49,681	33,348	(16,333)	85,229	35,548
Total operating expenses	4,231,220	3,849,185	(382,035)	4,033,228	(197,992)
Net program income	2,354,578	2,355,967	(1,389)	2,292,036	62,542
Other ongoing cash outflows:					
HAWC administration	540,079	658,194	118,115	567,914	27,835
Debt service	1,363,542	1,331,733	(31,809)	1,387,385	23,843
Replacements-operating	260,307	262,460	2,153	295,748	35,441
Total outflows	2,163,928	2,252,387	88,459	2,251,047	87,119
Cash flow from operations	190,650	103,580	87,070	40,989	149,661
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(13,057)	(38,601)	25,544	(32,036)	18,979
Capital fund receipts	167,205	345,503	(178,298)	526,415	(359,210)
Capitalized modernization	(172,385)	(345,503)	173,118	(646,571)	474,186
Transfers to (from) Local Fund	(67,328)	-	(67,328)	-	(67,328)
Transfers to restricted cash - CAO	(190,584)	(116,918)	(73,666)	-	(190,584)
Transfers to restricted cash - Repl Res	(56,004)	-	(56,004)	-	(56,004)
Section 18 transfers from Public Housing	664,815	662,934	1,881	733,844	(69,029)
Net unrestricted cash flows	523,312	610,995	(87,683)	622,641	(99,329)
Restricted cash flows:					
Housing Assistance Payments earned	13,921,796	13,294,139	627,657	13,404,717	517,079
Housing Assistance Payments	(13,496,938)	(12,989,970)	(506,968)	(13,381,480)	(115,458)
Investment income - restricted	56,416	90,594	(34,178)	81,951	(25,535)
Sale of property	-	-	-	289,210	(289,210)
Transfers from unrestricted - CAO	190,584	116,918	73,666	-	190,584
Transfers from unrestricted - Repl Res	56,004	-	56,004	-	56,004
Sec 18 transfers to Affordable Housing	(667,045)	(662,933)	(4,112)	(733,844)	66,799
Total restricted cash flows	60,817	(151,252)	212,069	(339,446)	400,263
Net cash flows	584,129	459,743	124,386	283,195	300,934



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,351,562	1,359,254	(7,692)	1,264,363	87,199
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	12,434	58,567	(46,133)	17,589	(5,155)
Total operating revenue	1,363,996	1,417,821	(53,825)	1,281,952	82,044
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Total program operations	1,081,375	1,087,129	5,754	988,444	(92,931)
Utilities	-	-	-	-	-
Insurance	3,249	3,348	99	3,250	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	42,039	33,348	(8,691)	35,203	(6,836)
Total operating expenses	1,126,663	1,123,825	(2,838)	1,026,897	(99,766)
Net program income	237,333	293,996	(56,663)	255,055	(17,722)
Other ongoing cash outflows:					
HAWC administration	246,805	333,411	86,606	264,205	17,400
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	246,805	333,411	86,606	264,205	17,400
Cash flow from operations	(9,472)	(39,415)	29,943	(9,150)	(322)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,372	-	4,372	1,648	2,724
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(5,100)	(39,415)	34,315	(7,502)	2,402
Restricted cash flows:					
Housing Assistance Payments earned	13,921,796	13,294,139	627,657	13,404,717	517,079
Housing Assistance Payments	(13,496,938)	(12,989,970)	(506,968)	(13,381,480)	(115,458)
Investment income - restricted	22,201	34,328	(12,127)	30,131	(7,930)
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	447,059	338,497	108,562	53,368	393,691
Net cash flows	441,959	299,082	142,877	45,866	396,093



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,048,462	1,033,032	15,430	1,121,814	(73,352)
Gross billable rent	452,208	445,455	6,753	414,689	37,519
Vacancy loss	(3,279)	(3,404)	125	(3,612)	333
Premiums (concessions)	(294)	-	(294)	-	(294)
Other tenant revenue	47,045	24,414	22,631	40,847	6,198
Tenant revenue	495,680	466,466	29,214	451,924	43,756
Other revenue (incl GF subsidy)	3,647	3,717	(70)	5,695	(2,048)
Total operating revenue	1,547,789	1,503,215	44,574	1,579,433	(31,644)
Operating expenses:					
Repair and maintenance	1,020,547	837,823	(182,724)	959,696	(60,851)
Total program operations	239,305	244,411	5,106	238,461	(844)
Utilities	49,241	45,995	(3,246)	43,105	(6,136)
Insurance	29,239	27,944	(1,295)	26,789	(2,450)
PILOT	30,438	31,352	914	36,797	6,359
Bad debt, net of recoveries	(2,387)	(445)	1,942	28,107	30,494
Other	-	-	-	-	-
Total operating expenses	1,366,383	1,187,080	(179,303)	1,332,955	(33,428)
Net program income	181,406	316,135	(134,729)	246,478	(65,072)
Other ongoing cash outflows:					
HAWC administration	279,957	314,027	34,070	295,212	15,255
Debt service	-	-	-	-	-
Replacements-operating	-	-	-	-	-
Total outflows	279,957	314,027	34,070	295,212	15,255
Cash flow from operations	(98,551)	2,108	(100,659)	(48,734)	(49,817)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	16,514	28,250	(11,736)	24,936	(8,422)
Capital fund receipts	167,205	345,503	(178,298)	526,415	(359,210)
Capitalized modernization	(167,205)	(345,503)	178,298	(526,415)	359,210
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(82,037)	30,358	(112,395)	(23,798)	(58,239)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	34,215	56,266	(22,051)	51,820	(17,605)
Sale of property	-	-	-	289,210	(289,210)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(667,045)	(662,933)	(4,112)	(733,844)	66,799
Total restricted cash flows	(632,830)	(606,667)	(26,163)	(392,814)	(240,016)
Net cash flows	(714,867)	(576,309)	(138,558)	(416,612)	(298,255)



IV. REPORT OF SECRETARY
A. Financial Statement
6. Year-To-Date Cash Flow – Expanded
Working Capital Basis
KAYBERN TERRACE (USDA) – UNAUDITED
July 2010 – March 2011

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	18,870	19,130	(260)	17,817	1,053
Gross billable rent	45,885	45,900	(15)	45,197	688
Vacancy loss	(96)	(1,377)	1,281	(1,053)	957
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	21	977	(956)	1,139	(1,118)
Tenant revenue	45,810	45,500	310	45,283	527
Other revenue (incl GF subsidy)	1,047	200	847	648	399
Total operating revenue	65,727	64,830	897	63,748	1,979
Operating expenses:					
Repair and maintenance	10,608	18,353	7,745	24,597	13,989
Total program operations	9,925	9,637	(288)	9,999	74
Utilities	6,738	7,145	407	6,861	123
Insurance	489	458	(31)	444	(45)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	69	-	(69)	1,521	1,452
Other	-	-	-	-	-
Total operating expenses	27,829	35,593	7,764	43,422	15,593
Net program income	37,898	29,237	8,661	20,326	17,572
Other ongoing cash outflows:					
HAWC administration	3,203	3,434	231	3,086	(117)
Debt service	26,046	26,063	17	26,063	17
Replacements-operating	-	882	882	1,474	1,474
Total outflows	29,249	30,379	1,130	30,623	1,374
Cash flow from operations	8,649	(1,142)	9,791	(10,297)	18,946
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(107)	(2,021)	1,914	(1,835)	1,728
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(5,180)	-	(5,180)	-	(5,180)
Transfers to (from) Local Fund	-	-	-	142,500	(142,500)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	8,587	6,079	2,508	5,030	3,557
Net unrestricted cash flows	11,949	2,916	9,033	135,398	(123,449)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	11,949	2,916	9,033	135,398	(123,449)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,191	2,257	(66)	2,191	-
Gross billable rent	34,941	14,009	20,932	13,601	21,340
Vacancy loss	(4,693)	-	(4,693)	-	(4,693)
Premiums (concessions)	(263)	-	(263)	-	(263)
Other tenant revenue	5,475	4,033	1,442	7,445	(1,970)
Tenant revenue	35,460	18,042	17,418	21,045	14,415
Other revenue (incl GF subsidy)	29,325	36,578	(7,253)	48,553	(19,228)
Total operating revenue	66,976	56,877	10,099	71,789	(4,813)
Operating expenses:					
Repair and maintenance	23,600	1,803	(21,797)	7,262	(16,338)
Total program operations	11,884	8,688	(3,196)	6,893	(4,991)
Utilities	2,634	76	(2,558)	74	(2,560)
Insurance	689	373	(316)	363	(326)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(131)	(131)
Other	521	-	(521)	50,027	49,506
Total operating expenses	39,328	10,940	(28,388)	64,488	25,160
Net program income	27,648	45,937	(18,289)	7,301	20,347
Other ongoing cash outflows:					
HAWC administration	3,098	3,929	831	2,975	(123)
Debt service	9,216	10,859	1,643	9,214	(2)
Replacements-operating	700	6,034	5,334	11,864	11,164
Total outflows	13,014	20,822	7,808	24,053	11,039
Cash flow from operations	14,634	25,115	(10,481)	(16,752)	31,386
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	6,642	15,383	(8,741)	12,692	(6,050)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	(67,328)	-	(67,328)	(233,099)	165,771
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	6,502	-	6,502	-	6,502
Net unrestricted cash flows	(39,550)	40,498	(80,048)	(237,159)	197,609
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	(39,550)	40,498	(80,048)	(237,159)	197,609



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	20,335	-	20,335	-	20,335
Gross billable rent	280,756	-	280,756	-	280,756
Vacancy loss	(15,261)	-	(15,261)	-	(15,261)
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	4,831	-	4,831	-	4,831
Tenant revenue	270,326	-	270,326	-	270,326
Other revenue (incl GF subsidy)	5,833	-	5,833	-	5,833
Total operating revenue	296,494	-	296,494	-	296,494
Operating expenses:					
Repair and maintenance	51,626	-	(51,626)	-	(51,626)
Total program operations	75,272	-	(75,272)	-	(75,272)
Utilities	36,817	-	(36,817)	-	(36,817)
Insurance	5,709	-	(5,709)	-	(5,709)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	4,347	-	(4,347)	-	(4,347)
Other	7,121	-	(7,121)	-	(7,121)
Total operating expenses	180,892	-	(180,892)	-	(180,892)
Net program income	115,602	-	115,602	-	115,602
Other ongoing cash outflows:					
HAWC administration	5,000	-	(5,000)	-	(5,000)
Debt service	33,477	-	(33,477)	-	(33,477)
Replacements-operating	6,274	-	(6,274)	-	(6,274)
Total outflows	44,751	-	(44,751)	-	(44,751)
Cash flow from operations	70,851	-	70,851	-	70,851
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	444	-	444	-	444
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers to restricted cash - Repl Res	(13,944)	-	(13,944)	-	(13,944)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	57,351	-	57,351	-	57,351
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from unrestricted - Repl Res	13,944	-	13,944	-	13,944
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	13,944	-	13,944	-	13,944
Net cash flows	71,295	-	71,295	-	71,295



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	4,460	10,872	(6,412)	10,873	(6,413)
Gross billable rent	3,119,228	3,090,200	29,028	3,187,572	(68,344)
Vacancy loss	(124,261)	(121,944)	(2,317)	(156,875)	32,614
Premiums (concessions)	(24,529)	(31,137)	6,608	(38,419)	13,890
Other tenant revenue	92,905	37,981	54,924	58,021	34,884
Tenant revenue	3,063,343	2,975,099	88,244	3,050,300	13,043
Other revenue (incl GF subsidy)	177,013	176,438	575	267,172	(90,159)
Total operating revenue	3,244,816	3,162,409	82,407	3,328,345	(83,529)
Operating expenses:					
Repair and maintenance	562,628	578,599	15,971	636,167	73,539
Total program operations	512,483	515,000	2,517	530,434	17,951
Utilities	287,385	283,879	(3,506)	285,521	(1,864)
Insurance	69,970	67,577	(2,393)	65,609	(4,361)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	57,659	46,692	(10,967)	47,737	(9,922)
Other	-	-	-	-	-
Total operating expenses	1,490,125	1,491,747	1,622	1,565,468	75,343
Net program income	1,754,691	1,670,662	84,029	1,762,877	(8,186)
Other ongoing cash outflows:					
HAWC administration	2,016	3,393	1,377	2,437	421
Debt service	1,294,803	1,294,811	8	1,352,108	57,305
Replacements-operating	253,333	255,544	2,211	282,411	29,078
Total outflows	1,550,152	1,553,748	3,596	1,636,956	86,804
Cash flow from operations	204,539	116,914	87,625	125,921	78,618
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(40,922)	(80,213)	39,291	(69,476)	28,554
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(120,155)	120,155
Transfers to (from) Local Fund	-	-	-	90,599	(90,599)
Transfers to restricted cash - CAO	(190,584)	(116,918)	(73,666)	-	(190,584)
Transfers to restricted cash - Repl Res	(42,060)	-	(42,060)	-	(42,060)
Section 18 transfers from Public Housing	649,726	656,855	(7,129)	728,814	(79,088)
Net unrestricted cash flows	580,699	576,638	4,061	755,703	(175,004)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Sale of property	-	-	-	-	-
Transfers from unrestricted - CAO	190,584	116,918	73,666	-	190,584
Transfers from unrestricted - Repl Res	42,060	-	42,060	-	42,060
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	232,644	116,918	115,726	-	232,644
Net cash flows	813,343	693,556	119,787	755,703	57,640



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

Assets	Section 8	Public Housing	Kaybern (USDA)	Local Fund	Aloha Park	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	73,298	2,000,509	16,691	959,175	104,866	(5,436,387)	(2,281,848)
Restricted cash and cash equivalents	235,911	66,233	1,080	31,700	34,690	260,967	630,581
Accounts receivable, net	71,570	112,590	(503)	1,975	4,402	412,773	602,807
Current portion of contracts receivable	—	—	—	2,364	—	—	2,364
Other current assets	1,083	15,402	162	6,727	4,532	40,470	68,376
Total current assets	381,862	2,194,734	17,430	1,001,941	148,490	(4,722,177)	(977,720)
Non-current assets:							
Restricted cash and cash equivalents	3,345,844	4,310,112	36,137	100	153,439	594,814	8,440,446
Contracts receivable	—	—	—	440,763	—	—	440,763
Capital assets, non-depreciable	—	4,481,722	55,180	164,350	41,617	4,117,867	8,860,736
Capital assets, depreciable, net	—	4,168,011	76,080	471,373	46,929	18,775,644	23,538,037
Total non-current assets	3,345,844	12,959,845	167,397	1,076,586	241,985	23,488,325	41,279,982
Total assets	3,727,706	15,154,579	184,827	2,078,527	390,475	18,766,148	40,302,262
Liabilities							
Current liabilities:							
Unrestricted cash overdraft	—	—	—	—	—	—	—
Accounts payable	28,754	69,209	3,444	365	34,610	446	136,828
Deferred revenue	—	46,510	307	10	2,097	2,689	51,613
Accrued interest payable - notes payable	—	—	2,661	184	1,568	351,792	356,205
Current portion of notes and contracts payable	—	—	2,946	8,367	—	281,264	292,577
Current liabilities payable from restricted assets:							
Tenant and other deposits	235,911	66,233	1,080	31,700	34,690	260,967	630,581
Total curr. liabilities payable from restr. assets	235,911	66,233	1,080	31,700	34,690	260,967	630,581
Total current liabilities	264,665	181,952	10,438	40,626	72,965	897,158	1,467,804
Non-current liabilities:							
Contracts and notes payable	—	—	334,628	544,725	222,722	26,903,889	28,005,964
Total non-current liabilities	—	—	334,628	544,725	222,722	26,903,889	28,005,964
Total liabilities	264,665	181,952	345,066	585,351	295,687	27,801,047	29,473,768
Net Assets							
Invested in capital assets, net of related debt	—	8,649,733	(206,314)	82,631	8,887	(4,015,900)	4,519,037
Restricted	3,340,681	4,310,112	36,137	100	10,375	319,071	8,016,476
Unrestricted	122,360	2,012,782	9,938	1,410,445	75,526	(5,338,070)	(1,707,019)
Total net assets	3,463,041	14,972,627	(160,239)	1,493,176	94,788	(9,034,899)	10,828,494
Total liabilities and net assets	3,727,706	15,154,579	184,827	2,078,527	390,475	18,766,148	40,302,262



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

Wait List Time Based on # of HH Members												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,158	1,342	947	558	312	143	69	28	14	5	1	5,578
Average Days	748	690	704	716	716	740	738	729	821	381	893	722

Wait List Based on Gender			
Gender	Female	Male	Total
Total	3,886	1,692	5,578

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	69	185	678	51	4,222	83	290	5,578

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,001	4,470	107	5,578

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,416	384	2,814	964	5,578



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

Fiscal Year-to-Date
April 2011

Average Vacancy Days - Public Housing

Month	Total Vacant Units	Total Counted Vacancy Days	Average Vacancy Days Per Unit
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	23.00
December 2010	17	312	19.50
January 2011	22	429	20.43
February 2011	25	461	19.21
March 2011	28	475	17.59
April 2011	34	514	15.12

* Begin FY 2011 Reporting



IV. REPORT OF SECRETARY
C. Affordable Housing

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

a) Section 8 Waiting List:: 5,578 (last month – 5,395). 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 April 2011 were at 15.12 (last month – 17.59). Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.

c) Occupancy Rates:

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

*Section 8: 101.6% (last month – 100%). Our monthly allocation of Section 8 HAP (Housing Assistance Payments) funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,652 vouchers leased up in April (last month – 2,617). Twenty-six (26) new vouchers were issued, and 101 applicants with vouchers are searching for housing (last month 43 new, 108 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 April the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.44 hrs	3.0 hrs	24 hrs
Routine WO's	3.03 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: 97.69% Occupancy (12 vacancies / 521 units), compared to 97.12% (15 vacancies) last month. NTR – 97%.

b) Aloha Park (Cascade Management) 98.75% Occupancy (1 vacancy/ 80 units), compared to 98.75% (1 vacancies last month).



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Replaced vinyl flooring at one (1) Public Housing kitchen unit.
- Garage doors replacements were completed on two (2) Public Housing units.
- Pest control services were provided on three (3) Public Housing Units.

Turnovers:

- Completed turnovers on seven (7) Public Housing units with an average of 5.6 days per unit.
- Maintenance completed the interior painting on all of the turnovers using in-house staff.
- Cleaning complete on three (3) turnovers by in-house Maintenance staff.

Capital Fund Improvements on Public Housing

- Cabinets have been replaced in one (1) unit.
- Carpet has been replaced in two (2) units.
- Concrete replacements and upgrades on three (3) units.

Training

- Staff attended First Aid/CPR /AED training.



IV. REPORT OF SECRETARY
D. Programs and Special Projects

- **PROJECT-BASED VOUCHERS**

In late 2009, the Housing Authority received approval to project-based 75 Housing Choice Vouchers. Twenty-five (25) were allocated to a “special needs” category, and 50 were allocated to a “chronically homeless” category, which supports Washington County’s 10-Year Plan to End Homelessness. Twenty-three (23) of the 25 vouchers in the “special needs” category are currently leased up, and new residents are being screened for the remaining available project-based voucher (PBV) units currently.

In the “chronically homeless” category, the Housing Authority has awarded up to 12 PBVs to Community Partners for Affordable Housing (CPAH) for use at their new site, the Knoll in Tigard, which opened in April 2011. CPAH will be partnering with the Veterans Affairs agency to provide services to chronically homeless veterans. The Housing Authority is also partnering on a Luke-Dorf Substance Abuse and Mental Health Services Administration (SAMHSA) project grant submission in partnership with the Mental Health and Special Needs Community Consortium. If the grant is awarded, the Housing Authority will authorize up to 90 chronically homeless PBVs over three years, (approximately 30 PBVs a year) to enable integrated treatment, permanent housing, and supportive services not covered by the Oregon Health Plan/Medicaid for chronically homeless persons experiencing mental and substance abuse disorders. This grant, if awarded, would allow Washington County to fulfill its 10-Year Plan to End Homelessness strategy to use project-based vouchers to provide 100 permanent housing units to chronically homeless persons by Year 5.

In 2011, the Housing Authority received approval to project-based an additional 100 Housing Choice Vouchers. Fifty-two (52) of these vouchers will be allocated to meet the requirements of the SAMHSA grant above, if an award is granted. The remaining 48 PBVs will be allocated based on serving Washington County’s “highest need” populations as determined by Washington County’s Consolidated Plan, the 10-Year Plan to End Homeless, and in consultation with community partners.



IV. REPORT OF SECRETARY
E. Report on Homelessness

• **FY2010 MCKINNEY-VENTO CoC HOMELESS GRANT (\$2.1 MILLION)**

On April 28, the U.S. Department of Housing and Urban Development (HUD) announced approximately \$216,456 million in new competitive funding awards nationally. 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 an award of \$134,460 to serve chronically homeless individuals with Shelter Plus Care permanent supportive housing. The HUD-funded award pays the rent assistance for homeless individuals, and is matched by service provider agencies providing individualized supportive services to include mental health, addictions treatment, HIV/AIDS, education, and employment supports.

HUD recently announced the Washington County FY2010 CoC Homeless Assistance grant application was the highest scoring competitive application (third year consecutive highest score) in the State of Oregon. This score reflects the collaboration and innovation of our community partners – our attention to detail and performance are reflected in the application we submit.

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. Washington County received a HUD award for \$1,994,339 million to renew funding for Supportive Housing (SHP) and Shelter Plus Care (SPC) programs.

The total FY2010 McKinney-Vento CoC Homeless Assistance grant award for Washington County is \$2,128,799.

• **FY2011 MCKINNEY-VENTO CoC HOMELESS GRANT**

On May 23, Washington County Department of Housing Services received notice from HUD's Office of Special Needs Assistance Programs (SNAPS) issuing the FY2011 Grant Inventory and supporting guidance in the pre-NOFA process. Congress passed a Continuing Resolution for the remainder of FY2011 that funded the programs operated by the Office of Special Needs Assistance Programs (SNAPS) at \$1.905 billion. This amount represents a small increase over our FY2010 appropriation, but does not fully fund the Administration's request of \$2.055 billion.

The Washington County Department of Housing Services is the lead CoC agency for coordinating the CoC system development and writing of the CoC grant application, and recently submitted the CoC's Housing Inventory Chart (HIC) and Point-In-Time (PIT) Homeless Count for January 2011. The HIC and PIT data is scored as a key component of the FY2011 competitive McKinney-Vento CoC Homeless Assistance grant application.



- **FY2011 EMERGENCY SOLUTIONS FORMULA PROGRAM (ESG)**

HUD has reviewed the appropriations law under the Continuing Resolution, and developed a plan of action for the remainder of FY2011. The current Emergency Shelter Grant (ESG) that provides funding for emergency shelter operations will be transformed under the proposed HEARTH Act to the Emergency Solutions Grant. The appropriation language directs HUD to implement the new Emergency Solutions Grant program at a level of at least \$225 million. This is an increase of at least \$65 million over the national FY2010 allocation amount of \$160 Million. HUD is currently making a final determination on the allocation amount for the new Emergency Solutions Grant and will soon provide that information.

Washington County Office of Community Development administers the ESG formula-funded program. In FY2010, the formula funding for Washington County provided \$88,350 as compared to \$122,532 estimated for FY2011 – a 39% increase in funding. The Emergency Solutions Grant, as amended by the HEARTH Act, will provide funding for shelter operations and a new activity under prevention and rehousing rent assistance which is a direct result of implementation and delivery of the ARRA Homeless Prevention and Rapid Rehousing Program (HPRP).

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

With the proposed FY2011 budget cuts, the implementation of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act may be phased-in to various HUD programs.

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.

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



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

The Homeless Plan Advisory Committee (HPAC) met on April 28 to continue work on developing resources and policy to support key strategies of the county's 10-Year Plan to End Homelessness that will be championed by the HPAC. The HPAC supports a proposal to request funding to bridge the systems change implemented in 2009 that provides a universal point of referral for at-risk tenancies – a systems model with demonstrated outcomes as a result of hiring a housing specialist position and providing rent assistance for persons at risk of homelessness and for rapid rehousing of homeless persons.

The HPAC received a report on the Severe Weather Shelter outcomes, the 2011 Point-In-Time Homeless Count, the Recuperative Care Program, and updates on the June 4 town hall inviting the business community to extend “A Helping Hand” in addressing the needs of our vulnerable citizens.

The HPAC is scheduled to meet on July 21, 2011.

- **TOWN HALL “A HELPING HAND” (6/4/2011)**

The Interfaith Committee on Homelessness is hosting a town hall session with a focus on the business community's role in extending “A Helping Hand” to end homelessness in Washington County. Keynote speaker is Mr. Greg Van Pelt, CEO, Providence Health and Services. A panel discussion will follow with key leaders in the community who represent businesses and employment opportunities.

“A Helping Hand” will be hosted on Saturday, June 4, beginning at 8:30 a.m. at Cedar Hills United Church of Christ, 11695 SW Park Way, Beaverton. Service provider agencies will be present to provide program information and to begin networking opportunities. The event is open to the public.

- **HSSN HOSTS HEALTH CARE PROGRAM PRESENTATIONS (6/1/2011)**

To address the needs of health care for homeless persons and persons with special needs who have no health coverage, the June 1 HSSN meeting is focused on receiving information from four local health clinic and program providers, to include Essential Health Clinic, Project Access NOW, Pacific University Health Programs, and Virginia Garcia Memorial Health Center. The presentations will highlight program services, eligibility of persons for specific clinic/programs, intake and referral process, and an opportunity for provider agencies to engage with health care systems on reducing barriers experienced by persons seeking health care services.



- **BRIDGES TO HOUSING (B2H) PROGRAM**

The B2H Regional Steering Committee met on April 21 to receive the annual B2H Evaluation presented by Dr. Diane Yatchmenoff, PhD, Portland State University, Regional Research Institute for Human Services of the Graduate School of Social Work. Each of the four counties participating in B2H provided program updates on number of families being served, challenges and outcomes of the program, and sustainability plans for the program going forward.

A new two-year Phase V B2H project serving 5 households is proposed, and is dependent upon a \$50,000 request in the FY2011-2012 County General Fund budget to leverage state and federal resources, with a total project cost of \$191,000.

- **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.

- **THE SALVATION ARMY VETERANS AND FAMILY CENTER**

The Salvation Army has announced a Dedication Ceremony and Open House to be hosted at a new 48-unit Veteran's and Family Center program to be located at 14825 SW Farmington Road, Beaverton. The Open House will be held on June 22, beginning at 2 p.m. Tours of the facility will follow the ceremony.

The program will provide transitional housing and supportive services to homeless veterans – both unaccompanied veterans and veterans with spouse/children.

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

Implemented in July 2010, the Housing Authority of Washington County in partnership with the US Veterans Affairs has provided 22 homeless veteran households housing within the HUD-VASH program, 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 or the VA Medical Center, where the veterans are screened for an array of housing programs and supportive services. Currently, three vouchers are available for homeless veterans.



On December 21, 2010, the Department of Veterans Affairs (VA) announced the VA's participation to enter client level data into the CoC's Homeless Management Information System (HMIS) – a process to be phased in over the next 12 months.

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 requested a meeting with Mayor Truax of Forest Grove, and will check in with the Hillsboro and Beaverton School Districts.

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.

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

Technical and Citizen Advisory Committees

The Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) are being developed. Invitations will be sent to TAC agencies during the next week, and the TAC roster will be finalized towards the end of May.

Several groups have been invited to name a CAC representative (including the Aloha Business Association, CPO6 and CPO7). CAC applications are also available to the public, and anyone living in the study area is welcome to submit an application for the CAC. CAC structure will be approved by the Board in June, and will include some vacancies so we can bring in communities/leaders identified later in the process.

In addition to advisory committees, there will be a number of Key Stakeholders identified. These stakeholders will include organizations, agencies, and individuals who will receive CAC and TAC materials and be actively solicited for input throughout the process. There will also be many opportunities for residents and interested persons to get involved that will be defined as the public involvement plan is developed.

RFPs

Two contractor RFPs were issued—a 3-year contract for public involvement and a 1-year contract for housing and economic data analysis. Three proposals were submitted for each RFP, and after review and interviews, the County issued an Intent to Award to JLA for public involvement, and Leland Consulting for the housing and economic analysis. Board approval of the awards is scheduled for June 7.



Project Kick-Off Open House

The first major project event has been scheduled! The Aloha-Reedville Study Community Kick-off Open House will take place on **Thursday, June 16, 4 - 7 p.m. at Aloha High School.**

This meeting will provide a project introduction to discuss some goals and objectives and identify some opportunities for public involvement. There may be some surveys or other information-gathering at the event, and a raffle for those who signed up for project mailing lists. The Aloha Business Association is being asked to collaborate on prizes.

Project Mailer & Open House Announcement

A mailer has been sent to every household and business in study area (over 24,000) with the following information:

- Announcement of the Aloha-Reedville Study and Livable Community Plan and recognition of the TV Highway Corridor Refinement Plan effort
- Announce the project website: www.co.washington.or.us/alohareedville
- Announce the TV Hwy website: www.tvhighway.org
- Announce the community kick-off event – June 16, 4 – 7 p.m. open house at Aloha High School
- Solicit applications for the Citizen Advisory Committee
- Provide an opportunity to join mailing list for future updates (email list and physical mail options will be available)
- The announcement will be in English and Spanish languages

The mailer has generated a great response already, including over 40 residents who requested CAC applications!

Aloha-Reedville Study/ TV Highway Corridor Study Overlap

The City of Hillsboro will be conducting a study of the TV Highway corridor (as part of an ODOT Transportation Growth Management (TGM) grant). This project was originally timed to be completed ahead of the Aloha-Reedville project. However, timelines shifted and these two projects are now nearly-concurrent. The TV Highway Corridor Refinement Plan (CRP) is scheduled for completion in 12-18 months.

The TV Hwy study is concentrating primarily on transportation facilities rather than land use and community needs (i.e., social services, etc.). Washington County and Hillsboro will work to coordinate public involvement and joint advisory committee meetings for these projects. We will do our best to share information and get community comments and feedback to the appropriate agency and project team.



- **REGIONAL TRANSPORTATION MOBILITY COUNSELING 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 their 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 was approved by Metro, and an RFP for consultant(s) to assist in developing the curriculum and tools for the program is being developed.

- **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.

- **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.

The Auditor also suggested the creation and use of a resident survey. A proposed resident survey was reviewed by the Housing Advisory Committee and is being tested at Tarkington Square in Hillsboro and the Villager apartments in Forest Grove. It may be further revised based on the results of this test run.



- **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 had been invited to develop and present a primer on affordable housing at the Board retreat. Staff had hoped 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.

The Board, however, decided to hold a short retreat on May 18 that did not include staff-initiated policy discussions. It is not clear whether a Board retreat addressing staff-initiated policy issues will take place this year. Staff will continue to work on the white paper and proposal, and will continue to seek and incorporate feedback from HAC, as well as other policy-makers and stakeholders.

VI. NEW BUSINESS

- **REGIONAL SUSTAINABLE COMMUNITIES PLANNING GRANT, ROUND 2**

Metro hosted a meeting on May 2 to update on housing and equity-focused projects in the region, as well as discuss the possibility of a round 2 Regional Sustainable Communities Planning grant application.

Regional Sustainable Communities Planning Grant—Round 2

Metro coordinated a grant application for Sustainable Communities funding in 2010. The Portland Metro Consortium consisted of a number of local community organizations and government agencies. The original grant proposal requested funding to develop a Housing Equity and Opportunity Strategy for the region. The proposed strategy would be used, in conjunction with other Metro policies and strategies, to support an overall Sustainable Communities policy for the region.

Our grant application was not funded in the first round, though several projects working on equity and affordable housing issues have started and/or moved ahead since the grant proposal was submitted. HUD feedback indicates that successful grant proposals included more specific actions, more clarity on how grant-funded activity would create or contribute to a regional Sustainable Communities plan that



addresses all six Livability Principles, and more defined outcomes—including pilot and/or demonstration projects.

The second-round grant proposal could re-submit a refined Housing Equity and Opportunity Strategy planning proposal, or develop a different aspect of the overall regional Sustainable Communities Plan, or serve some other related purpose (such as developing a detailed implementation plan). Consortium members and other interested partners should consider regional needs and current projects, and make suggestions for a new or revised grant proposal at the next Metro meeting.

HUD has indicated that the NOFA for the FY2011 Regional Sustainable Communities Planning Grants will be released very soon. Metro will convene a follow-up meeting to discuss possible grant proposals, governance, and partner capacity for assisting in proposal development.

Preferred Sustainability Status Bonus Points

Preferred Sustainability Status Bonus Points are available to applicants for several HUD-funded programs for FY2011. Washington County, as a Challenge Grant recipient, has Preferred Sustainability Status for the Aloha-Reedville study area, and may certify projects in the grant area for the lifetime of the grant (through early 2014). Metro was granted Preferred Sustainability Status for the next year, and may certify projects in the rest of the region. In order to be certified, projects/applicants should be:

1. engaged in activities that furthers the purposes of the Regional Planning Grant Program or the Challenge Grant Program; and
2. be for activities either directly reflect the Livability Principles, or will result in the delivery of services that are consistent with the goals of the Livability Principles; and
3. The applicant must commit to an on-going relationship with a HUD Preferred Sustainability Status Community for the purposes of being part of the planning and implementation processes in the designated area.

Washington County will work with Metro to ensure that we have a reasonably consistent method of evaluating and certifying projects. Applicants with certified projects will receive 2 bonus points on funding applications to selected programs.

The FY2011 General Section NOFA, including a list of funding opportunities that will include bonus points, is available for download here:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/2011gensecanncmt



- **SUBSTANCE ABUSE & MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) PROJECT**

The Housing Authority is collaborating with Luke-Dorf and the new Mental Health and Special Needs Community Consortium (MHSNCC) on submission of an application due May 27, 2011 for a SAMHSA Cooperative Agreements to Benefit Homeless Individuals (CABHI) Grant. This Grant, if awarded, will bring \$1.5 million in funding to Washington County, over a three-year period, to provide a complete continuum of services and supports to chronically homeless individuals with mental health and/or substance abuse disorders. The Housing Authority will be pledging 90 Project-based Section 8 Vouchers for chronically homeless persons to be allocated over the next 36 months in support of this grant. For reference, 90 PBVs provide a subsidy of about \$2.144 to \$2.548 million per year, depending on whether the resident or the owner is responsible for paying utilities.

- **PROPERTY MANAGEMENT REQUEST FOR PROPOSAL AWARD**

The Housing Authority issued the required legal advertisement and Request for Proposal (RFP) document on March 17, 2011. A total of four (4) proposals were received by the due date and time of 3:00 p.m., April 26, 2011. The proposals were scored and on May 17, 2011, a Notice of Intent to award a contract to Infinity Property Management was published. The 3-year contract is effective July 1, 2011.

- **HAWC FY2011-2012 BUDGET**

A special meeting of the Housing Authority Board of Directors (HABOD) will meet on June 28, 2011 to review and approve the HAWC FY2011-2012 Budget. This meeting is an evening session.

VII. ADJOURNMENT