



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



**Thursday, May 30, 2013
9:00 a.m.**

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



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IX. ADJOURNMENT

Next Meeting:

Thursday, June 27, 2013

2013 HAC Meeting Schedule
NEW DATE May 30 - Budget
June 27
July 25
August 22
September 26
October 18 – Retreat (tentative)
November 21
Friday, December 13 – Luncheon (tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
May 30, 2013 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. April 25, 2013 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
April 25, 2013, 9:00am

Washington County Department of Housing Services – Juvenile Services Building
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124 – Housing Conference Room

COMMITTEE MEMBERS PRESENT

Ron Lehr Ramsay Weit
Tricia Peterson Anapreet Kaur-Gill
Renee Bruce David Nase
Peter Hainley

COMMITTEE MEMBERS ABSENT

Gary Whiting
LaShanda Williams

STAFF PRESENT

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

Renee Bruce called the meeting to order at 9:03 a.m.

I. ROLL CALL - A quorum was present.

Val Valfre introduced the two Housing Advisory Committee members.

Anapreet Kaur-Gill and Gary Whiting were appointed to the Housing Advisory Committee on April 16, 2013. Anapreet Gill is a manager at North Plains Senior Plaza and has prior experience working with the Housing Authority and several Washington County jurisdictions on housing issues. Gary Whiting will be at the May HAC meeting.

II. ACTION - APPROVAL OF MINUTES

Ron Lehr noted that P&C is actually PnC (page 4).

Motion: Approve the minutes from February 28, 2013 with one correction — Peter Hainley

Second: Tricia Peterson

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Peter Hainley reported that all three Farmworker tax credit bills have gone into joint legislation after several hearings. The tax credit bills will move ahead after budgets are resolved. These bills are reflected in the joint Chair’s budget and the Governor’s budget.

The bill allowing residents an opportunity to purchase mobile home park properties (HB3007) was pulled for this session, but is expected to be re-introduced in a future session.



- Advocates are encouraging the state to consider other housing finance agency models (such as Utah's model) to move forward with as the Office of Housing and Community Services (OHCS) dissolves.
- Val Valfre noted that LaShanda Williams attended the Washington County Volunteer Recognition event.
- The Housing lobby has a new security screen at the front desk.
- Val Valfre asked the group to begin considering possible themes for the HAC retreat in October. Once a general theme is determined, speakers can be engaged. The retreat has traditionally been held at Jenkins Estate, but the group may consider other locations for the retreat.

Ramsay Weit suggested discussing future prospects for funding sources. Kim Armstrong noted that the most recent retreat included more discussion of local projects. Renee Bruce suggested starting the retreat at a HAWC property or another property tour, or possibly having the entire retreat at a development's meeting room. Oleson Woods or The Knoll may be possible sites.

IV. EXECUTIVE DIRECTOR'S REPORT

The refinance of Aloha Park Apartments is moving forward. HAWC hopes to secure funds as a result of this deal to pay off the property and perform maintenance on our affordable housing portfolio. If the debt is paid off early, current residents will receive 72 enhanced vouchers. These vouchers will function very similarly to Section 8 vouchers.

There was some discussion of a possible rent increase for Aloha Park as a result of the refinance. However, the use of enhanced vouchers by current residents may actually result in a decrease in the amount of rent paid by some Aloha Park residents, as their tenant portion of rent will be adjusted to 30% of their income rather than contract rent. Current contract rent for a 3-bedroom unit in Aloha Park rent is just over \$500 a month.

- Financial Situation

Michael O'Neill will discuss finances in more detail.

- Tax Exemption

Two applications were received for three properties. One Innovative Housing property in Aloha will receive a partial exemption, and CPAH's Oleson Woods and Metzger Park apartments will receive complete property tax exemptions.

Ron Lehr asked if the City of Beaverton has plans to move forward with this program. Kim Armstrong and Val Valfre noted that Beaverton is continuing discussion of enabling this program. The Beaverton School District is also generally supportive of this program.



In response to a question from Ron Lehr, Kim Armstrong also noted that this exemption has very limited discretionary approval criteria—State law is fairly clear for this exemption. Property owners must provide and self-certify information to qualify.

- Affordable Housing

The Housing Authority has acquired a tax-foreclosed duplex located in Banks. This is a 3-bedroom 2 ½ bath home located in a subdivision. The property will be rented to a household at or under 80% MFI.

- State Legislation: House Bill 2417 – Veterans Housing

Val Valfre has testified in favor of this bill, along with many other advocates. The bill is moving forward and is expected to pass.

- House Bill 2639 - Section 8 Housing Choice Voucher Bill

The proposed bill would prohibit landlords from discriminating against Section 8 tenants by requiring Section 8 payments to be considered as income. Landlords and housing authorities continue to work on details of this bill.

Peter Hainley asked how housing authorities feel about the bill. Val Valfre noted that housing authorities support the concept of the bill, but that there is some concern about the process creating additional work for housing authorities.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials. The February financial report is fairly straightforward, so he focused on the presentation and discussion of the 2013-14 HAWC budget.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. The waitlist is currently just under 3,900.
- Average vacancy days per unit are 19.33. FY2012-2013 reporting started on July 1, with twenty (20) days and under being rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.
- HUD has directed housing authorities to avoid over-leasing the Section 8 program.

C. Affordable Housing



- Occupancy rates remain high in affordable housing. Occupancy rates vary by property.

D. Special Projects

- Project-Based Vouchers

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

E. Report on Homelessness

Annette Evans

- FY2012 Federal McKinney-Vento Homeless Programs

No additional updates were provided at the meeting

- Point In Time (PIT) Homeless Count

A draft of the PIT Homeless Count data was provided to the group. These numbers have not yet been approved by the state.

Overall, this year's count was more expansive, including more events and volunteers to perform the count. The 2009 count was the first count after the Washington County Ten-Year Plan to End Homelessness was approved.

The data in the report is collected through the Homeless Management Information System (HMIS), de-duplicated, reviewed by Washington and Multnomah Counties, and submitted and approved by the state.

The state expanded homeless definition includes households living doubled-up and living in temporary unstable housing to avoid literal homelessness.

The 2013 report includes reclassification of some beds from transitional housing to rapid rehousing, to better reflect the intent of the program and conform to HUD guidelines.

Annette Evans noted that data trends seem to indicate that Washington County's homelessness needs are focused around poverty and related issues leading to chronically-unstable housing.

The developing assessment system will help service providers direct individuals and families to the programs and services that best meet their needs.

It is not clear what impact sequestration cuts will impact Washington County's homeless programs. The HSSN work group prioritized programs very deliberately in order to preserve the continuum developed in Washington County.

Annette Evans noted that she will be facilitating a panel discussion between county Continuum of Care leads for the Portland Metro region. This discussion will



help counties in the region coordinate their services and programs in order to help programs function for households as they move in the local area.

A media release of this data will likely go out on Monday.

- Homeless Cost Study

No additional updates were provided at the meeting.

VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan

The Citizen's Advisory Committee (CAC) will meet on Wednesday, April 10 from 6-8pm, to review responses to community polling questions received during March events. The project team conducted polling at several events, including two Spanish-language events.

Many community responses showed moderate community support for exploring new funding options. There appears to be more community support for a couple of actions, including a possible housing maintenance code and developing a process to permit small-scale neighborhood businesses. With expressed community support, the project team can move forward to exploring the functional details of practical real-world actions.

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

Community-based organizations will be conducting leadership training for potential community leaders, with the goal of having leaders prepared to participate in workshop discussions in late summer and early fall.

The team is also working to get additional clarity on options for annexation or incorporation.

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

HAWC continues to work with Worksystems, Inc. and the other regional housing authorities on this project, which will assist 50 clients from Section 8 and/or Public Housing to increase their earned income.

- Mixed-Income Housing Work Group

No additional updates were provided at the meeting.

- City of Tigard Goal 10 Review

No additional updates were provided at the meeting.



VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

Michael O'Neill presented the 2014 HAWC budget. The Housing Authority budget is not included in the County budget.

Salaries and benefits for the Housing Authority are part of the Department of Housing Services budget, and are controlled by the Washington County budget. For 2014, the County budget includes a 2.1% cost-of-living adjustment and an increase of 11% in employee benefits costs. HUD funds will not increase to cover this cost increase, however.

The Housing Authority assists 84% of its households through Federal programs. The Section 8 Housing Choice Voucher program assists 72% of our client households. The vast majority of the Housing Authority budget is made up of HUD-funded Federal programs.

In the last few years, HUD has continued to fund Housing Assistance Payments at fairly stable levels, while decreasing Section 8 Administrative Fee payments, which cover staffing costs for the program. Nationally, this has resulted in lower staffing rates and reduced utilization of Section 8 vouchers. Because this program is funded on a national block grant basis, this may result in slightly higher administrative fee proration than projected.

If HAWC is able to remain at 100% voucher lease-up rates, this will increase our ability to withstand current shortfalls. Local funds will be used to subsidize the Section 8 administrative fees at least through December 2013.

Low Rent Public Housing makes up 7% of HAWC's affordable units. This program can get by with the current level of lower-than-historic funding for a couple of years.

Aloha Park Apartments has a positive cash flow, but these funds are restricted to the property. Ramsay Weit asked why revenues for the property were decreasing. Michael O'Neill responded that while rent revenues for these properties have been stable, expenses have increased slightly—therefore, total revenues (cash flow) have gone down slightly.

Local fund cash flows are used to pay the required bond reserve. The reserve will be completely paid in about 5 years, unless funds from the Aloha Park refinance are directed to pay a portion of the reserve. Local fund revenues have dropped in recent years as bond partnerships have concluded, reducing management fees paid to the Housing Authority.

Ron Lehr asked if housing authorities have considered consolidation with continued budget cuts. Val Valfre noted that there is very little discussion in the Housing Authority association, and has generally been focused on smaller housing authorities.



Motion: Approve 2012 HAWC budget for submission to the Housing Authority Board of Directors—David Nase

Second: Ramsay Weit

Vote: All approve

IX. ADJOURNMENT

Meeting adjourned at 10:30a.m.

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

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



IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director's reports will resume in the June HAC packet.



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
February 2013

Cash Flow

Along with comparison to budget, comparison to prior year is shown for all programs. The budget column reflects a YTD proration of the actual budget, except that Section 8 and Public Housing HUD operating subsidies are adjusted to reflect budgeted revenue, which is less the first half of the fiscal year than the second half. Some budget amounts have been adjusted to different lines, to reflect changes in actual cost allocation processes.

For March YTD, cash flow from operations, of negative \$141,429 fell short of the budgeted amount by \$84,875, and of the prior year by \$134,867. The variance was predominately due to activity in Aloha Park and the Affordable Housing portfolio. Details are below.

Section 8 had negative cash flow of \$111,617, which was \$98 unfavorable to budget. The variance is made up of \$69,875 reduction in funding from HUD, due to sequestration, offset by operating savings.

Public Housing had negative cash flow of \$365,684, which was \$25,991 unfavorable to budget, primarily due to sequestration.

Aloha Park had positive cash flow of \$69,238, which was \$28,255 unfavorable to budget due to high maintenance and operating costs, and rent lower than budget. Unfortunately, all cash generated by Aloha Park is restricted for use by that property, and HUD requires us to deposit any profit, at year end, into a "Retained Earnings Reserve" which can only be tapped with HUD's approval, so under the use it or lose it theory, this unfavorable variance could be considered a good thing.

Affordable Housing cash flow from operations of \$258,605 was nearly at budget. The Affordable Housing cash flow exceeds by \$43,851 YTD of the amount required to fund the bond reserve, as required by the bond agreement with the County.

Statement of Net Assets (Balance Sheet) –

Section 8 has expended all of its unrestricted net assets, due to funding reductions, and \$17,998 has been transferred from the local fund to cover the shortfall. Due to sequestration and other anticipated Congressional action, we are anticipating that we will need to transfer approximately \$100,000 in local funds available for Section 8 relief to make up for expected shortfalls through June 30.

Restricted net assets in the Public Housing program will, over time, be transferred to Affordable Housing, to eliminate the negative balance in unrestricted net assets by the end of 2015.



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,203,343	617,708	17,427	32,670	2,191	5,941	1,879,280
Gross billable rent	-	383,598	47,529	399,096	39,467	3,268,981	4,138,671
Vacancy loss	-	(915)	-	(11,020)	-	(109,740)	(121,675)
Premiums (concessions)	-	(19)	-	(13,719)	-	(34,908)	(48,646)
Other tenant revenue	-	30,194	-	5,258	1,868	95,864	133,184
Tenant revenue	-	412,858	47,529	379,615	41,335	3,220,197	4,101,534
Other revenue (incl GF subsidy)	20,189	34,629	826	7,220	13,902	194,920	271,686
Total operating revenue	1,223,532	1,065,195	65,782	419,505	57,428	3,421,058	6,252,500
Operating expenses:							
Repair and maintenance	-	821,800	11,061	147,475	10,262	908,495	1,899,093
Operations	1,025,474	244,997	5,653	90,628	34,564	528,298	1,929,614
Utilities	-	52,368	7,027	46,452	5,506	308,446	419,799
Insurance	3,280	32,083	596	8,190	976	76,574	121,699
PILOT	-	29,592	-	-	-	-	29,592
Bad debt, net of recoveries	-	(1,788)	-	2,764	100	45,336	46,412
Other	32,193	-	-	-	969	-	33,162
Total operating expenses	1,060,947	1,179,052	24,337	295,509	52,377	1,867,149	4,479,371
Net program income	162,585	(113,857)	41,445	123,996	5,051	1,553,909	1,773,129
Other ongoing cash outflows:							
HAWC administration	274,202	251,827	40	132	3,152	1,382	530,735
Debt service	-	-	26,062	54,626	9,213	1,293,922	1,383,823
Total outflows	274,202	251,827	26,102	54,758	12,365	1,295,304	1,914,558
Cash flow from operations	(111,617)	(365,684)	15,343	69,238	(7,314)	258,605	(141,429)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	920	7,112	142	263	5,378	(11,349)	2,466
Capital fund receipts	-	113,906	-	-	-	-	113,906
Capitalized modernization	-	(134,495)	-	-	(3,035)	-	(137,530)
Transfers to (from) Local Fund	17,998	-	-	-	(17,998)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(214,749)	(214,749)
Transfers from (to) restricted cash - Repl Res	-	-	-	(22,680)	-	(104,130)	(126,810)
Section 18 transfers from Public Housing	-	-	-	-	10,128	739,110	749,238
Net unrestricted cash flows	(92,699)	(379,161)	15,485	46,821	(12,841)	667,487	245,092
Restricted cash flows:							
Housing Assistance Payments earned	13,068,727	-	-	-	-	-	13,068,727
Housing Assistance Payments	(13,991,983)	-	-	-	-	-	(13,991,983)
Investment income - restricted	(6,202)	14,881	-	-	-	-	8,679
Transfers from unrestricted - CAO	-	-	-	-	-	214,749	214,749
Transfers from (to)unrestricted - Repl Res	-	-	-	22,680	-	104,130	126,810
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(749,238)	-	-	-	-	(749,238)
Total restricted cash flows	(929,458)	(734,357)	-	22,680	-	318,879	(1,322,256)
Net cash flows	(1,022,157)	(1,113,518)	15,485	69,501	(12,841)	986,366	(1,077,164)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,879,280	1,988,478	(109,198)	2,060,473	(181,193)
Gross billable rent	4,138,671	4,125,101	13,570	4,048,542	90,129
Vacancy loss	(121,675)	(165,346)	43,671	(160,472)	38,797
Premiums (concessions)	(48,646)	(56,586)	7,940	(26,007)	(22,639)
Other tenant revenue	133,184	95,480	37,704	111,991	21,193
Tenant revenue	4,101,534	3,998,650	102,884	3,974,054	127,480
Other revenue (incl GF subsidy)	271,686	221,849	49,837	245,782	25,904
Total operating revenue	6,252,500	6,208,977	43,523	6,280,309	(27,809)
Operating expenses:					
Repair and maintenance	1,899,093	1,746,965	(152,128)	1,949,069	49,976
Operations	1,929,614	1,908,421	(21,193)	1,775,563	(154,051)
Utilities	419,799	416,823	(2,976)	411,144	(8,655)
Insurance	121,699	115,612	(6,087)	114,128	(7,571)
PILOT	29,592	29,592	-	31,488	1,896
Bad debt, net of recoveries	46,412	47,993	1,581	61,522	15,110
Other	33,162	47,985	14,823	48,096	14,934
Total operating expenses	4,479,371	4,313,391	(165,980)	4,391,010	(88,361)
Net program income	1,773,129	1,895,586	(122,457)	1,889,299	(116,170)
Other ongoing cash outflows:					
HAWC administration	530,735	566,670	35,935	509,502	(21,233)
Debt service	1,383,823	1,385,470	1,647	1,386,359	2,536
Total outflows	1,914,558	1,952,140	37,582	1,895,861	(18,697)
Cash flow from operations	(141,429)	(56,554)	(84,875)	(6,562)	(134,867)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,466	(8,748)	11,214	(4,151)	6,617
Capital fund receipts	113,906	71,813	42,093	123,398	(9,492)
Capitalized modernization	(137,530)	(71,813)	(65,717)	(137,678)	148
Transfers to (from) Local Fund	-	(5,977)	5,977	(20,409)	20,409
Transfers to restricted cash - CAO	(214,749)	(214,754)	5	-	(214,749)
Transfers from (to) restricted cash - Repl Res	(126,810)	(125,190)	(1,620)	(85,815)	(40,995)
Section 18 transfers from Public Housing	749,238	711,951	37,287	693,475	55,763
Net unrestricted cash flows	245,092	300,728	(55,636)	562,258	(317,166)
Restricted cash flows:					
Housing Assistance Payments earned	13,068,727	13,788,473	(719,746)	13,129,735	(61,008)
Housing Assistance Payments	(13,991,983)	(14,406,863)	414,880	(14,022,278)	30,295
Investment income - restricted	8,679	39,949	(31,270)	35,795	(27,116)
Transfers from unrestricted - CAO	214,749	214,754	(5)	-	214,749
Transfers from (to)unrestricted - Repl Res	126,810	125,190	1,620	85,815	40,995
Purchased from replacement reserves	-	(47,940)	47,940	(46,625)	46,625
Sec 18 transfers to Affordable Housing	(749,238)	(711,951)	(37,287)	(693,475)	(55,763)
Total restricted cash flows	(1,322,256)	(998,388)	(323,868)	(1,511,033)	188,777
Net cash flows	(1,077,164)	(697,660)	(379,504)	(948,775)	(128,389)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,203,343	1,273,218	(69,875)	1,283,576	(80,233)
Gross billable rent		-	-	-	-
Vacancy loss		-	-	-	-
Premiums (concessions)		-	-	-	-
Other tenant revenue		-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	20,189	12,644	7,545	25,979	(5,790)
Total operating revenue	1,223,532	1,285,862	(62,330)	1,309,555	(86,023)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,025,474	1,039,177	13,703	1,003,989	(21,485)
Utilities	-	-	-	-	-
Insurance	3,280	3,378	98	3,281	1
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	32,193	46,352	14,159	44,392	12,199
Total operating expenses	1,060,947	1,088,907	27,960	1,051,662	(9,285)
Net program income	162,585	196,955	(34,370)	257,893	(95,308)
Other ongoing cash outflows:					
HAWC administration	274,202	308,474	34,272	239,447	(34,755)
Debt service	-	-	-	-	-
Total outflows	274,202	308,474	34,272	239,447	(34,755)
Cash flow from operations	(111,617)	(111,519)	(98)	18,446	(130,063)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	920	(540)	1,460	779	141
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	17,998	108,533	(90,535)	-	17,998
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(92,699)	(3,526)	(89,173)	19,225	(111,924)
Restricted cash flows:					
Housing Assistance Payments earned	13,068,727	13,788,473	(719,746)	13,129,735	(61,008)
Housing Assistance Payments	(13,991,983)	(14,406,863)	414,880	(14,022,278)	30,295
Investment income - restricted	(6,202)	13,190	(19,392)	15,214	(21,416)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(929,458)	(605,200)	(324,258)	(877,329)	(52,129)
Net cash flows	(1,022,157)	(608,726)	(413,431)	(858,104)	(164,053)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	617,708	653,435	(35,727)	714,587	(96,879)
Gross billable rent	383,598	366,447	17,151	365,717	17,881
Vacancy loss	(915)	(2,770)	1,855	(2,833)	1,918
Premiums (concessions)	(19)	(22)	3	(17)	(2)
Other tenant revenue	30,194	31,786	(1,592)	31,755	(1,561)
Tenant revenue	412,858	395,441	17,417	394,622	18,236
Other revenue (incl GF subsidy)	34,629	3,848	30,781	4,272	30,357
Total operating revenue	1,065,195	1,052,724	12,471	1,113,481	(48,286)
Operating expenses:					
Repair and maintenance	821,800	793,881	(27,919)	976,532	154,732
Operations	244,997	233,718	(11,279)	217,508	(27,489)
Utilities	52,368	49,694	(2,674)	48,080	(4,288)
Insurance	32,083	30,695	(1,388)	29,842	(2,241)
PILOT	29,592	29,592	-	31,488	1,896
Bad debt, net of recoveries	(1,788)	(266)	1,522	16,302	18,090
Other	-	659	659	480	480
Total operating expenses	1,179,052	1,137,973	(41,079)	1,320,232	141,180
Net program income	(113,857)	(85,249)	(28,608)	(206,751)	92,894
Other ongoing cash outflows:					
HAWC administration	251,827	254,444	2,617	266,749	14,922
Debt service	-	-	-	-	-
Total outflows	251,827	254,444	2,617	266,749	14,922
Cash flow from operations	(365,684)	(339,693)	(25,991)	(473,500)	107,816
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	7,112	9,345	(2,233)	10,728	(3,616)
Capital fund receipts	113,906	71,813	42,093	123,398	(9,492)
Capitalized modernization	(134,495)	(71,813)	(62,682)	(123,398)	(11,097)
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(379,161)	(330,348)	(48,813)	(462,772)	83,611
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	14,881	20,514	(5,633)	20,581	(5,700)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(749,238)	(711,951)	(37,287)	(693,475)	(55,763)
Total restricted cash flows	(734,357)	(691,437)	(42,920)	(672,894)	(61,463)
Net cash flows	(1,113,518)	(1,021,785)	(91,733)	(1,135,666)	22,148



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	17,427	14,758	2,669	16,788	639
Gross billable rent	47,529	45,900	1,629	47,529	-
Vacancy loss	-	(1,377)	1,377	(319)	319
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	250	(250)
Tenant revenue	47,529	44,523	3,006	47,460	69
Other revenue (incl GF subsidy)	826	785	41	753	73
Total operating revenue	65,782	60,066	5,716	65,001	781
Operating expenses:					
Repair and maintenance	11,061	12,220	1,159	12,732	1,671
Operations	5,653	6,697	1,044	6,147	494
Utilities	7,027	7,109	82	7,482	455
Insurance	596	473	(123)	460	(136)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(734)	(734)
Other	-	-	-	-	-
Total operating expenses	24,337	26,499	2,162	26,087	1,750
Net program income	41,445	33,567	7,878	38,914	2,531
Other ongoing cash outflows:					
HAWC administration	40	173	133	68	28
Debt service	26,062	26,063	1	26,063	1
Total outflows	26,102	26,236	134	26,131	29
Cash flow from operations	15,343	7,331	8,012	12,783	2,560
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	142	161	(19)	77	65
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	15,485	7,492	7,993	12,860	2,625
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	274	(274)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	274	(274)	-	-
Net cash flows	15,485	7,766	7,719	12,860	2,625



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	32,670	34,004	(1,334)	32,915	(245)
Gross billable rent	399,096	406,307	(7,211)	395,629	3,467
Vacancy loss	(11,020)	(13,512)	2,492	(16,898)	5,878
Premiums (concessions)	(13,719)	(10,922)	(2,797)	(635)	(13,084)
Other tenant revenue	5,258	3,623	1,635	(6,809)	12,067
Tenant revenue	379,615	385,496	(5,881)	371,287	8,328
Other revenue (incl GF subsidy)	7,220	6,567	653	6,458	762
Total operating revenue	419,505	426,067	(6,562)	410,660	8,845
Operating expenses:					
Repair and maintenance	147,475	138,096	(9,379)	135,972	(11,503)
Operations	90,628	81,996	(8,632)	82,361	(8,267)
Utilities	46,452	41,617	(4,835)	43,452	(3,000)
Insurance	8,190	8,552	362	9,036	846
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,764	3,565	801	4,394	1,630
Other	-	-	-	-	-
Total operating expenses	295,509	273,826	(21,683)	275,215	(20,294)
Net program income	123,996	152,241	(28,245)	135,445	(11,449)
Other ongoing cash outflows:					
HAWC administration	132	122	(10)	124	(8)
Debt service	54,626	54,626	-	54,626	-
Total outflows	54,758	54,748	(10)	54,750	(8)
Cash flow from operations	69,238	97,493	(28,255)	80,695	(11,457)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	263	1,574	(1,311)	170	93
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(22,680)	(22,680)	-	(22,680)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	46,821	76,387	(29,566)	58,185	(11,364)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	605	(605)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	22,680	22,680	-	22,680	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	22,680	23,285	(605)	22,680	-
Net cash flows	69,501	99,672	(30,171)	80,865	(11,364)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,191	2,191	-	2,191	-
Gross billable rent	39,467	40,222	(755)	39,121	346
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	1,868	-	1,868	39	1,829
Tenant revenue	41,335	40,222	1,113	39,160	2,175
Other revenue (incl GF subsidy)	13,902	10,788	3,114	15,616	(1,714)
Total operating revenue	57,428	53,201	4,227	56,967	461
Operating expenses:					
Repair and maintenance	10,262	1,735	(8,527)	2,926	(7,336)
Operations	34,564	7,368	(27,196)	(55,263)	(89,827)
Utilities	5,506	3,893	(1,613)	3,500	(2,006)
Insurance	976	801	(175)	778	(198)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	100	-	(100)	(260)	(360)
Other	969	974	5	3,224	2,255
Total operating expenses	52,377	14,771	(37,606)	(45,095)	(97,472)
Net program income	5,051	38,430	(33,379)	102,062	(97,011)
Other ongoing cash outflows:					
HAWC administration	3,152	1,850	(1,302)	1,753	(1,399)
Debt service	9,213	10,859	1,646	9,214	1
Total outflows	12,365	12,709	344	10,967	(1,398)
Cash flow from operations	(7,314)	25,721	(33,035)	91,095	(98,409)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,378	12,328	(6,950)	6,069	(691)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(3,035)	-	(3,035)	-	(3,035)
Transfers to (from) Local Fund	(17,998)	(114,510)	96,512	(20,409)	2,411
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	10,128	5,348	4,780	6,388	3,740
Net unrestricted cash flows	(12,841)	(71,113)	58,272	83,143	(95,984)
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	(12,841)	(71,113)	58,272	83,143	(95,984)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	5,941	10,872	(4,931)	10,416	(4,475)
Gross billable rent	3,268,981	3,266,225	2,756	3,200,547	68,434
Vacancy loss	(109,740)	(147,687)	37,947	(140,423)	30,683
Premiums (concessions)	(34,908)	(45,642)	10,734	(25,355)	(9,553)
Other tenant revenue	95,864	60,071	35,793	86,756	9,108
Tenant revenue	3,220,197	3,132,968	87,229	3,121,525	98,672
Other revenue (incl GF subsidy)	194,920	187,217	7,703	192,705	2,215
Total operating revenue	3,421,058	3,331,057	90,001	3,324,646	96,412
Operating expenses:					
Repair and maintenance	908,495	801,033	(107,462)	820,909	(87,586)
Operations	528,298	539,465	11,167	520,822	(7,476)
Utilities	308,446	314,510	6,064	308,630	184
Insurance	76,574	71,713	(4,861)	70,732	(5,842)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	45,336	44,694	(642)	41,819	(3,517)
Other	-	-	-	-	-
Total operating expenses	1,867,149	1,771,415	(95,734)	1,762,912	(104,237)
Net program income	1,553,909	1,559,642	(5,733)	1,561,734	(7,825)
Other ongoing cash outflows:					
HAWC administration	1,382	1,607	225	1,363	(19)
Debt service	1,293,922	1,293,922	-	1,296,458	2,536
Total outflows	1,295,304	1,295,529	225	1,297,821	2,517
Cash flow from operations	258,605	264,113	(5,508)	263,913	(5,308)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(11,349)	(31,616)	20,267	(21,972)	10,623
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(14,280)	14,280
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(214,749)	(214,754)	5	-	(214,749)
Transfers from (to) restricted cash - Repl Res	(104,130)	(102,510)	(1,620)	(63,135)	(40,995)
Section 18 transfers from Public Housing	739,110	706,603	32,507	687,087	52,023
Net unrestricted cash flows	667,487	621,836	45,651	851,613	(184,126)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	5,366	(5,366)	-	-
Transfers from unrestricted - CAO	214,749	214,754	(5)	-	214,749
Transfers from (to)unrestricted - Repl Res	104,130	102,510	1,620	63,135	40,995
Purchased from replacement reserves	-	(47,940)	47,940	(46,625)	46,625
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	318,879	274,690	44,189	16,510	302,369
Net cash flows	986,366	896,526	89,840	868,123	118,243



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
March 31, 2013

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
Current assets:								
Unrestricted cash and cash equivalents	15,358	1,028,905	38,540	180,189	153,300	(2,167,794)	(751,502)	1
Restricted cash and cash equivalents	157,639	64,027	1,230	36,440	31,700	288,265	579,301	2
Accounts receivable, net	26,696	34,466	3,578	14,208	272	97,654	176,874	3
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730	4
Other current assets	1,093	14,914	199	—	3,496	43,869	63,571	5
Total current assets	200,786	1,144,325	43,547	230,837	191,485	(1,738,006)	72,974	6
Non-current assets:								
Restricted cash and cash equivalents	1,186,325	2,463,540	36,091	102,243	—	1,030,479	4,818,678	8
Contracts receivable	—	—	—	—	430,007	—	430,007	9
Capital assets, non-depreciable	—	3,900,039	50,000	41,617	201,838	4,095,129	8,288,623	11
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724	12
Total non-current assets	1,186,325	10,126,203	136,334	309,548	1,164,413	21,532,209	34,455,032	13
Total assets	1,387,111	11,270,528	179,881	540,385	1,355,898	19,794,203	34,528,006	14
Liabilities								
Current liabilities:								
Accounts payable	49,514	83,785	2,227	6,356	5,602	72,977	220,461	17
Deferred revenue	—	29,862	12	63	1,078	2,439	33,454	20
Accrued interest payable - bonds and notes	—	—	2,612	519	138	361,852	365,121	21
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	300,294	382,064	22
Current liabilities payable from restricted assets:								
Tenant and other deposits	157,639	64,027	1,230	36,440	31,700	288,265	579,301	24
Total curr. liabilities payable from restr. assets	157,639	64,027	1,230	36,440	31,700	288,265	579,301	27
Total current liabilities	207,153	177,674	9,639	112,157	47,951	1,025,827	1,580,401	28
Non-current liabilities:								
Contracts and notes payable	—	—	327,786	29,708	693,267	26,358,297	27,409,058	31
Total non-current liabilities	—	—	327,786	29,708	693,267	26,358,297	27,409,058	32
Total liabilities	207,153	177,674	337,425	141,865	741,218	27,384,124	28,989,459	33
Net Assets								
Invested in capital assets, net of related debt	—	7,662,663	(231,101)	108,818	31,707	(6,156,860)	1,415,227	35
Restricted	1,179,959	2,463,540	36,092	102,243	—	1,030,479	4,812,313	36
Unrestricted	(1)	966,651	37,465	187,459	582,973	(2,463,540)	(688,993)	37
Total net assets	1,179,958	11,092,854	(157,544)	398,520	614,680	(7,589,921)	5,538,547	38
Total liabilities and net assets	1,387,111	11,270,528	179,881	540,385	1,355,898	19,794,203	34,528,006	39



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

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,472	907	625	381	205	103	46	23	9	6	3,777
Average Days	1,192	1,134	1,164	1,217	1,113	1,129	1,253	1,159	1,420	1,060	1,171

Wait List Based on Gender			
Gender	Female	Male	Total
Total	2,600	1,177	3,777

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	482	27	2,930	50	114	3,777

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	743	2,999	35	3,777

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,006	262	1,843	666	3,777



WASHINGTON COUNTY

OREGON

V. STAFF REPORTS

B. Section 8 and Low Rent Public Housing

2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date
March 2013*

Average Vacancy Days - Public Housing

	Units Turned Over This Month	Vacancy Days This Month	Average Vacancy		Total Average Vacancy Days Per Unit	
			Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	(FY cumulative total)
FY2011-2012						
July 2011	3	36	12.00	3	36	12.00
August 2011	4	64	16.00	7	100	14.29
September 2011	6	91	15.17	13	191	14.69
October 2011	2	34	17.00	15	225	15.00
November 2011	6	86	14.33	21	311	14.81
December 2011	6	74	12.33	27	383	14.19
January 2012	0	0	0.00	27	383	14.19
February 2012	1	14	14.00	28	397	14.18
March 2012	3	29	9.67	31	426	13.74
April 2012	4	32	8.00	35	458	13.09
May 2012	3	52	17.33	38	510	13.42
June 2012	4	56	14.00	42	566	13.48
FY 2012-13						
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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: May: 3,777 last month 3,885. 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 March 2013 were at 18.52 (last month – 19.33). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.
- c) Occupancy Rates:
*Public Housing: 99.18% (last month – 99.59%).

We had 2,635 vouchers leased up in April (last month – 2,618). Eleven (11) new vouchers were issued, and 24 applicants with vouchers are searching for housing (last month 10 new, 28 looking). Our monthly allocation of Section 8 HAP funds is 100%. Our goal of budget authority is 95% minimum.

- d) Work Order Effectiveness:
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For March, the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.14 hrs	5.0 hrs	24 hrs
Routine WO's	8.36 days	7 days	25 days

- f) FSS Participation
Total FSS participants: 69 (58 from Section 8 and 11 from Public Housing)
Total FSS participants w/escrow balance: 40
Total Escrow Balance: \$129,575
Average Escrow Balance: \$ 3,239
Highest Escrow Accounts: \$12,643 (Section 8) and \$11,250 (Public Housing)
IDA Accounts: 0

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 97.55% Occupancy (15 vacancies / 613 units), compared to 98.37% (10 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Preventative maintenance was performed on 25 inspected pre-REAC units.
- Reported 90 non-emergency work order have been completed this month.
- Reported 4 emergency work orders have been completed this month.
- Replaced carpet in one (1) occupied Public Housing unit.
- Replaced stove in one (1) Public Housing unit.
- Replaced refrigerator in one (1) Public Housing unit.
- Replaced water heater in one (1) Public Housing unit.
- Pest control service was preformed on five (5) Public Housing units.
- Roofing replaced on one (1) Transitional Housing unit and one (1) Public Housing unit.
- Landscaping season is in high gear.
- Plumbing repair service performed one five (5) Public Housing units.
- Tree services replaced on two (2) Public Housing units.
- Replaced HVAC system on one (1) Specialty Housing duplex unit.
- Replaced carpet at one (1) Specialty Housing duplex unit.
- Replaced siding on one (1) Specialty Housing duplex unit.
- Replaced garage doors on one (1) Specialty Housing duplex unit.
- Completed rehab of Specialty Housing duplex on 53rd Street.

Turnovers:

- There were two (2) Public Housing turnovers this month.
- Cleaning was completed on two (2) turnovers by a contracted vendor.
- Carpet replaced on two (2) turnovers by contracted vendor (CAP fund).

Staff Training:

- Two techs attended an Arc Fault electrical training class.



V. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	46	52
Special Needs	25	25	0
Total PBVs	225	173	52

There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 98 PBVs in Category II (30% or less MFI).

Remaining available project-based vouchers and project-based vouchers that have been awarded but are not yet leased are being utilized as tenant-based vouchers—the Housing Authority does not hold voucher slots vacant prior to project-basing. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher program.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	10
LifeWorks NW (Tom Brewer House)							13	13	13
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	6			
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	5	5						
Total PBVS	102	17	17	46	22	11	25	25	23



V. STAFF REPORTS
E. Report on Homelessness

- **RED CROSS SERVICE CENTER ACTIVATED FOR DISPLACED HOMELESS**

On May 4, a structure fire located in the rural area south of Cornelius displaced 20 homeless people (10 households) living at the residential site serving providing temporary housing. American Red Cross provided overnight shelter at a hotel, and contacted Annette Evans to arrange long-term shelter/housing assistance. The Red Cross set-up a mobile Service Center van at the motel, and Annette Evans coordinated with Community Action, Luke-Dorf, Open Door Counseling Center, and Sunrise Church to provide on-site need assessments and information on available resources in the community. Seven (7) households were screened at the Service Center and found to be eligible for homeless permanent supportive housing program and the Supportive Services for Veteran Families program, with additional households scheduling appointments with agency staff for assessment.

The coordination effort and response to provide on-site delivery of assessment and resources was highly praised by American Red Cross and the displaced homeless individuals – a special thanks to our community provider agency's who mobilized staff and resources for this event with less than 24 hours notice.

- **HSSN PARTNERSHIP WITH CITIES READINESS INITIATIVE**

The HSSN hosted Ms. Cristin Corcoran, Cities Readiness Initiative funded by the Centers for Disease Control and Prevention, to learn how service provider agency's working with vulnerable populations can provide life-saving medication within 48 hours of a bio-terrorism event, or other catastrophic disaster incident. As a partner agency listed on the Push Partner Registry, the agency will work with Washington County Public Health to receive instructions and paperwork for the medication distribution, will pick-up the medication from a designated point of dispensing, and dispense the medication to the clients in their programs, to agency staff and staff extended family members. Push Partner agencies are covered for liability under the Public Readiness Emergency Preparedness Act (PREP Act).

On May 21 a 3-day regional bio-terrorism "PACE Setter 2013" exercise will be hosted to evaluate the region's ability to coordinate, communicate, and respond to a biological incident.

- **COORDINATED INTAKE AND CENTRALIZED ASSESSMENT SYSTEM**

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act mandates jurisdictions receiving McKinney-Vento Emergency Solution Grant and CoC Program funds implement a centralized assessment system to ensure the screening, assessment and referral system provides all people with equal access to community resources.



The homeless service system in Washington County embodies the vision outlined in A Road Home: 10-Year Plan to End Homelessness that addresses housing instability through prevention and housing-first initiatives. In 2009 a single-point entry system serving homeless families was expanded to serve at-risk and homeless populations in alignment with the Homeless Prevention and Rapid Re-housing (HPRP) Program, a Federal stimulus initiative.

Community Action Organization will function as the “front door” for the Centralized Assessment System given the agency’s experience and resources in prevention assistance, emergency shelter and homeless housing programs. The HSSN goal for implementation will begin on or before December 2013, with changes made to the system during a three month beta-test and fully operational by the Federal requirement of August 2014.

- **UPDATE: FY2012 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On May 2, the U.S. Housing and Urban Development (HUD) Secretary Shaun Donovan announced \$72 million in a second round of grant awards. Washington County received one of three project awards in the State of Oregon in this Tier 2 funding award that includes \$87,372 in Shelter Plus Care rent subsidy serving seven (7) homeless families with an adult diagnosed with a disabling condition.

This additional award brings the total Tier 1 and Tier 2 funding award to \$2,322,170 for Washington County, with two new projects totaling \$149,172 still pending HUD award decision within 60 days (by June).

The fiscal impacts of the Sequestration will begin rolling out. Washington County’s HSSN has begun discussions on potential impacts to current programs that may be impacted by the Federal funding cuts in the FY2013 CoC Program grant competition.

The following is an historical overview of local HUD McKinney-Vento Homeless Assistance funding under the new HEARTH Act.



Federal Homeless Program Funds	FY 2010	FY 2011	FY 2012	FY 2013
	\$1,846 billion	\$1,901 billion	\$1,901 billion	\$1,929 billion
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion ¹
Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million ²	*NOFA not yet released ³
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million ⁴
ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	Est. \$135,450 ⁵
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	Est. \$69,924
<i>NOTE: Net funds diverted (loss of funding) from Washington County to the State (OHCS) for City's with >50,000 people</i>	<i>n/a⁶</i>	<i>\$63,110</i>	<i>\$100,182</i>	<i>Est. \$100,182</i>

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

The Housing and Supportive Services Network (HSSN) will adopt the Year 6 Work Plan goals and strategies to end homelessness. The Work Plan is a fluid document that tracks progress of 6 goals in preventing and ending homelessness. Quarterly reports will be posted on the county website at

<http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>

An estimate of the Year 6 Work Plan budget includes:

\$3.2 million (72%) Funds Committed

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

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

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

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

² FY2012 CoC Program award for renewal projects in Tier 1/Tier 2 ranking, with \$149,172 in Tier 2 new projects awaiting HUD award pending Federal funds. Total grant request was \$2,466,564.

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

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

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

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



- **HOMELESS COST STUDY**

Vision Action Network (VAN) and the Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to the cost study development that will target research on the high cost of providing services to chronic homeless individuals and families without a housing plan in-place.

Northwest Economic Research Center (NERC) is working with cost providers to gather cost data on 20 individuals and 22 family households, with anticipated research results targeted to by end of June 2013. At the May 30 meeting, the Committee will continue work on developing messaging around the study results, build interest in funding a longitudinal cost-benefit study, and develop data-driven talking points. The messaging will look at the target audiences to receive the study results and will propose action step that may redirect current funds and/or provide new funding to end homelessness. A September roll-out of the study is being planned.

VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

The goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County. This initiative supports the Consolidated Plan recommendation for intergovernmental cooperation and consistency, and is one of the key strategies of the County's 10-Year Plan to End Homelessness.

The Washington County Board of Commissioners approved Ordinance 761 enabling the nonprofit low-income property tax exemption program on March 26, 2013. Three properties received full or partial property tax exemptions for the coming tax year. Innovative Housing's 40 units in Aloha received a partial exemption, and Community Partners for Affordable Housing (CPHA) received complete exemptions for 32 units in Oleson Woods apartments and 32 units in Metzger Park apartments.

The City of Beaverton has expressed general support for this program, and Housing staff will discuss next steps with City of Beaverton staff. Washington County's support is likely to encourage Beaverton leadership to move forward.

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

The project team presented the Aloha-Reedville community with a series of questions about key strategies at a number of events during the month of March. These questions ask community members to express support for a variety of strategies and possible implementation actions.

The Citizen's Advisory Committee (CAC) met on Wednesday, April 10 from 6-8pm to review a summary of the approximately 260 responses received. The CAC also



learned some basic information about urban renewal districts and how that tool may possibly be used in the Aloha-Reedville area. The next CAC meeting is scheduled on Wednesday, June 12 from 6-8pm.

The project team is developing workplans for the coming year, including potential changes to County policy, ordinances, and revisions to the Community Development Code.

The Center for Intercultural Organizing and Centro Cultural continues to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events during Phase 2. Washington County has contracted with Community Alliance of Tenants (CAT) OPAL (<http://www.opalpdx.org>), the Asian-Pacific American Network of Oregon, Adelante Mujeres (www.adelantemujeres.org), Centro Cultural, and the Oregon Somali Family Education Center (OSFEC) to do targeted stakeholder outreach and leadership training for their constituents, to enable them to participate more effectively in this project and future planning efforts.

- **HOUSING WORKS: WORKFORCE INNOVATION GRANT WITH WORKSYSTEMS, INC.**

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Grant partners will work together to invest resources to train and support residents with the shared goal of increasing employment and earning potential. Participants will receive occupational skills training in one of three growing employment sectors—healthcare, office/clerical, or manufacturing. Participants will also received job attachment support that will include internships, On-The-Job training, and job placement assistance.

HAWC's goal is to serve 50 clients over the 18 months of the grant program, doubling the number of jobseekers that may be served (25 client 'slots' are already available through our current partnership with WorkSystems). Grant funds will support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships.

Seventeen clients are currently enrolled in the program and have completed Career Link.

- **MIXED-INCOME HOUSING WORK GROUP**

This work group will explore the general concept of mixed-income housing and its feasibility in Washington County, and was an action identified in the 2010-2015 Consolidated Plan Action Plan. The work group is not constrained, and may consider any number of configurations of mixed-income housing at a variety of income levels, and may consider its feasibility in the County overall and/or in specific locations. The work group may explore any number of options and recommend configurations and strategies that appear to be most useful for Washington County.

A group meeting will be scheduled in the next month.



- **ALOHA PARK APARTMENTS REFINANCING**

The process to refinance Aloha Park Apartments is underway. A letter of engagement has been signed and financing fees have been paid.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable units) has a positive cash flow, but revenue from the property is restricted. HAWC will refinance the property in order to gain access to the equity to support capital improvements to the entire affordable housing portfolio. The refinance will also allow HAWC to pay off the HUD loan on the property early, resulting in acquisition of 72 enhanced vouchers for current residents of the below-market affordable units. These vouchers function the same way as tenant-based Section 8 vouchers, and will likely result in reduced rent for those households.

This process will include a capital needs assessment, an environmental review, appraisal, etc. Once negotiations with HUD are complete, loan documents will go to the Housing Authority Board of Directors for review and approval.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT