



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



**Thursday, May 29, 2014
9:00 a.m.**

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



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Next Meeting:

Thursday, June 26, 2014

2014 HAC Meeting Schedule
Thursday, June 26
Thursday, July 24
Thursday, August 28
Thursday, September 25
Friday, October 17 – Retreat (Tentative)
Thursday, November 20
Friday, December 12 – Luncheon (Tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
May 29, 2014 at 9:00 A.M.

AGENDA

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**
 - A. April 24, 2014 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
 - A. Financial Statement: Year-to-Date Income Statements
 - B. Section 8 and Low Rent Public Housing
 - C. Affordable Housing
 - D. Special Projects
 - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
 - A. HAWC 2014-15 Budget: Review/Recommendation
 - B. Elect HAC Chair and Vice-Chair
- IX. ADJOURNMENT**



MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
April 24, 2014, 9:00am

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

COMMITTEE MEMBERS PRESENT

Karen Shawcross Sid Scott
Barbara Smith Carina Delgado
Jack Schwab LaShanda Williams

STAFF PRESENT

Val Valfre, Executive Director
Michael O' Neill, Finance Manager
Gary Calvert, Asset Manager
Annette Evans, Homeless Program Coordinator
Yvette Potter, Administrative Assistant
Melanie Fletcher, Interim Section 8 Manager
Laura Araza, Case Manager

COMMITTEE MEMBERS ABSENT

Anapreet Kaur-Gill David Nase
Gary Whiting

GUESTS PRESENT

Val Valfre called the meeting to order at 9:07 a.m.

I. ROLL CALL - A quorum was present.

Housing Advisory Committee members and staff introduced themselves.

Four new HAC members were appointed for three year terms expiring March 31, 2017.

New HAC members are:

- Carina Delgado (Housing Authority representative), a mother and Housing Authority client
- Jack Schwab (Social Service representative), the Executive Director of the Good Neighbor Center
- Karen Shawcross (Agricultural/Farmworker representative), the Executive Director of Bienestar
- Barbara Smith (Member-at-Large), a banker with Key Bank who works on affordable financing and Housing Authority projects

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from March 27, 2014—Sid Scott

Second: Jack Schwab

Vote: All approve



III. DISCUSSION - ORAL COMMUNICATIONS

- New HAC members should have received member packets and parking permits.
- Laura Araza presented information on the Family Self-Sufficiency (FSS) program. This program is available to all Housing residents. The program has grown to serve about 80 families (72 current enrollments), and HAWC is hoping to have 100 participants in the next few months.

The Family Self-Sufficiency (FSS) program is a 5-year, voluntary program designed to assist low-income families who are currently receiving housing assistance in reaching economic independence by helping access job training, educational resources, savings programs and Individual Development Accounts (IDAs) to meet financial and personal goals for self-sufficiency.

The FSS program requires that the head of household agree to enter into a Contract of Participation for five years with a personalized set of goals to improve their circumstances and become independent. Sample goals include earning a degree, obtaining employment, developing savings, and buying or renting a home. A significant factor in the success of the program is building a network of professionals and organizations to provide education, networking opportunities, and other services to help FSS families achieve their goals. The program also helps clients budget and develop a plan to face the realities of self-sufficiency.

The FSS requirements are that all family members become independent of welfare/TANF, and that the head of household seek and maintain suitable employment. As the family participates in the program and through employment sees increases in their earned income, an interest-bearing FSS escrow account is established. A portion of the increases in the family's share of the rent because of increases in earned income are credited to the FSS escrow account. In other words, the escrow credit comes from the money that Housing Authority no longer has to pay to the landlord because the family is paying more and this "savings" gets deposited into their FSS escrow account.

HAC members received a FSS newsletter with additional information about the program, as well as information on the Housing Works program. Housing Works is a grant-funded program that provides additional resources for education and job training, including internships and job training resources. Karen Shawcross asked if there are limited enrollment slots for Housing Works. This program does have enrollment limits, but HAWC has been able to secure additional enrollment spaces for Washington County clients due to Peter Ladley's success in moving clients successfully through the program. The next Housing Works orientation will be held May 16.

HAWC's Individual Development Accounts (IDAs) are managed through CASA of Oregon. There are three current and three pending IDA participants.

HAWC clients receive information on the FSS program with their annual renewal paperwork, as well as at briefings.



The FSS program receives HUD funding for FSS program coordination, but does not receive Federal funding for educational resources or job training. The Housing Works program is funded through a Department of Labor (DOL) grant.

Carina Delgado noted that her family participates in this program, and she feels that it is very beneficial for Housing clients.

IV. EXECUTIVE DIRECTOR'S REPORT

Personnel:

Recruitment and hiring for vacant positions continues to move forward. The vacant inspector position just closed, and applications will be reviewed and interviews scheduled. The Housing Rental Assistance Program Manager position is in recruitment, and closes in early May. A permanent administrative position supporting Homeless programs is included in the coming year's budget and will open shortly. The Assistant Director position is also included in the coming year's budget, and the Housing Authority hopes to open recruitment after the budget is approved.

In response to a question from Sid Scott, Val Valfre noted that 63 applications were received for the inspector position. About 20 applications will be reviewed and move forward to be screened for interviews.

Karen Shawcross asked if additional advocacy with the Board would be helpful to support the Assistant Director position. The outgoing HAC members provided a letter of support regarding the position; Val will alert the group if additional support from the HAC would be helpful.

Capacity-Building Grants: The two capacity-building grants awarded to the Housing Authority will provide resources for document scanning of tenant files and other records, and for electronic tablets to facilitate fieldwork by inspectors and maintenance staff. Tablets are being rolled out for inspectors, Public Housing files have been scanned, and workers are moving into scanning Section 8 casefiles.

Aloha Park Refinancing: Gary Calvert provided an update on this process. HAWC is working to refinance this 80-unit property acquired in 2010. Funds (\$1.2 to \$1.6 million) from the refinance will allow HAWC to perform necessary maintenance on other properties in the portfolio and support other necessary HAWC activity. Eight Aloha Park units have project-based Section 8, and HAWC will receive 72 enhanced vouchers for the remaining Aloha Park residents as part of this transaction.

HUD is currently requiring HAWC to convert 4 units to make them accessible per HUD Section 504 requirements (i.e., ADA) in order to approve the refinance. However, this property is constructed on a grade that makes an accessibility conversion economically infeasible, requiring the relocation of multiple load-bearing walls. HAWC has submitted a second engineer's report requesting a waiver of this requirement.



HAWC has performed a significant amount of maintenance and upgrades at this property since its acquisition, and the refinance designates a significant amount of funding for capital needs at Aloha Park.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill noted that HAWC is preparing the FY2014-2015 budget. The public hearing for the County budget is scheduled for Thursday, May 22. The May HAC meeting will be rescheduled for Thursday May 29 to allow the HAC to review the budget prior to its approval by the Board. The County Board of Commissioners will approve the budget on June 24, 2014.

The HAC reviews the budget for the Housing Authority of Washington County, which includes the Section 8 program, the Public Housing program, Aloha Park, and HAWC's affordable housing and rural development portfolio. Administration and homeless programs are included in the Department of Housing Services budget, which is also approved by the County Board of Commissioners.

Most of HAWC's affordable housing was acquired through bond financing in the late 1990's and early 2000s. The affordable housing portfolio operated at a significant annual loss for many years, until HAWC refinanced its bonds in 2009. Since 2009, the affordable housing portfolio has had a positive cash flow.

In 2004, HAWC sold a portion of its Public Housing stock to secure funds to support the affordable housing portfolio. HUD determined that these funds may only be used to support operating and capital needs for the units within the affordable housing portfolio supported by Section 8 Housing Assistance Payments (HAP). As a result, the transfer of Public Housing restricted funds to Affordable Housing will happen gradually until late 2015.

There are 524 affordable housing units. The largest complexes are Holly Tree (140 units) and Tarkington Square (48 units) of project-based Section 8 units. Bonita Village and The Colonies are 96 units each, and Amberwood includes 40 units. There are smaller complexes in Forest Grove and other locations.

The Public Housing program is HAWC's oldest housing program. Most of HAWC's public housing stock was acquired in the 1970s-80s, and consists of 243 scattered-site properties. Public Housing is operating at breakeven, with a small balance.

The Housing Choice Voucher Program (Section 8) is by far the largest HAWC program. The HCV/S8 program is funded by the Federal department of Housing and Urban Development (HUD) through an entitlement program. These funds are restricted to the Section 8 program, and are divided into Housing Assistance Payments (HAP) and S8 Administrative fees. HAP is used to pay the difference between the tenant portion of rent (30% of the tenant's income) and the contract rent, and is paid directly to the landlord.



Administrative fees are determined by HUD, and HUD allocated a portion of the necessary operating funds to Housing Authorities. Section 8 Administrative fees are currently allocated at \$0.69 in HUD funds per \$1 of necessary administrative costs (69% of the funding necessary to run the Section 8 program). Because HAWC receives Administrative funding based on current lease-up rates, reducing staff in response to lower administrative funding would ultimately result in lower lease-ups, further reducing Administrative funding, and resulting in a downward spiral for the HCV/S8 program. HAWC is supplementing S8 Administrative funding with Local Fund dollars. The Local Fund dollars are unrestricted funds received through management fees. The Local Fund has been essentially exhausted, and HAWC hopes to use funds from the Aloha Park refinance to replenish the Local Fund balance.

Barbara Smith noted that this is not a sustainable model. Michael O'Neill responded that future Section 8 Administrative funding is allocated at 75%. This funding level is more sustainable for HAWC. Historic S8 Administrative funding has been allocated at 95-85%. As all Housing Authorities nationwide are in similar positions, it is possible that some Housing Authorities will have lower voucher utilization and Administrative funds will be available at a higher rate for remaining vouchers.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. Screenings are underway to issue new vouchers and increase voucher utilization. HAWC may consider re-opening the waitlist when the current list drops below 1,000 households.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Work order effectiveness is high.

C. Affordable Housing

- Occupancy rates remain high in affordable housing. Karen Shawcross asked about the slightly lower occupancy rates for Infinity-managed properties. Gary Calvert clarified that rents in those properties are higher than in HAWC-managed properties.

D. Special Projects

- Project-Based Vouchers

Case managers are continuing to work with service providers to lease up project-based units.



F. Report on Homelessness

Annette Evans provided updates on homeless programs.

- FY2013 Federal McKinney-Vento Homeless Programs

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

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

This aligned system is required for programs receiving Federal homeless dollars. The centralized system will screen clients for eligibility for all cooperating homeless programs and shelters in Washington County and refer clients to open beds. The system will increase efficiency and transition people out of homelessness more rapidly.

The HSSN will review the media strategy to increase awareness of this system in June.

- Cooperative Agreements to Benefit Homeless Individuals

No additional updates.

- Severe Weather Shelter Response Plan

A report will be provided in the next few months.

- Meyer Memorial Trust Funds Shelter/Warming Centers

No additional updates.

- Homeless Costs Study

The second phase of this research study is beginning.

- 2014 Point-In-Time (PIT) Homeless Census

Annette Evans provided a report from the 2014 Homeless Count. Some changes in reported homeless demographics are the result of differences between Federal and State definitions of homelessness. In addition, recent shifts in homelessness may be the result of families that became homeless during the recession being unable to return to housing due to landlord debts, lack of housing availability, etc.

Recent reductions in homelessness for households without children may be the result of Housing TEAM project-based vouchers for chronically homeless individuals and VASH vouchers.



The 952 Washington County beds for homeless households include shelter beds, permanent supportive housing, transitional housing, and rapid re-housing. Permanent supportive housing includes supportive services for households that may not be able to be self-sufficient without ongoing support.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

No additional updates were provided at the meeting.

- Aloha-Reedville Study and Livable Community Plan

No additional updates were provided at the meeting.

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

This program continues to provide value to our clients. The Housing Works case manager works closely with clients to improve their job skills and education. Recently, some additional grant funds were made available for training and education. Washington County's success rate encouraged grant partners to allocate additional funds to HAWC clients.

- Consolidated Plan Work Group

Information about participating in this process is available here:

<http://www.co.washington.or.us/CommunityDevelopment/Planning/consolidated-plan-participate.cfm>.

- Housing Choice Voucher Bill Training

No additional updates were provided at the meeting.

VII. NEW BUSINESS

The Housing Authority continues to look for opportunities to work with partners in the community to assist low-income households in Washington County. HAC members are encouraged to bring issues and areas of interest to HAWC and the Housing Authority Board of Directors.

HAWC staff will provide additional education and training on HAWC programs for HAC members. HAC members are encouraged to suggest areas of interest for training, HAC reports, and the HAC Annual Retreat scheduled for October.

Karen Shawcross encouraged HAC and the Homeless Plan Advisory Committee (HPAC) to champion homeless issues for the Washington County Board of Commissioners.



VIII. RESOLUTIONS/ACTION ITEMS

The HAC Chair and Vice-Chair positions are vacant as a result of HAC term expirations.

The Chair and Vice-Chair serve for one-year terms, or until their successors are elected and qualified. The Chair and Vice-Chair are normally elected at the Annual Meeting (HAC Retreat), but if these positions become vacant between elections, the by-laws state that the committee shall elect successor(s) during its next regular meeting.

The election of a Chair and Vice-Chair for the HAC will be deferred till a future meeting.

IX. ADJOURNMENT

Meeting adjourned at 11:02 a.m.

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

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



IV. EXECUTIVE DIRECTOR'S REPORT

HAWC continues making significant progress toward achieving several of its key initiatives related to operations, finances, staffing and services.

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

- **Capacity-Building Grants:** Three full-time temporary workers are working on the final task of Section 8 records. Approximately 15% of the Section 8 records have been scanned. Because Section 8 scanning is taking longer than anticipated, this work may extend into July.

Inspectors and maintenance staff have received mobile devices and training, and have begun to use these tablets in the field.

- **Oregon Housing Choice Voucher Bill:** As of July 1st, refusing a tenant's application based solely on Section 8 assistance would constitute a possible Fair Housing violation. HAWC and Multifamily NW co-hosted a training session in Washington County to explain the new bill and educate landlords about compliance. HAWC will also work to provide training sessions and FAQs to Section 8 case workers to allow them to better assist landlords and tenants.

There are still several unresolved issues related to this new law, including questions about landlord income requirements (typically that resident income must be 3x rent) and OHCS administration of landlord claims.

- **Aloha Park Refinancing:** The Housing Authority Board of Directors (HABOD) was updated on this project on May 20.

This 80-unit property (8 project-based Section 8 units, 72 below-market affordable housing units) has positive cash flow, but revenue is restricted for use at that property only. HAWC is refinancing the property to gain access to its equity to support capital improvements to the entire affordable housing portfolio.

After some challenges, we have sufficient legal opinion to move forward with the refinancing. Expected equity has been reduced from \$1.6 to \$1.25 million due to HUD-directed changes in the loan to value ratio from 90% to 83% and the mandated conversion of 4 units to accessible units to meet Fair Housing and Section 504 requirements, despite two architect/engineer assessments. It appears that we are on track to a successful closing in 6-8 weeks.



Housing Authority Affordable Housing & Services Initiatives: The following operations support active involvement in partnerships to promote affordable housing, prevent homelessness, and increase self-sufficiency:

- **HUD VASH Voucher Conversion to Project-Based:** Representatives from Northwest Housing Alternatives (NHA), the Veterans Administration and the Housing Authority are working together to provide supportive permanent housing by project-basing three (3) VASH vouchers at Alma Gardens in Orenco. Converting VASH vouchers to project-based vouchers has a separate authorization process requiring sign-off by both HUD and the VA. The VA provided tentative approval to endorse the proposed application. If approved by HUD, this project would provide an opportunity to increase permanent supportive housing for homeless veterans in the Washington County rental market.

The Alma Gardens project is currently under contract for eight (8) existing project-based Section 8 vouchers. HUD regulations state that the Housing Authority may add additional project-based units to an approved project-based voucher contract provided it does not exceed caps (e.g., no more than 25% of the units in a project are project-based) and within 3 years of contract signing. We are awaiting a decision from HUD on whether this guidance applies to VASH project-based vouchers. If not, HAWC would be required to develop a Request for Proposal to project-base VASH vouchers, which would take at least 4-6 weeks.

- **Veterans Housing Bill (HB2417):** The Bill enables a \$5.00 increase in the Document Recording Fee (DRF) from \$15.00 to \$20.00, and allows these dollars to flow to housing development, homeownership, and emergency services. By the end of the 2013-15 Biennium, we anticipate \$5.83M in the following categories:
 - **EHA** (Emergency Housing Account) (10% - \$583,000)
 - **HOAP** (Homeownership Account Program) (14% - \$816,200)
 - **GHAP** (General Housing Account Program) (76% - \$4,430,800)

It is possible that the GHAP funding may be reserved until next year to ensure that there is sufficient funding for two or more projects in the spring NOFA. It is not clear if there will be a separate NOFA for veterans' projects, or one combined affordable housing NOFA. Timeline and scope for the HOAP and EHA remains under discussion.

- **Inclusionary Housing Initiative:** HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to support an Inclusionary Housing bill for the 2015 legislative session. We attended Housing Affordability, Balance and Choice work group meetings in Salem on April 17 and May 6. Work group materials are available online at <http://affordabilitybalancechoice.org>.



- Orchards at Orenco (Phase I): REACH CDC has delayed its Phase I closing to May 28. HAWC is a limited partner to this project and has also awarded eight Project-Based Vouchers for the site to serve families making 30% or less AMI. A proposed ground breaking event is scheduled for June 17, 2014 with honored guest Hillsboro Mayor Jerry Willey.

Personnel:

- Housing Inspector: Interviews will occur on May 23th.
- Housing Rental Assistance Program Manager: The Housing Rental Assistance Program Manager position recruitment resulted in 18 applications. A “subject matter expert” panel reviewed the nine applications that met minimum position requirements and chose four applicants to interview.
- Assistant Director: This position has been vacant since mid-2008. The Assistant Director’s role is to provide leadership and backup to our small but highly capable management staff, and is responsible for day-to-day operations. The new County budget identifies monies from the general fund to support this position. Final determination will be made by the Board of County Commissioners on June 24, 2014.
- Administrative Assistant: This is a new staff position in the 2014-15 budget and will provide welcomed assistance to Annette Evans, our Homeless Project Coordinator who currently runs a one-staff person division. Final determination will be made by the Board of County Commissioners on June 26, 2014.
- Administrative Specialist II: Yvette Potter, who holds this position in the Asset Management Division, has been selected by Washington County’s Disability, Aging and Veterans (DAVS) Division to fill a Veterans Service Officer vacancy. We will likely reassign Ms. Potter’s duties in-house.

Adolph “Val” Valfre, Jr.
Secretary/ Executive Director



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
March 2014

Cash Flow:

Along with comparison to budget, comparison to prior year is shown for all programs. The budget column reflects a FYTD proration of the actual budget, except that Section 8 and Public Housing HUD operating subsidies are adjusted to reflect budgeted revenue, which is less the first half of the fiscal year than the second half

For March FYTD, the cash basis loss from operations of \$7,397 is unfavorable to the budgeted gain of \$88,676 by \$81,279 but favorable to the prior year by \$50,665.

Section 8 had negative cash flow of \$197,163, which was \$48,872 unfavorable to budget. The variance is due to administrative fee funding from HUD less than budgeted. Section 8's loss to budget should continue to increase by about \$10,000 per month through June 30. This shortfall will have to be resolved by local fund transfers.

Public Housing had negative cash flow FYTD of \$45,003, which is \$100,806 favorable to budget. The variance is improved from the prior month, and likely to continue to improve going forward. The Public Housing program has ample unrestricted cash to absorb any losses.

Kaybern Terrace cash flow of \$5,108 was \$6,001 unfavorable to budget due to turnover expenses and bad debt in excess of budget.

Aloha Park had FYTD negative cash flow of \$37,500, unfavorable to budget by \$98,153, due to high maintenance outlays for fixing up for the impending refinancing. To cover part of this expense, \$61,342 was transferred from residual receipt reserves to unrestricted cash.

The local fund had negative cash flow of \$3,320, representing a loss in the DOL Workforce project of \$30,470 due to the matching requirement, offset by positive performance by the Local Fund properties.

Affordable Housing cash flow from operations of \$285,275 was unfavorable to budget by \$22,737. Affordable Housing cash flow exceeds by \$60,443 FYTD, the amount required to fund the bond reserve, as required by the bond agreement with the County.

Statement of Net Assets (Balance Sheet):

The balance sheet has been adjusted to reclassify the bond payment due 6/30 to restricted cash, even though it is in reality paid from unrestricted net assets, to show what the effect on Local Fund balances will be after fiscal year end. The Local Fund is now overdrawn, and will need a funding source to return to a positive balance. The Section 8 unrestricted net asset balance at 2/28 is \$1,888. Administrative funding for Section 8 for Calendar Year 2014 will not be sufficient to cover costs, so Local Fund subsidies of Section 8 will need to continue, worsening the overdraw. Some Local Fund relief may come from the upcoming refinance of Aloha Park Apartments.

Restricted net assets in the Public Housing program will, over time, be transferred to Affordable Housing to eliminate the negative balance in unrestricted net assets by the end of CY2015.



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	1,155,608	848,101	17,930	32,480	44,967	13,806	2,112,892
Gross billable rent	-	461,411	47,746	399,096	64,633	3,304,877	4,277,763
Vacancy loss	-	(2,184)	(1,262)	(12,561)	-	(92,530)	(108,537)
Premiums (concessions)	-	(211)	(341)	(14,613)	-	(27,035)	(42,200)
Other tenant revenue	-	20,305	1,210	5,614	364	83,504	110,997
Tenant revenue	-	479,321	47,353	377,536	64,997	3,268,816	4,238,023
Other revenue (incl GF subsidy)	49,135	4,871	782	7,334	52,833	199,213	314,168
Total operating revenue	1,204,743	1,332,293	66,065	417,350	162,797	3,481,835	6,665,083
Operating expenses:							
Repair and maintenance	-	770,698	18,470	235,935	21,608	930,627	1,977,338
Operations	1,088,351	268,278	6,744	99,429	103,233	528,153	2,094,188
Utilities	-	52,986	7,145	49,581	6,613	322,005	438,330
Insurance	4,354	32,724	632	12,416	1,173	80,098	131,397
PILOT	-	32,220	-	-	-	-	32,220
Bad debt, net of recoveries	-	647	1,851	2,548	-	38,724	43,770
Other	35,407	-	-	-	2,963	-	38,370
Total operating expenses	1,128,112	1,157,553	34,842	399,909	135,590	1,899,607	4,755,613
Net program income	76,631	174,740	31,223	17,441	27,207	1,582,228	1,909,470
Other ongoing cash outflows:							
HAWC administration	273,794	219,743	53	315	21,314	1,944	517,163
Debt service	-	-	26,062	54,626	9,213	1,295,009	1,384,910
Total outflows	273,794	219,743	26,115	54,941	30,527	1,296,953	1,902,073
Cash flow from operations	(197,163)	(45,003)	5,108	(37,500)	(3,320)	285,275	7,397
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	538	3,885	179	8	4,176	(7,465)	1,321
Capital fund receipts	-	24,185	-	-	-	-	24,185
Capitalized modernization	-	(53,147)	-	-	(8,855)	-	(62,002)
Gain on sale of assets	-	-	-	-	-	-	-
Transfers to (from) Local Fund	215,000	-	-	-	(215,000)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(224,829)	(224,829)
Transfers from (to) restricted cash - Repl Res	-	-	-	38,662	-	(102,510)	(63,848)
Section 18 transfers from Public Housing	-	-	-	-	13,036	766,693	779,729
Net unrestricted cash flows	18,375	(70,080)	5,287	1,170	(209,963)	717,164	461,953
Restricted cash flows:							
Housing Assistance Payments earned	13,680,180	-	-	-	-	-	13,680,180
Housing Assistance Payments	(14,172,268)	-	-	-	-	-	(14,172,268)
Investment income - restricted	1,437	8,350	-	-	-	-	9,787
Transfers from unrestricted - CAO	-	-	-	-	-	224,829	224,829
Transfers from (to) unrestricted - Repl Res	-	-	-	(38,662)	-	102,510	63,848
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(779,729)	-	-	-	-	(779,729)
Total restricted cash flows	(490,651)	(771,379)	-	(38,662)	-	327,339	(973,353)
Net cash flows	(472,276)	(841,459)	5,287	(37,492)	(209,963)	1,044,503	(511,400)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	2,112,892	2,167,305	(54,413)	1,954,681	158,211
Gross billable rent	4,277,763	4,230,430	47,333	4,149,403	128,360
Vacancy loss	(108,537)	(147,975)	39,438	(120,327)	11,790
Premiums (concessions)	(42,200)	(52,513)	10,313	(41,004)	(1,196)
Other tenant revenue	110,997	137,569	(26,572)	138,769	(27,772)
Tenant revenue	4,238,023	4,167,512	70,511	4,126,841	111,182
Other revenue (incl GF subsidy)	314,168	321,631	(7,463)	249,707	64,461
Total operating revenue	6,665,083	6,656,448	8,635	6,331,229	333,854
Operating expenses:					
Repair and maintenance	1,977,338	1,905,086	(72,252)	1,854,063	(123,275)
Operations	2,094,188	2,061,227	(32,961)	1,941,979	(152,209)
Utilities	438,330	429,979	(8,351)	418,563	(19,767)
Insurance	131,397	127,683	(3,714)	121,535	(9,862)
PILOT	32,220	32,223	3	32,192	(28)
Bad debt, net of recoveries	43,770	51,706	7,936	66,404	22,634
Other	38,370	30,155	(8,215)	33,119	(5,251)
Total operating expenses	4,755,613	4,638,059	(117,554)	4,467,855	(287,758)
Net program income	1,909,470	2,018,389	(108,919)	1,863,374	46,096
Other ongoing cash outflows:					
HAWC administration	517,163	544,801	27,638	522,818	5,655
Debt service	1,384,910	1,384,912	2	1,383,824	(1,086)
Total outflows	1,902,073	1,929,713	27,640	1,906,642	4,569
Cash flow from operations	7,397	88,676	(81,279)	(43,268)	50,665
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,321	(5,863)	7,184	3,064	(1,743)
Capital fund receipts	24,185	33,757	(9,572)	104,211	(80,026)
Capitalized modernization	(62,002)	(33,757)	(28,245)	(275,322)	213,320
Gain on sale of assets	-	-	-	18,132	(18,132)
Transfers to (from) Local Fund	-	33,588	(33,588)	-	-
Transfers to restricted cash - CAO	(224,829)	(224,832)	3	(259,855)	35,026
Transfers from (to) restricted cash - Repl Res	(63,848)	(126,810)	62,962	(125,190)	61,342
Section 18 transfers from Public Housing	779,729	770,675	9,054	764,620	15,109
Net unrestricted cash flows	461,953	535,434	(73,481)	186,392	275,561
Restricted cash flows:					
Housing Assistance Payments earned	13,680,180	13,351,161	329,019	13,195,978	484,202
Housing Assistance Payments	(14,172,268)	(14,042,595)	(129,673)	(14,040,391)	(131,877)
Investment income - restricted	9,787	17,884	(8,097)	7,265	2,522
Transfers from unrestricted - CAO	224,829	224,832	(3)	259,855	(35,026)
Transfers from (to)unrestricted - Repl Res	63,848	126,810	(62,962)	125,190	(61,342)
Purchased from replacement reserves	-	(49,379)	49,379	(19,026)	19,026
Sec 18 transfers to Affordable Housing	(779,729)	(770,675)	(9,054)	(764,620)	(15,109)
Total restricted cash flows	(973,353)	(1,141,962)	168,609	(1,235,749)	262,396
Net cash flows	(511,400)	(606,528)	95,128	(1,049,357)	537,957



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	1,155,608	1,226,342	(70,734)	1,195,981	(40,373)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	49,135	18,933	30,202	22,950	26,185
Total operating revenue	1,204,743	1,245,275	(40,532)	1,218,931	(14,188)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,088,351	1,073,947	(14,404)	1,025,045	(63,306)
Utilities	-	-	-	-	-
Insurance	4,354	5,098	744	3,281	(1,073)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	35,407	29,158	(6,249)	32,146	(3,261)
Total operating expenses	1,128,112	1,108,203	(19,909)	1,060,472	(67,640)
Net program income	76,631	137,072	(60,441)	158,459	(81,828)
Other ongoing cash outflows:					
HAWC administration	273,794	285,363	11,569	268,948	(4,846)
Debt service	-	-	-	-	-
Total outflows	273,794	285,363	11,569	268,948	(4,846)
Cash flow from operations	(197,163)	(148,291)	(48,872)	(110,489)	(86,674)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	538	(485)	1,023	811	(273)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	215,000	167,793	47,207	45,212	169,788
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	18,375	19,017	(642)	(64,466)	82,841
Restricted cash flows:					
Housing Assistance Payments earned	13,680,180	13,351,161	329,019	13,195,978	484,202
Housing Assistance Payments	(14,172,268)	(14,042,595)	(129,673)	(14,040,391)	(131,877)
Investment income - restricted	1,437	5,033	(3,596)	(6,683)	8,120
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(490,651)	(686,401)	195,750	(851,096)	360,445
Net cash flows	(472,276)	(667,384)	195,108	(915,562)	443,286



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	848,101	877,124	(29,023)	668,657	179,444
Gross billable rent	461,411	382,481	78,930	391,139	70,272
Vacancy loss	(2,184)	(911)	(1,273)	(1,339)	(845)
Premiums (concessions)	(211)	(22)	(189)	(14)	(197)
Other tenant revenue	20,305	28,338	(8,033)	38,670	(18,365)
Tenant revenue	479,321	409,886	69,435	428,456	50,865
Other revenue (incl GF subsidy)	4,871	40,109	(35,238)	10,496	(5,625)
Total operating revenue	1,332,293	1,327,119	5,174	1,107,609	224,684
Operating expenses:					
Repair and maintenance	770,698	836,346	65,648	822,474	51,776
Operations	268,278	266,661	(1,617)	252,657	(15,621)
Utilities	52,986	54,382	1,396	49,988	(2,998)
Insurance	32,724	31,770	(954)	30,939	(1,785)
PILOT	32,220	32,223	3	32,192	(28)
Bad debt, net of recoveries	647	(266)	(913)	16,412	15,765
Other	-	-	-	-	-
Total operating expenses	1,157,553	1,221,116	63,563	1,204,662	47,109
Net program income	174,740	106,003	68,737	(97,053)	271,793
Other ongoing cash outflows:					
HAWC administration	219,743	251,812	32,069	248,988	29,245
Debt service	-	-	-	-	-
Total outflows	219,743	251,812	32,069	248,988	29,245
Cash flow from operations	(45,003)	(145,809)	100,806	(346,041)	301,038
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	3,885	6,536	(2,651)	6,641	(2,756)
Capital fund receipts	24,185	33,757	(9,572)	104,211	(80,026)
Capitalized modernization	(53,147)	(33,757)	(19,390)	(130,643)	77,496
Gain on sale of assets	-	-	-	18,132	(18,132)
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	(70,080)	(139,273)	69,193	(347,700)	277,620
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	8,350	12,851	(4,501)	13,949	(5,599)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(779,729)	(770,675)	(9,054)	(764,620)	(15,109)
Total restricted cash flows	(771,379)	(757,824)	(13,555)	(750,671)	(20,708)
Net cash flows	(841,459)	(897,097)	55,638	(1,098,371)	256,912



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	17,930	17,912	18	17,542	388
Gross billable rent	47,746	45,900	1,846	47,489	257
Vacancy loss	(1,262)	(1,377)	115	(638)	(624)
Premiums (concessions)	(341)	-	(341)	-	(341)
Other tenant revenue	1,210	-	1,210	375	835
Tenant revenue	47,353	44,523	2,830	47,226	127
Other revenue (incl GF subsidy)	782	857	(75)	859	(77)
Total operating revenue	66,065	63,292	2,773	65,627	438
Operating expenses:					
Repair and maintenance	18,470	11,772	(6,698)	14,176	(4,294)
Operations	6,744	5,989	(755)	5,686	(1,058)
Utilities	7,145	7,696	551	7,360	215
Insurance	632	622	(10)	596	(36)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,851	-	(1,851)	1,259	(592)
Other	-	-	-	-	-
Total operating expenses	34,842	26,079	(8,763)	29,077	(5,765)
Net program income	31,223	37,213	(5,990)	36,550	(5,327)
Other ongoing cash outflows:					
HAWC administration	53	41	(12)	30	(23)
Debt service	26,062	26,063	1	26,063	1
Total outflows	26,115	26,104	(11)	26,093	(22)
Cash flow from operations	5,108	11,109	(6,001)	10,457	(5,349)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	179	165	14	150	29
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	5,287	11,274	(5,987)	10,607	(5,320)
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	5,287	11,274	(5,987)	10,607	(5,320)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	32,480	32,657	(177)	32,670	(190)
Gross billable rent	399,096	399,096	-	399,096	-
Vacancy loss	(12,561)	(11,973)	(588)	(10,810)	(1,751)
Premiums (concessions)	(14,613)	(13,642)	(971)	(12,751)	(1,862)
Other tenant revenue	5,614	5,366	248	4,798	816
Tenant revenue	377,536	378,848	(1,312)	380,333	(2,797)
Other revenue (incl GF subsidy)	7,334	7,331	3	7,346	(12)
Total operating revenue	417,350	418,836	(1,486)	420,349	(2,999)
Operating expenses:					
Repair and maintenance	235,935	152,137	(83,798)	156,243	(79,692)
Operations	99,429	93,444	(5,985)	93,741	(5,688)
Utilities	49,581	43,940	(5,641)	42,332	(7,249)
Insurance	12,416	10,723	(1,693)	9,171	(3,245)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	2,548	3,203	655	1,290	(1,258)
Other	-	-	-	-	-
Total operating expenses	399,909	303,447	(96,462)	302,777	(97,132)
Net program income	17,441	115,389	(97,948)	117,572	(100,131)
Other ongoing cash outflows:					
HAWC administration	315	110	(205)	106	(209)
Debt service	54,626	54,626	-	54,626	-
Total outflows	54,941	54,736	(205)	54,732	(209)
Cash flow from operations	(37,500)	60,653	(98,153)	62,840	(100,340)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	8	271	(263)	259	(251)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(74,683)	74,683
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	38,662	(22,680)	61,342	(22,680)	61,342
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	1,170	38,244	(37,074)	(34,264)	35,434
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	(38,662)	22,680	(61,342)	22,680	(61,342)
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(38,662)	22,680	(61,342)	22,680	(61,342)
Net cash flows	(37,492)	60,924	(98,416)	(11,584)	(25,908)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	44,967	2,191	42,776	29,579	15,388
Gross billable rent	64,633	40,616	24,017	40,404	24,229
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	364	1,991	(1,627)	1,615	(1,251)
Tenant revenue	64,997	42,607	22,390	42,019	22,978
Other revenue (incl GF subsidy)	52,833	56,792	(3,959)	10,805	42,028
Total operating revenue	162,797	101,590	61,207	82,403	80,394
Operating expenses:					
Repair and maintenance	21,608	7,999	(13,609)	6,824	(14,784)
Operations	103,233	68,100	(35,133)	37,909	(65,324)
Utilities	6,613	5,576	(1,037)	4,333	(2,280)
Insurance	1,173	880	(293)	974	(199)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	116	116	75	75
Other	2,963	997	(1,966)	973	(1,990)
Total operating expenses	135,590	83,668	(51,922)	51,088	(84,502)
Net program income	27,207	17,922	9,285	31,315	(4,108)
Other ongoing cash outflows:					
HAWC administration	21,314	5,706	(15,608)	3,519	(17,795)
Debt service	9,213	9,214	1	9,214	1
Total outflows	30,527	14,920	(15,607)	12,733	(17,794)
Cash flow from operations	(3,320)	3,002	(6,322)	18,582	(21,902)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	4,176	4,394	(218)	5,920	(1,744)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	(8,855)	-	(8,855)	(53,575)	44,720
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	(215,000)	(134,205)	(80,795)	(45,212)	(169,788)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	13,036	8,079	4,957	27,131	(14,095)
Net unrestricted cash flows	(209,963)	(118,730)	(91,233)	(47,154)	(162,809)
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	(209,963)	(118,730)	(91,233)	(47,154)	(162,809)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	13,806	11,079	2,727	10,253	3,553
Gross billable rent	3,304,877	3,362,337	(57,460)	3,271,276	33,601
Vacancy loss	(92,530)	(133,714)	41,184	(107,541)	15,011
Premiums (concessions)	(27,035)	(38,849)	11,814	(28,239)	1,204
Other tenant revenue	83,504	101,874	(18,370)	93,311	(9,807)
Tenant revenue	3,268,816	3,291,648	(22,832)	3,228,807	40,009
Other revenue (incl GF subsidy)	199,213	197,609	1,604	197,252	1,961
Total operating revenue	3,481,835	3,500,336	(18,501)	3,436,312	45,523
Operating expenses:					
Repair and maintenance	930,627	896,832	(33,795)	854,349	(76,278)
Operations	528,153	553,086	24,933	526,944	(1,209)
Utilities	322,005	318,385	(3,620)	314,552	(7,453)
Insurance	80,098	78,590	(1,508)	76,574	(3,524)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	38,724	48,653	9,929	47,368	8,644
Other	-	-	-	-	-
Total operating expenses	1,899,607	1,895,546	(4,061)	1,819,787	(79,820)
Net program income	1,582,228	1,604,790	(22,562)	1,616,525	(34,297)
Other ongoing cash outflows:					
HAWC administration	1,944	1,769	(175)	1,228	(716)
Debt service	1,295,009	1,295,009	-	1,293,922	(1,087)
Total outflows	1,296,953	1,296,778	(175)	1,295,150	(1,803)
Cash flow from operations	285,275	308,012	(22,737)	321,375	(36,100)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(7,465)	(16,744)	9,279	(10,716)	3,251
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(16,422)	16,422
Gain on sale of assets	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(224,829)	(224,832)	3	(259,855)	35,026
Transfers from (to) restricted cash - Repl Res	(102,510)	(104,130)	1,620	(102,510)	-
Section 18 transfers from Public Housing	766,693	762,596	4,097	737,489	29,204
Net unrestricted cash flows	717,164	724,902	(7,738)	669,361	47,803
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	224,829	224,832	(3)	259,855	(35,026)
Transfers from (to) unrestricted - Repl Res	102,510	104,130	(1,620)	102,510	-
Purchased from replacement reserves	-	(49,379)	49,379	(19,026)	19,026
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	327,339	279,583	47,756	343,339	(16,000)
Net cash flows	1,044,503	1,004,485	40,018	1,012,700	31,803



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

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Current assets:							
Unrestricted cash and cash equivalents	14,010	795,483	45,915	70,135	(515,970)	(824,461)	(414,888)
Restricted cash and cash equivalents	15,805	70,465	1,150	37,699	33,975	300,470	459,564
Accounts receivable, net	67,514	80,736	1,329	50,648	32,445	76,672	309,344
Current portion of contracts receivable	—	1,149	—	—	3,254	—	4,403
Other current assets	616	16,414	210	3,415	7,191	37,907	65,753
Total current assets	97,945	964,247	48,604	161,897	(439,105)	(409,412)	424,176
Non-current assets:							
Restricted cash and cash equivalents	652,467	1,425,623	36,103	69,004	—	1,535,966	3,719,163
Contracts receivable	—	—	—	—	401,884	—	401,884
Capital assets, non-depreciable	—	3,650,025	50,000	73,738	366,231	4,095,129	8,235,123
Capital assets, depreciable, net	—	3,561,618	36,419	247,686	781,848	15,344,878	19,972,449
Total non-current assets	652,467	8,637,266	122,522	390,428	1,549,963	20,975,973	32,328,619
Total assets	750,412	9,601,513	171,126	552,325	1,110,858	20,566,561	32,752,795
Liabilities							
Current liabilities:							
Accounts payable	72,996	76,159	3,966	69,672	14,391	58,061	295,245
Deferred revenue	—	5,488	12	616	—	2,815	8,931
Accrued interest payable - bonds and notes	—	—	2,584	118	113	358,615	361,430
Current portion of notes and contracts payable	—	—	3,911	37,564	10,041	311,730	363,246
Current liabilities payable from restricted assets:							
Tenant and other deposits	15,805	70,465	1,150	37,699	33,975	300,470	459,564
Total curr. liabilities payable from restr. assets	15,805	70,465	1,150	37,699	33,975	300,470	459,564
Total current liabilities	88,801	152,112	11,623	145,669	58,520	1,031,691	1,488,416
Non-current liabilities:							
Contracts and notes payable	157,366	—	323,401	—	713,398	26,046,303	27,240,468
Total non-current liabilities	157,366	—	323,401	—	713,398	26,046,303	27,240,468
Total liabilities	246,167	152,112	335,024	145,669	771,918	27,077,994	28,728,884
Net Assets							
Invested in capital assets, net of related debt	—	7,211,643	(240,892)	283,860	424,640	(6,918,026)	761,225
Restricted	502,520	1,425,623	36,103	69,004	—	1,535,966	3,569,216
Unrestricted	1,725	812,135	40,891	53,792	(85,700)	(1,129,373)	(306,530)
Total net assets	504,245	9,449,401	(163,898)	406,656	338,940	(6,511,433)	4,023,911
Total liabilities and net assets	750,412	9,601,513	171,126	552,325	1,110,858	20,566,561	32,752,795



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

Wait List Time Based on # of HH Members										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	535	281	203	125	72	46	15	8	5	1,290
Average Days	1,639	1,594	1,655	1,699	1,468	1,488	1,868	1,717	1,690	1,626

Wait List Based on Gender					
Gender	Female		Male		Total
Total	912		378		1,290

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	15	52	190	9	970	13	41	1,290

Wait List Based on Ethnicity						
HH Ethnicity	Hispanic		Not Hispanic		Unknown	Total
	275		1,002		13	1,290

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	241	101	623	325	1,290



WASHINGTON COUNTY
OREGON

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

Fiscal Year-to-Date
April 2014

Average Vacancy Days - Public Housing

FY 2012-13	Units Turned Over	Vacancy Days	Average Vacancy	Total Vacant Units	Total Vacancy Days	Total Average
	This Month	This Month	Days Per Unit This Month	(FY cumulative total)	(FY cumulative total)	Vacancy Days Per Unit (FY cumulative total)
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50
January 2013	0	0	0.00	18	369	20.50
February 2013	1	15	15.00	19	384	20.21
March 2013	2	22	11.00	21	406	19.33
April 2013	2	20	10.00	23	426	18.52
May 2013	8	144	18.00	31	570	18.39
June 2013	3	80	26.67	34	650	19.12
FY 2013-14						
July 2013	0	0	0.00	0	0	0.00
August 2013	3	29	9.67	3	29	9.67
September 2013	2	19	9.50	5	48	9.60
October 2013	6	63	10.50	11	111	10.09
November 2013	3	52	17.33	14	163	11.64
December 2013	1	9	9.00	15	172	11.47
January 2014	2	34	17.00	17	206	12.12
February 2014	3	51	17.00	20	257	12.85
March 2014	2	26	13.00	22	283	12.86
April 2014	2	29	14.50	24	312	13.00



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: April: 1,290 last month 1,660. 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 April 2014 were at 14.50 (last month – 13.00). FY2014 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys and the new tenant taking possession of the keys/unit. HAWC’s cumulative total vacancy days are 13.00. Awesome!
- c) Occupancy Rates:
 *Public Housing: 98.8% (last month – 99.2%)
 *Section 8: 99.3% (last month – 99.7%)

We had 2,676 vouchers leased up on the first of April (last month – 2,626). Forty-nine (49) new vouchers were issued, and 86 applicants with vouchers are searching for housing (last month 31 new, 107 looking). Our monthly allocation of Section 8 HAP funds is 101.4%. Our goal of budget authority is 95% minimum.

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

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO’s	3.00 hrs	5.0 hrs	24 hrs
Routine WO’s	4.89 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 83 (70 from Section 8 and 13 from Public Housing)
 Total FSS participants w/escrow balance: 43
 Total Escrow Balance: \$156,342
 Average Escrow Balance: \$3,636
 Highest Escrow Accounts: \$16,124 (Section 8) and \$17,682 (Public Housing)
 IDA (Individual Development Accounts) Accounts: 3

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 98.69% Occupancy (8 vacancies / 613 units), compared to 98.53% (9 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned two (2) Public Housing units over for new residents.
- All repairs, painting and landscaping was completed by Maintenance staff.
- Carpet was replaced in turnover of two (2) Public Housing units.
- Cleaning was performed in two (2) Public Housing units.

Special Projects:

- Replaced siding on one (1) Public Housing unit.
- Replaced and repaired concrete cutting services for safety on two complexes and Public Housing units.
- Treated two (2) Public Housing Units with pest control services.
- Replaced one (1) refrigerator in Public Housing unit.
- Replaced and upgraded all cabinetry in two (2) Public Housing units.
- Replaced bathroom flooring in two (2) Public Housing units.
- Replaced water heater in two (2) Public Housing units.
- Preventative maintenance was performed on twenty-one (21) inspected pre-REAC units.
- Reported 673 year-to-date non-emergency work orders have been completed.
- Reported 100% of 63 year-to-date emergency work orders have been completed within 24 hours.



V. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	62	36
Special Needs	25	25	0
Total PBVs	225	189	36

There are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 114 PBVs in Category II (30% or less MFI).

Remaining available project-based vouchers and project-based vouchers that have been awarded but are not yet leased are being utilized as tenant-based vouchers. Vouchers are project-based as units become available and residents leave the Section 8 tenant-based voucher program.

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	10
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	10			
REACH CDC (The Orchards at Orenco)				16					
Northwest Housing Alternatives (Alma Gardens)				8	8	8			
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	35	35						
Total PBVS	102	47	47	54	30	23	25	25	21



V. STAFF REPORTS
E. Report on Homelessness

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

Implemented January 2014, during the first four months of operation the new Community Connect system has screened 374 households (933 people) for determination of homeless status, with 124 households completing the assessment process with a Housing Specialist staffed by Community Action Organization. Households in emergency shelter are assessed by shelter case workers trained to perform the assessment scoring in alignment with the Community Connect policy and standards.

374 screened households, with 63% at risk of homelessness and 37% literally homeless

124 assessed households, with 70% last permanent address in Washington County

- 10% homeless recidivism (in Washington County homeless program during past 24 months)
- 27% owe previous landlord (average \$2,232 per household)
- 37% criminal history
- 44% treatment for mental health issues (self reported), with identification of some local mental health provider agencies noted
- 15% hospitalized for health issues in last 12 months

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

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

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

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

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



The President's FY2015 budget includes \$2.4 billion for HUD Homeless Assistance Grants, an increase of \$301 million more than the FY2014 budget.

Local HUD McKinney-Vento CoC Program Homeless Assistance funding.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014¹	FY2015²
	\$1.846 billion	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.406 billion
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion	\$1.8 billion	n/a
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	* Award \$2.2 million * Pending \$390,211	HUD Application not yet released	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	n/a
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	\$152,317	

• **ON-SITE MONITORING OF HUD-FUNDED COC PROGRAMS**

As the recipient of CoC Program grant funds administered by HUD, the Washington County Department of Housing Services (DHS) is responsible for compliance of federally-funded programs established by the HEARTH Act. In April and May, the Homeless Program Coordinator completed on-site monitoring of five CoC-funded programs operated by nonprofit partner agencies (subrecipients). The goal of monitoring is to prevent/identify deficiencies, to be observant of potential fraud, waste and mismanagement of federal funds, and to develop corrective actions that improve or reinforce program participant performance.

In performing the on-site monitoring, a review of agency documentation including general recordkeeping, fiscal management, audits and recordkeeping, program performance outcomes, and client case files was performed. This monitoring provides an opportunity to review the Annual Performance Report (APR) submitted to HUD, and highlight program accomplishments in management/implementation/evaluation techniques that might be replicated by other homeless programs, as well as brainstorm areas for improving performance outcomes of program participants.

The U.S. Department of Housing and Urban Development will perform a compliance monitoring of the Washington County Department of Housing Services the week of July 7, as well as subrecipient agencies.

¹ FY2014 Omnibus Appropriations; January 17, 2014.

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

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



• **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

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

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
50 Units Total (Years 1 - 2) July 2012 to June 2014	52 people (includes 7 people discharged)	43 (includes 4 couples; 1 S+C unit & 1 VASH unit)	49 (13 of the units are awaiting turnover; 6 units pending contract)
90 Units Total (Years 1 - 3) July 2012 to June 2015			

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

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

• **HOMELESS COST STUDY**

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



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

- **MASS CARE – INTEGRATED EMERGENCY MANAGEMENT TRAINING**

The federal Emergency Management Institute (EMI) in Emmitsburg, Maryland, funds multiple government and agencies to practice their community's ability to coordinate recovery after large-scale disasters - in this exercise, a hypothetical 8.5 magnitude Cascadia Subduction Zone earthquake.

On April 14-18 nearly 70 county, city and special district staff attended the Washington County Community Specific Integrated Emergency Management Course at EMI. Annette Evans attended to represent the Washington County Emergency Operation Center (EOC) Mass Care Group Supervisor role in sheltering, mobile feeding and rehousing following a disaster. The training included a real-life exercise where participants faced challenges that the public would encounter during a real disaster. The outcomes included updates to local EOC policies, coordination and communication enhancements, and the need to develop resources and service agreements prior to a disaster situation.

VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

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

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



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

The Aloha-Reedville Study and Livable Community Plan report and components have been finalized and printed. Limited hard copies are available by request, and the plan and supporting documents are available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

The final Citizen Advisory Committee (CAC) celebration took place Wednesday, May 14 from 6-8pm at Reedville Café. CAC members received certificates of appreciation and copies of the final Aloha-Reedville plan, executive summary and 4-page tabloid. The first meeting to form an ongoing community-led organizational committee will be held in June at the Blanton TVF&R center.

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

1. The Executive Summary and Aloha-Reedville Study and Livable Community Plan report provides the overarching narrative of the planning effort and draws entirely from its accompanying documents:
2. Town Center Framework Plan - describes current conditions, issues, goals and recommendations to work towards a vision for the commercial center at 185th and TV Hwy
3. Economic Development Strategies - describes conditions, issues, goals and tools as well as some recommendations to enhance the vitality of businesses and jobs
4. Bicycle and Pedestrian Plan - describes concurrent planning efforts and provides recommendations for active transportation improvements
5. Corridor, Town Center, Land Use, and Streetscape Strategy - addresses potential changes to encourage private investment and achieve community aspirations for a vital TV Hwy Corridor and Town Center
6. Housing Equity and Opportunity Strategy - describes current conditions and recommendations to increase housing supply and diversity, improve housing quality, provide housing that is affordable to a range of incomes, and support neighborhoods that meet the needs of Aloha-Reedville's diverse residents.

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



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

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

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Participants will receive occupational skills training in one of four growing employment sectors—construction, healthcare, office/clerical, or manufacturing. Participants will also received job attachment support that will include internships, On-The-Job training, and job placement assistance.

HAWC's goal is to serve 50 clients over the 18 months of the grant program. HAWC has been awarded additional client enrollment slots as a result of the success of the project so far. The next program orientation is scheduled for May, accepting job seekers interested in any of the available career fields. Grant funds support a dedicated case manager for program participants, and provide resources for education, classes, on-the-job training, and internships. The Housing Authority will receive additional grant funds to support a second case manager to serve 30 additional Housing Works participants for the duration of the grant.

- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department is supporting the Office of Community Development's efforts to coordinate the Washington County 2015-2020 Consolidated Plan, including the cities of Hillsboro and Beaverton and community partners. The planning effort kicked off in October and the Work Group has met each month since then.

The May 14 meeting included updates on the housing needs of Washington County residents living with HIV from Amanda Hurley, Director of Housing Services at Cascade AIDS Project, and the integration of HOPWA (Housing Opportunities for Persons with AIDS) resources with other Con Plan and Continuum of Care resources, and the needs of Washington County youth from Vera Stoullil, Vice President of Operations for Boys and Girls Aid Society. The meeting also included a review of the draft 2015-2020 Housing Market Analysis and Needs Assessment for Washington County.



VIII. NEW BUSINESS

- **SUNSET VIEW APARTMENTS**

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

The proposed project includes 228 units for low-income families earning 60% AMI or below. The proposed development is 100% affordable. Gordon Teifel, Families for Independent Living, has secured PEDCOR's informal agreement to use some units for persons with developmental disabilities.

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

- **HAC ANNUAL RETREAT**

The HAC Annual Retreat is scheduled for Friday, October 17 at Jenkins Estate, located at 8005 SW Grabhorn Road in Beaverton.

The Annual Retreat has been an excellent forum to inform public officials and HAC members of timely affordable housing issues, opportunities/challenges in Washington County, and ongoing initiatives and needs of the Housing Authority.

Recommendation: The HAC form a subcommittee/working group to develop a draft agenda for the HAC retreat, focusing on the role and function of the Housing Authority and the HAC.

- **HOUSING AUTHORITY BOARD OF DIRECTORS MEETING, June 3, 2014**

- HAWC FY 2014/15 Budget Recommendation



IX. RESOLUTIONS/ACTION ITEMS

- **HAWC ANNUAL BUDGET**

The 2014-15 Budget for the Housing Authority was provided for HAC review. Staff will present a general overview of the budget document and answer questions from HAC members. HAWC would like the HAC to make a motion to recommend approval of the budget by the Board of County Commissioners.

ACTION REQUIRED: Approve 2014-15 HAWC budget for submission to the Housing Authority Board of Directors.

- **ELECT HAC CHAIR AND VICE-CHAIR**

The Washington County Housing Advisory Committee (HAC) is a nine-member volunteer committee that assists the Housing Authority Board of Directors and the Board of Commissioners by making recommendations on countywide housing policy issues as well as policies affecting operations of the County's core housing programs.

HAC By-Laws state that the duties of the HAC include (but are not limited to) the following:

- Identify, consider, and recommend housing goals and policies;
- Identify and consider the community's needs for low-income housing and the resources available to meet these needs and recommend to the Housing Authority programs to meet those needs;
- Advise the Housing Authority on applications for federal and state government programs for housing;
- Make recommendations to the Housing Authority for changes and revisions in policies of the Housing Authority;
- Review and recommend action on the budgets of the Housing Authority;
- Review and make recommendations on other matters coming before the Housing Authority and perform such other advisory functions as may be referred by the Housing Authority.



The Chair and Vice-Chair serve for one-year terms, or until their successors are elected. The Chair and Vice-Chair are normally elected at the Annual Meeting (HAC Retreat), but if these positions become vacant between elections, the by-laws state that the committee shall elect successor(s) during its next regular meeting.

The appointment of Renee Bruce, former HAC Chair, expired on March 31, 2014. Recommendation: The HAC should nominate and elect a Chair and a Vice-Chair from its members, or make a formal motion to defer the election to a future HAC meeting.

ACTION REQUIRED: Elect a Chair and Vice-Chair for the HAC, or make a motion to defer the election.

IX. ADJOURNMENT