



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



**Thursday, November 29, 2012
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:

Holiday Luncheon—Friday, December 14, 2012 at 1pm

2012 Meeting Schedule
NEW DATE - November 29
Friday, December 14 - Luncheon



HOUSING ADVISORY COMMITTEE
Department of Housing Services
November 29, 2012 at 9:00 A.M.

AGENDA

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
 - A. September 27, 2012 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
September 27, 2012, 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

Peter Hainley Ron Lehr
LaShanda Williams Laurie Butler
David Nase Renee Bruce
Ramsay Weit Tricia Peterson

COMMITTEE MEMBERS ABSENT

Donna Pottle

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 9:02 a.m.

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

Motion: Approve the minutes from August 23, 2012— Ramsay Weit

Second: Tricia Peterson

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- LaShanda Williams reported that the Beaverton School District will be looking into class size and safety issues in the wake of recent budget-driven layoffs.
- September is National Recovery Month. Information is available online at <http://www.recoverymonth.gov/>
- Community Action will hold an energy and resource fair on Saturday October 27th.

IV. EXECUTIVE DIRECTOR'S REPORT

- Grant Awards
No updates were provided in the meeting.
- Health Share of Oregon (formerly Tri-County Medicaid Collaborative)
No updates were provided in the meeting.
- Housing Alliance Initiative – Veterans Workgroup
No updates were provided in the meeting.



- HAC Retreat

No updates were provided in the meeting.

The recent Oregon Housing Authorities meeting included a discussion of the association's position with regard to considering Section 8 assistance as income. Currently, Oregon Fair Housing law does not require landlords to consider Section 8 assistance as income when screening tenants for available units, which may allow some landlords to discriminate against Section 8 residents. There is a possibility that a bill will be presented to the legislature to change this. Ron Lehr asked if there was any research or statistics that supported the perception that Section 8 residents are more difficult residents.

Val Valfre noted that he is working with the County Administrative Office to respond to the negotiation issues between Bienestar and the City of Hillsboro. The group discussed the letters from Hillsboro City Manager Michael Brown and Bienestar's Executive Director Karen Shawcross, as well as Hillsboro's overall stance on affordable housing.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials.

The second auditor visit took place last week. HAWC does not anticipate any audit findings this year. Financial reports for PHAS (Public Housing Assessment System) were submitted to HUD in August, and have now been accepted by HUD. HAWC was rated a High Performer by scoring 98 of 100 points of the FY2012 PHAS indicators of Financial, Physical and (Operations) Management, and Capital Fund.

HAWC is testing a direct deposit system for landlord payments. In October about 100 landlords will receive HAP payments via direct deposit. The Housing Authority hopes to offer direct deposit to all landlords and tenants receiving utility allowances in the next 3-4 months. Tricia Peterson asked if tenants would be able to make rent payments electronically. Michael O' Neill commented that this may be explored once the direct deposit system is stable.

B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications as of September 1, 2011. The waitlist is currently about 5,200.
- Average vacancy days per unit are 20.60. 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.



- There are 68 FSS participants, with a total of \$155,677 in escrow accounts (~\$3,800 average). The FSS program recently launched a Facebook page.

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.

E. Report on Homelessness

- New Programs Serving Homeless in Washington County
These new programs will bring a significant increase in the number of units serving homeless residents in Washington County—at least 163 new units are expected through these programs.

Project Bloom

This transitional housing project is 100% funded by The Spencer Foundation (<http://www.spencer.org/>). The project has purchased units and intends to fund program operations permanently. Laura Spencer will provide an overview of the program at the October HSSN.

Springboard to Stability, Self-Sufficiency and Health (S4H) Program

This program will serve at least 20 households living with HIV/AIDS in Washington County (60 region-wide).

Supportive Services for Veterans Families

Housing TEAM Program

The Washington County Board of Commissioners approved the MOU for this SAMHSA-funded program on September 25. This grant requires the formation of a Community Consortium to provide access and continuity of services for chronically homeless individuals.

- Emergency Food and Shelter Program—Phase 30 Funding
Washington County will receive about \$205,000 in funding for food, shelter and emergency rent assistance programs.
- Severe Weather Shelter Response Plan
Cascade Microtech will donate coats and blankets to the Severe Weather Shelter program this year. Seven churches will participate as shelters this year, with Saint Francis church in Sherwood being a new addition to the program.



Sonrise Church is not certain if they will operate as a 90-day shelter this year—the temporary use permit through the City of Hillsboro has not yet been approved. The 90-day enrolled program at Sonrise Church last year provided an opportunity for a few individuals to stabilize and gain employment.

- Real Choice: Building Sustainable Partnerships Forum

This forum will be hosted by Sequoia Mental Health to bring together housing and service providers to discuss ways to bring together housing and services for individuals with disabilities as a coordinated system. The input from these statewide forums will inform Oregon state policy and HUD 811 funding.

- Cost Study on Homelessness

The cost study is moving forward, but the report has been delayed by some challenges with HIPPA compliance. Community Action will collect data from families, and Luke-Dorf, Inc will collect data on individuals.

- HEARTH Act Implementation

Continuum of Care program interim rules were released. As programs receive renewal funding, agencies will need to comply with new regulations. As a result of regulatory changes, rental assistance will now be administered by the Department of Housing Services.

Administrative funding was increased from 5% to 7% for Continuum of Care, but reduced to 7% for the Shelter Plus Care program.

- Coordinated and Centralized Assessment System

The Community Consortium being developed as part of the Housing TEAM Program work will help support the HEARTH Act requirement that Washington County develop a Coordinated and Centralized Assessment System for homeless services in Washington County. Washington County has two years to implement the coordinated system. The new system may come online as early as May, which would assist with the new programs beginning in the coming year.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

City of Beaverton staff brought a discussion item to the City Council on Tuesday, September 25, 2012. Council was generally positive, though some Council members had questions about details.

- Aloha-Reedville Study and Livable Community Plan

Flyers for the events on October 11 and 13 were passed out to the group. The October 13 workshop will include interactive small group activities to create solutions packages for the study area.



The Technical Advisory Committee and the Citizen's Advisory Committee (CAC) met on September 12. The CAC tested the workshop mapping activity at the September meeting.

Centro Cultural of Washington County and the Center for Intercultural Organizing have conducted nearly 300 surveys of immigrant and minority communities. This effort will help insure that the project collects feedback from the entire community (not just the usual subjects) and considers the needs of all community members.

The current Existing Conditions report and all appendices are available on the project website at

<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.

- Workforce Systems, Inc.

HAWC continues to work with WorkSystems, Inc. and the other regional housing authorities to clarify details and begin this project. This project will assist 50 clients from Section 8 and/or Public Housing to increase their earned income. A case manager will be hired to work with clients participating in this program.

- Mixed-Income Housing Work Group

The Mixed-Income Housing work group's next meeting was rescheduled for October 24 from 3-4:30pm in Beaverton. Work group members will be asked to come to the next meeting with draft recommendations for discussion.

- City of Tigard Goal 10 Review

The next meeting for the Technical Advisory Committee has been moved to October 18. Ramsay Weit and Kim Armstrong are serving on this TAC, as well as Steve Kelley from Washington County Land Use and Transportation.

- Extended BOC Work Session: Affordable Housing

No updates were provided at the meeting. Content for this discussion is still being developed.

- HAC Retreat

The HAC retreat is scheduled for Friday, October 19 at Jenkins Estate. HAC members were asked to confirm their attendance.

The group decided that a property tour was not necessary for this year's retreat. The group discussed a separate tour on a future date, or possibly rotating meeting locations in 2013 and holding every other meeting at a HAWC property.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS



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

The Housing Authority continues to be engaged in promoting affordable housing goals in support of our mission and in outcomes wherein we can work with partners to benefit the diverse needs of this community. Staff and community partners are involved in multiple efforts promoting mental health, public health and wellness, addressing homelessness, and increasing affordable housing development.

Over the last few months, the Housing Authority has been working with the County to secure a tax-foreclosed duplex for use as affordable housing. This will increase HAWC's affordable housing inventory and benefit two low-income families. We hope to see progress on this effort in January.

The Housing Authority and the Washington County Administrative Office worked with the City of Hillsboro and Bienestar in October to secure acceptance and support for Bienestar's proposed affordable housing property for seniors on 3rd and Lincoln. The City of Hillsboro renewed its commitment to providing responsive review and permit processing to reduce project delays. After satisfactory administrative review, Hillsboro will also support the request for approval that will go to Hillsboro City Council. The financing lender accepted this evidence of City support for the project, which also secured funding from OHCS and the Community Housing Fund. As a result of these efforts, the project was able to close successfully and is now moving forward.

Grants: Health and Human Services Substance Abuse & Mental Health Services Administration (SAMHSA) grant project (\$1.5 million, 3 years) and the Department of Labor Workforce Innovation Fund grant project, called Housing Works (\$5.5 million, 5 years). Staff met with Luke-Dorf, Inc. and WorkSystems, Inc., to begin coordination of these grant projects and initiate collaborative work on operations, contracts, budgets and timelines. Both Housing Works and SAMHSA project operations are working towards beginning participant outreach.

Health Share of Oregon (formerly Tri-County Medicaid Collaborative): The Supportive Housing workgroup of the Health Share of Oregon has begun work on a Supported Housing and Supported Services Needs Assessment for the tri-county area to further explore the connections between housing and health. Val Valfre and Ramsay Weit are also members of this workgroup.

Homeless Cost Study: This study has seen tremendous change over the last 60 days due to unforeseen barriers associated with HIPAA privacy requirements, human study review board criteria, and the "closed" HMIS system. We believe we have identified a new study process that will receive approval from the Vision Action Network (VAN), the Review Boards, and the Service Providers.

Housing Alliance: We have been supporting efforts proposed on the Housing Alliance's 2013 legislative session. The measures reviewed in various workgroups include: funding for veteran's housing and services; requiring landlords to accept Section 8 vouchers as



income and thus protected under Fair Housing laws, an Agricultural Workforce Housing Tax Credit extension, and possible clarification of the narratives related to several tax exemption statutes.

Oregon Real Choice: Staff supported a community forum on November 16 sponsored by the Real Choice Building Sustainable Partnerships for Housing planning grant. This forum represented a collaboration between the federal Medicaid agency CMS (Centers for Medicare and Medicaid Services) and HUD to encourage greater access and more integrated housing and services for individuals with disabilities. Oregon was one of six states awarded this planning grant to determine how to locally best integrate the resources of Money Follows The Person (transitional and stabilization funding for individuals moving out of group and institutional care into less restrictive settings); and the HUD Section 811 Program PRA (Project-based rental assistance encouraging developers to create and set aside housing units for individuals with disabilities).

Finally, there is very important work underway on the revision to the Oregon Housing and Community Service's (OHCS) Multi-Family Housing funding process (formerly known as the CFC or Consolidated Funding Cycle). For over six months, the State has been reaching out to housing partners, organizations and cities to request public input for greater process consistency and transparency, as well as meaningful scoring criteria for assessing community needs. The State Housing Council has been proactive in this process and will be eliciting further comment on December 7 when the new assessment system and its measurement tool are rolled out.

Thank you for your valued time and service in support of the Housing Authority and its mission, and I wish you all a most memorable season of Thanksgiving.



V. STAFF REPORTS
A. Financial Statement
1. Financial Report to the Housing Advisory Committee
September 2012

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 August YTD, cash flow from operations, of negative \$144,707 fell short of the budgeted amount by \$57,852, and of the prior year by \$142,518. The variance was predominately due to outside purchases in the Infinity-managed properties.

Section 8 had negative cash flow of \$35,215, which was \$4,309 favorable to budget.

Public Housing had negative cash flow of \$185,545, which was \$6,667 unfavorable to budget.

Aloha Park had positive cash flow of \$11,926, which was \$20,571 unfavorable to budget due to high maintenance costs (57%). All cash generated by Aloha Park is restricted for use by that property.

Affordable Housing cash flow from operations of \$53,143 was unfavorable to budget by \$34,894 due to high maintenance costs. The Affordable Housing cash flow is short by \$18,442 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 unrestricted net assets of \$57,745, and to maintain a positive balance we will be applying local funds required to make up for the funding shortfall.

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. The balance of unrestricted net assets between Local Fund and Affordable Housing has been adjusted to highlight the true local fund balance available for discretionary spending.

The local fund has an unrestricted fund balance of \$383,983, of which \$260,000 is reserved for Section 8 relief, as needed. The local fund unrestricted fund balance has been reduced, and Affordable Housing increased, to reflect local funds reserved to avoid a negative unrestricted fund balance in Affordable Housing.

Outlook:

The Infinity-run properties will need to cut expenses to \$6,147 below budget per month for the remainder of the year to meet budget by June 30, 2013.

Now that the election is over, we await action (or lack of action) by Washington DC to determine the funding for Section 8 and Public Housing in CY2013.



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	413,420	158,754	5,612	10,820	730	-	589,336
Gross billable rent	-	134,275	15,843	133,032	13,111	1,088,823	1,385,084
Vacancy loss	-	(235)	-	(4,639)	-	(39,736)	(44,610)
Premiums (concessions)	-	(18)	-	(4,721)	-	(12,518)	(17,257)
Other tenant revenue	-	11,324	-	3,093	719	38,711	53,847
Tenant revenue	-	145,346	15,843	126,765	13,830	1,075,280	1,377,064
Other revenue (incl GF subsidy)	5,127	-	324	2,415	-	65,379	73,245
Total operating revenue	418,547	304,100	21,779	140,000	14,560	1,140,659	2,039,645
Operating expenses:							
Repair and maintenance:							
Salaries and benefits-internal	-	184,922	-	-	-	-	184,922
Salaries and benefits-external	-	-	540	12,424	-	70,431	83,395
Interprogram maintenance chgs	-	-	-	-	-	-	-
DHS Overhead	-	35,783	-	-	-	-	35,783
Outside purchases	-	11,028	2,535	37,181	-	183,654	234,398
Garbage disposal	-	5,930	454	4,475	133	32,693	43,685
Architect's fees	-	-	-	-	-	-	-
Vehicle maintenance	-	10,478	-	-	-	-	10,478
Supplies and misc	-	33,526	218	4,478	1,068	39,889	79,179
Repair and maintenance	-	281,667	3,747	58,558	1,201	326,667	671,840
Program operations:							
Salaries and benefits-internal	259,503	50,961	-	-	1,112	417	311,993
Salaries and benefits-external	-	-	403	16,704	-	89,812	106,919
Outside management fees	-	-	526	4,192	-	35,655	40,373
COCC inspection allocation	15,430	1,099	-	-	-	-	16,529
COCC asset management allocation	-	11,562	569	3,807	380	24,932	41,250
DHS allocation	50,216	9,861	-	-	215	81	60,373
Training and travel	3,428	1,025	160	589	-	1,267	6,469
Other	14,213	3,061	425	4,619	202	32,029	54,549
Operations	342,790	77,569	2,083	29,911	1,909	184,193	638,455
Utilities	-	19,367	2,239	17,724	994	96,851	137,175
Insurance	1,094	10,613	199	3,407	296	25,180	40,789
PILOT	-	9,864	-	-	-	-	9,864
Bad debt, net of recoveries	-	(1,059)	-	175	-	22,489	21,605
Other	9,789	-	-	-	427	-	10,216
Total operating expenses	353,673	398,021	8,268	109,775	4,827	655,380	1,529,944
Net program income	64,874	(93,921)	13,511	30,225	9,733	485,279	509,701
Other ongoing cash outflows:							
HAWC administration	100,089	91,624	37	90	465	829	193,134
Debt service	-	-	8,687	18,209	3,071	431,307	461,274
Total outflows	100,089	91,624	8,724	18,299	3,536	432,136	654,408
Cash flow from operations	(35,215)	(185,545)	4,787	11,926	6,197	53,143	(144,707)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	393	2,952	45	116	1,920	(2,528)	2,898
Capital fund receipts	-	29,776	-	-	-	-	29,776
Capitalized modernization	-	(29,776)	-	-	-	-	(29,776)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(71,583)	(71,583)
Transfers from (to) restricted cash - Repl Re	-	-	-	(7,560)	-	(34,710)	(42,270)
Section 18 transfers from Public Housing	-	-	-	-	1,773	236,569	238,342
Net unrestricted cash flows	(34,822)	(182,593)	4,832	4,482	9,890	180,891	(17,320)
Restricted cash flows:							
Housing Assistance Payments earned	4,233,962	-	-	-	-	-	4,233,962
Housing Assistance Payments	(4,598,741)	-	-	-	-	-	(4,598,741)
Investment income - restricted	3,565	5,929	-	-	-	-	9,494
Transfers from unrestricted - CAO	-	-	-	-	-	71,583	71,583
Transfers from (to)unrestricted - Repl Res	-	-	-	7,560	-	34,710	42,270
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(238,342)	-	-	-	-	(238,342)
Total restricted cash flows	(361,214)	(232,413)	-	7,560	-	106,293	(479,774)
Net cash flows	(396,036)	(415,006)	4,832	12,042	9,890	287,184	(497,094)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	589,336	594,829	(5,493)	686,824	(97,488)
Gross billable rent	1,385,084	1,375,034	10,050	1,349,514	35,570
Vacancy loss	(44,610)	(55,115)	10,505	(53,491)	8,881
Premiums (concessions)	(17,257)	(18,862)	1,605	(8,669)	(8,588)
Other tenant revenue	53,847	31,827	22,020	37,330	16,517
Tenant revenue	1,377,064	1,332,884	44,180	1,324,685	52,379
Other revenue (incl GF subsidy)	73,245	73,951	(706)	81,927	(8,682)
Total operating revenue	2,039,645	2,001,664	37,981	2,093,436	(53,791)
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	184,922	169,136	(15,786)	222,313	37,391
Salaries and benefits-external	83,395	91,628	8,233	83,678	283
Interprogram maintenance chgs	-	-	-	-	-
DHS Overhead	35,783	32,221	(3,562)	37,585	1,802
Outside purchases	234,398	173,343	(61,055)	193,959	(40,439)
Garbage disposal	43,685	41,281	(2,404)	39,477	(4,208)
Architect's fees	-	-	-	-	-
Vehicle maintenance	10,478	11,318	840	10,597	119
Supplies and misc	79,179	63,397	(15,782)	62,081	(17,098)
Repair and maintenance	671,840	582,324	(89,516)	649,690	(22,150)
Program operations:					
Salaries and benefits-internal	311,993	317,401	5,408	214,995	(96,998)
Salaries and benefits-external	106,919	109,770	2,851	104,653	(2,266)
Outside management fees	40,373	39,228	(1,145)	39,055	(1,318)
COCC inspection allocation	16,529	18,671	2,142	92,502	75,973
COCC asset management allocation	41,250	41,619	369	35,523	(5,727)
DHS allocation	60,373	60,438	65	51,965	(8,408)
Training and travel	6,469	4,121	(2,348)	3,165	(3,304)
Other	54,549	44,894	(9,655)	49,997	(4,552)
Operations	638,455	636,142	(2,313)	591,855	(46,600)
Utilities	137,175	138,942	1,767	137,048	(127)
Insurance	40,789	38,538	(2,251)	38,043	(2,746)
PILOT	9,864	9,864	-	10,496	632
Bad debt, net of recoveries	21,605	15,997	(5,608)	20,507	(1,098)
Other	10,216	15,996	5,780	16,032	5,816
Total operating expenses	1,529,944	1,437,803	(92,141)	1,463,671	(66,273)
Net program income	509,701	563,861	(54,160)	629,765	(120,064)
Other ongoing cash outflows:					
HAWC administration	193,134	188,892	(4,242)	169,834	(23,300)
Debt service	461,274	461,824	550	462,120	846
Total outflows	654,408	650,716	(3,692)	631,954	(22,454)
Cash flow from operations	(144,707)	(86,855)	(57,852)	(2,189)	(142,518)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,898	(2,916)	5,814	(1,384)	4,282
Capital fund receipts	29,776	23,938	5,838	41,133	(11,357)
Capitalized modernization	(29,776)	(23,938)	(5,838)	(45,893)	16,117
Transfers to (from) Local Fund	-	(1,992)	1,992	(6,803)	6,803
Transfers to restricted cash - CAO	(71,583)	(71,585)	2	-	(71,583)
Transfers from (to) restricted cash - Repl Re	(42,270)	(41,730)	(540)	(28,605)	(13,665)
Section 18 transfers from Public Housing	238,342	237,317	1,025	231,158	7,184
Net unrestricted cash flows	(17,320)	32,239	(49,559)	187,417	(204,737)
Restricted cash flows:					
Housing Assistance Payments earned	4,233,962	4,596,158	(362,196)	4,376,578	(142,616)
Housing Assistance Payments	(4,598,741)	(4,802,288)	203,547	(4,674,093)	75,352
Investment income - restricted	9,494	13,317	(3,823)	11,932	(2,438)
Transfers from unrestricted - CAO	71,583	71,585	(2)	-	71,583
Transfers from (to)unrestricted - Repl Res	42,270	41,730	540	28,605	13,665
Purchased from replacement reserves	-	(15,980)	15,980	(15,542)	15,542
Sec 18 transfers to Affordable Housing	(238,342)	(237,317)	(1,025)	(231,158)	(7,184)
Total restricted cash flows	(479,774)	(332,795)	(146,979)	(503,678)	23,904
Net cash flows	(497,094)	(300,556)	(196,538)	(316,261)	(180,833)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	413,420	422,055	(8,635)	427,859	(14,439)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	5,127	4,215	912	8,660	(3,533)
Total operating revenue	418,547	426,270	(7,723)	436,519	(17,972)
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	-	-	-	-	-
Interprogram maintenance chgs	-	-	-	-	-
DHS Overhead	-	-	-	-	-
Outside purchases	-	-	-	-	-
Garbage disposal	-	-	-	-	-
Architect's fees	-	-	-	-	-
Vehicle maintenance	-	-	-	-	-
Supplies and misc	-	-	-	-	-
Repair and maintenance	-	-	-	-	-
Program operations:					
Salaries and benefits-internal	259,503	265,488	5,985	192,827	(66,676)
Salaries and benefits-external	-	-	-	-	-
Outside management fees	-	-	-	-	-
COCC inspection allocation	15,430	17,753	2,323	86,351	70,921
COCC asset management allocation	-	-	-	-	-
DHS allocation	50,216	50,549	333	41,703	(8,513)
Training and travel	3,428	1,354	(2,074)	986	(2,442)
Other	14,213	11,248	(2,965)	12,796	(1,417)
Operations	342,790	346,392	3,602	334,663	(8,127)
Utilities	-	-	-	-	-
Insurance	1,094	1,126	32	1,094	-
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	9,789	15,451	5,662	14,797	5,008
Total operating expenses	353,673	362,969	9,296	350,554	(3,119)
Net program income	64,874	63,301	1,573	85,965	(21,091)
Other ongoing cash outflows:					
HAWC administration	100,089	102,825	2,736	79,816	(20,273)
Debt service	-	-	-	-	-
Total outflows	100,089	102,825	2,736	79,816	(20,273)
Cash flow from operations	(35,215)	(39,524)	4,309	6,149	(41,364)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	393	(180)	573	260	133
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	36,178	(36,178)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(34,822)	(3,526)	(31,296)	6,409	(41,231)
Restricted cash flows:					
Housing Assistance Payments earned	4,233,962	4,596,158	(362,196)	4,376,578	(142,616)
Housing Assistance Payments	(4,598,741)	(4,802,288)	203,547	(4,674,093)	75,352
Investment income - restricted	3,565	4,397	(832)	5,071	(1,506)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(361,214)	(201,733)	(159,481)	(292,444)	(68,770)
Net cash flows	(396,036)	(205,259)	(190,777)	(286,035)	(110,001)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	158,754	152,166	6,588	238,196	(79,442)
Gross billable rent	134,275	122,149	12,126	121,906	12,369
Vacancy loss	(235)	(923)	688	(944)	709
Premiums (concessions)	(18)	(7)	(11)	(6)	(12)
Other tenant revenue	11,324	10,595	729	10,585	739
Tenant revenue	145,346	131,814	13,532	131,541	13,805
Other revenue (incl GF subsidy)	-	1,283	(1,283)	1,424	(1,424)
Total operating revenue	304,100	285,263	18,837	371,161	(67,061)
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	184,922	169,136	(15,786)	222,313	37,391
Salaries and benefits-external	-	-	-	-	-
Interprogram maintenance chgs	-	(2,249)	(2,249)	(2,308)	(2,308)
DHS Overhead	35,783	32,221	(3,562)	37,585	1,802
Outside purchases	11,028	12,990	1,962	20,593	9,565
Garbage disposal	5,930	5,968	38	6,007	77
Architect's fees	-	-	-	-	-
Vehicle maintenance	10,478	11,318	840	10,597	119
Supplies and misc	33,526	35,243	1,717	30,723	(2,803)
Repair and maintenance	281,667	264,627	(17,040)	325,510	43,843
Program operations:					
Salaries and benefits-internal	50,961	49,812	(1,149)	40,878	(10,083)
Salaries and benefits-external	-	-	-	-	-
Outside management fees	-	-	-	-	-
COCC inspection allocation	1,099	918	(181)	6,151	5,052
COCC asset management allocation	11,562	11,665	103	9,957	(1,605)
DHS allocation	9,861	9,489	(372)	9,824	(37)
Training and travel	1,025	921	(104)	670	(355)
Other	3,061	5,102	2,041	5,023	1,962
Operations	77,569	77,907	338	72,503	(5,066)
Utilities	19,367	16,565	(2,802)	16,027	(3,340)
Insurance	10,613	10,232	(381)	9,947	(666)
PILOT	9,864	9,864	-	10,496	632
Bad debt, net of recoveries	(1,059)	(89)	970	5,434	6,493
Other	-	220	220	160	160
Total operating expenses	398,021	379,326	(18,695)	440,077	42,056
Net program income	(93,921)	(94,063)	142	(68,916)	(25,005)
Other ongoing cash outflows:					
HAWC administration	91,624	84,815	(6,809)	88,916	(2,708)
Debt service	-	-	-	-	-
Total outflows	91,624	84,815	(6,809)	88,916	(2,708)
Cash flow from operations	(185,545)	(178,878)	(6,667)	(157,832)	(27,713)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	2,952	3,115	(163)	3,576	(624)
Capital fund receipts	29,776	23,938	5,838	41,133	(11,357)
Capitalized modernization	(29,776)	(23,938)	(5,838)	(41,133)	11,357
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	(182,593)	(175,763)	(6,830)	(154,256)	(28,337)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	5,929	6,838	(909)	6,860	(931)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(238,342)	(237,317)	(1,025)	(231,158)	(7,184)
Total restricted cash flows	(232,413)	(230,479)	(1,934)	(224,298)	(8,115)
Net cash flows	(415,006)	(406,242)	(8,764)	(378,554)	(36,452)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	5,612	4,919	693	5,596	16
Gross billable rent	15,843	15,300	543	15,843	-
Vacancy loss	-	(459)	459	(106)	106
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	83	(83)
Tenant revenue	15,843	14,841	1,002	15,820	23
Other revenue (incl GF subsidy)	324	262	62	251	73
Total operating revenue	21,779	20,022	1,757	21,667	112
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	540	440	(100)	368	(172)
Interprogram maintenance chgs	-	541	541	378	378
DHS Overhead	-	-	-	-	-
Outside purchases	2,535	2,165	(370)	2,701	166
Garbage disposal	454	505	51	472	18
Architect's fees	-	-	-	-	-
Vehicle maintenance	-	-	-	-	-
Supplies and misc	218	423	205	326	108
Repair and maintenance	3,747	4,074	327	4,245	498
Program operations:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	403	412	9	403	-
Outside management fees	526	534	8	517	(9)
COCC inspection allocation	-	-	-	-	-
COCC asset management allocation	569	576	7	490	(79)
DHS allocation	-	-	-	-	-
Training and travel	160	211	51	215	55
Other	425	499	74	424	(1)
Operations	2,083	2,232	149	2,049	(34)
Utilities	2,239	2,370	131	2,494	255
Insurance	199	158	(41)	153	(46)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(245)	(245)
Other	-	-	-	-	-
Total operating expenses	8,268	8,834	566	8,696	428
Net program income	13,511	11,188	2,323	12,971	540
Other ongoing cash outflows:					
HAWC administration	37	58	21	23	(14)
Debt service	8,687	8,688	1	8,688	1
Total outflows	8,724	8,746	22	8,711	(13)
Cash flow from operations	4,787	2,442	2,345	4,260	527
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	45	54	(9)	26	19
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	4,832	2,496	2,336	4,286	546
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	91	(91)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	91	(91)	-	-
Net cash flows	4,832	2,587	2,245	4,286	546



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	10,820	11,335	(515)	10,972	(152)
Gross billable rent	133,032	135,436	(2,404)	131,876	1,156
Vacancy loss	(4,639)	(4,504)	(135)	(5,633)	994
Premiums (concessions)	(4,721)	(3,641)	(1,080)	(212)	(4,509)
Other tenant revenue	3,093	1,208	1,885	(2,270)	5,363
Tenant revenue	126,765	128,499	(1,734)	123,762	3,003
Other revenue (incl GF subsidy)	2,415	2,189	226	2,153	262
Total operating revenue	140,000	142,023	(2,023)	136,887	3,113
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	12,424	11,537	(887)	11,600	(824)
Interprogram maintenance chgs	-	-	-	-	-
DHS Overhead	-	-	-	-	-
Outside purchases	37,181	25,546	(11,635)	25,016	(12,165)
Garbage disposal	4,475	4,152	(323)	4,067	(408)
Architect's fees	-	-	-	-	-
Vehicle maintenance	-	-	-	-	-
Supplies and misc	4,478	4,797	319	4,642	164
Repair and maintenance	58,558	46,032	(12,526)	45,325	(13,233)
Program operations:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	16,704	15,069	(1,635)	15,370	(1,334)
Outside management fees	4,192	4,245	53	4,115	(77)
COCC inspection allocation	-	-	-	-	-
COCC asset management allocation	3,807	3,840	33	3,279	(528)
DHS allocation	-	-	-	-	-
Training and travel	589	622	33	631	42
Other	4,619	3,557	(1,062)	4,059	(560)
Operations	29,911	27,333	(2,578)	27,454	(2,457)
Utilities	17,724	13,872	(3,852)	14,484	(3,240)
Insurance	3,407	2,851	(556)	3,012	(395)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	175	1,188	1,013	1,465	1,290
Other	-	-	-	-	-
Total operating expenses	109,775	91,276	(18,499)	91,740	(18,035)
Net program income	30,225	50,747	(20,522)	45,147	(14,922)
Other ongoing cash outflows:					
HAWC administration	90	41	(49)	41	(49)
Debt service	18,209	18,209	-	18,209	-
Total outflows	18,299	18,250	(49)	18,250	(49)
Cash flow from operations	11,926	32,497	(20,571)	26,897	(14,971)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	116	525	(409)	57	59
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	(7,560)	(7,560)	-	(7,560)	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	4,482	25,462	(20,980)	19,394	(14,912)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	202	(202)	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	7,560	7,560	-	7,560	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	7,560	7,762	(202)	7,560	-
Net cash flows	12,042	33,224	(21,182)	26,954	(14,912)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	730	730	-	730	-
Gross billable rent	13,111	13,407	(296)	13,040	71
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	719	-	719	13	706
Tenant revenue	13,830	13,407	423	13,053	777
Other revenue (incl GF subsidy)	-	3,596	(3,596)	5,205	(5,205)
Total operating revenue	14,560	17,733	(3,173)	18,988	(4,428)
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	-	-	-	-	-
Interprogram maintenance chgs	-	338	338	739	739
DHS Overhead	-	-	-	-	-
Outside purchases	-	-	-	-	-
Garbage disposal	133	136	3	127	(6)
Architect's fees	-	-	-	-	-
Vehicle maintenance	-	-	-	-	-
Supplies and misc	1,068	105	(963)	110	(958)
Repair and maintenance	1,201	579	(622)	976	(225)
Program operations:					
Salaries and benefits-internal	1,112	1,528	416	(19,292)	(20,404)
Salaries and benefits-external	-	-	-	-	-
Outside management fees	-	-	-	-	-
COCC inspection allocation	-	-	-	-	-
COCC asset management allocation	380	384	4	327	(53)
DHS allocation	215	291	76	315	100
Training and travel	-	-	-	-	-
Other	202	253	51	230	28
Operations	1,909	2,456	547	(18,420)	(20,329)
Utilities	994	1,298	304	1,167	173
Insurance	296	267	(29)	259	(37)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	(87)	(87)
Other	427	325	(102)	1,075	648
Total operating expenses	4,827	4,925	98	(15,030)	(19,857)
Net program income	9,733	12,808	(3,075)	34,018	(24,285)
Other ongoing cash outflows:					
HAWC administration	465	617	152	584	119
Debt service	3,071	3,620	549	3,071	-
Total outflows	3,536	4,237	701	3,655	119
Cash flow from operations	6,197	8,571	(2,374)	30,363	(24,166)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,920	4,109	(2,189)	2,023	(103)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(38,170)	38,170	(6,803)	6,803
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	1,773	1,783	(10)	2,129	(356)
Net unrestricted cash flows	9,890	(23,707)	33,597	27,712	(17,822)
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	9,890	(23,707)	33,597	27,712	(17,822)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	-	3,624	(3,624)	3,472	(3,472)
Gross billable rent	1,088,823	1,088,742	81	1,066,849	21,974
Vacancy loss	(39,736)	(49,229)	9,493	(46,808)	7,072
Premiums (concessions)	(12,518)	(15,214)	2,696	(8,452)	(4,066)
Other tenant revenue	38,711	20,024	18,687	28,919	9,792
Tenant revenue	1,075,280	1,044,323	30,957	1,040,508	34,772
Other revenue (incl GF subsidy)	65,379	62,406	2,973	64,235	1,144
Total operating revenue	1,140,659	1,110,353	30,306	1,108,215	32,444
Operating expenses:					
Repair and maintenance:					
Salaries and benefits-internal	-	-	-	-	-
Salaries and benefits-external	70,431	79,651	9,220	71,711	1,280
Interprogram maintenance chgs	-	1,370	1,370	1,191	1,191
DHS Overhead	-	-	-	-	-
Outside purchases	183,654	132,642	(51,012)	145,649	(38,005)
Garbage disposal	32,693	30,520	(2,173)	28,805	(3,888)
Architect's fees	-	-	-	-	-
Vehicle maintenance	-	-	-	-	-
Supplies and misc	39,889	22,829	(17,060)	26,281	(13,608)
Repair and maintenance	326,667	267,012	(59,655)	273,637	(53,030)
Program operations:					
Salaries and benefits-internal	417	573	156	583	166
Salaries and benefits-external	89,812	94,289	4,477	88,880	(932)
Outside management fees	35,655	34,449	(1,206)	34,423	(1,232)
COCC inspection allocation	-	-	-	-	-
COCC asset management allocation	24,932	25,154	222	21,470	(3,462)
DHS allocation	81	109	28	123	42
Training and travel	1,267	1,013	(254)	663	(604)
Other	32,029	24,235	(7,794)	27,466	(4,563)
Operations	184,193	179,822	(4,371)	173,608	(10,585)
Utilities	96,851	104,837	7,986	102,877	6,026
Insurance	25,180	23,904	(1,276)	23,577	(1,603)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	22,489	14,898	(7,591)	13,940	(8,549)
Other	-	-	-	-	-
Total operating expenses	655,380	590,473	(64,907)	587,639	(67,741)
Net program income	485,279	519,880	(34,601)	520,576	(35,297)
Other ongoing cash outflows:					
HAWC administration	829	536	(293)	454	(375)
Debt service	431,307	431,307	-	432,153	846
Total outflows	432,136	431,843	(293)	432,607	471
Cash flow from operations	53,143	88,037	(34,894)	87,969	(34,826)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(2,528)	(10,539)	8,011	(7,324)	4,796
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(4,760)	4,760
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(71,583)	(71,585)	2	-	(71,583)
Transfers from (to) restricted cash - Repl Re	(34,710)	(34,170)	(540)	(21,045)	(13,665)
Section 18 transfers from Public Housing	236,569	235,534	1,035	229,029	7,540
Net unrestricted cash flows	180,891	207,277	(26,386)	283,869	(102,978)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	1,789	(1,789)	-	-
Transfers from unrestricted - CAO	71,583	71,585	(2)	-	71,583
Transfers from (to)unrestricted - Repl Res	34,710	34,170	540	21,045	13,665
Purchased from replacement reserves	-	(15,980)	15,980	(15,542)	15,542
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	106,293	91,564	14,729	5,503	100,790
Net cash flows	287,184	298,841	(11,657)	289,372	(2,188)



V. STAFF REPORTS
A. Financial Statement
10. Statement of Net Assets
HOUSING AUTHORITY – UNAUDITED
September 30, 2012

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total	
Current assets:								
Unrestricted cash and cash equivalents	59,095	1,360,672	26,137	136,824	(56,274)	(2,850,277)	(1,323,823)	1
Restricted cash and cash equivalents	167,935	61,180	1,080	33,922	31,700	276,881	572,698	2
Accounts receivable, net	32,456	41,387	5,078	4,412	—	264,148	347,481	3
Current portion of contracts receivable	—	2,013	—	—	2,717	—	4,730	4
Other current assets	3,280	37,666	596	—	889	40,095	82,526	5
Total current assets	262,766	1,502,918	32,891	175,158	(20,968)	(2,269,153)	(316,388)	6
Non-current assets:								
Restricted cash and cash equivalents	1,740,532	2,965,484	36,091	86,037	100	817,893	5,646,137	7
Contracts receivable	—	—	—	—	437,176	—	437,176	8
Capital assets, non-depreciable	—	3,786,132	50,000	41,617	201,838	4,095,129	8,174,716	9
Capital assets, depreciable, net	—	3,762,624	50,243	165,688	532,568	16,406,601	20,917,724	10
Total non-current assets	1,740,532	10,514,240	136,334	293,342	1,171,682	21,319,623	35,175,753	11
Total assets	2,003,298	12,017,158	169,225	468,500	1,150,714	19,050,470	34,859,365	12
Liabilities								
Current liabilities:								
Accounts payable	29,284	58,115	2,227	6,356	384	73,526	169,892	13
Deferred revenue	—	250,180	12	3	2	2,525	252,722	14
Accrued interest payable - bonds and notes	—	—	2,612	519	138	343,398	346,667	15
Current portion of notes and contracts payable	—	—	3,558	68,779	9,433	300,294	382,064	16
Current liabilities payable from restricted assets:								
Tenant and other deposits	167,935	61,180	1,080	33,922	31,700	276,881	572,698	17
Total curr. liabilities payable from restr. assets	167,935	61,180	1,080	33,922	31,700	276,881	572,698	18
Total current liabilities	197,219	369,475	9,489	109,579	41,657	996,624	1,724,043	19
Non-current liabilities:								
Contracts and notes payable	—	—	329,565	69,284	697,704	26,358,297	27,454,850	20
Total non-current liabilities	—	—	329,565	69,284	697,704	26,358,297	27,454,850	21
Total liabilities	197,219	369,475	339,054	178,863	739,361	27,354,921	29,178,893	22
Net Assets								
Invested in capital assets, net of related debt	—	7,548,756	(232,880)	69,242	27,270	(6,156,860)	1,255,528	23
Restricted	1,748,334	2,965,484	36,091	86,037	100	817,893	5,653,939	24
Unrestricted	57,745	1,133,443	26,960	134,358	383,983	(2,965,484)	(1,228,995)	25
Total net assets	1,806,079	11,647,683	(169,829)	289,637	411,353	(8,304,451)	5,680,472	26
Total liabilities and net assets	2,003,298	12,017,158	169,225	468,500	1,150,714	19,050,470	34,859,365	27



V. STAFF REPORTS
B. Section 8 and Low Rent Public Housing
1. Section 8 Waiting List
October 2012

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,586	965	678	399	226	112	58	28	12	6	4,071
Average Days	1,007	953	992	1,034	937	958	1,115	967	1,221	878	991

Wait List Based on Gender					
Gender	Female		Male		Total
Total	2,802		1,269		4,071

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	35	145	531	30	3,142	55	133	4,071

Wait List Based on Ethnicity						
HH Ethnicity	Hispanic		Not Hispanic		Unknown	Total
	783		3,240		48	4,071

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,097	285	1,987	702	4,071



WASHINGTON COUNTY

OREGON

V. STAFF REPORTS

B. Section 8 and Low Rent Public Housing

2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date
October 2012*

Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy Days Per Unit This	Total Vacant Units	Total Vacancy Days	Total Average Vacancy Days Per Unit
	This Month	This Month	Month	(FY cumulative total)	(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



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: October: 4,071— (last month 4,766). 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 October 2012 were at 19.93 (last month – 20.75). 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. This represents an impressive effort by the Maintenance team to re-establish our “A” rating following the layoff of two positions.
- c) Occupancy Rates:
 *Public Housing: 99.18% (last month – 99.18%).
 *Section 8: 99.46% (last month – 98.46%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,596 vouchers leased up in October (last month – 2,596). Twenty-one (21) new vouchers were issued, and 40 applicants with vouchers are searching for housing (last month 25 new, 64 looking).

- d) Work Order Effectiveness:
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For October, 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	1.79 hrs	5.0 hrs	24 hrs
Routine WO's	10.46 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 73 (63 from Section 8 and 10 from Public Housing)
 Total FSS participants w/escrow balance: 43
 Total Escrow Balance: \$170,344
 Average Escrow Balance: \$3,961
 Highest Escrow Accounts: \$16,105 (Section 8) and \$19,410 (Public Housing)
 IDA Accounts: 1 pending application

• **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 by HAWC and managed by Simpson Property Management are not included.)

- a) Infinity-Managed Properties: 96.41% Occupancy (22 vacancies / 613 units), compared to 96.57% (21 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Range has been replaced in two (2) Public Housing units.
- Furnaces have been repaired at four (4) Public Housing units.
- Preventative maintenance was performed on a multitude of inspected pre-REACH units.
- Pest service performed at four (4) Public Housing units.

Turnovers:

- Completed two (2) Public Housing unit turnovers with an average of 9 Maintenance days (make-ready days) per unit.
- Cleaning was completed on two (2) turnovers by a contracted vendor.
- Carpet replaced on one (1) turnover by contracted vendor.
- Interior painting completed on all two (2) turnovers by in-house maintenance staff.



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	10
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	4			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (SAHMSA project)	90								
Total PBVS	102	12	12	46	22	10	25	25	20

Note: Fircrest Manor lease-ups are being finalized. B2H lease-ups are in process.



V. STAFF REPORTS
E. Report on Homelessness

Annette Evans is out on leave. Homeless reports are expected to resume next month.

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.

This initiative, along with other Affordable Housing Options, will be presented to County Board of Commissioners at an extended Work Session on November 27. We hope to gain an endorsement from the Board to proceed with developing an ordinance.

City of Beaverton staff developed a matrix of tools to support the development and maintenance of affordable housing, which includes tax exemption. Rob Drake, the City Manager for Cornelius, expressed support for the proposal in June, and staff provided sample ordinance language and other information to assist implementing this program in Cornelius. Washington County staff will continue working with the City of Hillsboro to facilitate the development of an appropriate ordinance for approval later this year.

Meeting date	Jurisdiction	Name	Position	Support	Additional Activity
November 2010	City of Tigard	Craig Dirksen Craig Prosser	Mayor City Manager	Supportive-- currently adopted & supported in Tigard	
November 2010	City of Hillsboro	Jerry Willey Sara Jo Chaplan	Mayor (former) City Manager	General program support	4/2: meeting with new City Manager Seek Council support
January 2011	Hillsboro School District	Mike Scott Adam Stewart	Superintendent CFO	Board approved support on 2/28/12, effective July 1, 2012- June 30, 2015	
February 2011	City of Beaverton	Denny Doyle Don Mazziotti	Mayor Community Development Director	Supportive	Seek Council support
February 2011	Tigard-Tualatin School District	Rob Saxton	Superintendent	Supportive-- currently partners with Tigard	
March 2011	Beaverton School District	Ron Porterfield Claire Hertz	Deputy Superintendent CFO	General program support	
July 2011	City of Forest Grove	Peter Truax Michael Sykes	Mayor City Manager	General program support	
August 2011	Forest Grove School District	Yvonne Curtis Michael Schofield	Superintendent Business Director	General program support	
October 2011	TVF&R	Mike Duyck Dustin Morrow Debra Guzman	Fire Chief Deputy Chief CFO	Board approved support in December 2011, effective July 1, 2012-June 30, 2015	Would like to work with nonprofits & HAWC to improve safety at affordable properties
April 2012	Washington County	Andy Duyck	BOC Chair	under consideration	Awaiting Cost Study results
June 2012	City of Cornelius	Rob Drake	City Manager	General program support	No eligible properties currently, supports adopting ordinance



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

The project hosted several community events during October. The Open House to provide information and education on possible solutions took place on Thursday, October 11 from 4:30-7:30pm. The project had a table at the Aloha High School football game on Friday, October 12. The Workshop was held from 10am-12:30pm, followed by a Community Celebration from 2-6pm. All events were held at Aloha High School on 185th and Kinnamen.

The Citizen's Advisory Committee (CAC) is scheduled to meet on Wednesday, November 14 from 6-8pm. They will review the feedback from the October events and learn about the next process the project team will use to refine feedback into alternative scenarios that will be reviewed by the CAC in January and the community at large in February/March. The Leadership Coordinating Committee is scheduled to meet on Monday, November 19 from 2-4pm to review progress and feedback to-date, and provide their input on the alternatives being considered and the refinement process as well.

A business and economic development stakeholder roundtable is being planned for December, to collect additional feedback and information to help the project team shape the economic redevelopment aspect of the alternative scenarios.

The community survey remains open online at Survey Monkey (<http://www.surveymonkey.com/s/VH7FYQ2>), and a survey link has been posted on the Aloha-Reedville website. A Spanish-language version will be posted in the very near future.

The Center for Intercultural Organizing and Centro Cultural continue to assist with additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups during Phase 2. Over 400 surveys have been collected by CIO and Centro to-date, and the feedback from these surveys will inform the process of refining alternative scenarios. CIO is also working with the 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 a Somali group to develop work plans for capacity-building activities that will help these organizations and their constituents participate more fully in current and future long-range planning projects.

The current Existing Conditions report and all appendices are available on the project website at

<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.



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

HAWC is partnering with WorkSystems, Inc on a Department of Labor (DOL) Workforce Innovation Fund grant-funded project called *Housing Works*. Other partners include the Housing Authority of Clackamas County, Home Forward, the Housing Authority of Vancouver, the Workforce Investment Council of Clackamas County and the Southwest Washington Workforce Investment Board.

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 receive 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.

HAWC staff has met with WorkSystems, Inc, grant evaluators, and project partners to work on developing consistent screening and data collection tools for all project partners, develop project protocols, and receive financial training on grant funding and reporting.

- **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.

The next group meeting is scheduled for Thursday November 15, from 3-4:30pm in the First Floor Meeting Room at Beaverton City Hall.

- **CITY OF TIGARD GOAL 10 REVIEW**

Washington County Housing Services Department is part of the Technical Advisory Committee for the City of Tigard's Goal 10 Population and Housing Review. Kim Armstrong will represent the Housing Department. Steve Kelley from Washington County Department of Land Use and Transportation (LUT) Planning will also work on this project. The more recent meeting took place on Thursday, October 18.



- **EXTENDED BOC WORK SESSION: AFFORDABLE HOUSING**

The Board of Commissioners will hold an extended work session focused on discussing affordable housing in Washington County on Tuesday, November 27. Goals for this work session include:

- Provide information on the value to the County in providing housing affordable to all community members
- Secure Board commitment to develop and adopt a proactive housing policy for the County that supports the development of housing affordable to all community members
- Secure Board direction to staff to develop an agenda item proposing a tax exemption ordinance for consideration and approval.
- Secure Board direction for staff to develop a menu of options and talking points for a “toolkit” of strategies and a one-time cash transfer of revenues for affordable housing for consideration and adoption.

VII. NEW BUSINESS

- **HAC HOLIDAY LUNCHEON**

Annual HAC Holiday Luncheon is scheduled to take place at the Newport Bay Restaurant (www.newportbay.com) located at Tanasbourne on 2865 NW Town Center Loop. The luncheon will be held from 1-3:30pm. HAC members are requested to confirm their attendance by Friday, December 7.

VIII. RESOLUTIONS/ACTION ITEMS

- **2013HAC MEETING SCHEDULE**

ACTION REQUIRED: Adopt 2013 HAC meeting dates

- Thursday, January 24
- Thursday, February 28
- Thursday, March 28
- Thursday, April 25
- Thursday, May 23 - Budget
- Thursday, June 27
- Thursday, July 25
- Thursday, August 22
- Thursday, September 26
- Friday, October 18 – Retreat (Tentative)
- Thursday, November 21
- Friday, December 13 – Luncheon (Tentative)



At the September HAC meeting, members requested rotating HAC meetings to be held in HAWC property meeting rooms every other month. This change was considered, but is not feasible for some committee members and staff who are unable to travel to alternate locations. A project tour may be arranged as an alternative.

IX. ADJOURNMENT