



# **H**OUSING **A**DVISORY **C**OMMITTEE



**Thursday, November 20, 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:

LUNCHEON—Thursday December 11

2014 HAC Meeting Schedule
Thursday, November 20
Thursday, December 11 – Luncheon



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
November 20, 2014 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL and INTRODUCTION OF NEW MEMBERS**
- II. ACTION – APPROVAL OF MINUTES**
  - A. July 24, 2014 Meeting Minutes
  - B. September 25, 2014 Meeting Minutes
  - C. October 17, 2014 HAC Retreat 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**
  - A. Orientation: Client Processing Steps – Melanie Fletcher
- VIII. RESOLUTIONS/ACTION ITEMS**
  - A. 2015 HAC Meeting Schedule
- IX. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**July 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**

Gary Whiting                      Sid Scott  
David Nase                        Karen Shawcross  
Anapreet Kaur-Gill              Carina Delgado  
Barbara Smith  
Jack Schwab

**STAFF PRESENT**

Val Valfre, Executive Director  
Michael O' Neill, Finance Manager  
Gary Calvert, Asset Manager  
Annette Evans, Homeless Program Coordinator  
Melanie Fletcher, Rental Assistance Manager  
Kim Armstrong, Program Coordinator

**COMMITTEE MEMBERS ABSENT**

LaShanda Williams

**GUESTS PRESENT**

Val Valfre called the meeting to order at 9:03 a.m.

**I. ROLL CALL** - A quorum was present.

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from June 26, 2014—Gary Whiting

Second: Barbara Smith

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Gary Whiting reported that interest rates are low and expected to remain low for the rest of the year. Real estate is doing well and loans are available.
- Karen Shawcross stated that Bienestar has 4 homes purchased with Neighborhood Stabilization Funds. These 4 households are using Individual Development Account (IDA) programs to save money towards homeownership. One of these farmworker families will move to their new home in two weeks!
- Juniper Gardens Phase 2 will hold its opening in early November in Forest Grove.
- David Nase noted that rents continue to rise. Wages are not rising to keep pace with rents, and as a result some property managers have changed income criteria to require 2x rent in income (rather than 3x) to accommodate rising rental rates.
- Sid Scott reported that the construction/contracting industry is improving. There is a lot of local interest in apartment/multifamily construction. The private market is



recovering and catching up from a lack of activity during the recession. Construction costs are escalating very fast. Historically construction costs escalate 3% per year, but current escalations are 8-20% per year.

- Karen Shawcross noted that potential OHCS cost containment restrictions are not taking major construction cost escalation into consideration. Val Valfre commented that OHCS is not currently using this as part of its scoring criteria.
- Anapreet Kaur-Gill stated that her property has not increased rent in 3 years. The property is at 100% occupancy.
- There are new single-family developments underway in North Plains, but there are currently no apartment complexes in North Plains.
- Barbara Smith reported that state funding applications are due shortly. Bank letters of interest are being written for the August 15 application deadline. There is some internal pressure in the banking industry for affordable projects to conform to the standards of conventional market-rate projects. Affordable lenders are being asked to explain why these projects are different.
- Jack Schwab commented that the tight market makes it very difficult to place households transitioning out of homelessness and Shelter Plus Care clients. There is a HUD audit of the Good Neighbor Center's homeless stabilization program coming up. The program has renewed its contract for Continuum of Care funding, and has been reclassified as a rapid rehousing program

#### IV. EXECUTIVE DIRECTOR'S REPORT

Val Valfre shared the letter from the HUD office regarding the Section 8 shortfall. HAWC is recalling recently-issued vouchers for new clients who have not entered into an agreement with a landlord, and will not grant extensions on outstanding vouchers. HAWC has asked HUD to confirm funding on a monthly basis going forward.

Other housing authorities were impacted by similar errors regarding funding calculations.

Carina Delgado clarified that the households impacted by the voucher recall were all applicants pulled from the waitlist rather than households with current Section 8 vouchers. Val Valfre noted that the recall was undertaken in an effort to insure that HAWC has sufficient funding available for households with current Section 8 assistance. Melanie Fletcher noted that clients with secured units and agreements with landlords were not impacted by the recall. Clients whose vouchers were recalled will be placed back on the waitlist, and will be at the top of the list when HAWC has sufficient funding to issue new vouchers.

Michael O' Neill noted that HAWC expects to be able to lease up these clients in 2015.



### **Housing Authority Operations**

Capacity-Building Grants: The existing grants have been closed out, and an application has been submitted to OHCS for a new grant. If funded, the new grant will provide desktop scanners for all Occupancy Specialists.

Oregon Housing Choice Voucher Bill: This bill went into effect July 1, 2014.

### **Housing Authority Financing**

Aloha Park Refinancing: HAWC had a pre-closing conference call on 7/23, and has commitments from HUD and the lender. The 35-year loan has a 4.18% interest rate, and the closing is scheduled for August 27. The refinance will provide about \$1.2 million in equity, and funds will be released when the required repairs to Aloha Park have been completed and verified.

No residents will be displaced as a result of this refinance, and rent for existing tenants will not increase. Existing income-qualified residents will receive enhanced vouchers that function similarly to Section 8 vouchers to keep their rents low. The property will otherwise remain very affordable for low-income households with its under-market rents.

Val Valfre provided some PHADA information on the Section 8 Administrative fee allocation.

### **Housing Authority Affordable Housing & Services Initiatives**

HUD VASH Voucher Conversion to Project-Based: The letter of support has been submitted to HUD.

New HUD-VASH Allocation: No additional updates were provided.

Housing Affordability, Balance and Choice: This workgroup has been tasked with identifying State-level strategies to increase housing affordability. Smaller work groups have focused on possible land use strategies, funding strategies, and strategies to make housing development cheaper, easier or faster. These small groups will reconvene in September to discuss potential Legislative actions for the next session.

Orchards at Orenco (Phase II): The groundbreaking event took place Jun 17, 2014. The project will use passive building techniques to maximize energy efficiency.

CABHI Grant: No additional updates were provided.



## **Personnel**

Assistant Director: No additional updates were provided.

Administrative Assistant: This position has been filled, and the new staff member will start August 4.

Administrative Specialist II: No additional updates were provided.

Karen Shawcross asked for an update on the Sunset View development in Beaverton. This project is being developed by Pedcor, a private for-profit developer based in Indiana. Although a relatively large developer with affordable housing projects in several states, this is their first West Coast development. This project would provide over 200 new units of affordable housing.

Pedcor has experienced some challenges with getting HUD approval and city permitting issues, and some NIMBY pushback. However, these are being resolved.

There have been some discussions of a partnership with HAWC, wherein HAWC would issue 4% private activity bonds. Whether this moves forward or not will depend on the outcome of Pedcor's efforts to finalize agreements with HUD and receive permit approval from the City of Beaverton.

Val Valfre noted that the first phase of the County audit was completed. As the largest federal program in the County, the Section 8 program is audited every year. The second phase of the audit will be completed in September.

## **V. STAFF REPORTS**

### **A. Financial Statement**

HUD announced that the Section 8 Administrative fee will be prorated at 79% funding (rather than 75%) for the year. This allows HAWC to recover a portion of the Local Fund that has been used to fund Section 8 Administration for this year. HAWC will also be able to budget at 79% for Section 8 Administration until December 2014. The proration for 2015 will depend on upcoming Federal budget allocations.

The Local Fund is HAWC's only source of unrestricted funds. This fund is largely comprised of management fees and cash flow from the affordable housing portfolio. Funds from the Aloha Park refinance will also go into the Local Fund.

HAWC's programs are generally performing as expected, and the May budgets reflect FY2013-14 year-end in general.

HAWC financial reports are completed by August 31. The audit is completed as part of the County audit, which is published in December or January.



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.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Turnaround days are low and far exceed HUD standards.
- Work order effectiveness is high.
- FSS participation continues to benefit enrolled residents.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.

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.

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

The Community Connect system went live on June 4, and all HUD (and many non-HUD) programs have aligned with the system as of June 16. There has been some concern about the wait time between contact and screening was up to 5 weeks. The July assessment blitz reduced wait times to 23 days, and the goal is to have a 5-day wait time by mid-August.

Shelters typically see a spike in calls during the summer. Currently, Community Connect is receiving ~15 calls a day (vs. 4-5 per day normally). Most (61%) of the households calling Community Connect are at risk of homelessness rather than actually homeless, and are not eligible for most of the resources available.

- FY2013 Federal McKinney-Vento Homeless Programs

Contracts are underway for new programs and renewals. HUD will audit homeless programs and environmental reviews in August.

Funding has been allocated for the next round, but available funds will not be sufficient to cover all existing project renewals. The Washington County CoC has registered as an eligible Continuum of Care, and a NOFA is expected by August.





Some Washington County programs will be shifted to adjust to new HUD regulations and priorities.

- HUD to Perform On-Site Monitoring of CoC Program

HUD will audit the Washington County Continuum of Care programs starting August 4. The audit will include The Good Neighbor Center and the Boys and Girls Aid program.

- Cooperative Agreements to Benefit Homeless Individuals

This program was awarded funding for its third year in July. Annette Evans relayed some personal stories from participants, many of whom have been homeless for many years. Many of these clients have stabilized after years of struggle, and being housed has significantly reduced their use of emergency services.

- Year 7 – A Road Home: 10-Year Plan To End Homelessness

Unfunded strategies in Year 7 include shortfalls in short-term rental assistance. Higher rent costs mean that fewer households can be served with short-term assistance dollars.

- Project Homeless Connect – July 11, 2014

Washington County Occupancy Specialists were present at this event to accept applications for project-based assistance.

- Homeless Costs Study

No additional updates were provided at the meeting.

- 2015 Point-in-Time (PIT) Homeless Census

Overall numbers of homeless households have gone down over the last few years. Family homelessness has increased in recent years because funding has been focused on assisting chronically homeless households. As a result of this increase, some funding was shifted to programs that serve family households.

- Homeless Assessment Report – Year 6 Outcomes

No additional updates were provided at the meeting.

## VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan

This was a three-year project focused on the unincorporated Aloha-Reedville area, located between Beaverton and Hillsboro. The project was funded with a Metro CET grant, a HUD Community Challenge Grant, a DOT TIGER 2 grant, and Washington County matching funds. The performance period for the HUD grant funding this project ended on May 21, 2014. The DOT grant performance period ended May 28, 2014. Final reports for funders will be completed in the next 30-90 days.



Harriet Tregoning, the new Director for the Office of Economic Resilience (formerly known as the Office of Sustainable Housing and Communities) will visit Washington County on Friday June 27 to discuss the project and tour the study area.

The Aloha-Reedville project was recently honored with the International Association for Public Participation (IAP2) Cascade Chapter award for Public Participation Project of the Year.

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

No additional updates were provided at the meeting.

- 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>.

- HAC Annual Retreat

Val Valfre noted that speakers should be approached for the HAC retreat, scheduled for Friday October 17 at Jenkins Estate. HAC members are encouraged to provide suggestions for speakers or topics.

## VII. NEW BUSINESS

- Center for Disease Control (CDC) Partnerships to Improve Community Health (PICH) Grant Proposal

Several Washington County departments, including Housing, Land Use and Transportation, and Health and Human Services, are working to develop a grant proposal for this CDC funding opportunity. If the grant is awarded, it will support activity to increase access to health food and access to opportunities for physical activity for Washington County residents. This will likely include expanding programs that provide vouchers for farmer's market produce and THPRD activities, and may also assist in expanding farmer's markets and community garden access near low-income housing properties.

## VIII. RESOLUTIONS/ACTION ITEMS

- Housing Authority Board of Directors Agenda—August 5, 2014

The HABOD is scheduled for approve several HAWC items at its August meeting.

- 2013-14 SEMAP (Section 8 Management Assessment Program)

HAWC expects to be recognized as a high performing housing authority based on the current SEMAP scores.



- 2013-14 Written-off Accounts  
This is an annual process to write-off tenant debts for overdue rent or property damages that are not collectable.
- Executive Director Authorizations  
This item will allow the Executive Director to take authorized actions and approve expenses under \$100,000, conforming to ORS: 456.
- HUD Mandated Flat Rent Rate Revision  
This change will adjust HAWC's flat rents to conform to HUD Fair Market Rent standards. Tenants may choose to pay either 30% of their gross income towards their housing costs, or pay the flat rent rates.
- Elect HAC Chair and Vice-Chair  
The HAC Chair and Vice-Chair positions are vacant as a result of HAC term expirations.  
The elections of a Chair and Vice-Chair for the HAC were deferred.

**IX. ADJOURNMENT**

Meeting adjourned at 10:58 a.m.

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



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**September 25, 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**

Gary Whiting  
Carina Delgado  
LaShanda Williams

**STAFF PRESENT**

Val Valfre, Executive Director  
Michael O' Neill, Finance Manager  
Gary Calvert, Asset Manager  
Annette Evans, Homeless Program Coordinator  
Melanie Fletcher, Rental Assistance Manager  
Kim Armstrong, Program Coordinator

**COMMITTEE MEMBERS ABSENT**

Jack Schwab                      Karen Shawcross  
Sid Scott                         David Nase  
Anapreet Kaur-Gill

**GUESTS PRESENT**

Val Valfre called the meeting to order at 9:03 a.m.

**X. ROLL CALL** - There is not a quorum, so approval of meeting minutes and other action items will be deferred.

**XI. ACTION - APPROVAL OF MINUTES**

Approval of meeting minutes deferred.

**XII. DISCUSSION - ORAL COMMUNICATIONS**

- Gary Whiting reported that interest rates remain low. Housing inventory is still tight, though slightly less tight than in prior months. The rental market remains very tight, with very low occupancy.
- Carina Delgado noted that HAWC properties are undergoing inspections and repairs for winter.

**XIII. EXECUTIVE DIRECTOR'S REPORT**

Val Valfre provided a list of the Housing Authority's properties to HAC members.



### **Housing Authority Operations**

Capacity-Building Grants: A new grant application has been submitted to provide desktop scanners for all Occupancy Specialists. HAWC is awaiting notification of awards for this funding round.

Annual Audit: The audit has been completed, but HAWC has not yet received a report or any findings.

New HUD Field Office Director: Margaret Salazar is the new Portland Field Office Director.

### **Housing Authority Financing**

Aloha Park Refinancing: The refinance closed on August 27 and work is underway. Half of the funds have been released and work is underway. The second half of the funds from the refinance will be released once work at Aloha Park has been completed.

Major projects at the property include replacing all cabinets and converting 4 units to be ADA accessible. Unit conversion may be challenging without moving load-bearing walls.

HAWC received 72 enhanced vouchers as a result of paying off the loan during the refinance. These vouchers may be used by qualified tenants to subsidize rental expenses at other properties, similar to using a Section 8 voucher. Vouchers that are not used by qualified residents will be available to HAWC to assist with funding shortfalls.

HUD Section 8 Program Shortfall Funds: HAWC is working to resolve this shortfall before the end of the year. HAWC has received some HUD funding for portability expenses as well as new enhanced vouchers as a result of the Aloha Park refinance. Staff will continue to work with HUD to resolve this shortfall.

### **Housing Authority Affordable Housing & Services Initiatives**

Housing Affordability, Balance and Choice: No additional updates were provided.

Orchards at Orenco (Phase II): The Board has approved HAWC as a limited partner in the second phase of this project. There will be a Phase III in the future, for a total of about 150 affordable units.

Bridge Meadows in Beaverton: This project is an intergenerational development that houses families with foster children and seniors. The seniors provide mentorship for the foster children. HAWC would consider providing project-based assistance for this project.

Tualatin Meadows Apartments in Aloha: No additional updates were provided.

Cornelius Place: This project would provide affordable senior housing units over the proposed new library building. HAWC may provide project-based assistance.



Meyer Memorial Trust: HAWC will work with Catholic Charities on a grant-funded project to provide education on the new Section 8 law and its impact on housing availability.

Veterans Bill Document Recording Fee Workgroup meeting: The workgroup met in Salem on September 18 to discuss timelines for projects funded with this fee.

### **Personnel**

Assistant Director: The assistant director position has been vacant since 2008. About 40 applications were received during the recruitment, and approximately 13 candidates passed the initial HR screening. November is likely to be the earliest this position would be filled.

Senior Management Analyst: Michael O'Neill will be retiring at the end of the calendar year. This position will be posted in late September.

## **XIV. STAFF REPORTS**

### **A. Financial Statement**

Financial reports are not issued for July. Reporting will resume next month.

### **B. Section 8 and Low Rent Public Housing**

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. The waitlist was gone from nearly 6,000 households to 852. The waitlist will remain stable until HAWC has funds available to begin leasing up new vouchers.

Carina Delgado asked what the process would be when the waitlist was opened for new applications. Val Valfre commented that staff and the HAC will need to determine how waitlist openings should be processed. Some housing authorities have had issues with long lines for waitlist openings, and HAWC will need to plan to avoid those issues.

LaShanda Williams asked if the current waitlist included clients who had vouchers rescinded due to the funding shortfall. Melanie Fletcher clarified that those clients did not go back on the waitlist, but are in a priority holding pool so they can be served right away when funds become available.

- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Turnaround days are low and far exceed HUD standards.
- Work order effectiveness is high.
- FSS participation continues to benefit 86 enrolled residents.



### C. Affordable Housing

- Occupancy rates remain high in affordable housing.

### D. Special Projects

- Project-Based Vouchers

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

### G. Report on Homelessness

Annette Evans provided updates on homeless programs.

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

Community Connect has screened over 900 households since its launch in January 2014. Clients are struggling to find housing even with Shelter Plus Care vouchers, which is a challenge. Staff is seeing more seniors coming in for screening, and Community Connect staff is now tracking who is referring clients to Community Connect. Staff is working to connect clients to resources while they are waiting for a screening.

- FY2014 Federal McKinney-Vento Homeless Programs

The 2014 Notice of Funding Availability (NOFA) was released. Washington County will be seeking \$2.6 million dollars in renewal funding. This NOFA also includes \$40 million in new permanent housing funding. Washington County will submit a proposal for these additional competitive funds—however, Washington County’s relatively low 2013 Point-In-Time count for chronically homeless persons may make it difficult for a Washington County proposal to be competitive nationally.

- Emergency Food and Shelter Program Phase 32 Funding

There is a slight increase in EFSP funding for the tri-county area this year. Funding is split between Multnomah, Clackamas and Washington Counties based on poverty data. The NOFA closes in October, and the allocation committee will determine which programs are funded through the competitive process.

- Severe Weather Shelter Response Plan

Severe Weather Shelter training includes mental health safety and awareness and infection control information. Washington County Health and Human Services is working to identify a clinician to provide this training.

Meyer Memorial Trust would like to renew funding support for the Severe Weather Shelters this year. Community Action will receive this funding and



distribute it to participating churches. There are 6 currently participating sites, and staff will meet with a potential SWS church in Beaverton. Once churches have confirmed their participation, staff will provide the list of participating shelters to 911 providers and the community.

The SWS program runs from November to March, and participating churches provide volunteers and funding for the program. Churches generally provide food as well as shelter for participants.

Sonrise in Hillsboro will be operating for 90 consecutive days under a temporary use permit. Other churches open on a set schedule or based on weather reports predicting cold weather.

- Year 7 – A Road Home: 10-Year Plan To End Homelessness

Unfunded strategies in Year 7 include shortfalls in short-term rental assistance. Higher rent costs mean that fewer households can be served with short-term assistance dollars.

- Homeless Costs Study

PSU's Northwest Economic Research Center is anticipating that draft data will be available by October 16.

- Homeless Assessment Report – Year 6 Outcomes

No additional updates were provided at the meeting.

- 2015 Point-in-Time (PIT) Homeless Census

No additional updates were provided at the meeting.

## **XV. OLD BUSINESS**

Gary Calvet provided an update on REAC work and inspections for the group.

There is a HUD REAC inspection scheduled for October 10, 13-14. This inspection is scored as part of the Housing Authority's assessment and PHA plan. Maintenance staff is inspecting all public housing units and doing pre-inspections to make repairs and identify issues that need to be addressed after inspections are completed. REAC inspections scoring may impact HAWC funding.

- Aloha-Reedville Study and Livable Community Plan

No additional updates were provided at the meeting.

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

No additional updates were provided at the meeting.

- 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>.





- HAC Annual Retreat

Val Valfre provided a copy of the agenda for the upcoming HAC retreat. Topics will include a discussion of the Rental Assistance Demonstration (RAD) program in Salem, future housing plans and strategies in Beaverton, and the results of the second phase of the Homeless Cost Study.

The retreat will take place at Jenkin's Estate.

## **XVI. NEW BUSINESS**

## **XVII. RESOLUTIONS/ACTION ITEMS**

- Elect HAC Chair and Vice-Chair

The elections of a Chair and Vice-Chair for the HAC were deferred.

## **XVIII. ADJOURNMENT**

Meeting adjourned at 10:58 a.m.

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



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**October 17, 2014, 1:00pm**

Housing Advisory Committee Retreat  
Jenkins Estate, 8005 SW Grabhorn, Beaverton, OR 97007

**COMMITTEE MEMBERS PRESENT**

Gary Whiting                      David Nase  
Carina Delgado                Anapreet Kaur-Gill  
LaShanda Williams        Sid Scott  
Karen Shawcross

**STAFF PRESENT**

Val Valfre, Executive Director  
Michael O' Neill, Finance Manager  
Gary Calvert, Asset Manager  
Annette Evans, Homeless Program Coordinator  
Melanie Fletcher, Rental Assistance Manager  
Kim Armstrong, Program Coordinator

**COMMITTEE MEMBERS ABSENT**

Jack Schwab

**GUESTS PRESENT**

Val Valfre called the meeting to order at 1:05 p.m.

**HAC COMMITTEE DISCUSSION**

• **HAC Holiday Luncheon**

As a result of scheduling issues, the HAC holiday luncheon needs to be rescheduled. A list of possible alternate dates was provided to the committee.

After some discussion, the group decided to hold the holiday luncheon on Thursday, December 11, if it is possible to book a venue with a private dining room on that date.

• **HAC Capacity-Building**

HAC members discussed a number of topics that would be informative and/or useful for committee members to learn about. The group suggested that some meetings include educational presentations between 30 minutes and 1 hour to provide HAC members with a better understanding of housing issues and Housing Authority operations.

Suggested presentation topics include:

- Inclusionary zoning/ the Oregon state inclusionary zoning prohibition
- HAWC Portfolio 101
- Client/resident demographics and information
- Capital Needs Assessments (CNAs)



- HAWC strategic plan/priorities
- Housing Authority 101—funding sources, programs and operations
- Receiving housing assistance—what is the process a new client would go through?
- Clarifying HAWC/DHS role in other County planning processes, such as the Consolidated Plan update
- How HAWC/DHS works with the Office of Community Development and the Policy Advisory Board (PAB)
- How HAWC/DHS partners with other groups and organizations

Val Valfre also noted that many Washington County committees take a month off during the summer. The HAC may consider cancelling one of its summer meetings (June, July or August) during the coming year.

## RESOLUTIONS/ACTION ITEMS

- Elect HAC Chair and Vice-Chair

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

Motion: LaShanda Williams volunteered to serve a one-year term as HAC Chair.

Vote: All approve

Motion: Elect Sid Scott as HAC Vice-Chair for a one-year term—Anapreet Kaur-Gill

Vote: All approve

## ADJOURNMENT

Meeting adjourned at 2:45 p.m.

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



#### IV. EXECUTIVE DIRECTOR'S REPORT

Normally, we tend to see the months of October and November as offering an opportunity to take inventory of department activities and accomplishments over the past year and contemplate how performance measures up against goals. Staff diligently prepared and successfully passed a HUD REAC physical assessment of our public housing properties in October. Staff participated in Fair Housing training and Cascade NAHRO trainings. The Housing Advisory Committee's Retreat at Jenkins Estate was well-attended and was one of the most productive and informative events ever. I am very pleased that LaShanda Williams and Sid Scott volunteered to serve as the Chair and Vice-Chair respectively of the Housing Advisory Committee (HAC), as these are very important positions helping to guide the Housing Authority's operations.

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

- **Capacity-Building Grants:** HAWC's application to OHCS was approved for follow-up capacity grant funds to purchase 12 small desktop scanners. This will allow Occupancy Specialists to scan tenant paperwork at their desks as part of their routine workload. The intent is to measurably reduce voluminous paper files, increase efficiencies through digital imaging and filing, and improve customer service.

**Housing Authority Finances:** HUD financing for FY2015 remains an ongoing concern. It is unclear whether there will be a CR (Continuing Resolution) with fixed level funding for a temporary period, or an Omnibus Bill that funds operations through September 2015.

- **HUD Section 8 Program Shortfall Funds:** HAWC has continued its conversations with HUD about strategies to compensate for the shortfall resulting from a HUD error. HAWC has taken steps to reduce expenses and preserve housing for existing participants to ensure an end-of-year positive balance.

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

- **Housing Affordability, Balance and Choice:** HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to determine possible state-level actions to increase housing options in the 2015 legislative session. Work group materials are available online at <http://affordabilitybalancechoice.org>.
- **Orchards at Orenco:** HAWC is a limited partner to this project (Phase I and Phase II) and has awarded 16 Project-Based Vouchers to the site to serve families making 30% or less AMI.



- Bridge Meadows in Beaverton: This is a proposed Intergenerational project to be built in Beaverton. The Beaverton project will incorporate the same housing model as the Portland Bridge Meadows development – families with foster children interacting with seniors who volunteer their time to assist these children. When the new campus is developed in Beaverton, there is a possibility that we may be asked to provide Project-based Vouchers to house seniors at some of its units.
- Cornelius Place: HAWC is in discussions with Bienestar to place Project-based Vouchers in this unique mixed-use library and senior housing project.
- Sunset View Apartments: This project of 236 affordable housing units (60% AMI) is moving forward toward an application for Private Activity Bonds and 4% Low Income Housing Tax Credits. HAWC is in negotiations about a possible partnership.
- Corinth Gardens: This is a new project proposed in the City of Cornelius. Cascade Housing is the developer and is requesting project-based vouchers to augment their HOME proposal.
- Meyer Memorial Trust: We have agreed to collaborate with Catholic Charities on a project to increase public, landlord, Housing Authority, and tenant understanding of the new 2013 Oregon Housing Choice Voucher law.

**Personnel:** The Housing Authority is working to fill the following staff vacancies.

- Assistant Director: This position has been vacant since mid-2008. The Assistant Director's role is to provide leadership and management staff backup, and is responsible for day-to-day operations. The first round of interviews was scheduled for November 6, 2014.
- Senior Management Analyst: The Finance Manager for the Housing Authority is the principal manager responsible for preparing budgets for the Department of Housing Services (County) and the Housing Authority, overseeing financial operations and controls related to County and HUD financial programs, managing our affordable housing bond portfolio program, and preparing accounting records for annual audit.

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



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

**Cash Flow:**

Along with comparison to budget, comparison to prior year is shown for all programs.

For August FYTD, cash flow from operations, of \$203,028 is favorable to the budget by \$215,446 and favorable to the prior year by \$107,554.

Section 8 had positive cash flow from operations of \$33,961, which was \$122,497 favorable to budget. The favorable variance is mainly due to the increase in proration of Admin fees from 75% to 79%. The program should be close to zero income/loss for the remainder of the calendar year.

Public Housing had cash flow of \$43,990 which is \$79,339 favorable to budget, mainly due to higher operating revenue from the Cap Fund than budgeted. This variance will continue to grow unless and until these operating funds are used for capital expenditures

Kaybern Terrace cash flow of \$2,280 was \$350 unfavorable to budget.

Aloha Park had cash flow from operations of \$2,819, unfavorable to budget by \$29,760, due to increased debt service resulting from the refinance of the property, and high maintenance costs

The Local Fund had negative cash flow of \$11,397, which is favorable to budget by \$10,288, due to salaries and benefits for the DOL grant lower than budget. Part of the reason is that the new employee did not start at the beginning of the fiscal year.

Affordable Housing had cash flow from operations of \$131,375, favorable to budget by \$32,732, due mainly to low maintenance expenses.

**Statement of Net Position (Balance Sheet):**

The balance sheet has been revised to conform with recent Accounting pronouncements. Deferred bond refunding cost, which was previously reflected as a reduction of debt, is now discretely presented just below the Total Assets line; the title of the statement is revised from Statement of Net Assets to Statement of Net Position; and the equity section of the statement has revised terminology.

The Local Fund is no longer overdrawn. At July 31, the local fund unrestricted cash balance was an overdraft of \$558,845. After the receipt of \$597,118 from the refinance of Aloha Park in August, and other activity, the unrestricted cash balance is a positive \$68,879.

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.

Total unrestricted cash of \$393,567 is a positive number for the first time in several years.



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

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Federal/State operating subsidies	461,870	337,550	5,368	7,200	34,648	-	846,636
Gross billable rent	-	168,080	15,794	133,032	21,124	1,135,280	1,473,310
Vacancy loss	-	(522)	(13)	(3,110)	-	(27,197)	(30,842)
Premiums (concessions/loss-to-lease)	-	-	-	(4,468)	-	(30,931)	(35,399)
Other tenant revenue	-	6,149	-	2,570	5,878	33,283	47,880
Tenant revenue	-	173,707	15,781	128,024	27,002	1,110,435	1,454,949
Other revenue (incl GF subsidy)	7,836	-	286	2,130	(2,415)	67,023	74,860
Total operating revenue	469,706	511,257	21,435	137,354	59,235	1,177,458	2,376,445
Operating expenses:							
Repair and maintenance	-	254,429	4,861	55,723	4,392	285,218	604,623
Operations	330,240	86,405	2,542	32,831	51,448	182,600	686,066
Utilities	-	24,847	2,749	19,066	1,983	108,281	156,926
Insurance	1,477	9,461	187	3,650	331	23,742	38,848
PILOT	-	12,867	-	-	-	-	12,867
Bad debt, net of recoveries	-	231	96	1,478	-	13,798	15,603
Other	9,190	-	-	-	331	-	9,521
Total operating expenses	340,907	388,240	10,435	112,748	58,485	613,639	1,524,454
Net program income	128,799	123,017	11,000	24,606	750	563,819	851,991
Other ongoing cash outflows:							
HAWC administration	94,838	79,027	33	60	9,076	591	183,625
Debt service	-	-	8,687	21,727	3,071	431,853	465,338
Total outflows	94,838	79,027	8,720	21,787	12,147	432,444	648,963
Cash flow from operations	33,961	43,990	2,280	2,819	(11,397)	131,375	203,028
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	153	1,445	70	(85)	1,580	(1,232)	1,931
Capital fund receipts	-	1,080	-	-	-	-	1,080
Capitalized modernization	-	(2,995)	-	-	-	-	(2,995)
Debt Issuance Costs	-	-	-	(135,725)	-	-	(135,725)
Transfers to (from) Local Fund	-	-	-	(597,118)	597,118	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	(78,369)	(78,369)
Transfers from (to) restricted cash - Repl Res	-	-	-	(5,040)	-	(34,170)	(39,210)
Section 18 transfers from Public Housing	-	-	-	-	2,846	263,104	265,950
Net unrestricted cash flows	34,114	43,520	2,350	(735,149)	590,147	280,708	215,690
Restricted cash flows:							
Housing Assistance Payments earned	5,024,692	-	-	-	-	-	5,024,692
Housing Assistance Payments	(5,058,087)	-	-	-	-	-	(5,058,087)
Investment income - restricted	141	1,775	-	-	-	-	1,916
Transfers from unrestricted - CAO	-	-	-	-	-	78,369	78,369
Transfers from (to) unrestricted - Repl Res	-	-	-	5,040	-	34,170	39,210
Purchased from replacement reserves	-	-	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	(265,950)	-	-	-	-	(265,950)
Total restricted cash flows	(33,254)	(264,175)	-	5,040	-	112,539	(179,850)
Net cash flows	860	(220,655)	2,350	(730,109)	590,147	393,247	35,840





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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	846,636	720,264	126,372	748,234	98,402
Gross billable rent	1,473,310	1,450,720	22,590	1,428,301	45,009
Vacancy loss	(30,842)	(40,620)	9,778	(31,932)	1,090
Premiums (concessions/loss-to-lease)	(35,399)	(18,960)	(16,439)	(12,535)	(22,864)
Other tenant revenue	47,880	37,127	10,753	36,917	10,963
Tenant revenue	1,454,949	1,428,267	26,682	1,420,751	34,198
Other revenue (incl GF subsidy)	74,860	81,602	(6,742)	116,277	(41,417)
Total operating revenue	2,376,445	2,230,133	146,312	2,285,262	91,183
Operating expenses:					
Repair and maintenance	604,623	618,232	13,609	632,875	28,252
Operations	686,066	705,453	19,387	698,071	12,005
Utilities	156,926	151,471	(5,455)	144,970	(11,956)
Insurance	38,848	38,737	(111)	41,272	2,424
PILOT	12,867	12,948	81	13,405	538
Bad debt, net of recoveries	15,603	16,076	473	17,690	2,087
Other	9,521	13,174	3,653	11,454	1,933
Total operating expenses	1,524,454	1,556,091	31,637	1,559,737	35,283
Net program income	851,991	674,042	177,949	725,525	126,466
Other ongoing cash outflows:					
HAWC administration	183,625	237,713	54,088	168,414	(15,211)
Debt service	465,338	448,747	(16,591)	461,637	(3,701)
Total outflows	648,963	686,460	37,497	630,051	(18,912)
Cash flow from operations	203,028	(12,418)	215,446	95,474	107,554
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,931	(754)	2,685	1,003	928
Capital fund receipts	1,080	30,410	(29,330)	27,729	(26,649)
Capitalized modernization	(2,995)	(30,410)	27,415	(68,325)	65,330
Debt Issuance Costs	(135,725)	-	(135,725)	-	(135,725)
Transfers to (from) Local Fund	-	61,950	(61,950)	(5,853)	5,853
Transfers to restricted cash - CAO	(78,369)	(78,368)	(1)	(92,633)	14,264
Transfers from (to) restricted cash - Repl Res	(39,210)	(41,730)	2,520	(26,395)	(12,815)
Section 18 transfers from Public Housing	265,950	267,707	(1,757)	258,475	7,475
Net unrestricted cash flows	215,690	196,387	19,303	189,475	26,215
Restricted cash flows:					
Housing Assistance Payments earned	5,024,692	4,665,154	359,538	4,540,465	484,227
Housing Assistance Payments	(5,058,087)	(4,779,001)	(279,086)	(4,783,498)	(274,589)
Investment income - restricted	1,916	1,597	319	2,607	(691)
Transfers from unrestricted - CAO	78,369	78,368	1	92,633	(14,264)
Transfers from (to) unrestricted - Repl Res	39,210	41,730	(2,520)	26,395	12,815
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(265,950)	(267,707)	1,757	(258,475)	(7,475)
Total restricted cash flows	(179,850)	(259,859)	80,009	(379,873)	200,023
Net cash flows	35,840	(63,472)	99,312	(190,398)	226,238



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	461,870	378,811	83,059	409,901	51,969
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	7,836	8,764	(928)	14,846	(7,010)
Total operating revenue	469,706	387,575	82,131	424,747	44,959
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	330,240	341,967	11,727	360,109	29,869
Utilities	-	-	-	-	-
Insurance	1,477	1,452	(25)	1,452	(25)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	9,190	12,156	2,966	10,630	1,440
Total operating expenses	340,907	355,575	14,668	372,191	31,284
Net program income	128,799	32,000	96,799	52,556	76,243
Other ongoing cash outflows:					
HAWC administration	94,838	120,536	25,698	88,859	(5,979)
Debt service	-	-	-	-	-
Total outflows	94,838	120,536	25,698	88,859	(5,979)
Cash flow from operations	33,961	(88,536)	122,497	(36,303)	70,264
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	153	-	153	175	(22)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	74,163	(74,163)	47,000	(47,000)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	34,114	(14,373)	48,487	10,872	23,242
Restricted cash flows:					
Housing Assistance Payments earned	5,024,692	4,665,154	359,538	4,540,465	484,227
Housing Assistance Payments	(5,058,087)	(4,779,001)	(279,086)	(4,783,498)	(274,589)
Investment income - restricted	141	-	141	-	141
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(33,254)	(1,13,847)	80,593	(243,033)	209,779
Net cash flows	860	(128,220)	129,080	(232,161)	233,021



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	337,550	285,032	52,518	304,187	33,363
Gross billable rent	168,080	153,804	14,276	155,278	12,802
Vacancy loss	(522)	(728)	206	(861)	339
Premiums (concessions/loss-to-lease)	-	(70)	70	(213)	213
Other tenant revenue	6,149	6,768	(619)	7,222	(1,073)
Tenant revenue	173,707	159,774	13,933	161,426	12,281
Other revenue (incl GF subsidy)	-	1,673	(1,673)	1,837	(1,837)
Total operating revenue	511,257	446,479	64,778	467,450	43,807
Operating expenses:					
Repair and maintenance	254,429	249,131	(5,298)	261,354	6,925
Operations	86,405	92,964	6,559	87,524	1,119
Utilities	24,847	18,192	(6,655)	16,955	(7,892)
Insurance	9,461	9,644	183	10,930	1,469
PILOT	12,867	12,948	81	13,405	538
Bad debt, net of recoveries	231	-	(231)	4,773	4,542
Other	-	-	-	-	-
Total operating expenses	388,240	382,879	(5,361)	394,941	6,701
Net program income	123,017	63,600	59,417	72,509	50,508
Other ongoing cash outflows:					
HAWC administration	79,027	98,949	19,922	70,316	(8,711)
Debt service	-	-	-	-	-
Total outflows	79,027	98,949	19,922	70,316	(8,711)
Cash flow from operations	43,990	(35,349)	79,339	2,193	41,797
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,445	1,334	111	1,314	131
Capital fund receipts	1,080	30,410	(29,330)	27,729	(26,649)
Capitalized modernization	(2,995)	(30,410)	27,415	(40,478)	37,483
Debt Issuance Costs	-	-	-	-	-
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	43,520	(34,015)	77,535	(9,242)	52,762
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	1,775	1,597	178	2,607	(832)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(265,950)	(267,707)	1,757	(258,475)	(7,475)
Total restricted cash flows	(264,175)	(266,110)	1,935	(255,868)	(8,307)
Net cash flows	(220,655)	(300,125)	79,470	(265,110)	44,455



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	5,368	6,156	(788)	5,775	(407)
Gross billable rent	15,794	16,393	(599)	15,947	(153)
Vacancy loss	(13)	(492)	479	(483)	470
Premiums (concessions/loss-to-lease)	-	(117)	117	(136)	136
Other tenant revenue	-	415	(415)	457	(457)
Tenant revenue	15,781	16,199	(418)	15,785	(4)
Other revenue (incl GF subsidy)	286	269	17	260	26
Total operating revenue	21,435	22,624	(1,189)	21,820	(385)
Operating expenses:					
Repair and maintenance	4,861	6,342	1,481	7,175	2,314
Operations	2,542	2,371	(171)	2,150	(392)
Utilities	2,749	2,453	(296)	2,501	(248)
Insurance	187	188	1	211	24
PILOT	-	-	-	-	-
Bad debt, net of recoveries	96	636	540	648	552
Other	-	-	-	-	-
Total operating expenses	10,435	11,990	1,555	12,685	2,250
Net program income	11,000	10,634	366	9,135	1,865
Other ongoing cash outflows:					
HAWC administration	33	16	(17)	13	(20)
Debt service	8,687	8,688	1	8,688	1
Total outflows	8,720	8,704	(16)	8,701	(19)
Cash flow from operations	2,280	1,930	350	434	1,846
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	70	62	8	62	8
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
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	2,350	1,992	358	496	1,854
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	2,350	1,992	358	496	1,854



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	7,200	10,827	(3,627)	10,823	(3,623)
Gross billable rent	133,032	129,119	3,913	133,032	-
Vacancy loss	(3,110)	(6,456)	3,346	(3,163)	53
Premiums (concessions/loss-to-lease)	(4,468)	(3,950)	(518)	(4,830)	362
Other tenant revenue	2,570	7,545	(4,975)	1,698	872
Tenant revenue	128,024	126,258	1,766	126,737	1,287
Other revenue (incl GF subsidy)	2,130	2,220	(90)	2,446	(316)
Total operating revenue	137,354	139,305	(1,951)	140,006	(2,652)
Operating expenses:					
Repair and maintenance	55,723	48,428	(7,295)	57,954	2,231
Operations	32,831	32,884	53	32,790	(41)
Utilities	19,066	15,355	(3,711)	14,774	(4,292)
Insurance	3,650	3,375	(275)	2,812	(838)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	1,478	1,500	22	637	(841)
Other	-	-	-	-	-
Total operating expenses	112,748	101,542	(11,206)	108,967	(3,781)
Net program income	24,606	37,763	(13,157)	31,039	(6,433)
Other ongoing cash outflows:					
HAWC administration	60	49	(11)	87	27
Debt service	21,727	5,135	(16,592)	18,209	(3,518)
Total outflows	21,787	5,184	(16,603)	18,296	(3,491)
Cash flow from operations	2,819	32,579	(29,760)	12,743	(9,924)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(85)	3	(88)	30	(115)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(25,634)	25,634
Debt Issuance Costs	(135,725)	-	(135,725)	-	(135,725)
Transfers to (from) Local Fund	(597,118)	-	(597,118)	-	(597,118)
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(5,040)	(7,560)	2,520	7,776	(12,816)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(735,149)	25,022	(760,171)	(5,085)	(730,064)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	5,040	7,560	(2,520)	(7,776)	12,816
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	5,040	7,560	(2,520)	(7,776)	12,816
Net cash flows	(730,109)	32,582	(762,691)	(12,861)	(717,248)



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	34,648	35,745	(1,097)	14,096	20,552
Gross billable rent	21,124	22,191	(1,067)	21,758	(634)
Vacancy loss	-	-	-	-	-
Premiums (concessions/loss-to-lease)	-	-	-	-	-
Other tenant revenue	5,878	125	5,753	91	5,787
Tenant revenue	27,002	22,316	4,686	21,849	5,153
Other revenue (incl GF subsidy)	(2,415)	2,981	(5,396)	29,724	(32,139)
Total operating revenue	59,235	61,042	(1,807)	65,669	(6,434)
Operating expenses:					
Repair and maintenance	4,392	7,420	3,028	4,793	401
Operations	51,448	51,243	(205)	39,971	(11,477)
Utilities	1,983	2,271	288	1,926	(57)
Insurance	331	331	-	391	60
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	331	1,018	687	824	493
Total operating expenses	58,485	62,283	3,798	47,905	(10,580)
Net program income	750	(1,241)	1,991	17,764	(17,014)
Other ongoing cash outflows:					
HAWC administration	9,076	17,373	8,297	8,613	(463)
Debt service	3,071	3,071	-	3,071	-
Total outflows	12,147	20,444	8,297	11,684	(463)
Cash flow from operations	(11,397)	(21,685)	10,288	6,080	(17,477)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	1,580	2,895	(1,315)	1,468	112
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(2,214)	2,214
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	597,118	(12,213)	609,331	(52,853)	649,971
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	-	-	-	-	-
Section 18 transfers from Public Housing	2,846	4,476	(1,630)	4,002	(1,156)
Net unrestricted cash flows	590,147	(26,527)	616,674	(43,517)	633,664
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	590,147	(26,527)	616,674	(43,517)	633,664



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

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Federal/State operating subsidies	-	3,693	(3,693)	3,452	(3,452)
Gross billable rent	1,135,280	1,129,213	6,067	1,102,287	32,993
Vacancy loss	(27,197)	(32,944)	5,747	(27,425)	228
Premiums (concessions/loss-to-lease)	(30,931)	(14,823)	(16,108)	(7,356)	(23,575)
Other tenant revenue	33,283	22,274	11,009	27,449	5,834
Tenant revenue	1,110,435	1,103,720	6,715	1,094,955	15,480
Other revenue (incl GF subsidy)	67,023	65,695	1,328	67,164	(141)
Total operating revenue	1,177,458	1,173,108	4,350	1,165,571	11,887
Operating expenses:					
Repair and maintenance	285,218	306,911	21,693	301,602	16,384
Operations	182,600	184,024	1,424	175,530	(7,070)
Utilities	108,281	113,200	4,919	108,814	533
Insurance	23,742	23,747	5	25,476	1,734
PILOT	-	-	-	-	-
Bad debt, net of recoveries	13,798	13,940	142	11,631	(2,167)
Other	-	-	-	-	-
Total operating expenses	613,639	641,822	28,183	623,053	9,414
Net program income	563,819	531,286	32,533	542,518	21,301
Other ongoing cash outflows:					
HAWC administration	591	790	199	528	(63)
Debt service	431,853	431,853	-	431,670	(183)
Total outflows	432,444	432,643	199	432,198	(246)
Cash flow from operations	131,375	98,643	32,732	110,320	21,055
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(1,232)	(5,048)	3,816	(2,046)	814
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	(78,369)	(78,368)	(1)	(92,633)	14,264
Transfers from (to) restricted cash - Repl Res	(34,170)	(34,170)	-	(34,170)	-
Section 18 transfers from Public Housing	263,104	263,231	(127)	254,472	8,632
Net unrestricted cash flows	280,708	244,288	36,420	235,943	44,765
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	78,369	78,368	1	92,633	(14,264)
Transfers from (to)unrestricted - Repl Res	34,170	34,170	-	34,170	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	112,539	112,538	1	126,803	(14,264)
Net cash flows	393,247	356,826	36,421	362,746	30,501



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

<b>Assets</b>	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	7,580	818,974	47,838	(37,559)	69,879	(513,145)	393,567
Restricted cash and cash equivalents	73,092	72,864	1,380	37,056	2,700	301,876	488,968
Accounts receivable, net	78,141	80,249	1,948	2,378	39,249	64,921	266,886
Current portion of contracts receivable	—	176	—	—	3,327	—	3,503
Other current assets	4,431	32,087	562	25,664	4,056	35,174	101,974
<b>Total current assets</b>	<b>163,244</b>	<b>1,004,350</b>	<b>51,728</b>	<b>27,539</b>	<b>119,211</b>	<b>(111,174)</b>	<b>1,254,898</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	83,162	909,356	36,104	1,530,737	—	1,828,377	4,387,736
Contracts receivable	—	—	—	—	381,584	—	381,584
Capital assets, non-depreciable	—	3,626,920	50,000	41,617	362,418	4,095,129	8,176,084
Capital assets, depreciable, net	—	3,130,651	22,596	341,930	752,850	14,266,440	18,514,467
<b>Total non-current assets</b>	<b>83,162</b>	<b>7,666,927</b>	<b>108,700</b>	<b>1,914,284</b>	<b>1,496,852</b>	<b>20,189,946</b>	<b>31,459,871</b>
<b>Total assets</b>	<b>246,406</b>	<b>8,671,277</b>	<b>160,428</b>	<b>1,941,823</b>	<b>1,616,063</b>	<b>20,078,772</b>	<b>32,714,769</b>
<b>Deferred bond refunding costs</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,532,893</b>	<b>2,532,893</b>
<b>Total assets and deferred outflow of resources</b>	<b>246,406</b>	<b>8,671,277</b>	<b>160,428</b>	<b>1,941,823</b>	<b>1,616,063</b>	<b>22,611,665</b>	<b>35,247,662</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	10,024	36,067	7,074	18,468	10,237	54,201	136,071
Deferred revenue	—	6,636	12	—	3,950	2,532	13,130
Accrued interest payable - bonds and notes	—	—	2,553	7,269	634	338,322	348,778
Current portion of notes and contracts payable	—	—	4,298	28,005	10,707	97,964	140,974
Current liabilities payable from restricted assets:							
Tenant and other deposits	73,092	72,864	1,380	37,056	2,700	301,876	488,968
Total curr. liabilities payable from restr. assets	73,092	72,864	1,380	37,056	2,700	301,876	488,968
<b>Total current liabilities</b>	<b>83,116</b>	<b>115,567</b>	<b>15,317</b>	<b>90,798</b>	<b>28,228</b>	<b>794,895</b>	<b>1,127,921</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	114,548	—	321,911	2,079,095	707,871	28,481,382	31,704,807
<b>Total non-current liabilities</b>	<b>114,548</b>	<b>—</b>	<b>321,911</b>	<b>2,079,095</b>	<b>707,871</b>	<b>28,481,382</b>	<b>31,704,807</b>
<b>Total liabilities</b>	<b>197,664</b>	<b>115,567</b>	<b>337,228</b>	<b>2,169,893</b>	<b>736,099</b>	<b>29,276,277</b>	<b>32,832,728</b>
<b>Net Position</b>							
Invested in capital assets	—	6,757,571	(253,613)	(1,723,553)	396,690	(7,684,884)	(2,507,789)
Restricted	(31,651)	909,356	36,104	1,530,737	—	1,828,377	4,272,923
Unrestricted	80,393	888,783	40,709	(35,254)	483,274	(808,105)	649,800
<b>Total net position</b>	<b>48,742</b>	<b>8,555,710</b>	<b>(176,800)</b>	<b>(228,070)</b>	<b>879,964</b>	<b>(6,664,612)</b>	<b>2,414,934</b>
<b>Total liabilities and net position</b>	<b>246,406</b>	<b>8,671,277</b>	<b>160,428</b>	<b>1,941,823</b>	<b>1,616,063</b>	<b>22,611,665</b>	<b>35,247,662</b>





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

<b>Wait List Time Based on # of HH Members</b>										
<b># HH Members</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Total</b>
<b>#Families</b>	311	183	155	94	50	40	14	9	2	<b>858</b>
<b>Average Days</b>	1,808	1,799	1,777	1,814	1,646	1,618	1,974	1,716	1,792	<b>1,785</b>

<b>Wait List Based on Gender</b>			
<b>Gender</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>Total</b>	607	251	<b>858</b>

<b>Wait List Based on Race</b>								
<b>Race</b>	<b>Am. Indian</b>	<b>Asian</b>	<b>Black</b>	<b>Native Hawaiian</b>	<b>White</b>	<b>Multiple</b>	<b>Unk.</b>	<b>Total</b>
	9	37	132	6	642	8	24	<b>858</b>

<b>Wait List Based on Ethnicity</b>				
<b>HH Ethnicity</b>	<b>Hispanic</b>	<b>Not Hispanic</b>	<b>Unknown</b>	<b>Total</b>
	196	656	6	<b>858</b>

<b>Wait List Based on HH Type</b>					
<b>Type</b>	<b>Disabled</b>	<b>Elderly</b>	<b>Family</b>	<b>Other</b>	<b>Total</b>
	183	91	443	141	<b>858</b>



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 2014*

**Average Vacancy Days - Public Housing**

	Units Turned Over	Vacancy Days	Average Vacancy	Total Vacant Units	Total Vacancy Days	Total Average
	This Month	This Month	Days Per Unit This	(FY cumulative total)	(FY cumulative total)	Vacancy Days Per
			Month			Unit
						(FY cumulative total)
<b>FY 2013-14</b>						
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
May 2014	4	86	21.50	28	398	14.21
June 2014	3	57	19.00	31	455	14.68
<b>FY 2014-15</b>						
July 2014	1	16	16.00	1	16	16.00
August 2014	2	29	14.50	3	45	15.00
September 2014	1	16	16.00	4	61	15.25



V. STAFF REPORTS  
C. Affordable Housing

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

- a) Section 8 Waiting List: October: 858 last month: 852. 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. A public notice will be issued when the waitlist is re-opened, but not likely until 2015.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of October 2014 were at 16 (last month – 14.5). FY2014 reporting begins July 1. HUD rates Housing Authorities, however, on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”. Our cumulative total was 15.00.
- c) Occupancy Rates:  
 \*Public Housing: 100% (last month – 99.59%)  
 \*Section 8: 95.11 % (last month – 96.6%)

We had 2,644 vouchers leased up on the first of November (last month – 2,688). HAWC has 22 applicants with vouchers searching for housing, and 29 enhanced vouchers available to residents at Aloha Park (last month 3 new, 19 looking). Our monthly allocation of Section 8 HAP funds is 103.7%. 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 October, 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	2.77 hrs	3 hrs	24 hrs
Routine WO's	5.93 days	7 days	25 days

- f) FSS Participation  
 Total FSS participants: 88 (74 from Section 8 and 14 from Public Housing)  
 Total FSS participants w/escrow balance: 52  
 Total Escrow Balance: \$189,442  
 Average Escrow Balance: \$3,643  
 Highest Escrow Accounts: \$17,816 (Section 8) and \$20,897 (Public Housing)  
 Individual Development Accounts (IDA): 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: 98.32% Occupancy (10 vacancies / 613 units), compared to 98.04% (12 vacancies / 613 units), last month. NTR – 97%.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over one (1) Public Housing unit for new residents, including cleaning, repairs, replacing carpet, painting and landscaping.
- All repairs, painting and landscaping was completed by Housing staff.
- Carpet was replaced in one (1) Public Housing unit.
- Cleaning was performed in one (1) Public Housing unit.

Special Projects:

- Pest control service was performed in one (1) Public Housing unit.
- Tree service was performed in one (1) Public Housing unit.
- Bidding was performed for siding and flooring replacement.
- Bidding was performed for pest control service.
- Reported 356 year-to-date non-emergency work orders have been completed in an average of 5.93 days.
- Reported 100% of 8 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	54	44
Special Needs	25	25	0
Total PBVs	225	181	44

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	7
LifeWorks NW (Tom Brewer House)							13	13	9
CPAH (The Knoll)	12	12	11						
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	41	41						
Total PBVS	102	53	52	54	30	23	25	25	16



**V. STAFF REPORTS**  
**E. Report on Homelessness**

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

Implemented in January 2014, Community Connect operates as a centralized intake system to determine household need and eligibility for homeless prevention, diversion and intervention housing programs. The system is administered by Community Action Organization, in collaboration with private and public housing programs serving homeless persons.

To meet the five (5) day goal from screening to assessment, Community Action will be funding three new assessment specialist positions to meet with households that are experiencing homelessness or at imminent risk of homelessness. This added capacity will reduce the wait time between screening (the initial call to Community Connect seeking assessment) and the assessment specialist appointment that determines the best housing program for the household.

To learn more about the Community Connect system, visit our webpage at <http://www.co.washington.or.us/Housing/EndHomelessness/community-connect.cfm>

- **FY2014 FEDERAL MCKINNEY-VENTO HOMELESS PROGRAMS**

On September 16, 2014, the U.S. Department of Housing and Urban Development (HUD) released the competitive FY2014 CoC Program NOFA (Notice of Funding Available). Washington County Department of Housing Services is the Collaborative Applicant on behalf of the continuum of care (CoC) provider agencies.

On October 28, the Board of County Commissioners approved the submittal of the FY2014 CoC Program Application requesting \$2,677,553 to renew funding for transitional, rapid re-housing and permanent housing programs, and part-time staffing positions for administration of the Homeless Management Information System (HMIS) and CoC Planning activities.

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

The historical HUD McKinney-Vento CoC Program Homeless Assistance funding is summarized below.



Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014 <sup>1</sup>	FY2015 <sup>2</sup>
	\$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	\$2.6 million	Application submitted \$2.7 million	
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 <sup>3</sup>	\$152,317	

• **EMERGENCY FOOD AND SHELTER PROGRAM PHASE 32 FUNDING**

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement the work of local social service organizations within the United States to help hungry and homeless people in need of emergency assistance. The EFSP National Board uses a formula involving population and poverty data provided by the US Census, and unemployment data provided by the Bureau of Labor Statistics to determine eligibility of a civil jurisdiction to receive an allocation of funds.

The FY2014 appropriation is \$120 million, and reflects an increase as compared to \$114 million in the FY2013 budget under sequestration. The National EFSP Board allocated \$758,606 to the tri-county region that includes Portland/Multnomah, Clackamas and Washington counties. The Local EFSP Board will meet on September 15 to begin the competitive funding process.

At the November 10, 2015, meeting of the regional EFSP Local Board, the allocation was awarded to counties as follows: \$233,686 Washington, \$142,315 Clackamas, \$382,605 Multnomah, and \$237,648 Clark County in the state of Washington.

Historical EFSP funding in Washington County:

\$233,686 2014 EFSP: \$68,704 shelter, \$107,635 rent, \$52,733 food/meals, \$4,614 Administration

\$193,869 2013 EFSP: \$59,161 shelter, \$91,118 rent, \$41,590 food/meals

\$204,489 2012 EFSP: \$73,616 shelter, \$89,975 rent, \$40,898 food/meals

\$ 62,988 2011 State Set-aside: \$0.00 shelter, \$50,390 rent, \$12,598 food/meals

\$376,296 2010 EFSP/ARRA: \$135,467 shelter, \$162,829 rent, \$78,000 food/meals

\$281,091 2009 EFSP: \$87,291 shelter, \$101,840 rent, \$49,800 food/meals

<sup>1</sup> FY2014 Omnibus Appropriations; January 17, 2014.

<sup>2</sup> FY2015 President's Budget; March 4, 2014.

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



- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 8th year of operation, winter shelters open on November 1 and will continue through end of March 2015. On October 28 and 29, more than 50 volunteers received comprehensive training coordinated by Annette Evans. Each attendee received a resource packet that included Communications/PIO Policy, Shelter Facility Emergency Preparedness, Personal Safety Awareness, Shelter Activation/Deactivation, and Community Resources. Two guest speakers presented on:

- Infection Control and Health Awareness
- Mental Health and Safety Awareness

- **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. Preliminary cost data was presented to the Homeless Plan Advisory Committee (HPAC) at a joint meeting with the Homeless Cost Study Advisory Committee on October 15. A presentation on the Homeless Cost Study findings will be presented to the Washington County Board of Commissioners.

- **2015 POINT-IN-TIME (PIT) HOMELESS CENSUS**

Planning is underway to conduct the annual Point-In-Time (PIT) homeless count during the last 10 days of January (January 22 to 31, 2015). Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a federal requirement in seeking funds under the McKinney-Vento Title IV Homeless Assistance Program, and support local homeless planning and program development.

Community Action and Luke-Dorf, Inc. are taking the lead to develop and complete the homeless count activities. Amassing resources to complete the annual homeless count is difficult given the short timeframe to: 1) cover the 727 square miles that comprise Washington County as a jurisdiction, 2) access and engage with homeless persons living doubled-up with family and friends, and 3) secure adequate outreach staff and volunteers to canvass the rural/unincorporated areas of the county where homeless campers are known to frequent. The street outreach





component of the homeless count will include interviews of homeless persons participating in Severe Weather Shelters and the Project Homeless Connect event.

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

January 2014 = 1,011  
January 2013 = 1,153  
January 2012 = 1,331  
January 2011 = 1,356  
January 2010 = 1,383  
January 2009 = 1,243  
January 2008 = 1,145  
January 2007 = 1,241  
January 2006 = 1,162  
January 2005 = 787

- **PROJECT HOMELESS CONNECT**

The 9th annual Project Homeless Connect (PHC) will be held on Friday, January 30, 2015, from 9 a.m. to 4 p.m. at Sunrise Church. The one-day one-stop event will provide free resources and on-site health care for homeless persons and people at risk of homelessness. The Washington County Department of Housing Services is a fiscal sponsor of the event that serves approximately 500 people. For more information on this event, visit [www.phcwashco.org](http://www.phcwashco.org).

## VI. OLD BUSINESS

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

The Aloha-Reedville Study and Livable Community Plan report and supporting documents are available on the project website at <http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/index.cfm>

Action items and recommendations from the Aloha-Reedville Plan will be carried forward in the LUT ordinance workplans for 2014 and 2015, the Transportation System Plan update, the Consolidated Plan update, and ongoing County improvement efforts such as Minor Betterments.

The Washington County Board of Commissioners will acknowledge the the International Association for Public Participation (IAP2) Cascade Chapter award for Public Participation Project of the Year at its regular meeting on December 2.



- **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 80 clients over the 18 months of the grant program. HAWC has been awarded additional client enrollment slots as a result of its success in the project so far. Grant funds support dedicated case managers for program participants, and provide resources for education, classes, on-the-job training, and internships.

- **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 2013 and the Work Group has met each month since then.

Copies of the draft plan documents can be obtained at the County’s website: <http://www.co.washington.or.us/CommunityDevelopment>. Click on “Consolidated Plan 2015-2020”, then “Comment!” to find and comment on the Year 1 Strategic Plan and the Objective Statements and Community Development Plan that support the Strategic Plan.

## VIII. NEW BUSINESS

- **HAC HOLIDAY LUNCHEON**

The Housing Advisory Committee annual holiday luncheon will be held on Thursday December 11 beginning at 1pm. The event will be held in the private dining room at Mingo, located at 12600 SW Crescent Avenue in the Beaverton Round. Menus and information is available at the restaurant’s website at <http://www.mingowest.com>.



**IX. RESOLUTIONS/ACTION ITEMS**

• **2015 HAC MEETING SCHEDULE**

ACTION REQUIRED: Adopt 2015 HAC meeting dates

- Thursday, January 22
- Thursday, February 26
- Thursday, March 26
- Thursday, April 23
- Thursday, May 21 - Budget
- Thursday, June 25
- Thursday, July 23
- Thursday, August 27
- Thursday, September 24
- Friday, October 16 – Retreat (Tentative)
- Thursday, November 19
- Friday, December 11 – Luncheon (Tentative)

**IX. ADJOURNMENT**