



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



**Thursday, September 22, 2016  
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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**X. ADJOURNMENT**

Next Meeting:

RETREAT: Friday, October 14, 2016

2016 HAC Schedule
Thursday, September 22
Friday, October 14 – Retreat
Thursday, November 17
Friday, December 9 – Luncheon (Tentative)



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
Housing Conference Room  
September 22, 2016 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. August 25, 2016 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
  - F. Housing Affordability/Development Initiatives
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- IX. RESOLUTIONS/ACTION ITEMS**
- X. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**August 25, 2016, 9:00 a.m.**

Washington County Department of Housing Services – Juvenile Services Building  
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124 –Room JUV 105, Main Floor

**COMMITTEE MEMBERS PRESENT**

Anapreet Kaur-Gill  
Sid Scott  
Ben Sturtz  
Edward Gutierrez  
Jack Schwab  
Gary Whiting  
Sig Unander

**COMMITTEE MEMBERS ABSENT**

Carina Delgado

**STAFF PRESENT**

Val Valfre, Executive Director  
Komi Kalevor, Assistant Director  
YaLing Huang-Dressel, Finance Manager  
Annette Evans, Homeless Program Coordinator  
Melanie Fletcher, Rental Assistance Manager  
Kim Armstrong, Program Coordinator

**GUESTS PRESENT**

Shannon Wilson, HABOD

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

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from May 26, 2016— Jack Schwab

Second: Ben Sturtz

**III. DISCUSSION - ORAL COMMUNICATIONS**

Housing Advisory Committee members and staff introduced themselves.

- Sig Unander was recently-appointed to a vacant At-Large HAC position, and was welcomed to the committee.
- Jack Schwab reported that the Good Neighbor Center held a volunteer recognition ice cream social event on Saturday. Awards were given for Volunteer of the Year (Individual and Organization). The Good Neighbor Center has a large number of volunteers that are vital to the organization.
- Ben Sturtz announced that the Orchards Phase 2 held its grand opening recently. REACH is working on funding for Phase 3, and a senior housing project in Vancouver, WA. REACH was also recently awarded a site in Lents for an affordable development.
- Gary Whiting provided copies of Market Action, which shows that the average sale price in the Portland metro area is over \$390,000. The ownership market remains very strong and



competitive, and is expected to remain that way for the next year. He also shared a message from the Oregon Association of Realtors about the appraisal crisis, which is delaying closings and causing difficulty for buyers. The group also discussed the phenomenon of buyers offering more than the property appraises for, or waiving appraisal contingencies, and the impact this can have on the housing market.

- Anapreet Kaur-Gill noted that the North Plains Senior Plaza is an affordable senior property that tends to have shorter waitlists.
- Sid Scott noted that Town Center Greens, a 60-unit Central City Concern project, opened recently. Scott Edwards Architecture is also working on Garlington Place with Cascadia Behavioral Health Care, which will include 60 units and a treatment center. Cornelius Place is seeking LIHTC funding for its 45 units of senior housing.

#### IV. EXECUTIVE DIRECTOR'S REPORT

Val Valfre noted that the HAC report has added a staff report focused on development initiatives.

##### **Housing Authority Operations**

Capital Repair Investment: Capital repairs continue, though HAWC's housing stock is generally in good condition.

##### **Housing Authority Finances**

The Housing Authority recently had a visit from auditors, as part of the County's annual audit process. They will return in September.

The FY2016-17 budget includes funding for a number of initiatives.

Housing Production Opportunity Fund: \$300,000: This is a Washington County Thrives priority, and provides gap funding for projects that are ready for construction

Prevention Rent Assistance: \$150,000: This is a Thrives priority to assist households in danger of becoming homeless due to rent burdens.

Community Connect: \$75,000: This will support the single point of entry for HUD-funded homeless programs.

Affordable Housing Development Initiative: \$30,000: This funding will help the Housing Department work with developers and partners to support more projects.

Homeless Program Administration: \$40,000: This funding will support overhead and administrative costs for homeless programs.

Health Careers NW Grant: \$41,000: This funding will support overhead and administrative costs for this grant project.

Homeless To Work Program: \$20,000: This funding will support the cost and administration of the HTW program.



Community Alliance of Tenants Renters Rights Hotline: \$10,000: This funding will allow CAT to continue to offer Renters Rights Hotline support to Washington County residents.

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

Orchards at Orenco: Phase 2 held its grand opening recently. Phase 3 should start next summer, if funding is awarded.

Bridge Meadows in Beaverton: The groundbreaking for this project is scheduled for early September.

Cornelius Place: This project is seeking 9% LIHTC funding.

Sunset View Apartments: The project-based voucher waitlist for this project is open, and the waitlist for the rest of the affordable units will open shortly. Occupancy is expected in January 2017.

Pomeroy Place (formerly Blanton Street Veterans Housing): This veterans' project has been named, and will likely break ground in November.

Tigard Triangle Project: CPAH is working with the City of Tigard to move forward with a zone change for this project. CPAH is considering applying for LIFT funds for this project.

Cornell and Murray Project: CPAH is working with Washington County on this project, and plans to apply for HOME funds in the fall, and 9% LIHTC funding during the next funding cycle. The project will include housing and micro-restaurant retail.

Willow Creek Project: The Federal Highway Administration has approved a no-cost transfer of land for this project. A draft of the presentation for the Board of Commissioners will be shown later in the meeting.

Other Updates: Fir Crest Manor will be changing ownership. The property has requested that the contract for project-based voucher units be transferred to the new owners.

### **Other Initiatives**

Local Innovation and Fast Track Housing Development Program (LIFT): The NOFA for this funding will be released in September.

HUD Section 811 Supportive Housing for Persons with Disabilities Program: This NOFA will be released later this year.

Housing Trust Fund: Oregon will have \$3 million in Housing Trust Fund subsidy, and will likely follow a process similar to State HOME funding (but will be available to metro areas, unlike State HOME funds).

Housing Affordability Initiatives: Housing is working to provide local jurisdictions with information on tools to increase housing affordability in their communities.

Oregon State NOFA (Notice of Funding Availability) Timeline: No updates were provided at the meeting.



## V. STAFF REPORTS

### A. Financial Statement

The 2015-16 fiscal year ended on June 30, 2016, and the 2016-17 fiscal year began July 1, 2016.

YaLing Huang-Dressel walked the committee through the Housing Authority programs and financial reports.

The Housing Authority has worked to streamline its processes and increase efficiencies to effectively utilize funding in all its programs.

The Housing Authority operates Section 8 and Public Housing programs, as well as properties that have separate financial reporting (Kaybern Terrace, Aloha Park). The Local Fund includes developer fees, funds from refinancing, and other less-restricted sources. Affordable Housing properties include below-market regulated affordable units that were refinanced with a County bond several years ago.

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

- The Public Housing and Section 8 Unified Waitlist are currently not accepting new applications.
- Occupancy rates remain high in public housing (100%), and the Section 8 program is maximizing occupancy (95.04%) with available funding.

### C. Affordable Housing

- Occupancy rates remain high in affordable housing (97.14%).

### D. Special Projects

- Project-Based Vouchers

The new PHA plan received approval from Housing Authority Board of Directors to project-base up to an additional 100 vouchers. HAWC has already awarded about 200 project-based vouchers to existing projects and projects in the pipeline.

- Family Self-Sufficiency

This report provides updates for the FSS program in between quarterly reports.

### E. Report on Homelessness

Annette Evans provided updates.



She recently provided an update on the Severe Weather Shelter system for the Beaverton City Council. Beaverton is working to identify a shelter in time for the SOS training in October. This program is provided entirely by community providers and volunteers.

Washington County is recruiting for a part-time Continuum of Care Specialist to assist Annette Evans to administer CoC programs. The goal is to fill this position by October.

- Federal McKinney-Vento Homeless Program

Washington County will apply for \$3.2M in McKinney-Vento funding, including a new project \$160,000 for a Rehousing and Supportive Employment (RISE) program linked to employment programs (including Health Careers NW).

- CoC System Performance Measurement

This is a new compliance requirement for programs to report system-wide programs. Performance measures include length of time in homelessness, recidivism, and exiting to employment. Washington County will need to improve outcomes to meet performance goals.

- By Name List, A Targeted Approach

The BNL (also called the Master List) will allow Washington County to determine if/when we reach “function zero”-- when the number of people currently homeless is less than the number of formerly homeless being placed into housing. This will not literally end homelessness, but will indicate that resources to end homelessness are theoretically available to anyone who needs them.

- HUD-Funded CoC Program Monitoring Activities

Onsite monitoring for the current year showed great improvements in compliance, and no findings were noted.

- Emergency Food and Shelter Program—Phase 33 Funding

EFSP funding for Washington County increased for FY2015, reflecting increased poverty rates.

- County Prevention Assistance Aims to Keep People in Housing

This activity is being coordinated through Community Connect and Community Action, and will provide rental assistance to cost-burdened households and prevent them from becoming homeless.

- Cascadia Rising '16 Earthquake Exercise

No additional updates were provided at the meeting.



- Washington County Jail Statement of Confinement

Some homeless service providers have struggled to meet new HUD documentation requirements for homelessness. Annette Evans was able to work with the Sheriff's Office to improve documentation for homeless persons entering the system from jail.

- Family Justice Center (FJC)

The goal of this program is to provide a single, coordinated resource center for persons who need access to legal and medical services. The program hopes to begin operations in August 2017. The program is fundraising and working on policy changes.

F. Housing Affordability/Development Initiatives

Val Valfre provided updates.

- Housing Development

Washington County has added a new section to showcase the tools available to support affordable development in Washington County.

Washington County is proposing a new development project on a piece of County-owned property near Willow Creek PCC at 185<sup>th</sup> and Baseline. The Federal Department of Highway Administration has approved the transfer of property from Washington County LUT to Housing. The property includes three continuous parcels that will need to be consolidated for development.

The property could include at least 47 units, but could be increased with density bonuses and/or a mixed use development. The development is envisioned to include studio and 1-bedroom units. Scott Edwards Architecture provided preliminary design concepts and sketches.

A factor that will impact the project is required parking—initial concepts include both required parking and a reduced ratio of 1:1 parking. Hillsboro staff expressed concern about the amount of parking lot along the Baseline side of the property at the pre-application meeting.

The project is anticipated to include tax-exempt bonds and 4% LIHTC funding. The project will need additional funding sources to be financially feasible. HAWC is considering LIFT funding and other potential funding sources, including grants.

Environmental, traffic, and parking studies will be completed during predevelopment.

- Housing Affordability Work Plan Item

No new updates were provided during the meeting.



- Washington County Thrives Addresses Affordable Housing

No new updates were provided during the meeting.

- Washington County Affordable Housing Development Strategy

The recommendations from the PUS MURP project are being reviewed by County leadership, and the County is working to implement recommendations that are possible both short- and long-term.

- Metro Equitable Housing Grants

Washington County has submitted an application for a site identification and pre-development project. HAWC is a participant in this application as well as in the two other applications submitted by Beaverton and by Portland-Tigard.

## VI. OLD BUSINESS

- Health Careers NW

Worksystems, Inc. was awarded a Health & Human Services grant to support low-income job seekers seeking to enter healthcare fields, including healthcare administration.

HAWC hopes to enroll 33 job seekers in the first year and about 100 job seekers over the 5-year grant period.

- Aloha Town Center & Transit Oriented Development (Metro CET Grant)

This project will look at high-capacity transit and design options in the area near 185<sup>th</sup> and TV Highway, and includes work on reducing displacement of businesses and residents near the commercial center. Consultants have been interviewed, and the project consultant should be engaged shortly. The first Technical Advisory Committee meeting will be held in September.

- HAC Vacancies

The Resident position opened due to LaShanda Williams' resignation will be included in the next Boards and Commissions announcement in October. This position will be for the remaining term, expiring on March 31, 2018.

Applications are available on the County website at <http://www.co.washington.or.us/CAO/BoardsCommissions/boardandcommissionform.cfm>



## VII. NEW BUSINESS

HUD is soliciting comments on a new proposal for determining administrative fee funding, which is used to pay for staff and administration for the Section 8 program. The current proposal from HUD would result in a major reduction in Administrative Fee funding for the majority of Housing Authorities in Oregon State.

Sid Scott mentioned that continuing occasional presentations on HAWC programs would be valuable for the group. Several HAC members concurred.

- HAC Fall 2016 Retreat

The 2016 retreat is scheduled for Friday, October 14, 2016. The event will include presentations on new affordable housing policy development and implementation in the City of Portland from Kurt Creager, Portland Housing Bureau Director, and Dan Saltzman, Portland City Council member. The retreat will be at the Beaverton Community Center near the Beaverton Library.

- Housing Authority Strategic Planning

The Housing Authority is working on a strategic plan to prioritize its future actions to support affordable housing in Washington County. Several focus groups are scheduled to collect feedback from partners and County residents. Kim Armstrong will provide dates and times for these events for any HAC members that would like to observe.

## VIII. RESOLUTIONS/ACTION ITEMS

## IX. ADJOURNMENT

Meeting adjourned at 11:01 a.m.

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



## V. EXECUTIVE DIRECTOR'S REPORT

The Housing Authority of Washington County (HAWC) is fully committed to its mission to assist low-income families and individuals, and other special populations, to obtain housing and services leading to self-sufficiency. The Housing Authority works closely with government and community partners to identify tools and resources needed to increase housing affordability while minimizing displacement and homelessness. HAWC is participating on the City of Forest Grove's Technical Advisory Committee to assist and advise the City's efforts to create a "white paper" for the Council on policy regarding housing affordability and the continuum of housing needs.

The lack of affordable housing is a root cause of homelessness, and HAWC is working with lenders, developers, partners and jurisdictions to facilitate and/or broker affordable housing development. Collaborations with Washington County Thrives, the Community Housing Fund, and the Office of Community Development have also been instrumental in advancing these efforts.

These efforts are best summarized into the following four primary categories: Operations, Finance, Affordable Housing and Other Initiatives.

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

- **Strategic Plan:** HAWC is well into its Strategic Planning process. Feedback has been gathered through surveys and focus groups to determine the most effective means to address housing affordability needs of communities while meeting our core HUD program requirements. Interviews with key leaders will be next on the timeline, followed by a presentation of results to date at the Housing Advisory Committee retreat on October 14, 2016. A mini-retreat for Housing staff will occur later in October, followed by a presentation to the Housing Authority Board of Directors.
- **Capital Repair Investment:** HAWC has made substantial progress in its efforts to prioritize and address over \$1 million in deferred capital repair issues, to include roofing, parking lots, siding, and exterior painting. Many of these projects are in progress or completed.

### **Housing Authority Finances:**

The Department of Housing Services budget includes several efforts promote affordable housing and homeless initiatives through the Housing Authority, the Department of Housing Services and/or partner agencies in response to the current housing crisis. These initiatives include:



- Housing Production Opportunity Fund: \$300,000: Invitations to complete a HPOF application were mailed to eligible developers in mid-September. A project review panel should make award selections before the end of September.
- Prevention Rent Assistance: \$150,000: This funding has been contracted through Community Action, and is in service.
- Community Connect: \$75,000: This funding has been contracted through Community Action, and is in service.
- Affordable Housing Development Initiative: \$30,000: Funding for the Washington County Housing Affordability Work Plan and the Housing Production Opportunity Fund to explore options and best practices to encourage construction and preservation of affordable housing.
- Homeless Program Administration: \$40,000: These funds are being used to support program administration.
- Health Careers NW Grant: \$41,000: These funds are being used to support program administration.
- Homeless to Work Program: \$20,000: These funds are supporting program costs.
- Community Alliance of Tenants Renter Rights Hotline: \$10,000: These funds have been released to CAT.

The Department has concluded its annual Department audit. Although the report is not finalized, all program operations and associated financials appear to be in order.

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

**Project Updates**:

- Orchards at Orenco: HAWC is a limited partner to this project and has awarded 24 Project-Based Vouchers (PBVs) to the site (8 PBVs per Phase) to serve families making 30% or less AMI. Although Orchards Phase III did not receive HOME funding in last year's cycle, it recently received a supplemental HOME award and has submitted its application for 9% LIHTCs.
- Bridge Meadows in Beaverton: Bridge Meadows is a proposed 36-unit Intergenerational project. Bridge Meadows will house families with foster children, and seniors who volunteer their time to assist these children, and in turn receive



reduced rents. Bridge Meadows held its special ground breaking ceremony on September 7<sup>th</sup> at 10:00 am.

- Cornelius Place: Bienestar's 45-unit mixed-use library and senior housing project was awarded 12 PBVs and HOME funds in 2015 and 2016. Cornelius Place submitted its 9% LIHTC funds application in September.
- Sunset View Apartments: Construction continues on this 236-unit, 10-building project and clubhouse in which HAWC is a special limited partner. The project is affordable to households at 60% MFI, with 24 project-based units (10%) restricted to households at 30% MFI and below. The development will be completed in phases, with occupancy beginning in January 2017.  
<http://www.pedcormanagement.net/SunsetView.aspx>
- Pomeroy Place Apartments (formerly Blanton Street Veterans Housing): Northwest Housing Alternatives' Pomeroy Place Apartments is a 20-unit development near 185<sup>th</sup> Avenue and TV Highway in Aloha that received HOME funding, Low-Income Weatherization funds and State GHAP (General Housing Account Program) funds. The Housing Authority awarded 5 Project-based VASH vouchers and 15 Project-based Section 8 vouchers to this project to allow deep rental subsidy for 20 extremely low-income and homeless veterans and their families. This project should begin construction in November and be completed in July 2017.
- Tigard Triangle Project: This is a 47-unit project proposed by Community Partners for Affordable Housing (CPAH). This project was awarded 8 project-based vouchers, and is considering a 2016 LIFT application.
- Cornell and Murray Project: This proposed 48-unit CPAH project at the corner of NW Cornell and Murray has been awarded 11 project-based vouchers. The County is working exclusively with CPAH on this property, and has submitted a proposal for a Metro Equitable Housing grant that would help support this project.
- Willow Creek Crossing Project: This proposed affordable housing project will feature 57-100+ units – offering a mix of studios and 1- bedrooms (in demand by millennials and seniors), and some 2-bedroom units. The project site is very close to light rail, public transit and services. Design details are still being formulated but innovative design could allow between 47 and 80 (or more) new affordable units. The County Board of Commissioners will be asked to approve the land transfer on September 20. HAWC plans to apply for 2016 LIFT funding for this project. Questions should be directed to Komi Kalevor or Val Valfre.



Other Initiatives:

- Local Innovation and Fast Track Housing Development Program (LIFT): A NOFA was released in early September 2016 and applications are due by October 31st. HAWC is planning to submit an application for LIFT funds for the Willow Creek Crossing project.
- HUD Section 811 Supportive Housing for Persons with Disabilities Program: Federal agencies and Oregon Health Authority have developed guidelines for this program that provide only project rental assistance, but no capital dollars for construction or rehabilitation. OHCS will first look at its current portfolio for placement of these units. If there is insufficient interest, then they will look at projects coming into their competitive NOFA rounds to place this funding. Local and regional partners would like to see more capital dollars allocated toward the DD/DI populations, as much of the existing housing is aging. A NOFA is anticipated later this year.
- Housing Trust Fund: The Housing Trust Fund was authorized to release funding for affordable housing development. The State of Oregon will receive \$3.0 million this year. Funding restrictions (e.g., eligibility, etc.) will be similar to those associated with the HOME Investment Partnership Program. Specifics and timing on the application process: TBD.
- Oregon State NOFA (Notice of Funding Availability) Timeline:  
The following timeline is an estimate only, but good for planning purposes:
  - LIHTC and HOME NOFAs – Due: September 12; December awards
  - Mental Health Housing NOFA – Due: August 29; November or December awards
  - LIFT NOFA – Due: October 31; December awards

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



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

The Housing Authority started a new fiscal year on July 1, 2016. Financial reports will resume next month.



**VI. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*August 2016*

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,124	491	381	190	104	53	20	10	4	1	2,378
Average Days	491	491	491	491	491	491	491	491	491	491	491

Wait List Based on Gender				
Gender	Female		Male	Total
Total	1,649		729	2,378

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	48	59	557	26	1,420	151	117	2,378

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	366	2,012	0	2,378

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	800	218	977	385	2,378

New waitlist, including clients who applied for the waitlist in May 2015 and were selected for the waitlist via random lottery.



# WASHINGTON COUNTY

## OREGON

### VI. STAFF REPORTS

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

#### 2. Public Housing Average Vacancy Days

*Fiscal Year-to-Date  
August 2016*

#### Average Vacancy Days - Public Housing

		Units Turned Over This Month	Vacancy Days This Month	Average Vacancy Days Per Unit This Month	Total Vacant Units (FY cumulative total)	Total Vacancy Days (FY cumulative total)	Total Average Vacancy Days Per Unit (FY cumulative total)
<b>FY 2015-16</b>							
July	2015	1	2	2.00	1	2	2.00
August	2015	3	38	12.67	4	40	10.00
September	2015	3	53	17.67	7	93	13.29
October	2015	2	20	10.00	9	113	12.56
November	2015	2	14	7.00	11	127	11.55
December	2015	4	77	19.25	15	204	13.60
January	2016	2	40	20.00	17	244	14.35
February	2016	4	46	11.50	21	290	13.81
March	2016	1	21	21.00	22	311	14.14
April	2016	0	0	0.00	22	311	14.14
May	2016	3	63	21.00	25	374	14.96
June	2016	5	75	15.00	30	449	14.97
<b>FY 2016-17</b>							
July	2016	1	11	11.00	1	11	11.00
August	2016	1	14	14.00	2	25	12.50



**VI. STAFF REPORTS**  
**C. Affordable Housing**

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

- a) Section 8 Waiting List: HAWC accepted applications for a new waitlist from May 2-9, 2015. There are 2,653 households on waitlist (last report: 2,463).
- b) Public Housing Average Vacancy Days: Vacancy days for the month of August 2016 were at 14 (last report – 11). FY2016-17 reporting began July 1. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”.
- c) Occupancy Rates:  
Public Housing: 99.59 % (last report – 100%)  
Section 8: 95.08 % (last report – 93.04%)

We had 2,653 vouchers leased up on the first of August (last report – 2,664). Our Annual Contributions Contract (ACC) is 2,803 vouchers, so we need to lease up 150 vouchers to reach our authorized capacity. Note that HAWC’s ACC increased as of June 1, 2016 due to 10 new VASH vouchers!

HAWC has issued 70 vouchers in August. There are 168 vouchers outstanding and not under lease. Our monthly allocation of Section 8 HAP funds is 88.34%. 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 September 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	1.08 hrs.	3 hrs.	24 hrs.
Routine WO's	16.39 days	6 days	25 days



- **AFFORDABLE HOUSING**

HAWC owns and operates affordable properties included in financial reports under Local Fund, Affordable Housing, and two properties with stand-alone financials.

Total Occupancy: 97.93% (13 vacancies/629 units)

- a) Local Fund Properties (managed by HAWC and/or contractors) 100% (0 vacancies/13 units). Prairie Terrace, SW 53<sup>rd</sup>, and 192<sup>nd</sup> are vacant.
- b) Affordable Housing Properties (managed by Infinity): 97.91 % (12 vacancies/524 units)
- c) Kaybern Terrace (managed by Infinity): 100 % (0 vacancies/12 units)
- d) Aloha Park (managed by Infinity): 100 % (0 vacancies/80 units)

The 711 units at Quatama Crossing co-owned in a partnership with the Tudor Foundation and managed by Simpson Property Management are not included.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over one (1) Public Housing unit and one (1) Specialty Housing unit.
- Repairs, painting, and landscaping were completed by Housing staff.
- Carpet and flooring was replaced in 2 (two) Public Housing units.
- Cleaning services were performed at two (2) Public Housing units.

Special Projects:

- Arborist services were performed at two (2) Public Housing units.
- Plumbing services were performed at one (1) Public Housing unit.
- Reported 216 year-to-date non-emergency work orders have been completed in an average of 24.10 days.
- Reported 100% of 7 year-to-date emergency work orders completed within 24 hours.



**VI. STAFF REPORTS**  
**D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

The Housing Authority may authorize project-basing a maximum of 20% of its total voucher allocation, with approval from HUD. HAWC currently has project-based vouchers (PBV) allocated to Category I (chronically homeless), “special needs” vouchers, Category II (30% or less MFI), and VASH (for homeless veterans).

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

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs			Project-Based VASH		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Pluss Apartments (Luke-Dorf, Inc)							12	12	12			
Tom Brewer House (LifeWorks NW)							13	13	13			
The Knoll (CPAH)	12	12	12									
Fircrest Manor Apartments (Enterprise Community Partners)				15	15	14						
The Orchards at Orenco (REACH CDC)				24	16	16						
Alma Gardens (Northwest Housing Alternatives)				8	8	8				3	3	3
The Barcelona (CPAH)				8	8	8						
Housing TEAM- SAHMSA (Luke-Dorf, Inc)	20	20	20									
Cornelius Place (Bienestar)				12								
Bridge Meadows (Beaverton)				8								
Tigard Triangle (CPAH)				8								
Pomeroy Apartments (Northwest Housing Alternatives)				15						5		
Sunset View Apartments (Pedcor)				24								
Cornell & Murray (CPAH)				12								
Total PBVS	32	32	32	134	47	46	25	25	25	8	3	3

\*contingent on HUD & VA

**Awarded** = Project has been allocated project-based vouchers contingent on satisfying RFP requirements.

**Project-Based** = Project is ready for occupancy and vouchers are attached to specific project-based voucher housing units in the property.

**Leased** = Units with project-based voucher assistance are occupied by an eligible client. HAWC provides HAP assistance to bring client's rent down to 30% of client's adjusted gross income.



- **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM UPDATES**

Participant Information:

- Total current FSS households: 96
  - 79 Section 8 participants
  - 17 Public Housing participants
- Total Escrow Balance: \$396,065
- Highest Escrow Balances:
  - \$23,574 Section 8
  - \$13,959 Public Housing
- Five active Individual Development Accounts (IDA, \$3 to \$1 matched account administered by CASA of Oregon)

Program actives

- Met with Portland Housing Center to establish a MOU for referring our FSS clients as well as providing information to all Housing Clients about getting into home ownership.
- Partnered with HCNW to present budgeting and credit classes.

Pending Program actives

- We are looking to build a partnership with a non-profit organization to add grant funded resources to remove barriers to education and employment.



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

• **PROJECT HOMELESS CONNECT – SEPTEMBER 23, 2016**

Washington County Project Homeless Connect (PHC) has expanded and provides walk-in services at a one-stop event in Washington County. New this fall is a special event hosted by Sunrise Church in Hillsboro on September 23 to provide resources, linkage to services that includes medical, dental and vision care. The event operates from 9 a.m. to 4 p.m. and brings together public and private provider organizations to address the holistic needs of our vulnerable homeless residents in a dignified setting.

The winter PHC event is scheduled for January 27, 2017 at Sunrise Church from 9 a.m. to 4 p.m.

• **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 10th season of operation, Annette Evans is working with faith-based partners to prepare for winter 2016/17 Severe Weather Shelter Response Plan activities. The City of Beaverton has designated staff to work in developing a Severe Weather Shelter within their jurisdiction. Currently, five cities have shelters to include Forest Grove, Hillsboro, Sherwood, Tigard, and Tualatin.

Training is being developed for the shelter coordinators and volunteers tentatively scheduled for November 1. Training packets will include information on Communications/PIO Policy, Shelter Facility Emergency Preparedness, Personal Safety Awareness, Shelter Activation/Deactivation, and Community Resources. Two guest speakers will focus on:

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

During the winter of November 2015 to March 2016, seven faith-based shelters in five cities provided 6,414 bed stays to homeless persons supported by 14,510 in volunteer hours.



• **2016 HOMELESS ASSESSMENT REPORT: YEAR 8 OUTCOMES**

The Homeless Plan Advisory Committee (HPAC) will receive the draft 2016 Homeless Assessment Report for review and comment at their October 20 meeting. The report findings will be presented to the County Commissioners in November, followed by publication and release to local, state and federal leaders, community stakeholders and uploaded to the county website at <http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>

• **FEDERAL MCKINNEY-VENTO HOMELESS PROGRAM**

On September 6, the Board of County Commissioners approved submittal of a CoC Program competitive grant application valued at \$3,166,876 in response to the U.S. Department of Housing and Urban Development (HUD) Notice of Funding Available (NOFA) under the CoC Program interim rule 24 CFR Part 578. The competition will make available \$1.9 billion to fund renewal and new programs nationally. Washington County will work with community partners to submit a funding request for \$3.2 million.

The President’s FY2017 budget requests nearly \$6 billion in targeted homelessness assistance across federal agencies, with \$2.664 billion or an 11% increase over the FY2016 Homeless Assistance Programs.

<b>Federal Homeless Program Funds</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014<sup>1</sup></b>	<b>FY2015<sup>2</sup></b>	<b>FY2016<sup>3</sup></b>	<b>President Budget FY2017<sup>4</sup></b>
	<b>\$1.901 billion</b>	<b>\$1.901 billion</b>	<b>\$1.929 billion</b>	<b>\$2.105 billion</b>	<b>\$2.135 billion</b>	<b>\$2.250 billion</b>	<b>\$2.664 billion</b>
CoC Program Competitive Grant Funding	\$1.6 billion	\$1.6 billion	\$1.7 billion	\$1.8 billion	\$1.9 billion	\$1.918 billion	\$2.394 billion
County Grant Award – CoC Program	\$2.1 million	\$2.3 million	\$2.6 million	\$2.7 million	\$3.4 million	Application due 9/14/2016	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$225 million	\$250 million	\$215 million	\$250 million	\$250 million	\$250 million	\$270 million
County ESG Entitlement Formula Funds	\$137,797	\$157,499	\$134,781 <sup>5</sup>	\$152,317	\$165,058	\$164,525 <sup>6</sup>	

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

<sup>2</sup> FY2015 Omnibus Appropriations, December 16, 2015

<sup>3</sup> FY2016 Omnibus Appropriations, December 18, 2016

<sup>4</sup> FY2017 President’s Budget, February 9, 2016

<sup>5</sup> FY2013 Emergency Solutions Grant reduced by Sequestration; HUD published May 30, 2013.

<sup>6</sup> FY2016 Emergency Solution Grant reduced; ESG formula is based on percentage of CDBG funds that decreased



- **CREATING A “MASTER LIST” – TARGETING OUR APPROACH**

A Master List Team has been formed that includes the U.S. Department of Veteran Affairs, Community Action, and outreach workers to develop a listing of homeless veterans and chronically homeless persons in our community “by name”. The Master List will contain actual names of individuals who sign a Release Of Information (ROI) that is used by service providers and partner organizations working together to assist people who require housing, and will focus engagement and rehousing activities on the most vulnerable and those who have been homeless the longest length of time.

The Master List will assist our community in planning for resources and work towards the goal of “function zero”, a term that identifies ending homelessness at any point in time when the number of people experiencing sheltered or unsheltered homelessness will be no greater than the current monthly housing placement rate for people experiencing homelessness.

- **EMERGENCY FOOD AND SHELTER PROGRAM - PHASE 33 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.

On September 19, 2016 the EFSP Local Board will meet to finalize the Phase 33 funding awards and provide training to the Local Recipient Organizations (LRO) on new program requirements.

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. Washington County received an increase in the allocation based on increased poverty.

Historical EFSP funding in Washington County:

\$303,632 FY2015 EFSP: \$91,090 shelter; \$142,707 rent; \$69,835 food/meals  
\$233,686 FY2014 EFSP: \$68,704 shelter; \$107,635 rent; \$52,733 food/meals, \$4,614  
Administration  
\$193,869 FY2013 EFSP: \$59,161 shelter; \$91,118 rent; \$41,590 food/meals  
\$204,489 FY2012 EFSP: \$73,616 shelter; \$89,975 rent; \$40,898 food/meals  
\$ 62,988 FY2011 State EFSP Set-aside: \$0.00 shelter; \$50,390 rent; \$12,598  
food/meals



- **COUNTY PREVENTION ASSISTANCE AIMS TO KEEP PEOPLE IN HOUSING**

The Washington County FY2016/17 General Fund provides \$150,000 in support of rental assistance funds for severely rent burdened households that are below 50% Area Median Income and pay more than 50% of their monthly income to rent assistance. This initiative was developed by the HSSN to address the increased number of at risk households entering Community Connect due to rent increases; e.g. seniors on fix incomes, low-income working families. In August the first program participant was enrolled in the program by Community Action.

- **FAMILY JUSTICE CENTER (FJC)**

Washington County Community Connect data for July 2015 to June 2016 reports 32 percent of the homeless population were actively fleeing or had recently experienced domestic violence.

At the August meeting of the FJC subcommittees, Chief Lee Dobrowolski reported on the Meyer Memorial Trust grant deliverables required for the recent grant award to DVRC. The deliverables include: a Communications Plan, an Operations Manual, and an Operating Budget. The Operations Workgroup is working to quantify partnership support and space/staffing needs once the FJC is open for business. The process requires partner organizations to complete a Partner Engagement Questionnaire that defines the services to be provided in the FJC, space/equipment needs, staffing level, etc. The information provided in the questionnaire will inform the Steering Committee on how large of a space/building is needed to house the daily operations of the FJC. Due to the tight commercial real estate market, any available building that meets the needs of the FJC will be reviewed for consideration.

The Family Justice Center model is a national best practice that helps victims and their children access services they need in one place, to include police officers, prosecutors, advocates, chaplains, counselors, medical professionals, and other services. The property search is on hold while the FJC completes funding, governance and operations policies.

- **WASHINGTON COUNTY THRIVES ADDRESSES AFFORDABLE HOUSING**

On June 21, the Washington County Board of Commissioners endorsed the priorities set by Washington County Thrives and issued a Proclamation in support of Thrives three priorities that include:

- Shortfall in Affordable Housing
- Increase access to Workforce Development
- Increase access to Early Learning and Education



The jurisdiction's 10-Year Plan to End Homelessness is directly linked to the availability and access to affordable housing units targeted for people at or below 50 percent area median income. The rising cost of housing consumes scarce local, state and federal rent subsidy resources, resulting in fewer households accessing resources to prevent and end homelessness. The need for affordable housing to serve people at or below 50% Area Median Income (AMI) is an action item that emerged from the findings of the Homeless Cost Study Report released in January 2015, with oversight provided by Vision Action Network (VAN) and the Homeless Plan Advisory Committee (HPAC).

## VI. STAFF REPORTS

### G. Housing Affordability/Development Initiatives

- **HOUSING DEVELOPMENT**

The Housing Authority of Washington County (HAWC) is a separate entity of Washington County's Department of Housing Services that is responsible for Development and Portfolio Management. HAWC, either directly or through a wholly owned affiliate, may work with developers, financial institutions and government agencies to build or acquire/rehabilitate thriving affordable housing communities in Washington County.

At the October 6<sup>th</sup> Board Work Session, HAWC hosted a presentation by Northwest Housing Alternatives of their proposed 20-unit Pomeroy Place Veterans Housing project. HAWC also provided a presentation of Willow Creek Crossing Apartments in Hillsboro as an example of a proposed affordable housing development.

Val Valfre is participating on the State's 4% Low Income Housing Tax Credit (LIHTC) Ad Hoc Workgroup to identify administrative and legislative changes that could unleash the untapped leveraging potential of these non-competitive tax credits for affordable housing development.

The HAWC is committed to further exploring the applicability of HUD's Rental Assistance Demonstration (RAD) program, wherein public housing assets are sold or converted to Project-based units. Staff will be visiting with Vancouver Housing Authority on October 5<sup>th</sup> to discuss the challenges and insights related to their RAD projects. Several questions still need to be answered: do we convert or sell all 243 units or just the single family units? How do we comply with HUD's 1 for 1 replacement guidelines? Do we need to hire a consultant to guide our efforts?

Development information and bond development guidelines are available on the website at: <http://www.co.washington.or.us/Housing/housing-development.cfm>



- **HOUSING AFFORDABILITY WORK PLAN ITEM**

The LUT 2016 Work Plan includes a Tier 1 (e.g. high-priority) task directly addressing housing affordability in Washington County. Kim Armstrong has been hired for the new Senior Planner-Housing position, and is very excited to coordinate this County effort.

Housing will be an active partner in this task, and is already engaged with LUT on several related projects, including the Aloha Town Center /TV Highway Transit-Oriented Development Plan and Group care and Fair Housing Community.

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- **WASHINGTON COUNTY AFFORDABLE HOUSING DEVELOPMENT STRATEGY**

Washington County Housing and Land Use & Transportation (LUT) sponsored a PSU Masters of Urban and Regional Planning (MURP) graduate project titled Washington County Affordable Housing Development Strategy that assessed vacant land and included an analysis of parcels in various target areas of the County. The final report provided development recommendations to a joint BOCC and HABOD worksession on June 3, 2016. Since that time, staff from the County Administrative Office, Housing, LUT and the Office of Community Development has been meeting to identify strategies from the final report to implement.



- **METRO EQUITABLE HOUSING GRANTS**

Metro has offered a new equitable housing planning and development grant program (<http://oregonmetro.gov/housinggrants>), intended to help reduce barriers to equitable housing development across the Metro region. The program will make up to \$500,000 available in 2016, in grants of \$50,000 to \$100,000. Three Washington County entities have submitted applications for consideration – City of Beaverton, City of Tigard and Washington County. HAWC participated in grant proposal development and provided letters of support for these grant projects.

## VII. OLD BUSINESS

- **HEALTH CAREERS NW**

Worksystems, Inc. was awarded Health & Human Services grant funding to support Health Careers NW, which operates using a model similar to the cohort training model in Housing Works. This 5-year grant will support low-income job seekers seeking to enter healthcare fields, including healthcare administration.

Health Careers NW is funded by a research grant, so a control group is used to allow comparison between job seekers receiving services through Health Careers NW and job seekers who do not have access to grant-funded career coaching. HAWC hopes to enroll 33 job seekers in the first year, and about 100 job seekers over the 5-year grant period.

- **ALOHA TOWN CENTER & TRANSIT ORIENTED DEVELOPMENT (METRO CET GRANT)**

Washington County Land Use & Transportation was awarded \$400,000 in Metro CET (Construction Excise Tax) grants to continue planning efforts in the Aloha Town Center/Tualatin Valley Highway Transit-Oriented Development (TOD) area. Grant funds will support consultants and staff to continue planning efforts, including considering high-capacity transit and design options, for the area near 185<sup>th</sup> and TV Highway. County staff has drafted existing conditions data and information for the project, and CH2M Hill's consultant team will lead much of the visioning and public engagement efforts for this project. The first Technical Advisory Group meeting for this project is scheduled for September 14.



- **HAC VACANCIES**

One Resident position is now vacant due to LaShanda Williams' resignation. Recruitment for this position will be included in the next Boards and Commissions announcement in October. This position will be for the remaining term, expiring on March 31, 2018.

Applications are available on the County website at <http://www.co.washington.or.us/CAO/BoardsCommissions/boardandcommissionform.cfm>

- **HAC FALL 2016 RETREAT**

The 2016 Housing Advisory Committee Retreat is scheduled for Friday, October 14, 2016. The theme will focus on inclusionary affordable housing strategies and policies afforded by the recent passage of Senate Bill 1533 and draw upon the extensive research and policy issues identified by the City of Portland and an assembled panel of housing experts. Presenters include Portland Commissioner Dan Saltzman, Kurt Creager, Portland Housing Bureau Director, and Jerry Johnson from Johnson Economics. The retreat is scheduled to be held in the Beaverton Community Center, near the Beaverton Library. A draft agenda will be distributed at the September 22<sup>nd</sup> HAC meeting.

- **HOUSING AUTHORITY STRATEGIC PLANNING**

The Housing Authority is surveying jurisdictions, partner agencies and residents to assess its strengths and weaknesses, and to gain perspective on how the HAWC can better lead or partner to create more affordable housing development and preservation opportunities in Washington County. Five focus groups are being convened in September. A final report will be presented to the BOCC/HABOD for review prior to distribution.

## VIII. NEW BUSINESS

- **PROJECT-BASED VOUCHER PRESENTATION**

The HUD Portland Field Office was asked by Oregon Opportunity Network (Oregon ON) to provide a presentation on September 13<sup>th</sup> at its Annual Industry Support Conference at the Portland Convention Center. Due to HAWC's strong Project-based Voucher program, Melanie Fletcher and Val Valfre were asked to present information to non-profit attendees on the value and administration of the program.



**IX. RESOLUTIONS/ACTION ITEMS**

**X. ADJOURNMENT**