



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



**Thursday, September 26, 2013
9:00 a.m.**

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



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Next Meeting:

RETREAT – Friday, October 18, 2013

2013 HAC Meeting Schedule
September 26
October 18 – Retreat
November 21
Friday, December 13 – Luncheon (tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
September 26, 2013 at 9:00 A.M.

AGENDA

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



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

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

COMMITTEE MEMBERS PRESENT

Ron Lehr Ramsay Weit
Anapreet Kaur-Gill Tricia Peterson
Peter Hainley Sid Scott
Gary Whiting

COMMITTEE MEMBERS ABSENT

Renee Bruce LaShanda Williams
David Nase

STAFF PRESENT

Val Valfre, Executive Director
Gary Calvert, Asset Manager
Annette Evans, Homeless Programs Coordinator
Kim Armstrong, Program Coordinator

GUESTS PRESENT

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

I. ROLL CALL - A quorum was present.

The group did introductions.

Sid Scott was recently appointed to serve in the Legal/Design position of the Housing Advisory Committee.

II. ACTION - APPROVAL OF MINUTES

Anapreet Kaur-Gill pointed out that she was not present at the June HAC meeting, though she is listed as present in the minutes.

Motion: Approve the minutes from June 27, 2013 with one correction — Gary Whiting

Second: Tricia Peterson

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

- Peter Hainley reported that the current Legislative session has concluded. The farmworker tax credit was renewed for 6 years, and the Veterans housing bill passed as well.
- The engagement strategy for the Oregon Housing and Community Services (OHCS) restructure is moving forward.
- Ron Lehr mentioned that interest rates are rising, and the market is not currently favorable for homebuyers as a result of the rising interest rates.



- Sid Scott noted that many projects are competing for funding, and often projects are competing against each other for the same funding sources.
- Gary Whiting reported that the real estate market is very tight—currently there are less than 3 months of housing inventory (6 months of inventory is considered a neutral market). Prices and interest rates are rising, and 30% of current sales are in cash.

IV. EXECUTIVE DIRECTOR'S REPORT

The Veterans Housing bill (HB 2417) passed, and the new recording fee will be implemented January 1. This bill provides funding that will be split between development, capacity-building, services and emergency housing for veterans.

The Section 8 bill (HB 2639) passed, and will go into effect in July 2014.

Tax credits for manufactured home parks were also preserved.

The City of Beaverton had a second reading and approval of an ordinance enabling tax exemption for nonprofit-owner affordable housing.

Val Valfre visited the Meyer Memorial Trust to discuss possible capacity-building funding to assist the housing authority move towards paperless operations. Capacity-building funds could also support mobile devices for inspectors, which would reduce the processing time for new landlords and new move-ins.

Val Valfre will be in Salem for a statewide Substance Abuse and Mental Health Services Administration (SAMSHA) initiative planning and policy team meeting next week.

The internal review and transition plan for Oregon Housing and Community Services (OHCS) is scheduled for a Governor's briefing in February 2014. Oregon ON will hold focus groups to discuss transition plans, and currently no options are off the table for consideration.

V. STAFF REPORTS

A. Financial Statement

Michael O'Neill presented financials, beginning with a general overview of the Housing Authority programs.

In addition to Housing Authority programs, the Department of Housing Services operates a few additional programs, such as the Homeless programs, that are not included under the Housing Authority budget.

The Housing Choice Voucher Program (Section 8) is by far the largest HAWC program. The HCV/S8 program is funded by the Federal department of Housing and Urban Development (HUD) through an entitlement program. These funds are restricted to the Section 8 program, and are divided into Housing Assistance Payments (HAP) and S8 Administrative fees. HAP is used to pay the difference



between the tenant portion of rent (30% of the tenant's income) and the contract rent, and is paid directly to the landlord. Administrative fees are currently allocated at 87% proration (87% of the funding assumed to be necessary to run the Section 8 program). HAWC is currently supplementing S8 Administrative funding with Local Fund dollars. Because HAWC receives Administrative funding based on current lease-up rates, reducing staff in response to lower administrative funding would ultimately result in lower lease-ups, further reducing Administrative funding, and resulting in a downward spiral for the HCV/S8 program.

If Administrative funding remains at current levels, HAWC will exhaust available supplemental funds around July, 2014. However, as all the Housing Authorities nationwide are in similar positions, it is possible that Administrative funds will be available at a higher rate than current projections.

The Public Housing program is HAWC's oldest housing program. Most of HAWC's public housing stock was acquired in the 1970s-80s, and consists of 243 scattered-site properties. Public Housing has a sufficient funding surplus to operate for several years, even at current reduced funding levels. Capital funds to maintain and improve the public housing properties has, however, seen consistent and worrisome funding reductions, so that some needed improvements are being deferred.

Kayburn Terrace is a 12-unit USDA Rural Development project.

Aloha Park Apartments is an 80-unit project acquired when a nonprofit went out of business in exchange for assuming the loan. The revenue generated at Aloha Park is restricted, but HAWC is working on a refinance that will allow access to a significant amount of the property's equity. The funds acquired through the refinance will be unrestricted, and will be available to use to address deferred maintenance on other properties.

Local fund consists of a number of miscellaneous programs, including revenue from Neighborhood Stabilization Program (NSP) units, tax-foreclosed housing units, management and developer's fees, etc.

The Affordable Housing portfolio includes 524 units of bond-financed properties. The portfolio was running at a deficit until bonds were refinanced a few years ago. The negative cash balance in this program will be eliminated over time, by transferring restricted revenue from Public Housing (based on Section 8 lease-ups in the properties).

Peter Hainley asked how many properties have had a capital needs assessment (CNA) or life-cycle assessment to determine priority needs. Gary Calvert responded that the property management company maintains a list of capital needs, but that formal CNAs are not performed. Val Valfre noted that more information will be made available to the HAC as the refinance progresses and uses for funds are discussed. Peter Hainley suggested that reconsidering replacement reserves or set-asides for affordable properties could be useful.

B. Section 8 and Low Rent Public Housing



- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011. The waitlist is currently just under 3,800.
- Average vacancy days per unit are 19.12. FY2012-2013 reporting started on July 1, with twenty (20) days and under being rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- Work order effectiveness is very high. Work order goals have been revised to reflect reduced staff levels.

C. Affordable Housing

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

D. Special Projects

- Project-Based Vouchers

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

Val Valfre recently received a request for information on the remaining available project-based vouchers. An RFP may be issued to solicit proposals if there is sufficient need at this time.

E. Report on Homelessness

Annette Evans

- Real Choice Building Sustainable Partnerships for Housing

The Department of Housing Services was awarded \$14,997 in Oregon Real Choice BSPH funds that will provide \$4,999 to each to Luke-Dorf, Inc., Community Action, and DHS. This will analyze the ways in which people with disabilities access housing and supportive services and develop system improvements. The work will begin in July 2013 with a target date for completion by October 2013.

- Coordinated Intake and Centralized Assessment System

The coordinated intake and assessment system is required under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The goal is to have the system ready to present to the HSSN in October. Written standards for the centralized intake system are required to reauthorize McKinney-Vento funds. After the HSSN approves the system, written policy will be approved by HUD prior to a beta test in November or December. The new assessment and intake system will then be ready for a countywide rollout in January 2014. Community Action is the lead agency for this action.



- Update: FY2012 Federal McKinney-Vento Homeless Programs

Washington County was awarded \$2.3M in funding for its homeless programs as of May 2013. There are two remaining new projects that may be funded in future award announcements. FY2014 funding levels remain uncertain.

- Project Homeless Connect—July 12, 2013

The July Project Homeless Connect served about 300 people. This was the first summer Project Homeless Connect, and provided most of the same resources as the January event—dental care, service referrals, etc.

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

No additional updates provided at the meeting.

- Cooperative Agreements to Benefit Homeless Individuals

This project is highlighting issues in working with landlords, especially with Shelter Plus Care clients, who may have criminal backgrounds and/or poor credit histories. These clients are struggling to find housing, limiting our ability to use SPC funds to assist them to maintain stable housing.

The program has had successes in placing chronically homeless persons with wrap-around services, including Rent Well classes and certification.

- HUD-VASH (Veterans Affairs Supportive Housing) Vouchers

Thirty-five vouchers have been awarded to HAWC in the recent allocation. The Housing Authority is working with Community Action and the Washington County Veterans Service Office to identify additional housing opportunities and services for our veterans.

- Supportive Services for Veteran Families (SSVF) Program

No additional updates provided at the meeting.

- Homeless Cost Study

The joint meeting of the homeless cost study advisory group and the HPAC was held at 3pm on July 18th at Beaverton City Hall. The Northwest Economic Research Center (NERC) provided a presentation on the report highlights, including research on homeless individuals and their costs in public safety, healthcare systems, etc. The findings in Washington County were similar to other communities—chronically homeless individuals and families are very high-resource users.

There is momentum to continue with a longitudinal study to assess costs for the same individuals for up to three years after obtaining housing, to determine the cost savings involved in housing vs. keeping households homeless.

The Homeless Cost Study report is scheduled to be released in September. Presentations will include a Board of Commissioners worksession presentation.

- Homeless Assessment Report—Year 5



No additional updates provided at the meeting.

VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing

The Beaverton City Council has had a second reading and approval of an ordinance enabling tax exemption for nonprofit-owner affordable housing.

- Aloha-Reedville Study and Livable Community Plan

The project team is working with the Center for Intercultural Organizing (CIO) on outreach, engagement, and capacity-building.

Two actions are scheduled to move into ordinance during the current ordinance season—one clarifying home occupations and employment activities, and one changing the Accessory Dwelling Unit (ADU) process from Type III to Type I. The ADU ordinance also includes a bonus for accessible ADU development. Other actions that will result in additional research or longer-term planning work (e.g. developing and implementing a possible Housing Maintenance Code).

The next Citizen's Advisory Committee meeting is scheduled for Wednesday, August 14.

The grant performance period ends in February/March 2014. Items that must be included in the LUT workplan for 2014 will need to be clarified by October-November 2013.

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

HAWC continues to work with Worksystems, Inc. and the other regional housing authorities on this project, which will assist 50 clients from Section 8 and/or Public Housing to increase their earned income. This grant project will provide education and occupational skills training in healthcare, office/clerical, manufacturing, and construction jobs for participants in the Section 8 and Public Housing programs.

- Mixed-Income Housing Work Group

The work group met on June 25, and a draft policy will be provided with recommendations for additional actions in the next Consolidated Plan cycle.

- Aloha Park Refinancing

Gary Calvert updated the group on the process to refinance Aloha Park Apartments.

An LLC has been established, which will eventually take ownership of the property. The appraisal has taken place and HAWC expects to receive the appraisal numbers very shortly.

HAWC's goal is to submit its loan package to HUD by September 15, with a goal of closing by the end of 2013.



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

- HAC Annual Retreat

Val Valfre reminded the committee that the annual HAC retreat will take place on October 18. Val Valfre suggested that in future years, the HAC should form a workgroup to develop the agenda and plan for the annual retreat.

Peter Hainley noted that the retreat may also serve as an orientation to the HAC committee and its role for new members.

Val Valfre reviewed agendas and themes for prior years, and suggested highlighting more of HAWC/DHS's recent activities and relevance in the County. Examples include current planning projects and initiatives (such as the EFT program for landlords), and success stories from clients in programs such as FSS and Housing Works. Ron Lehr and Peter Hainley members noted that ending the retreat with an overview of the HAC's responsibilities and ways the HAC can be more effective would be a great idea.

VII. NEW BUSINESS

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT

Meeting adjourned at 10:58a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

As we make the transition to Autumn, we can look back at a very busy summer and forward to new opportunities and challenges for the future.

In this month of September, we have had the privilege of hosting two external inspection teams. One was a HUD Inspector General group from the regional office in Seattle to review HAWC's Section 8 program procedures and financials – specifically including waitlist procedures. They were here for two weeks and left on September 19, 2013. Their review based on the sampling of tenant files, computer records and financial documents was overall favorable, and it is very possible that they may not even issue a final report. During this period, the County financial audit team also came for its final one-week visit to finalize their report of our Section 8 and financial processes. I have not received a final out-brief at this time – but perhaps will know more by the time of our meeting.

As a result of a personnel issue, a member of the management staff was let go. Rather than refilling this position, I am viewing this as an opportunity to restructure our organizational structure. The Asset Management division has been expanded, bringing maintenance and operations under one manager. While there are definite efficiencies to be realized, change is hard, and the “old” model of two separate divisions (operations and maintenance) has been in place for more than a decade. To make this work as well as I envision, each of us has had to take on additional tasks and responsibilities.

Affordable Housing: (1) We are still moving forward with our refinancing of the Aloha Park Apartments. The appraisal and the Capital Needs Assessment are complete, and the mortgagor is working on the refinancing package. The refinance will provide a sizeable return of equity in the form of unrestricted funds that can be used for repair and improvements to our entire affordable housing portfolio and to cover critical shortfalls in mission-related operational requirements. Gary Calvert has done an excellent job at working this project with HUD and the mortgagor, and will be available to provide an update at the meeting. (2) Both the tax-foreclosed duplex in Hillsboro and the 3-bedroom house in Banks are leased and providing affordable housing to low-income families. (3) There are no updates on our conversations with Bienestar regarding partnership arrangements related to their affordable housing property for seniors (Beneserre) in Hillsboro. (4) We are also in discussions with a for-profit developer for 228 units of affordable housing in Beaverton and in structuring our respective partnering roles. The Housing Authority would assist through the issuance of conduit (Private Activity) bonds. The developer has been meeting with the planning staff at the City of Beaverton.

Capacity-Building Grants: The Housing Authority of Washington County volunteered to create templates for these grants for all 22 Housing Authorities in Oregon. These grants are funded through the Oregon Department of Housing and Community Development (OHCS) using Document Recording fees, a portion of which originate from Washington County. Our intent is to submit two grant applications – one for a capacity building grant to



allow HAWC to convert to a paperless file system and a second is to purchase mobile electronic devices to facilitate housing inspections. These grant applications are due on September 27, 2013.

OHCS Transition: I have been spending a considerable amount of time both in Portland and in Salem supporting this review of the Oregon Housing & Community Services Department. As you may know, the Governor limited OHCS' budget to 1 year and ask them to come back to the legislature in February 2014 to present a business model that met his priorities for more efficient government, to include elimination/consolidation of departments and services. Extensive research and reflection have been done on the following questions: Should OHCS remain a standalone albeit smaller agency or should its many programs be transferred to other Oregon Departments in the spirit of promoting smaller government and attaining greater efficiency? Should Housing programs and Community Services programs remain together in an agency, particularly if Community Services program budgets are less likely to be sustainable? If it remains as a single agency, should its emphasis be on Housing Finance? If so, should it retain its role as an Oregon "department" or perhaps become a "quasi-governmental" agency with less emphasis to political appointment turnover? I will be significantly involved in the next few months in evaluating proposed housing financing and community services models in the "scenario building" phase as a member of the OHCS Transition Advisory Committee. In late November or early December, OHCS will brief the Governor on its progress to date, before briefing the proposed plan to the legislature in February.

Homeless Cost Study: The results from this multiple-month study were presented at a September 10, 2013 work session to the Board of County Commissioners. We assisted in that presentation and obtained the Board's support that there was sufficient justification to move ahead with the cost/benefit phase of the study.

Housing Advisory Committee Annual Retreat: We are working preparations for a interesting and substantive Retreat discussing the successes and challenges that our valued partnerships have created for Washington County. Updates on the Aloha-Reedville project, the Housing Works project with Work Systems, and SAMHSA Housing TEAM grant serving chronically homeless clients will demonstrate the value of our partnerships.

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



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

Due to year-end closing, July reports would include insufficient data to be meaningful. Financial statements will resume in the October report.



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

Wait List Time Based on # of HH Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
#Families	1,470	901	616	375	203	103	46	24	9	6	3,753
Average Days	1,318	1,256	1,301	1,348	1,232	1,254	1,378	1,299	1,545	1,185	1,298

Wait List Based on Gender			
Gender	Female	Male	Total
Total	2,579	1,174	3,753

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	33	141	482	25	2,913	50	112	3,753

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	735	2,984	34	3,753

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	1,009	266	1,820	658	3,753



WASHINGTON COUNTY
OREGON

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

Fiscal Year-to-Date
August 2013

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
FY 2012-13			Month			Unit
						(FY cumulative total)
July 2012	4	105	26.25	4	105	26.25
August 2012	6	101	16.83	10	206	20.60
September 2012	2	43	21.50	12	249	20.75
October 2012	2	30	15.00	14	279	19.93
November 2012	4	90	22.50	18	369	20.50
December 2012	0	0	0	18	369	20.50
January 2013	0	0	0.00	18	369	20.50
February 2013	1	15	15.00	19	384	20.21
March 2013	2	22	11.00	21	406	19.33
April 2013	2	20	10.00	23	426	18.52
May 2013	8	144	18.00	31	570	18.39
June 2013	3	80	26.67	34	650	19.12
FY 2013-14						
July 2013	0	0	0.00	0	0	0.00
August 2013	3	30	10.00	3	30	10.00



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: August: 3,753 last month 3,756. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of August 2013 were at 10.00 (last month – 0.00). FY2014 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.
- c) Occupancy Rates:
 *Public Housing: 99.59% (last month – 99.59%)
 *Section 8: 98% (last month – 97.54%)

We had 2,559 vouchers leased up in August (last month – 2,544). Three (3) new vouchers were issued, and 51 applicants with vouchers are searching for housing (last month 3 new, 28 looking). Our monthly allocation of Section 8 HAP funds is 100%. Our goal of budget authority is 95% minimum.

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

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	3.00 hrs	5.0 hrs	24 hrs
Routine WO's	6.74 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 66 (55 from Section 8 and 11 from Public Housing)
 Total FSS participants w/escrow balance: 42
 Total Escrow Balance: \$159,336
 Average Escrow Balance: \$ 3,794
 Highest Escrow Accounts: \$14,417 (Section 8) and \$13,396 (Public Housing)
 IDA Accounts: 3

• **AFFORDABLE HOUSING**

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

- a) Infinity-Managed Properties: 97.23% Occupancy (17 vacancies / 613 units), compared to 97.06% (18 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned three (3) Public Housing units for new residents.
- All repairs, painting and landscaping was completed by Housing staff.

Appliances

- Replaced one stove and one refrigerator in one of the turnover units.

Special Projects:

- Parking lots at 7th Street in Hillsboro; Dove Court in Tigard and Oregon Street in Sherwood have been restriped to clearly identify handicapped spaces, standard parking areas and fire lanes.
- Eleven (11) units in Cornelius and Beaverton received new flooring in bathrooms and kitchens to repair damaged flooring.
- Replaced rotted wood fencing around garbage enclosure at Oregon Street.
- Installed cyclone fencing on one Forest Grove property to avoid retaining wall damage on neighbors' property prior to REAC inspection.
- Preventative maintenance was performed on twenty-four (24) inspected pre-REAC units.



V. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

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

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

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

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	10
LifeWorks NW (Tom Brewer House)							13	13	11
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	6			
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing (Bonita and The Colonies)				7	7	4			
CPAH (The Barcelona, new development)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	14	10						
Total PBVS	102	26	22	46	22	10	25	25	21



V. STAFF REPORTS
E. Report on Homelessness

• **BUILDING SUSTAINABLE PARTERNSHIPS FOR HOUSING PROJECT**

On August 7, the Washington County Housing and Supportive Services Network (HSSN) and the Mental Health and Special Needs Community Consortium (MHSNCC) held a joint planning meeting to engage community stakeholders in an intensive and detailed look at how policies, processes, partnerships, and programming connect individuals with disabilities to housing and services, as outlined in the Building Sustainable Partnership for Housing (BSPH) project. The planning activities will compliment the HSSN’s system development work to establish a coordinated and centralized assessment system for people at risk and experiencing homelessness.

The BSPH project is funded by a 2011 Centers for Medicare and Medicaid Services Real Choice Systems Change Grant. The Oregon Health Authority (OHA) Addictions and Mental Health Division received one of six national Real Choice BSPH funding awards to perform strategic planning with a vision on integrated and centralized systems that provide greater access to housing and services for people with disabilities.

• **COORDINATED AND CENTRALIZED ASSESSMENT SYSTEM (CCAS)**

Tualatin Valley Fire & Rescue and Virginia Garcia Memorial Health Clinic have joined with community provider agencies comprising a CCAS subcommittee to perform planning and development of the jurisdictions assessment system for at risk and homeless populations. The subcommittee is developing a homeless response system that functions as a centralized or “front-door” to prevention assistance and homeless housing and service programs in Washington County. The system works to ensure that all people receive equal access to community resources and quickly move people into permanent housing. Community Action Organization will function as the front door for the system.

This national initiative is a requirement of the federal Emergency Solution Grant (ESG) and CoC Program funds under the new Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The Centralized Assessment System embodies the vision outlined in A Road Home: 10-Year Plan to End Homelessness in Washington County that addresses a universal point of referral (Goal 1, Strategy 1.1).

System Development Task	Status of Task
Define Access Point(s)	COMPLETE: Community Action will provide physical sites (Beaverton and Hillsboro) and a mobile assessment access point performed by PATH Outreach workers.



Develop Screening and Assessment Tools	Screening Tool developed 5/31/13, and Assessment Tool draft reviewed 6/21/2013. A revision to the assessment tool scoring as a result of referral discussion – next review 9/20/13.
Define HMIS Data Gathering and Sharing	Data sharing and future MOU – pending. Need to develop online tool for tracking available bed/unit inventory, and sharing this data – next review 9/20/13.
Develop Coordinated Intake and Referral Process	All ESG and CoC Program (HUD-funded) homeless projects are required under federal regulation to align with the Centralized Assessment System. Project/agency need to accept the referred homeless into vacant beds/units when determined eligible for the program. Policy review of referral at 9/20/13 meeting.
Develop Resources to Staff the System	Community Action will track number of calls for shelter/housing for one month – review at 9/20/13 meeting.
Define Media to Market the System	
Prepare written standards and policy; formal adoption by HSSN	
Implement the Centralized Assessment System: Target date is January 2014	

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

On August 23, 2013, the Office of Special Needs Assistance Programs (SNAPS) for the U.S. Housing and Urban Development (HUD) announced the competitive FY2013 McKinney-Vento CoC Program grant application process. As the CoC Collaborative Applicant, Washington County Department of Housing Services will apply for renewal and new project funding. With the increased number of renewal projects across the nation and the effects of Sequestration on the FY2013 funding, local HUD-funded providers are anticipating a reduction in the funding available. The FY2013 Notice of Funding Available (NOFA) is anticipated to be released in mid-October following the registration process due to HUD by September 23, 2013.

The following is a historical summary of local HUD McKinney-Vento Homeless Assistance funding under the new HEARTH Act effective Federal FY2011.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014
	\$1,846 billion	\$1,901 billion	\$1,901 billion	\$1,929 billion	Proposed



					\$2,088 billion (House) or \$2,260 billion (Senate)
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion ¹	
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	*NOFA to be released 10/2013 ²	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	
OHCS allocation of State ESG to Community Action in Washington County	\$0	\$22,645	\$80,144	\$61,280	
NOTE: Net funds diverted from Washington County to the State (OHCS) for City's with >50,000 people (Beaverton & Hillsboro)	n/a ⁴	\$63,110	\$100,182	Est.\$100,182	

- **2014 POINT-IN-TIME (PIT) HOMELESS CENSUS**

Community Action and Luke-Dorf, Inc. have held the first meeting to launch the January 2014 point-in-time (PIT) homeless count. Collecting comprehensive, non-duplicated data on the number, characteristics and service needs of individuals, families, and unaccompanied youth experiencing homelessness is a critical component of local homeless planning and program development.

The Oregon Housing and Community Services (OHCS) is reviewing the request to establish consistent statewide PIT homeless definitions to provide for consistency in counting people at risk of homelessness in accordance with the federal Emergency Solution Grant definition.

- **COOPERATIVE AGREEMENTS TO BENEFIT HOMELESS INDIVIDUALS**

Luke-Dorf, Inc. received a second year of funding for the 3-year federal Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreements to Benefits Homeless Individuals (CABHI) grant to serve chronic homeless adults with housing and services experiencing mental health and substance addiction. Due to sequestration, the budget was reduced by 4%.

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

² FY2013 CoC Program Registration Notice released August 23, Notice Of Funding Available (NOFA) to be released in October 2013 by HUD.

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

⁴ Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program, with est. 14% reduction due to Sequestration.



Luke-Dorf, Inc. is the local lead agency implementing the Housing TEAM (Transition, Engagement And Mentoring) Program, in partnership with the Housing Authority of Washington County providing 90 units of Section 8 Project-based Rental Assistance (PRA) to be phased in over 3 years. The collaborative project addresses a Federal Strategic Plan priority to end chronic homelessness by 2015.

Housing Placement 90 units Total (Cumulative)	# Chronic Homeless Enrolled (Cumulative)	# Chronic Homeless in Leased Units (Cumulative)	# Project-based Units under MOU (Cumulative)
20 Units Total (Year 1) July 2012 to June 2013	23 people	11	38
50 Units Total (Years 1 - 2) July 2013 to June 2014	28 people (includes 14 people in housing)	14	41 (28 awaiting unit turnover)
90 Units Total (Years 1 - 3) July 2014 to June 2015			

In this second year of operation, accessing housing continues to be a barrier (e.g. denied housing due to a criminal past), and many of the units committed to the 90-unit Project-based Section 8 subsidy have not yet turned-over to be available for Housing TEAM Program clients under the new Project-based Section 8 MOU. As we continue to engage and enroll homeless clients in the program, the focus of the Mental Health and Special Needs Community Consortium is shifting from implementing the program to increasing access to housing and services through the established partnerships and program policies developed in the first year of the Housing TEAM Program.

- **HUD-VASH (VETERAN AFFAIRS SUPPORTIVE HOUSING) VOUCHERS**

The Housing Authority of Washington County received an award of 35 vouchers that, combined with the previous 25 vouchers awarded in June 2010, will support 60 homeless veterans participating in the HUD-VASH program with rent subsidy. Veterans rent privately owned housing and generally contribute no more than 30 percent of the household income toward rent. Supportive services are provided by the Veterans Affairs and local service providers.

During the January 2013 Point-In-Time Homeless Count, 106 homeless veterans were reported in Washington County.

- **SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROGRAM**

The U.S. Veterans Affairs Supportive Services for Veteran Families (SSVF) program provides services to very low-income veteran families living in – or transitioning to – permanent housing. The SSVF program supports the Veteran Affairs efforts to



prevent at-risk veterans from becoming homeless and rapidly re-house those who have recently fallen into homelessness.

A collaboration of four counties that included the lead applicant, Community Action Team Inc. (serving Columbia, Clatsop and Tillamook counties) and Community Action in Washington County applied for \$709,075 in SSVF funds. At a local level, Community Action in Washington County received an estimated \$270,000 to further their work in preventing and ending homelessness for veterans and their families in our community.

- **HOMELESS COST STUDY**

Vision Action Network and the Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to research performed on the high cost of services provided to chronic homeless individuals and families without a housing plan in-place. Northwest Economic Research Center (NERC) performed the cost study with data collected from consenting formerly homeless people to include 20 single adult households and 22 family households. The report will be released in September 2013.

- **HOMELESS ASSESSMENT REPORT – YEAR 5**

The Washington County Homeless Assessment Report on outcomes and challenges is an annual compilation of client and program data that highlights the implementation of the strategies outlined in A Road Home: 10-Year Plan to End Homelessness. Annette Evans will present a draft Year 5 report to the Homeless Plan Advisory Committee (HPAC) at the September 12 meeting, at which time the HPAC will have an opportunity to provide comment prior to the report presentation to the Washington County Board of Commissioners in October. Copies of the final report will be provided to the HPAC, city mayors and managers, local community stakeholders, State officials, HUD, and the federal US Interagency Council on Homelessness (USICH).



- **SEVERE WEATHER SHELTER RESPONSE PLAN**

In it's 7th year of operation, Annette Evans is working with faith-based partners to prepare for winter 2013-14 Severe Weather Shelter Response Plan activities. A change will occur this year as the Beaverton First Baptist Severe Weather Shelter will not be open.

Training is being developed for the shelter coordinators and volunteers tentatively schedule for the week of October 21. 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 2012 to March 2013, seven faith-based shelters provided 5,692 bed stays to homeless persons supported by 14,362 in volunteer hours.



VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

No update. In summary, the goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County. This initiative supports the Consolidated Plan recommendation for intergovernmental cooperation and consistency, and is one of the key strategies of the County's 10-Year Plan to End Homelessness.

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

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

The Citizen's Advisory Committee (CAC) met on Wednesday, August 28 from 6-8:30pm. The meeting will included a review of the list of action items being worked on by the project team. The approximately 50 actions underway include a number of specific actions (e.g. changing ADU process from Type III to Type II or Type I in some areas), as well as actions that will result in additional research or longer-term planning work (e.g. developing and implementing a possible Housing Maintenance Code). The Technical Advisory Committee (TAC) is scheduled to meet on Wednesday, September 11 to go over the action items as well. The September CAC meeting is scheduled for Wednesday, September 18, 2013.

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

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

The *Housing Works* project will help Section 8 and/or public housing residents build the life and employment skills necessary to attain self-sufficiency. Grant partners will work together to invest resources to train and support residents with the shared goal of increasing employment and earning potential. Participants will receive occupational skills training in one of three growing employment sectors—healthcare, office/clerical, or manufacturing. A fourth sector (construction) will be added in 2014.



Participants will also received job attachment support that will include internships, On-The-Job training, and job placement assistance.

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

- **ALOHA PARK APARTMENTS REFINANCING**

The process to refinance Aloha Park Apartments is underway. A letter of engagement has been signed and financing fees have been paid. An appraisal and physical needs assessment have been accomplished.

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

- **ANNUAL HAC RETREAT**

The annual HAC retreat is scheduled for Friday, October 18 at Jenkins Estate. The theme of the retreat is "Creating Partnerships that Make a Difference". One of the purposes of the retreat is to educate or inform the Committee's members on pertinent housing-related issues. As a result, this retreat will offer a more informed view on the goals and challenges of three key Housing Authority projects: (1) Aloha-Reedville Tiger Grant; (2) the SAMHSA Housing Team Project, and (3) the WorkSystems Housing Works project. By offering this critical view on the projects, we will concurrently support the retreat's other purpose to inform public officials and County/city staff on key housing issues.



VII. NEW BUSINESS

- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department will support 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. This planning effort will hold its public kick-off event in October.

- **OREGON HOUSING & COMMUNITY SERVICES (OHCS) TRANSITION ADVISORY COMMITTEE**

The OHCS Transition Advisory Committee has a broad base of Oregon experts on housing, finance and has already met twice. We are anticipating a thorough review of wide choice of options related to the new functionality and structure of Oregon's Housing Programs. A final recommendation to the OHCS Director is anticipated in late November/early December 2013.

VIII. RESOLUTIONS/ACTION ITEMS

IX. ADJOURNMENT