



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



**Thursday, September 25, 2014
9:00 a.m.**

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



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IX. ADJOURNMENT

Next Meeting:

RETREAT—Friday, October 17

2014 HAC Meeting Schedule
Friday, October 17 – Retreat
Thursday, November 20
Friday, December 12 – Luncheon (Tentative)



HOUSING ADVISORY COMMITTEE
Department of Housing Services
September 25, 2014 at 9:00 A.M.

AGENDA

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



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

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

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

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

COMMITTEE MEMBERS ABSENT

LaShanda Williams

GUESTS PRESENT

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

I. ROLL CALL - A quorum was present.

II. ACTION - APPROVAL OF MINUTES

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

Second: Barbara Smith

Vote: All approve

III. DISCUSSION - ORAL COMMUNICATIONS

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



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

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

IV. EXECUTIVE DIRECTOR'S REPORT

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

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

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

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



Housing Authority Operations

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

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

Housing Authority Financing

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

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

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

Housing Authority Affordable Housing & Services Initiatives

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

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

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

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

CABHI Grant: No additional updates were provided.



Personnel

Assistant Director: No additional updates were provided.

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

Administrative Specialist II: No additional updates were provided.

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

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

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

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

V. STAFF REPORTS

A. Financial Statement

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

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

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

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



B. Section 8 and Low Rent Public Housing

- The Public Housing and Section 8 Unified Waitlist have been closed to new applications since September 1, 2011.
- Occupancy rates remain high in public housing and for Section 8 vouchers.
- Turnaround days are low and far exceed HUD standards.
- Work order effectiveness is high.
- FSS participation continues to benefit enrolled residents.

C. Affordable Housing

- Occupancy rates remain high in affordable housing.

D. Special Projects

- Project-Based Vouchers

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

F. Report on Homelessness

Annette Evans provided updates on homeless programs.

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

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

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

- FY2013 Federal McKinney-Vento Homeless Programs

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

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



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

- HUD to Perform On-Site Monitoring of CoC Program

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

- Cooperative Agreements to Benefit Homeless Individuals

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

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

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

- Project Homeless Connect – July 11, 2014

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

- Homeless Costs Study

No additional updates were provided at the meeting.

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

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

- Homeless Assessment Report – Year 6 Outcomes

No additional updates were provided at the meeting.

VI. OLD BUSINESS

- Aloha-Reedville Study and Livable Community Plan

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



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

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

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

No additional updates were provided at the meeting.

- Consolidated Plan Work Group

Information about participating in this process is available here:

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

- HAC Annual Retreat

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

VII. NEW BUSINESS

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

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

VIII. RESOLUTIONS/ACTION ITEMS

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

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

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

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



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

- Elect HAC Chair and Vice-Chair

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

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

IX. ADJOURNMENT

Meeting adjourned at 10:58 a.m.

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



IV. EXECUTIVE DIRECTOR'S REPORT

August and September 2014 have been active months for the Housing Authority. We have made measurable progress toward achieving our core initiatives related to operations, finances, affordable housing and services initiatives, and staffing.

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

- **Capacity-Building Grants:** HAWC has submitted a new application to OHCS for a follow-up capacity grant for funds to purchase 12 small desktop scanners. This will allow Occupancy Specialists to scan tenant paperwork as part of their routine workload. The intent is to measurably reduce voluminous paper files, increase efficiencies through digital imaging and filing, and improve customer service. Grant awards may be announced by late September.
- **Annual Audit:** Auditors returned in early September for the final two-week review of our financial systems plus the programs supporting Section 8 and Continuum of Care. The on-site audit should be completed on September 19th.
- **New HUD Field Office Director:** Margaret Salazar has been assigned as the new HUD Field Office Director, replacing Robin Prichard upon her retirement in June 2014. I believe she will continue the high level of support that has distinguished the Portland Office.

Housing Authority Finances: HUD financing for FY2015 remains an ongoing concern. There is on-going work by Congress to pass a Continuing Resolution (CR) once again this year to allow the Government to operate until after the elections in November. It is unclear whether sequestration will be introduced again.

- **Aloha Park Refinancing:** The culmination of our refinancing effort of Aloha Park was its official closing on August 27, 2014. This has been an arduous project, with voluminous legal documents needing to be recorded. Special thanks to Gary Calvert for being our lead for this important task. Half of the equity has been received by HAWC, and the second half of the equity funds will be released after the required improvements (including conversion of four units to ADA accessible) are completed.
- **HUD Section 8 Program Shortfall Funds:** HAWC has had conversations with HUD about strategies to compensate for the shortfall resulting from a HUD error. HAWC has taken steps to reduce expenses, preserve housing for existing participants and ensure an end-of-year positive balance. HAWC was awarded \$116,226 in HUD set-aside for "portability" expenses, and anticipates additional Section 8 dollars when our recently-awarded VASH vouchers and the enhanced preservation vouchers resulting from the Aloha Park refinance are funded.



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

- **Housing Affordability, Balance and Choice:** HAWC is working with the Housing Alliance, Oregon ON and the Oregon Housing Authorities to determine possible state-level actions to increase housing options in the 2015 legislative session. Work group members have been asked to identify priorities for placeholder bills that will be submitted for drafting by September 22. The workgroup will reconvene in October. Work group materials are available online at <http://affordabilitybalancechoice.org>.
- **Orchards at Orenco:** HAWC is a limited partner to this project (Phase I) and has awarded eight Project-Based Vouchers for the site to serve families making 30% or less AMI. HAWC has gone to the Board and received approval to be a limited partner for Phase II of this project. Eight Project-based Vouchers have been awarded to Phase II of the project.
- **Bridge Meadows in Beaverton:** This is a proposed Intergenerational project to be built in Beaverton. The Beaverton project will incorporate the same housing model as the Portland Bridge Meadows development – families with foster children interacting with seniors who volunteer their time to assist these children. Jennie Proctor and Ben Sturtz from Community Development, and I visited the Bridge Meadows campus in Portland on September 5th. Staff was impressed with the well-run, well-financed project. When the new campus is developed in Beaverton, there is a possibility that we may be asked to provide Project-based Vouchers for some of its units.
- **Tualatin Meadows Apartments in Aloha:** As the initial bond issuer for this affordable housing project, HAWC have been asked to approve the transfer of the property to another affordable housing provider. After assurance that the property will remain affordable for another 15 years, HAWC approved the transfer.
- **Cornelius Place:** HAWC is discussing placing Project-based Vouchers in this unique mixed-use library and senior housing project.
- **Meyer Memorial Trust:** We have agreed to collaborate with Catholic Charities on a project to increase public, landlord, Housing Authority, and tenant understanding of the new 2013 Oregon Housing Choice Voucher law.
- **Veterans Bill Document Recording Fee Workgroup meeting:** I met with OHCS and other members of the Workgroup in Salem on September 18th. Our goal was to better identify and specify the recommended uses and NOFA timeline of this funding stream to support affordable housing development and services for our veterans.



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

- **Assistant Director:** This position has been vacant since mid-2008. The Assistant Director's role is to provide leadership and management staff backup, and is responsible for day-to-day operations. Recruitment for this position was open August 16 to September 12, 2014. We received 40 applications for this position. Qualified applications will be forwarded to HAWC after an initial screening by Human Resources, and HAWC staff will select applicants for interviews. It may be possible to fill this position before the end of November.
- **Senior Management Analyst:** The Finance Manager for the Housing Authority is the principal manager responsible for preparing budgets for the Department of Housing Services (County) and the Housing Authority, overseeing financial operations and controls related to County and HUD financial programs, managing our affordable housing bond portfolio program, and preparing accounting records for annual audit. Michael O'Neill retired at the end of August and will conclude his part-time employment by the end of December. HAWC has begun the process to recruit a qualified replacement. HAWC's goal is to bring the new manager in by early December to allow at least two weeks of overlap to facilitate the transition. We sincerely commend Michael for his many years of highly competent service, great initiative, and valued contributions to this Agency.

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



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

The Housing Authority started a new fiscal year on July 1, 2014. Financial reports will resume next month.



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

Wait List Time Based on # of HH Members										
# HH Members	1	2	3	4	5	6	7	8	9	Total
#Families	311	181	153	93	50	40	13	9	2	852
Average Days	1,752	1,743	1,728	1,748	1,590	1,562	1,918	1,660	1,736	1,728

Wait List Based on Gender					
Gender	Female		Male		Total
Total	606		246		852

Wait List Based on Race								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	9	37	131	6	637	8	24	852

Wait List Based on Ethnicity						
HH Ethnicity	Hispanic		Not Hispanic		Unknown	Total
	194		652		6	852

Wait List Based on HH Type					
Type	Disabled	Elderly	Family	Other	Total
	182	87	438	145	852



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 2014*

Average Vacancy Days - Public Housing

	Units Turned Over	Vacancy Days	Average Vacancy	Total Vacant Units	Total Vacancy Days	Total Average
	This Month	This Month	Days Per Unit This	(FY cumulative total)	(FY cumulative total)	Vacancy Days Per
			Month			Unit
						(FY cumulative total)
FY 2013-14						
July 2013	0	0	0.00	0	0	0.00
August 2013	3	29	9.67	3	29	9.67
September 2013	2	19	9.50	5	48	9.60
October 2013	6	63	10.50	11	111	10.09
November 2013	3	52	17.33	14	163	11.64
December 2013	1	9	9.00	15	172	11.47
January 2014	2	34	17.00	17	206	12.12
February 2014	3	51	17.00	20	257	12.85
March 2014	2	26	13.00	22	283	12.86
April 2014	2	29	14.50	24	312	13.00
May 2014	4	86	21.50	28	398	14.21
June 2014	3	57	19.00	31	455	14.68
FY 2014-15						
July 2014	1	16	16.00	1	16	16.00
August 2014	2	29	14.50	3	45	15.00



V. STAFF REPORTS
C. Affordable Housing

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

- a) Section 8 Waiting List: August: 852 last month: 842. The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened. A public notice will be issued when the waitlist is re-opened, but not likely until 2015.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of August 2014 were at 14.5 (last month – 16). FY2014 reporting begins July 1. HUD rates Housing Authorities, however, on cumulative vacancy days on a fiscal year basis. Our goal is 18 days. HUD rates 20 days or below as an “A”. Our cumulative total was 15.00.
- c) Occupancy Rates:
 *Public Housing: 99.59% (last month – 99.59%)
 *Section 8: 96.6% (last month – 108%)

We had 2,688 vouchers leased up on the first of September (last month – 2,694). Three (3) new vouchers were issued, and 19 applicants with vouchers are searching for housing (last month 11 new, 13 looking). Our monthly allocation of Section 8 HAP funds is 104.7%. Our goal of budget authority is 95% minimum.

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

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.63 hrs	3 hrs	24 hrs
Routine WO's	4.48 days	7 days	25 days

- f) FSS Participation
 Total FSS participants: 86 (72 from Section 8 and 14 from Public Housing)
 Total FSS participants w/escrow balance: 51
 Total Escrow Balance: \$179,030
 Average Escrow Balance: \$3,510
 Highest Escrow Accounts: \$16,891 (Section 8) and \$19,832 (Public Housing)
 Individual Development Accounts (IDA): 3



- **AFFORDABLE HOUSING**

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

a) Infinity-Managed Properties: 98.04% Occupancy (12 vacancies / 613 units), compared to 97.55% (15 vacancies / 613 units), last month. NTR – 97%.

- **MAINTENANCE ACTIVITIES**

Turnovers:

- Maintenance turned over two (2) Public Housing units for new residents, including cleaning, repairs, replacing carpet, painting and landscaping.
- All repairs, painting and landscaping was completed by Housing staff.
- Carpet was replaced in one (1) Public Housing unit.
- Cleaning was performed in one (1) Public Housing unit.

Special Projects:

- Pest control service was performed in two (2) Public Housing units.
- Stove was replaced in one (1) Public Housing unit.
- Bids were received for siding replacement.
- Reported 161 year-to-date non-emergency work orders have been completed in an average of 7.45 days.
- Reported 100% of 6 year-to-date emergency work orders have been completed within 24 hours.



V. STAFF REPORTS
D. Programs and Special Projects

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	102	0
Category II (30% MFI or less)	98	54	44
Special Needs	25	25	0
Total PBVs	225	181	44

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

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

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	7
LifeWorks NW (Tom Brewer House)							13	13	10
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	15	9			
REACH CDC (The Orchards at Orenco)				16					
Northwest Housing Alternatives (Alma Gardens)				8	8	8			
Bridges To Housing (Bonita and The Colonies)				7	7	5			
CPAH (The Barcelona)				8					
Luke-Dorf (Housing TEAM- SAHMSA)	90	35	39						
Total PBVs	102	47	51	54	30	22	25	25	17



V. STAFF REPORTS
E. Report on Homelessness

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

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

Challenges:

- An increase in calls from persons 75 years of age and older, with very few resources available to assist this aging population living on fixed incomes to meet increased housing rents.

Annette Evans met with staff at Disability, Aging and Veteran Services to align the ADRC (Aging and Disability Resource Center) system with Community Connect. The ADRC was added to the System Matrix that includes other systems of care, and training was provided to Community Connect staff screening incoming calls to direct the elder population to the ADRC at time of screening.

- Housing providers are referring their tenants to Community Connect for emergency rent assistance.

Community Connect is now collecting data on the housing providers making referrals of tenants to the system. This data will be used to determine if housing rent increases may be adding to the rising at-risk of homelessness population, or whether referrals are a result of other episodic conditions that created the need to access the system; e.g. loss of employment income, medical crisis, etc.

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

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

The U.S. Department of Housing and Urban Development (HUD) released the FY2014 CoC Program Registration Notice, the first step in preparing to compete for federal grant funds serving the homeless in our community. Washington County Department of Housing Services is the Collaborative Applicant on behalf of provider agencies that prepares the application for funds under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Washington County completed the HUD registration and submitted the Continuum of Care (CoC) Annual Renewal Demand in the amount of \$2,644,497 to renew funding for transitional, rapid re-housing and permanent housing programs, and part-time



staffing positions for administration of the Homeless Management Information System (HMIS) and CoC Planning. The announcement for the FY2014 Notice of Funding Available (NOFA) grant competition is anticipated in early October.

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

Local HUD McKinney-Vento CoC Program Homeless Assistance funding.

Federal Homeless Program Funds	FY2010	FY2011	FY2012	FY2013	FY2014 ¹	FY2015 ²
	\$1.846 billion	\$1.901 billion	\$1.901 billion	\$1.929 billion	\$2.105 billion	\$2.406 billion
CoC Program Competitive Grant Funding	\$1.686 billion	\$1.676 billion	\$1.651 billion	\$1.714 billion	\$1.8 billion	n/a
County Award – CoC Program	\$2.1 million	\$2.1 million	\$2.3 million	\$2.6 million	HUD Application not yet released	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$215 million	\$250 million	n/a
County ESG Entitlement Formula Funds	\$88,350	\$137,797	\$157,499	\$134,781 ³	\$152,317	

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

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

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

At the September 3 meeting of the HSSN, the continuum members approved a local allocation to provide funding for emergency shelter (30% of EFSP funds), emergency 1-month rent assistance (47%), and food/meals (23%).

¹ FY2014 Omnibus Appropriations; January 17, 2014.

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

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



Historical EFSP funding in Washington County:

\$193,869	2013 EFSP: \$59,161 shelter, \$91,118 rent, \$41,590 food/meals
\$204,489	2012 EFSP: \$73,616 shelter, \$89,975 rent, \$40,898 food/meals
\$ 62,988	2011 State Set-aside: \$0.00 shelter, \$50,390 rent, \$12,598 food/meals
\$376,296	2010 EFSP/ARRA: \$135,467 shelter, \$162,829 rent, \$78,000 food/meals
\$281,091	2009 EFSP: \$87,291 shelter, \$101,840 rent, \$49,800 food/meals

• **SEVERE WEATHER SHELTER RESPONSE PLAN**

In its 8th year of operation, Annette Evans is working with faith-based partners to prepare for winter 2014-15 Severe Weather Shelter Response Plan activities.

Training is being developed for the shelter coordinators and volunteers tentatively scheduled for October 28-29. 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 2013 to March 2014, six faith-based shelters provided 5,334 bed stays to homeless persons supported by 143,118 in volunteer hours.

• **YEAR 7 – A ROAD HOME: 10-YEAR PLAN TO END HOMELESSNESS**

On June 4, the HSSN adopted the Year 7 Work Plan goals and strategies to end homelessness. The Work Plan is a fluid document that tracks progress of the Plan’s goals in preventing and ending homelessness. Quarterly progress reports will be posted on the county website at

<http://www.co.washington.or.us/Housing/EndHomelessness/upload/YEAR-7-WORK-PLAN-approved-6-4-2014.pdf>

Sixty percent of the \$6.1 million Year 7 budget is funded, with a potential shortfall of 40 percent of the budget, as follows:

\$4.2 million (68%)	Funds Available*
\$1.0 million (18%)	Funds Pending Grant Award and/or Final Budget Approval
\$.9 million (14%)	Total Unfunded

*Note: Strategy 2.4 of the 10-Year Plan identified \$1.3 million for affordable housing serving people at <30% Area Median Income. This will be accomplished by the assignment of 8 project-based voucher units to the development of the Orchards At Orenco project sponsored by REACH Community Development. The 10-Year Plan identified the need for \$1 million annually in support of affordable housing development.



The \$850,000 (\$.9 million) unfunded portion of Year 7 will impact outcomes in the following goals:

- \$182,000 Prevent People From Becoming Homeless (Goal 1)
- \$518,000 Move People Into Housing (Goal 2)
- \$ 85,000 Link People to Appropriate Services and Remove Barriers (Goal 3)
- \$ 65,000 Increase Income And Economic Opportunities (Goal 4)

- **HOMELESS COST STUDY**

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

Phase 2 of this research is a longitudinal study that will compare the cost of services for a two-year period following the participant's access to permanent housing. Cost data collection is nearing completion and was slightly delayed as additional data elements were needed for costs. NERC is poised to complete a draft report by October.

A presentation on the Homeless Cost Study findings will be presented to the Washington County Board of Commissioners following a joint meeting of the Homeless Cost Study Advisory Committee and the Homeless Plan Advisory Committee.

- **HOMELESS ASSESSMENT REPORT – YEAR 6 OUTCOMES**

Data compilation from the countywide Homeless Management Information System (HMIS) and provider agencies is used to prepare the Homeless Assessment Report on outcomes and challenges that highlights the implementation of the strategies outlined in A Road Home: 10-Year Plan to End Homelessness. The Year 6 report will be presented to the Homeless Plan Advisory Committee (HPAC) at which time the HPAC will have an opportunity to provide comment prior to the report's presentation to the Washington County Board of Commissioners. The final report will be available by the end of 2014.



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

Planning is underway to conduct the annual Point-In-Time (PIT) homeless count on January 22 through January 31, 2015. 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.

Amassing resources to complete the annual homeless count is difficult given the short timeframe to: 1) cover the 727 square miles that comprise Washington County as a jurisdiction, 2) access and engage with homeless persons living doubled-up with family and friends, and 3) secure adequate outreach staff and volunteers to canvass the rural/unincorporated areas of the county where homeless campers are known to frequent. The street outreach component of the homeless count will include interviews of homeless persons participating in Severe Weather Shelters and the Project Homeless Connect event.

VI. OLD BUSINESS

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

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

The grant project performance period ended May 21, 2014, and final reports have been submitted. Action items and recommendations from the Aloha-Reedville Plan will be carried forward in the LUT ordinance workplans for 2014 and 2015, the Transportation System Plan update, the Consolidated Plan update, and ongoing County improvement efforts such as Minor Betterments.

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

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

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



- **CONSOLIDATED PLAN WORK GROUP**

The Housing Department is supporting the Office of Community Development's efforts to coordinate the Washington County 2015-2020 Consolidated Plan, including the cities of Hillsboro and Beaverton and community partners. The planning effort kicked off in October 2013 and the Work Group has met each month since then.

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

- **HAC ANNUAL RETREAT**

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

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

Speakers include Andrew Wilch from the Housing Authority of Salem discussing Rental Assistance Demonstration (RAD) programs, Karin Kelly-Torregroza from the Vision Action Network (VAN) discussing the Homeless Cost Study, and Cadence Moylan from the City of Beaverton discussing their tools, strategies, and vision for housing development in Beaverton.

VIII. NEW BUSINESS

IX. RESOLUTIONS/ACTION ITEMS

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

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



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

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

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

The appointment of Renee Bruce, former HAC Chair, expired on March 31, 2014. At the May 29, 2014 HAC meeting, the Committee decided to defer the nomination and election of a Chair and Vice-Chair to the June 26, 2014 meeting.

Recommendation: The HAC should nominate and elect a Chair and a Vice-Chair from its members at the HAC Retreat scheduled for October.

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

IX. ADJOURNMENT