



HOUSING ADVISORY COMMITTEE

AGENDA AND INFORMATION PACKET

THURSDAY, April 28, 2022 • 9:00 am – 11:00 am

Zoom Webinar ID: 840 7750 0319 PW: 699156

Call-in number: 1 253-215-8782

OUR MISSION

The Washington County Department of Housing Services provides a continuum of affordable housing options that promote community strength.

OUR STRATEGIES

- Provide rental assistance
- Assist people in achieving housing stability, focusing on lower income populations
- Develop, acquire, and maintain affordable housing
- Provide career placement and training opportunities through partner organizations
- Connect low-income people to additional programs and services
- Provide home ownership opportunities, where appropriate
- Collaborate with public and private partners

OUR EQUITY STATEMENT

The Department of Housing Services provides housing opportunities to all eligible persons no matter their race, color, religion, national origin, age, disability, familial status, marital or domestic partnership status, sex, gender identity, sexual orientation, veteran status, legal source of income or type of occupation.

In order to be relevant and effective in a rapidly changing and increasingly diverse environment, the Department of Housing Services commits to the principles of diversity, equity, and inclusion for all members of the community we serve. Equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities. We believe that authentically listening to, working inclusively with, and being accountable to the community we serve increases innovation and effectiveness and leads to more successful outcomes.



AGENDA

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- I. ROLL CALL
- II. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES
- III. ACTION – APPROVAL OF MINUTES
 - A. March 24, 2022
- IV. EXECUTIVE DIRECTOR’S REPORT
 - A. Executive Director Report..... Page 3
- V. RESOLUTIONS / ACTION ITEMS
 - No items
- VI. ONGOING BUSINESS
 - No items
- VII. NEW BUSINESS
 - A. Introduce New HAC Members..... Page 4
- VIII. DEPARTMENT UPDATES
 - A. Continuum of Care (CoC) Homeless Division..... Page 6
 - B. Supportive Housing Services (SHS) Page 6
 - C. Additional Department Updates..... Page 8
- IX. ADJOURNMENT

2022 HAC MEETING SCHEDULE	
Thursday, January 27	[No July Meeting]
Thursday, February 24	Thursday, August 25
Thursday, March 24	Thursday, September 22
Thursday, April 28	Friday, October TBD – Retreat
Thursday, May 26 – Budget Review	Thursday, November 17
Thursday, June 23	Friday, December TBD – Luncheon



IV. EXECUTIVE DIRECTOR'S REPORT

As of March 12, Washington County began lifting COVID-19 restrictions and masking requirements in coordination with the state of Oregon. There are some exceptions, and masks will still be required in health care settings and on public transportation, such as buses, trains and in airports and on airplanes. The County Administrative office anticipates a return to normal operations around May 1, with a general framework of the transitional period starting on March 12 intended to provide an opportunity for employees returning to the office to make the necessary arrangements, and for managers to communicate with staff about issues like space considerations and which positions can accommodate ongoing telework options. Currently, all Housing staff are healthy and free of COVID-19.

The Housing Authority of Washington County shared its proposed 2022 PHA Plan and related documents for public review and comment. The 45-day public comment period ran February 14, 2022 through March 30, 2022. The Housing Authority Board of Directors will held a public hearing on the proposed PHA Plan on Tuesday, April 5th. You can view the Housing Authority Board of Directors meeting on the following webpage:

<https://www.youtube.com/watch?v=pSKmkgIfxHO>

Housing Department move to Adams Crossing is now looking like it will happen around May 2022. Permitting and supply chain challenges have created delays in the planned tenant improvements; however, work is ongoing.

Inflation rates are creating upward pressure on interest rates. The market is factoring seven rate hikes which of course will affect the US housing market. We will continue to monitor the situation, but the combination of events it is putting a lot of pressure on developments underway.

AHP4 portfolio rehabilitation update: The financing partners are on board and the project is moving towards closing by mid-May 2022. Chase Bank has ordered and received a draft appraisal and the Housing Authority Board of Directors Board approved bond defeasance proposal and amendments to Loan Agreement between Housing Authority and the County March 1. The Board of County Commissioners also approved same at its March 15 meeting. Cascade Property Management and a consultant are continuing work on 90-day notices for households identified as over income and planning work for temporary and permanent relocation. It is worthy of mention that a phased approach is being used allowing the relocation team the necessary time to assist and support households in relocation.

The housing authority is working with HUD headquarters on a Section 18 disposition of public housing units. Our hope is to partner on these sales to help with first time homeownership opportunities as well as meeting our goals of replacing these units with tenant protection vouchers and the purchase of new affordable housing.

Housing Services policy staff is working with the Beaverton School System on implementing a unique project to house families of 50 homeless students within the school district. This was only made possible thanks to our MTW authority.



During the week of April 18th, Washington County held a housing access fair where hundreds of households were connected with case management and housing subsidies. Staff put a lot of work into the event, and we are extremely thankful for the planning. Jes Larson was one of the main individuals responsible for the event and has more information on it, in her report below.

Thank you for your interest and dedication to affordable housing in Washington County!

Komi Kalevor
Director

V. RESOLUTIONS/ACTION ITEMS

N/A

VI. ONGOING BUSINESS

N/A

VII. NEW BUSINESS

Welcome and Introduce New Members

New HAC committee members were appointed by the County Board of Commissioners on March 15, 2022. The committee will take some time for each new member to introduce themselves and describe which role within the committee they have been appointed to and what their connection to/interest in housing is.



HOUSING ADVISORY COMMITTEE

Members (April 2022)

Dave Bachman
District 3 - Property Management Rep.
Term Ends: 3/31/2023

Melinda Bell
District 2 - Resident Participant
Term Ends: 4/1/2025

Renee Brouse
District 3 - Member-At-Large
Term Ends: 4/1/2025

Carine Arendes
District 3 - Urban and Regional Planning
Professional
Term Ends: 3/31/2026

Alma Flores
District N/A - Real Estate / Dev / Const
Term Ends: 3/31/2023

Katherine Galian
District 1 - Social Services Organizational Rep.
Term Ends: 3/31/2024

Sheila Greenlaw-Fink
District N/A - Finance Professional
Term Ends: 4/1/2025

Vacant: Elderly Rep.
Term Ends: 4/1/2025

Narendar Sahgal
District N/A - Member-At-Large
Term Ends: 3/31/2025

Eric Schmidt
District 1 - Member-At-Large
Term Ends: 3/31/2024

Sid Scott
District 4 - Design, Architecture, Engineering
Professional
Term Ends: 3/31/2023

Nina Stafford
District 2 - Minority Groups Rep.
Term Ends: 3/31/2026

John Epstein
District 2 - Member-At-Large
Term Ends: 3/31/2026

Nina Sparr
District 2 - Representing Veterans
Term Ends: 3/31/2026

Gena Briggs
District 4 - Resident Participant
Term Ends: 3/31/26



VIII. DEPARTMENT UPDATES

A. Continuum of Care (CoC) Homeless Division

No Report

B. Supportive Housing Services (SHS)

Shelter Program Expansion Community Guidelines approved and finalized

This month the SHS team concluded an extensive series of engagement work with our community to plan for and support the expansion of future shelters throughout the County. This engagement work convened feedback from virtual listening sessions, targeted surveys and interviews, and key partners and stakeholders in shelter programs. The feedback was collected into the Community Guidelines document which outlines commitments for locating and operating shelters and continue to engage local communities around each shelter program. The Community Guidelines document will be used to guide staff through all future shelter program expansions, including two new permanent shelter sites recently approved by the City of Hillsboro and the City of Beaverton. Find the complete [Community Guidelines for Expanding Shelter Programs here](#).

Goals set for year 2 in SHS work plan

The Board also approved ambitious but achievable goals for the next program year, consistent with Washington County's Local Implementation Plan. The SHS workplan is due to Metro each Spring in advance of the next fiscal year, and must identify programmatic and equity goals for the upcoming year. In year two, new SHS programs will launch and current programs will be grow including:

- Rapid Resolution and Rapid Rehousing for Population B households
- Workforce training for people with lived experience
- Embedded Housing Liaisons in HHS programs
- PSH at Aloha Inn and other sites to be identified
- And Expanded Housing Case Management services for Population A households

With significant programmatic expansion planned for year two, and SHS work plan set these goals to be achieved by the end of FY 22/23:

- 500 supportive housing placements with long-term assistance;
- 400 other housing placements with medium-term assistance;
- 200 households supported with one-time assistance to prevent homelessness;
- Creating 80 additional year-round shelter beds; and
- Ensuring all housing placements advance racial equity by serving proportionately more Black, Indigenous and People of color than represented by households in need;

First Housing Access Fair a success

An estimated 250 people attended the two day event that created a pop-up access center for people experiencing homelessness with the goal to connect them with housing. The event enrolled nearly 100 households into available housing programs, and each family or participant met with their new case manager to start working on their housing plan. Each morning included a training and networking event for case managers



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and outreach workers to learn more about the housing system and trouble shoot challenges with their peers. The event was also supported by scores of volunteers helping to greet participants and host an all-day lunch. The Housing Access Fair was heralded as a success by participants and partners alike and will return this fall when more housing programs are available. [Watch a story about the event here.](#)



VIII. DEPARTMENT UPDATES

C. Additional Department Updates

1. Housing Choice Voucher Program

HUD Allocated Units			
Program	ACC	Monthly HAP Allocated from HUD	Monthly HAP per Household
Housing Choice Voucher (HCV)	2,706	\$2,450,393.88	\$905.54
Veterans Affairs Supportive Housing (VASH)	197	\$197,591.38	\$1,003.00
Foster Youth Initiative (FYI)	7	\$4,610.52	\$658.65
Subtotal	2,910	\$2,652,595.78	
HUD Special Purpose Vouchers			
Program	ACC	Monthly HAP Allocated from HUD	Monthly HAP per Household
Mainstream Vouchers	178	\$160,336.07	\$900.76
Emergency Housing Voucher (EHV)	89	\$82,972.00	\$932.27
Subtotal	267	\$243,308.07	
HUD Total	3,177	\$2,895,903.85	

Regional and Referral Based Awards			
Program	Households to be Served	Monthly HAP Allocated from Metro SHS	Monthly HAP per Household
Regional Long-Term Rental Assistance (RLRA)	500	\$687,500.00	\$1,375.00
Subtotal	500	\$687,500.00	
Agency Total	3,677	\$3,583,403.85	

Utilization:

Vouchers and Awards Leased Up								
HUD Regular Vouchers (ACC)								
	HCV		VASH		FYI		All Actual UML	
	#	%	#	%	#	%	#	%
Dec-21	2,469	91.24%	141	73.10%	1	14.29%	2,611	89.73%
Jan-22	2,480	91.65%▲	144	73.10%▲	1	14.29%	2,625	90.21%▲
Feb-22	2,489	91.98%▲	146	74.11%▲	1	14.29%	2,636	90.58%▲
Mar-22	2,488	91.94%▼	146	74.11%	1	14.29%	2,635	90.55%▲
Grand Total	7,457	91.86%	436	73.77%	3	14.29%	7,896	90.45%

*Grand total percentages are calculated as the number of units leased up over the annualized ACC/Allocation for each program.

Utilization (continued):



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Vouchers and Awards Leased Up						
HUD Programs				Regional Programs		
	HUD Special Vouchers				SHS/RLRA	
	Mainstream		EHV		#	%
	#	%	#	%		
Dec-21	171	96.07%	51	57.30%	98	20%
Jan-22	171	96.07%▼	68	76.40%▲	111	22.20%▲
Feb-22	170	95.51%▼	75	84.27%▲	123	24.60%▲
Mar-22	168	94.38%▼	78	87.64%▲	125	25.00%▲
Grand Total	509	95.32%	221	82.77%	359	23.93%

*Grand total percentages are calculated as the number of units leased up over the annualized ACC/Allocation for each program.

HCV Waitlist Demographics:

Current HCV Wait List*		Voucher Activity	
October 2021 (households)	1,802	HAWC Vouchers Issued	23
		Total Outstanding Vouchers	190

Wait List Time Based on # of Household Members											
# HH Members	1	2	3	4	5	6	7	8	9	10	Total
# Families	918	368	253	142	73	31	11	4	2	0	1,802
Average Days	137	137	138	138	137	137	139	139	132	-	137

Wait List Based on Gender			
Gender	Female		Male
Total	1,292		510
Total 1,802			

Wait List Based on Race								
Race	Am Indian	Asian	Black	Multiple	Native Haw.	Missing	White	Total
Total	53	47	387	190	13	55	1,057	1,802

Wait List Based on Ethnicity				
HH Ethnicity	Hispanic		Not Hisp.	Missing
Total	298		1,457	47
Total 1,802				

Wait List Based on HH Type					
HH Type	Disabled	Elderly	Family	Other	Total
Total	507	216	669	410	1,802

New waitlist, including clients who applied for the waitlist in July-August 2021 and were selected for the waitlist via random lottery.

The latest waitlist for issuance was generated November 19, 2021.

Department Update:

The Software Application Specialist position was posted and concluded, however the applicant dropped out and the position was reposted. Karyn Burk, Occupancy Specialist II for the past 2.5 years took a promotion with the Accounting Division. We are excited for Karyn and appreciate that she will continue to wrap up some Occupancy Specialist duties until April 22nd. The Occupancy Specialist II positions have posted for recruitment and interviews are expected to take place the first week of May. The second Resident Advisory Board (RAB) meeting took place where the MTW and Annual Plan were presented for comments. The annual revision to



administrative plan has posted for comments and will be brought to the board in early May 2022 and will be effective July 1, 2022.

Project-Based Vouchers:

Total Leased	Total Contract	Utilization Rate
216	218	99%
Projects Leased	Units Leased	Units Eligible
Alma Gardens	8	8
Alma Gardens - VASH	3	5
Barcelona	8	8
Bridge Meadows	8	8
Cedar Grove	8	8
Cornelius Place	11	11
Fir Crest Manor	14	14
Housing Team/SAMHSA Pacific Village	1	1
Housing Team/SAMHSA Gateway	2	2
The Knoll	8	8
The Knoll - VASH	4	4
The Mary Ann	8	8
Orchards	8	8
Orchards II	8	8
Orchards III	8	8
PLUSS	12	12
Pomeroy Place	15	15
Pomeroy Place - VASH	5	5
Red Rock Creek Commons	24	24
Sunset View	24	24
Tom Brewer House	13	13
The Viewfinder	8	8
The Viewfinder - VASH	8	8
Grand Total HAP	216	218

Awarded: Project has been allocated project-based vouchers contingent on satisfying RFP requirements

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

2. FSS Programs & Special Projects

Participating Households	
Housing Choice Vouchers	43
Public Housing	11
VASH	1
Total Participating Households	55

Escrow Balances



Households with Escrow Balance >\$0	29 (53%)
Total Escrow Balance	\$309,644
Highest Escrow Balance	\$51,921
Average Escrow Balance	\$5,630

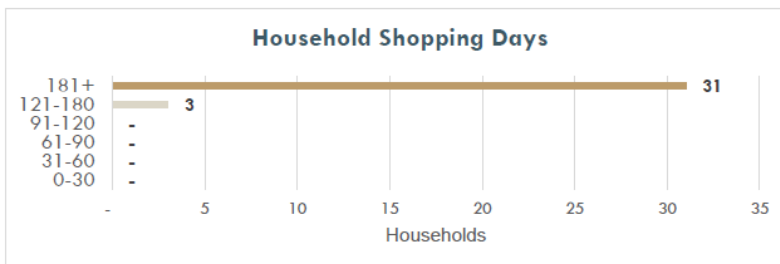
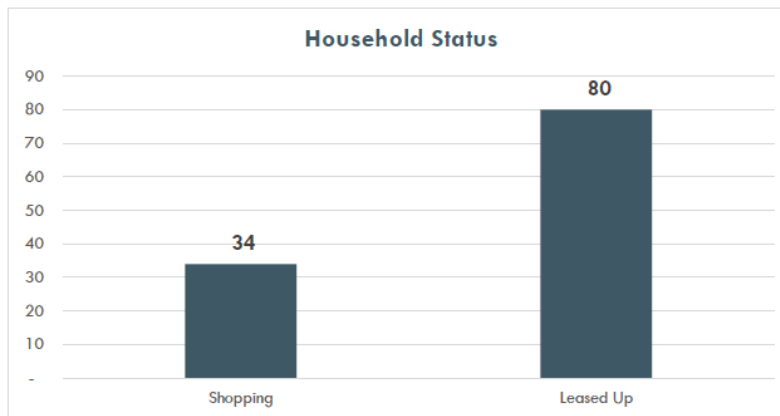
Monthly Escrow

Households Accumulating Monthly Escrow	18 (33%)
Total Monthly Escrow	\$13,096
Highest Monthly Escrow	\$1,209
Average Monthly Escrow	\$238

Average Increase in Annual Earned Income

Households showing increase in Annual Earned Income	18 (33%)
Total Increase in Annual Earned Income	\$641,740
Highest Increase in Annual Earned Income	\$71,202
Average Increase in Annual Earned Income	\$11,668

Emergency Housing Vouchers:



Total Households	221
Total Members	56
Average Days to Lease	81



3. Public Housing

		Occupancy Rates			
Program	Units	Dec - 21	Jan - 22	Feb - 22	Mar - 22
Public Housing	244	98.7%	100%	100%	98.7%

Average Vacancy Days

No units were leased in March. HAWC’s goal for vacancy days is 18 days. HUD rates Housing Authorities on cumulative vacancy days on a fiscal year basis and rates 20 days or less as an “A”. For the first quarter of FY 21-22, HAWC’s average is 90 days.

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. HUD standard for completion time on emergency work order is 24 hours and 25 days for routine work orders. HAWC’s goal is 3 hours for emergency work orders and 3 days on routine work orders. For January, the average maintenance response time for emergency and routine work orders was:

Work Order Performance				Waitlist			
		Mar - 22					
Emergency W/O	Avg. Time	Routine W/O	Avg. Time	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
6	4.54 hours	219	7.94 days	789	380	75	31

4. Affordable Housing / Portfolio Rehab

HAWC owns and operates affordable properties included in financial reports under Affordable Housing, Bond Portfolio, and Specialty Housing

Occupancy Rates	
	Mar - 22
Affordable Housing (332 units)	88.3%
Bond Portfolio (263 units)	96.5%
Specialty Housing Portfolio (28 units)	96.4%



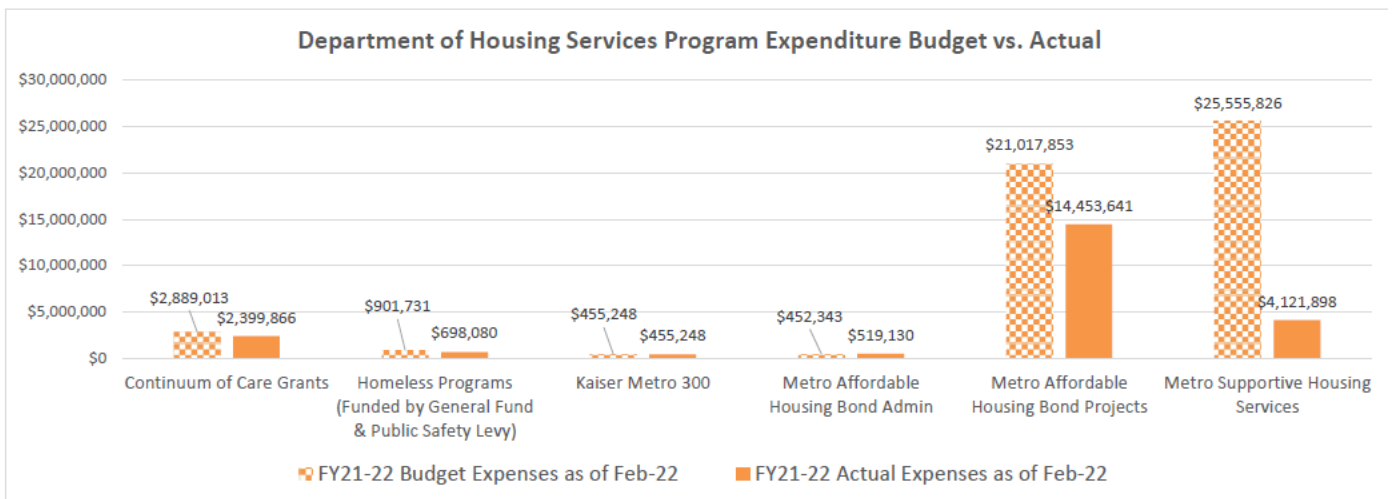
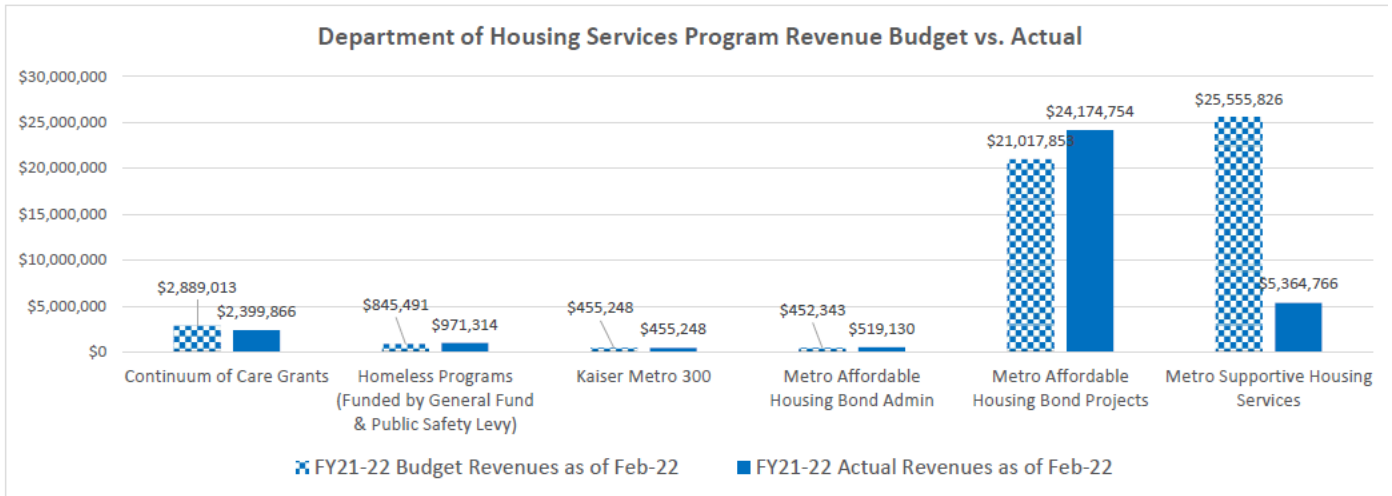
HAWC Partnership Affordable Projects

Project Name	City	St.	1 BR	2BR	3 BR	4 BR	Total Units	Year Completed
Covey Run	Forest Grove				26	14	40	2001
Gateway Commons	Hillsboro		18	51	44		113	2004
Quatama Crossing	Beaverton		222	423	66		711	2006
The Orchards at Orenco Station	Hillsboro		40	17			57	2015
The Orchards at Orenco II Station	Hillsboro		44	14			58	2016
The Orchards at Orenco III Station	Hillsboro			33	19		52	2018
Sunset View Apartments	Beaverton		88	112	36		236	2016
The Fields	Tigard		128	104	32		264	2020
Willow Creek Crossing	Hillsboro	38	71	11			120	2020
TOTAL	-	38	611	765	197	14	1,651	

Note #1: Cascade Housing Inc., the development partner, has sold Covey Run and is in the process of selling Gateway Commons. Affordability covenants are unaffected.

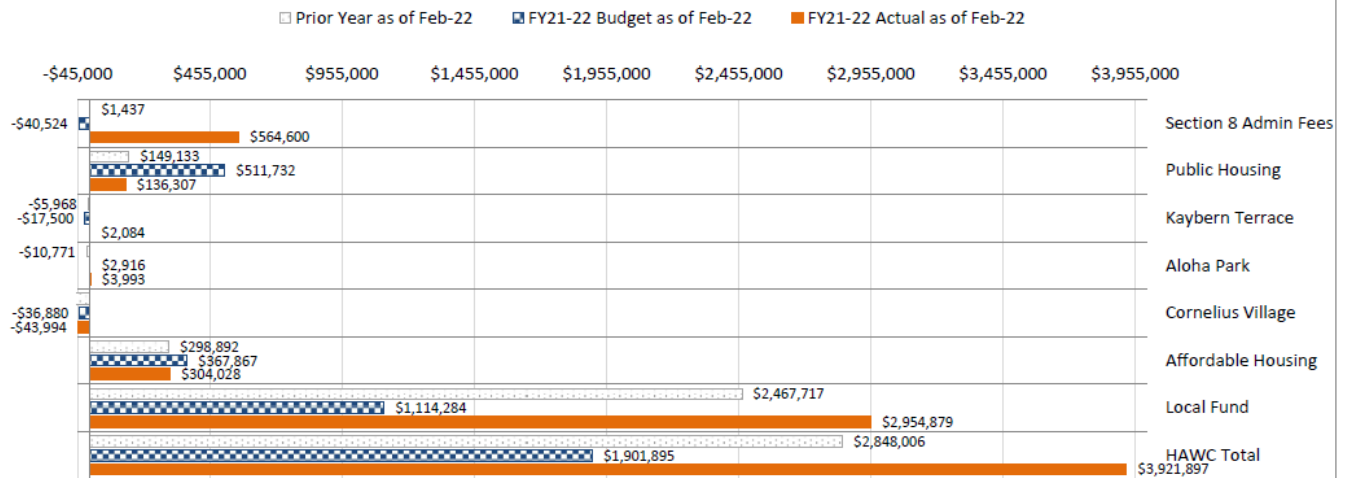


5. Financial Statement





Housing Authority of Washington County Program Net Income (Loss) from Operations



For February FYTD, net income from Housing Authority operations of \$3,921,897 was favorable to budget by \$2,020,002 and favorable to the prior year by \$1,073,891.

Section 8 Admin This program had net income of \$564,600 which was \$605,124 favorable to budget, the favorable variance from the budget is a combination new Emergency Housing vouchers awarded and remaining HUD CARES one-time funding to mitigate COVID-19 impact. \$761,786 of the \$925,725 CARES Act Admin fund was utilized to pay for administrative costs.

Public Housing had net income of \$136,307 which was \$375,425 unfavorable to budget. The unfavorable variance is due to capital fund to be drawdowned later to reflect capital fund activities schedule.

Kaybern Terrace had net income of \$2,084 which was \$19,584 favorable to budget. The variance is due to lower operating expenses.

Aloha Park had net income of \$3,993 which was \$1,077 favorable to budget. The variance is due to higher rental income to reflect revenue management plan.

Cornelius Village had net loss of \$43,994 which was \$7,114 unfavorable to budget. This property is projected to have a operating loss due to lower rental income and an annual mortgage payment of \$105K, management is working on a revenue mangemnet plan to increase rental income with minimun impact to tenants.

Affordable Housing had net income of \$304,028 which was \$63,839 unfavorable to budget. The unfavorable variance reflected scheduling of property rehabilitation fund to be provided by the Local Fund.

Local Fund had net income of \$2,954,879, favorable to budget by \$1,840,595, the variance is the combination of additional development fee collected from the Gateway Commons, higher capital distribution from Quatama Crossing and admin fee earned from processing the Landlord Compensation Fund program for the OHCS and scheduling of property rehabilitation fund to Affordable Housing.

6. Housing Development

Affordable Housing Bond Updates

Projects are seeing ongoing significant construction cost increases in excess of estimating and inflation budget contingencies. In addition, as interest rates have continued to rise, the debt capacity for the project have decreased. This is resulting in projects facing funding gaps. For Tigard Senior Housing, the gap was addressed through a combination of value engineering, maximizing deferred developer fee, and an award of the County's Housing Production Opportunity Funds. Other projects are pursuing a new resource available through Oregon Housing and Community Services (OHCS), which is \$50 million awarded from the State Legislature in what OHCS has named the Market Cost Overrun Fund (MCOF). Staff are working creatively with project sponsor to close these gaps as quickly as possible. The longer a project closing is delayed, typically the larger the financing gap becomes.



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Metro has developed a draft IGA Amendment that would allocate \$1.67 million in additional funds to Washington County specifically to support costs of air conditioning in Affordable Housing Bond projects. This will be brought to the Board of County Commissioners for approval on May 17.

The Tigard Senior Housing Project is on schedule to close April 28. This project will provide 58 units of housing for seniors and is immediately adjacent to the Tigard Senior Center. The land is being leased to the project at a nominal charge by the City of Tigard.

Metro Affordable Housing Bond Projects in Washington County's Implementation Area:

Project Sponsor	Project Name	Location	Metro Bond Amount	Unit Count	Concept Endorsement Date
Home First Development	Saltzman Road Senior Apartments	Cedar Mill (unincorporated Wash. Co.)	\$5,990,000	53	1/26/2021
Housing Authority of Washington County	Aloha Inn	Aloha (unincorporated Wash. Co.)	\$8,465,000	54	12/15/2020
Bienestar and REACH CDC	Plaza Los Amigos	Cornelius	\$12,830,000	113	9/1/2020
BRIDGE Housing Corporation	Aloha Housing	Aloha (unincorporated Wash. Co.)	\$10,230,000	82	9/1/2020
BRIDGE Housing Corporation	Goldcrest Apartments	Beaverton	\$8,700,000	75	9/1/2020
Community Partners for Affordable Housing	Plambeck Gardens	Tualatin	\$14,320,000	116	9/1/2020
DCM Communities & HAWC	The Valfre at Avenida 26	Forest Grove	\$3,792,088	36	9/1/2020
Northwest Housing Alternatives	Tigard Senior Housing	Tigard	\$6,270,000	58	9/1/2020
Related NW	Terrace Glen	Tigard	\$17,484,000	144	9/1/2020
Community Development Partners	Viewfinder	Tigard	\$11,583,000	81	6/18/2019
TOTAL			\$99,664,088	812	