



HOUSING ADVISORY COMMITTEE

MEETING AGENDA AND INFORMATION PACKET

THURSDAY, March 28, 2024 • 9:00 am – 11:00 am

Olympic Conference Room: 161 NW Adams Ave. 2nd Floor, Hillsboro, OR 97124
and

Zoom Webinar ID: 897 7090 3426 PW: 447841

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.



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- I. MEETING CALLED TO ORDER
- II. PUBLIC COMMENTS – ATTENDEES (INCLUDING ONLINE GUESTS)
- III. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES/ROLL CALL
- IV. ACTION – APPROVAL OF MINUTES
 - A. February 22, 2024 9:15 A.M.
- V. EXECUTIVE DIRECTOR’S REPORT
 - A. Executive Director Report..... Page 4 9:20 A.M.
- VI. RESOLUTIONS / ACTION ITEMS
N/A
- VII. ONGOING BUSINESS
N/A
- VIII. NEW BUSINESS
 - A. Introduction of Jill Chen..... Page 6 9:35 A.M.
 - B. Legislative Update Page 6 9:40 A.M.
- IX. DEPARTMENT UPDATES AND Q&A
 - A. Strategic Framework Presentation Page 7 10:00 A.M.
 - B. FY 2023-24 Quarter 2 Financial Summary Page 7 10:25 A.M.
 - C. Additional Updates (See Department Written Reports) Page 9
- X. MEMBER SUGGESTED FUTURE DISCUSSIONS Page 14 10:45 A.M.
- XI. MOTION TO ADJOURN 11:00 A.M.

2023 HAC MEETING SCHEDULE	
Thursday, January 25	<i>[No July Meeting]</i>
Thursday, February 22	Thursday, August 22
Thursday, March 28	Thursday, September 26
Thursday, April 25	Friday, October (TBD) – <i>Forum</i>
Thursday, May 23 – <i>Budget Review</i>	Thursday, November 21
Thursday, June 27	December TBD – <i>Luncheon</i>



V. EXECUTIVE DIRECTOR’S REPORT

Bridge to Home Shelter

Elected officials, community partners, and residents gathered at the beginning of the month to celebrate the success of the Bridge to Home Shelter, located in Tigard. Attendees toured the largest shelter for families experiencing homelessness in Washington County. The Bridge to Home Shelter, owned and operated by [Family Promise of Tualatin Valley](#), provides safe haven for up to 70 households, either families with children or medically fragile adults.

Bridge to Home offers important amenities to program participants including meals served onsite, a dedicated dining hall, a food pantry and clothing closet operated by dedicated volunteers, and individualized case management and housing navigation services aimed at addressing barriers and achieving long-term, stable housing.

The site operates out of a converted hotel and was purchased thanks to state funding through Project Turnkey administered by the Oregon Community Foundation, and additional funding from Washington County and the City of Tigard. The Bridge to Home Shelter is one of three Project Turnkey hotel to shelter conversions in Washington County and is included within the County’s robust shelter program, which currently offers over 400 beds of shelter. Ongoing operation of the shelter is made possible by voter-approved [Supportive Housing Services measure](#) resources provided by Washington County.

Veterans Voucher Award

Thanks to the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Veteran Affairs (VA) for their \$301,998.00 award on Monday, Feb. 26, 2024. With the award, HAWC will now be able to offer rent assistance to 25 more Veterans in Washington County. This recent announcement brings the total number of Veteran Affairs Supportive Housing (VASH) vouchers up to 272, from the previous 247.

Washington County’s VASH program is a joint effort between HUD and the VA. HUD allocates Housing Choice Vouchers, formerly known as Section 8, to help homeless Veterans and their families to afford rent in market-rate units while the VA provides crucial case management and high-quality clinical services. HAWC receives referrals through the local Portland VA’s Community Resource and Referral Center.

Climate Pollution Reduction Grant (CPRG)

Housing development staff is working on a grant application as part of coalition with Metro, the Clackamas County Housing Authority, and City of Vancouver to apply for an EPA grant through their Climate Pollution Reduction Grant (CPRG).



If awarded funds, the County will work with each Housing Authority to determine rehab and procurement scopes of work and will then distribute the funds. This grant will provide up to \$50 million in funds for energy efficient upgrades in approximately 900 units of municipally owned, Affordable Housing. These relatively simple but effective measures can greatly reduce the greenhouse gas emissions of our Affordable Housing stock while increasing energy efficiency, benefiting both our operations budgets and the environment. By reducing energy use of the residence by 80% we are also creating economic resiliency for our residents who pay their own utilities. The County will request up to 10% of project funding to be used for grant facilitation, asset management capacity building, and hiring third-party owner’s representative construction managers to assist with scope creation and verification of contractor work. Staff will receive approval for submission of the grant from the Board of County Commissioners at their March 19, 2024, meeting.

Affordable Housing Bond and Supportive Housing Services Quarterly Update

On February 20, 2024, housing leadership staff presented a quarterly update to the Board of Commissioners regarding the implementation of the Metro Affordable Housing Bond and Support Housing Services (SHS) [Agenda Item MO 24-46 - Housing Services \(civicweb.net\)](#). SHS major accomplishments include the housing of our 1000th formerly homeless household thanks to the Regional Lon-term Rental Assistance (RLRA), the opening of 30 new pallets shelter in Hillsboro, and exceeding the Executive Order goals for rehousing and shelter. In addition, the Homeless Services Division saw significant improvement in invoice processing and timely payment of service providers reducing the average time from 49 to 19 days. Washington County launched the new Homeless Solutions Advisory Council (Solutions Council), the Homeless Services Division’s new advisory body that will provide guidance on the suite of homeless services programs administered by the Division. For housing bond accomplishments, we are successfully progressing on implementation of the Metro Housing Bond, with six projects completed, four project under construction, and two projects in predevelopment. The seven completed projects have provided 508 new affordable homes, and the County is on track to exceed all unit production goals and goals for deeply affordable units, units for families, and Permanent Supportive Housing (PSH).

	GOAL	ACTUAL
Affordable Homes	814	875
For extremely low-income families	334	339
For families	407	464
Permanent Supportive Housing	100	136



Aloha 209th Metro Site Acquisition

The Housing Authority of Washington County (HAWC) has begun the pre-development process for the Aloha 209th project, which will be the twelfth and final Metro Housing Bond project in the County's pipeline. Metro acquired the property using their Site Acquisition Program funds in January 2024 and is working with HAWC development staff and Unite Oregon to facilitate a community-engagement process. Committee members include Aloha-area neighbors, service providers that serve residents of affordable housing, community participants from the TV Highway Corridor Equitable Development Strategy, a Portland State University student, and a volunteer from the Muslim Educational Trust. The project team plans to utilize the feedback to inform decisions on development programming, community space, populations the project intends to serve, and open space programming.

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

Molly Rogers
Executive Director



VI. RESOLUTIONS/ACTION ITEMS

N/A

VII. ONGOING BUSINESS

N/A

VIII. NEW BUSINESS

A. Introduction of Jill Chen

Washington County Department of Housing Services welcomes Jill Chen as the new assistant director of the Housing Authority of Washington County following a nationwide recruitment and competitive selection process. She began her new role with Washington County on February 28, 2024.

Chen was most recently the Housing Investments and Portfolio Preservation Manager at the Portland Housing Bureau, managing the production team for multifamily rental and homeownership projects since 2018. Prior to joining the City of Portland, Chen worked at the Portland Development Commission (now Prosper Portland) and in international development with Grameen Foundation, Bank of America, ABN AMRO Bank and the World Bank Group.

Chen earned a Bachelor of Arts degree from Duke University and a Master of Business Administration from The Wharton School of the University of Pennsylvania.

As manager of the Portland Housing Bureau production team, Chen worked to implement the Portland and Metro Housing Bonds, which helped to produce over 4,000 units of affordable housing in more than 40 projects.

The Housing Authority of Washington County is excited to have Jill join our leadership team and are appreciative of the expertise and knowledge she will bring to our work.

B. Legislative Update

Members of the Government Relations Team, within the County Administrative Office, will provide an update and presentation on the current housing legislative agenda and how it will impact the work of housing at the County.



IX. DEPARTMENT UPDATES

A. Strategic Framework Presentation

Housing staff have been collaboratively working on a strategic framework for the last several months, to guide the work of our department. These important elements (mission, vision, values, equity statement, etc.) create a foundation and direction for our service to the community. At the March meeting, staff will cover the steps in developing the elements and present the current draft of the strategic framework (see next page) for feedback and discussion with committee members.

B. FY 2023-24 Quarter 2 Financial Summary

07/01/2023 – 12/31/2023

Component	Net Operating Income*	Variance Analysis
Housing Choice Vouchers	\$ (277,039)	Delayed receipt of admin fees from HUD. Program expenses, primarily personnel and overhead, are currently higher than planned.
Public Housing	\$ (276,160)	Personnel and overhead costs are higher than last fiscal year. Management is hiring a replacement manager and developing a long term strategy.
Affordable Housing	\$ 205,999	
Local Fund Operations	\$ (892,163)	Primarily due to Woodspring acquisition cost (\$1.094M) IN July 2023 and associated \$540K debt interest payments.
Local Fund Development	\$ 968,427	

*Earnings before interest, taxes, depreciation and amortization



Department of Housing Services Strategic Framework

Vision

We envision a Washington County where everyone has an affordable home with the supports and opportunities they need to thrive.

Mission

Option A: Washington County Department of Housing Services advances equitable access to housing stability and promotes community vitality through a diversity of affordable housing solutions and supportive services.

Option B: Washington County Department of Housing Services provides a diversity of affordable housing solutions and supportive services to advance equity and build community strength.

Values

- **Equity:** We center racial equity and promote equitable access for all to an array of housing opportunities.
- **Responsiveness:** We are committed to meeting the diverse needs of the community we serve and adapting in response to changing conditions.
- **Collaboration:** We work in partnership with the people we serve, other public agencies, non-profit organizations, private businesses and our neighbors.
- **Accountability:** We believe in transparency and being good stewards of public resources.
- **Sustained impact:** We take the long view through a commitment to deliberate, strategic and holistically sustainable approaches.

Equity Statement

To achieve our vision of a community where everyone has an affordable home with the supports and opportunities they need to thrive, we must work to advance racial equity. Communities of color have been systematically excluded from opportunities to own property, achieve financial security and create generational wealth through centuries of racist and unjust policies and practices. Washington County residents also face barriers to housing because of other characteristics such as immigration status, disability and age. Eliminating these disparities requires that we address barriers that create inequities in housing opportunity while prioritizing services to populations disproportionately impacted by these disparities. We will deploy intentional strategies to advance racial equity while working to increase access to housing opportunities for all who face barriers to housing in our community.



C. Additional Department Updates

1. Homeless Services

With the creation of the Homeless Solutions Council, the Homeless Services division is transitioning to providing a quarterly written update to the Housing Advisory Committee. Please expect to look for continued communication and more detailed information later this Spring.

2. Public Housing

		Occupancy Rates			
Program	Units	Nov - 23	Dec - 23	Jan - 24	Feb - 24

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 orders is 24 hours; and 25 days for routine work orders. HAWC’s goal is 3 hours for emergency work orders and 7 days on routine work orders.

Work Order Performance				Waitlist			
Jan - 24							
Emergency W/O	Avg. Time	Routine W/O	Avg. Time	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
4	3.1 hours	206	17.8 days	693	514	202	191

Work Order Performance				Waitlist			
Feb - 24							
Emergency W/O	Avg. Time	Routine W/O	Avg. Time	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
5	4.5 hours	218	16.7 days	691	513	192	189



Affordable Housing

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

Occupancy Rates	
	Dec - 23
AHP4 (332 units)	97%
Bond Portfolio (297 units)	91%
Specialty Housing Portfolio (13 units)	77%
Valfre at Avenida 26 (36 units)	89%
Heartwood Commons	56%

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			
Quatama Crossing	Beaverton		222	423	66		711	2006
The Orchards at Orenco II Station	Hillsboro		44	14			58	2016
Sunset View Apartments	Beaverton		88	112	36		236	2016
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.*

Portfolio Rehab

Bonita Villa (96 units): There are four buildings at the property labeled A – D. All buildings have been completed and leased.

The Ridge at Bull Mountain (96 units): There are 12 buildings at the property labeled A – L. All buildings are completed and leased.

Aloha Park (80 units): There are seven buildings at the property labeled 1 –7. All buildings are occupied except for Building 4 which is undergoing repairs from the fire loss in October of 2022.

Villager (36 units): The property has 9 buildings labeled A – I. All buildings are completed and leased.

Parkside (24 units): The property has 3 buildings labeled 1 – 3. All buildings are completed and leased.



3. Rental Assistance

The Rental Assistance Division is excited to announce the award of 25 new VASH (Veteran Affairs Supportive Housing) Vouchers. The award was announced in early March and the vouchers will come online this spring. The Housing Authority of Washington County continues to excel in the utilization of this program with 86% of all allocation being utilized. We will continue to look into ways to partner with the VA and use other options to support veterans.

HUD Programs				
HUD Allocated Units	ACC	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Housing Choice Voucher (HCV)	2,732	2,614	\$3,018,027.41	\$1,154.56
Veterans Affairs Supportive Housing (VASH)	247	211	\$211,696.00	\$1,003.30
Foster Youth to Independence (FYI)	30	24	\$32,559.00	\$1,356.63
Subtotal	3,009	2,849	\$3,262,282.41	\$1,145.06
HUD Special Purpose Vouchers				
	ACC	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Mainstream Vouchers	208	159	\$197,556.00	\$1,242.49
Emergency Housing Voucher (EHV)	89	88	\$120,303.79	\$1,367.09
Subtotal	297	247	\$317,859.79	\$1,286.88
HUD Total	3,306	3,096	\$3,580,142.20	\$1,156.38

Regional and Referral Based Awards				
	Target Households	Unit Months Leased	Monthly HAP Expense	Monthly HAP per Household
Regional Long-Term Rental Assistance (RLRA)*	1,540	1,045	\$1,797,675.00	\$1,720.26
SHS Rapid Rehousing (SHSRRH)**	400	361	\$619,308.00	\$1,715.53
Subtotal	1,940	1,406	\$2,416,983.00	\$1,719.05
Agency Total	5,246	4,502	\$5,997,125.20	\$1,332.10

*includes ORAY RLA

**includes EO and ORAY RRH



New Admissions by Race and Ethnicity

Washington County Housing Services Department
Rental Assistance Division

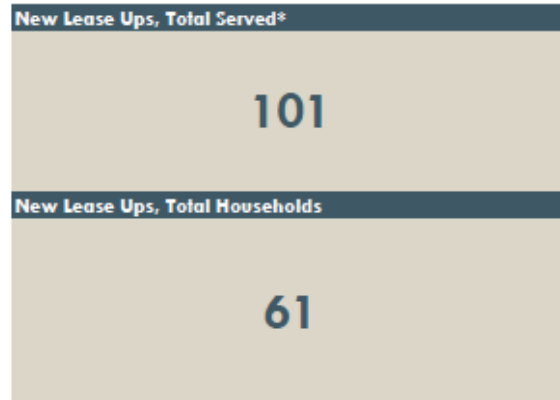
February 2024

Demographics shown for all new lease-ups across all Rental Assistance Division Programs.

New Lease Up Participants by Race		
Race	Count	%
American Indian	3	3%
Asian	1	1%
Black	10	10%
Missing race	7	7%
Multiple	6	6%
Pacific Islander	0	0%
White	74	73%
Grand Total	101	100%

New Lease Up Participants by Ethnicity		
Ethnicity	Count	%
Hispanic or Latina/o/e	37	37%
Not Hispanic or Latina/o/e	64	63%
x-missing ethnicity	0	0%
Total	101	100%

New Lease Up Participants by Race and Ethnicity, Combined		
Hispanic or Latina/o/e	Count	%
American Indian	3	3%
Black	1	1%
Missing Race	6	6%
Multiple	1	1%
White	26	26%
Not Hispanic or Latina/o/e		
American Indian	0	0%
Asian	1	1%
Black	9	9%
Missing Race	1	1%
Multiple	5	5%
Pacific Islander	0	0%
White	48	48%
Grand Total	101	100%



*All household members



Family Self Sufficiency

Washington County Housing Services Department
Rental Assistance Division
February 2024

Participating Households	
Housing Choice Vouchers	56
Public Housing	9
VASH	2
Mainstream	3
FYI	10
Total Participating Households	80

Escrow Balances	
Households with Escrow Balance >\$0	43 (54%)
Total Escrow Balance	\$438,516
Highest Escrow Balance	\$35,137
Average Escrow Balance	\$5,481

Monthly Escrow	
Households Accumulating Monthly Escrow	25 (31%)
Total Monthly Escrow	\$15,495
Highest Monthly Escrow	\$1,410
Average Monthly Escrow	\$194

Average Increase in Annual Earned Income	
Households showing increase in Annual Earned Income	33 (41%)
Total Increase in Annual Earned Income	\$1,102,692
Highest Increase in Annual Earned Income	\$122,387
Average Increase in Annual Earned Income	\$13,784

4. Development

The development team has begun initial underwriting and conversations with OHCS preservation staff regarding the timing of the resyndication of the Woodspring apartments. The Authority purchased the property in July 2023 utilizing a tax-exempt revenue bond purchased by Banner Bank and loaned into the project, a \$25 million soft loan from OHCS preservation funding, and a \$4 million Authority contribution from Local Development Fund. The intent of OHCS funding was to allow the Authority to acquire the property to preserve existing affordability, with an understanding that the 30-year-old building would require a recapitalization to renew aging building systems. The resyndication is planned to occur in 2025 and will pair private activity bonds and restructured permanent debt with potential gap funding sources from either OHCS preservation funding, Authority local fund, and/or federal HOME Funds. In addition, staff are tracking upcoming expiring affordable properties and will consider opportunities to additional preservation activities as part of the resyndication efforts on Woodspring.



Washington County applied this month to participate in the fifth iteration of the PSH Institute, which is co-managed by OHCS and the Corporation for Supportive Housing (CSH). The Institute will help supportive housing partners learn how to navigate the complex process of developing housing with support services. If accepted, the County will utilize lessons learned from the institute and funding eligibility to pair OHCS soft funding with a competitive 9% application to develop 50-units of affordable housing with wrap-around supporting services at a property the County has purchased in Forest Grove.

Washington County is leading a coalition with the Vancouver Housing Authority and the Housing Authority of Clackamas County to apply for the EPA's Climate Pollution Reduction Grant. The County will manage \$50 million in funding for the coalition to implement energy efficiency measures in over 900 units of publicly owned affordable housing. This includes scattered site public housing, smaller multifamily properties funded with HUD loans, and LIHTC funded affordable housing with the Housing Authority as controlling general partner. The full scope of proposed work consists of both active and passive improvements to the properties. Active improvements include replacing outdated and inefficient furnaces (gas and electric), baseboard and zonal heaters, and water heaters (gas and electric) with the most efficient heat pump units available. Proposed passive measures target the efficiency of the building's envelope, such as increasing the insulation value of the exterior wall cavity, windows, and attic insulation values to 2024 energy code standards while decreasing air leaks and drafts. In addition, the funding will supplement planned larger rehabilitation projects such as the resyndication of the Woodspring apartments. The application is due April 1, 2024, with funding expected to be announced in October 2024.

X. MEMBER SUGGESTED FUTURE DISCUSSIONS

This portion of the agenda is intended to allow committee members to bring up questions or discussions regarding any housing or homelessness matters that they have within their community, and to provide a grounded discourse on the current housing related matters that the public sees and interacts with on a regular basis within the different communities in Washington County. These topics can be utilized for future committee meetings as presentation or update material to the committee and the public. Members may also share any insights, programs, or initiatives that they or their organization may be working on in the community to bring more awareness and support to the matter, or to receive feedback from the other committee members or members of the public in the meeting attendance.