



HOUSING ADVISORY COMMITTEE

AGENDA AND INFORMATION PACKET

THURSDAY, November 17, 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. MEETING CALLED TO ORDER
- II. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES
- III. ACTION – APPROVAL OF MINUTES
 - A. September 22, 2022 **9:15 A.M.**
- IV. EXECUTIVE DIRECTOR’S REPORT
 - A. Executive Director Report..... Page 3 **9:17 A.M.**
- V. GUEST SPEAKER
 - A. Legislative Update & Presentation Page 5 **9:25 A.M.**
- VI. RESOLUTIONS / ACTION ITEMS
 - A. Elections – 2023 HAC President and Vice President
 - B. 2023 Housing Advisory Committee Meeting Schedule..... Page 5 **9:55 A.M.**
- VII. ONGOING BUSINESS
 - A. Annual Housing Advisory Committee Forum - Update Page 5 **10:05 A.M.**
 - B. Oregon Emergency Rental Assistance Program - Update Page 5 **10:15 A.M.**
- VIII. NEW BUSINESS
 - A. Housing Advisory Committee Special Meeting in December - Notice Page 6 **10:30 A.M.**
- IX. DEPARTMENT UPDATES
 - A. MTW Updates Page 7 **10:45 A.M.**
 - B. Additional Department Updates..... Page 7
- X. ADJOURNMENT **11:00 A.M.**

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 <i>(Postponed)</i>
Thursday, May 26 – Budget Review	Thursday, November 17
Thursday, June 23	Friday, December TBD – Luncheon



IV. EXECUTIVE DIRECTOR'S REPORT

Since lifting COVID-19 restrictions and masking requirements in coordination with the State of Oregon in March, the Housing Department continues to follow health protocols, while focusing on the balance between community service and safety. Many County meetings are moving to hybrid settings, with in-person meetings that still offer the option of virtual attendance. We continue to work with our boards and committees and will monitor situations as we move into the Winter season and consider options.

The Housing Department move to the top two floors of the Adams Crossing building at 161 NW Adams Avenue is complete. Minor punch list items are ongoing, but staff are in the building and the remaining tasks will not affect our ability to be open and help our clients.

On Monday, November 7, 2022, regional and state officials gathered to break ground on Goldcrest Apartments, a new affordable housing project that started construction in October 2022 and aims to be completed by December 2023. The nonprofit BRIDGE Housing is developing the 75-unit building in South Cooper Mountain at 12595 SW 172nd Terrace, Beaverton. A mix of one-, two- and three-bedroom apartments, Goldcrest will be affordable to families earning 30%-60% of the Area Median Income. Onsite resident services will be provided by Hacienda CDC. Partners include locally owned Minority, Women & Emerging Small Businesses like the general contractor Colas Construction & architecture firm Salazar Architect. Washington County is a financing partner providing Low Income Housing Tax Credits and is contributing Housing Production Opportunity Funds.

Greater Good Northwest (GGNW) continues to operate the Hillsboro bridge/respice shelter location, with 40 beds available, down from 60 beds due to an urgent roof repair needed for two of the existing buildings on the property. To minimize the impact, the roof will be repaired one building at a time and guests displaced by construction will be relocated to a nearby motel and continue to receive services from GGNW as needed. GGNW is committed to keeping the shelter open through repairs. Referrals have been paused as staff work with GGNW to prepare for the upcoming construction. The repairs will officially be underway starting in early December and continue for the next 2-3 months.

As of November 1, winter shelter capacity is available, bringing up total shelter capacity in Washington County to serve 320 households. The Winter Shelter launch by the combined Housing Supportive Housing Services (SHS) and CoC teams added 80 shared space (congregate) beds and 65 single room (non-congregate) units through May 31, 2023. Washington County partners with Open Door, HousingWorks, Project Homeless Connect, Just Compassion, Centro Cultural and Boys and Girls Aid Society to provide winter shelter operations.

Shelter is allocated through a simple assessment coordinated by Community Action. Shelter assessments can be completed by outreach providers and housing case managers to ensure shelter options are low barrier. Once individuals reach the top of the waitlist, they are given 72-hours to claim their spot. The congregate shelter locations are the Cloverleaf Building at the Westside Commons (50 beds) and the Beaverton Community Center (30 beds).

The SHS program is also partnering with the City of Hillsboro to provide temporary safe rest pod shelter to 30-40 individuals in the parking lot of the eventual permanent year-round Hillsboro shelter location (corner of TV Hwy and 17th Ave). Pods opened October 21 and received media attention from KOIN. Around the clock shelter



operations are provided by Open Door HousingWorks and guests will be connected to housing services to help them transition into permanent, affordable housing. These pods will provide much needed shelter through March 2023 prior to the construction of a permanent year-round shelter at this location. The pods can also be deconstructed and moved to another location when one is identified.

The rental assistance team has successfully leased up 94% of our Emergency Housing Vouchers (EHV). That is worth repeating given broader community focus on homelessness. Similarly, the Section 8 (HCV) utilization is 95%. On the topic of leasing up subsidies, the new Regional Long-Term Rental Assistance (RLRA) program which is part of the SHS program has leased up 517 chronically homeless individuals with another 232 out searching.

As approved in our 2022-2023 budget, we've continued to hire and build out a more strategic staff organizational structure. We have added more than ten new positions in the last few months, with more to before the end of the fiscal year. We're happy to report that many of the positions are being filled by existing staff who have expressed interest in increasing roles and responsibilities. We also want to welcome Amy Mettler, our new Controller who started on November 14th.

Lastly, the authority continues to wait on full MTW plan approval from HUD. We have received partial approval of some activities and are excited to share that the rent assistance team is moving forward with a revised, triennial review schedule for seniors and people with disabilities. Once we receive full approval, we'll be ready to move forward with implementation of our Tiered Rent Program, the Beaverton School District services, and other MTW activities.

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

Komi Kalevor
Director



V. GUEST SPEAKER

Erin Doyle, Washington County Senior Government Relations Manager, will give a presentation covering the latest information from the state legislature and how it impacts Washington County, followed by a short Q & A session.

VI. RESOLUTIONS/ACTION ITEMS

A. Elections – 2023 HAC President and Vice President

B. 2023 Housing Advisory Committee Meeting Schedule

Standard meeting dates are the fourth Thursday of each month. In July the meeting is cancelled for summer vacations; in October we hold the Annual HAC Housing Forum on a Friday; in November we move to the third Thursday due to the Thanksgiving holiday; and in December we hold the annual HAC Luncheon on a Friday.

Proposed meeting dates for 2023 are as follows:

2023 HAC MEETING SCHEDULE (PROPOSED)	
Friday, January 20 – HAC Housing Forum	[No July Meeting]
Thursday, February 23	Thursday, August 24
Thursday, March 23	Thursday, September 28
Thursday, April 27	Friday, October (TBD) – HAC Housing Forum
Thursday, May 25	Thursday, November 16
Thursday, June 22	Friday, December (TBD) – Annual HAC Luncheon

Motion Required: Approve the 2023 Housing Advisory Committee meeting schedule.

VII. ONGOING BUSINESS

A. Annual Housing Advisory Committee Forum - Update

Staff will present updated information regarding the postponed 2022 Annual Housing Advisory Committee Forum. The Forum will now take place on January 20th, 2023, after a majority vote by the committee was conducted in October of 2022. The Forum is currently scheduled as a hybrid (in-person & virtual option) event, but we will continue to monitor health considerations as we move into the winter season.

B. Oregon Emergency Rental Assistance Program - Update

Katherine Galian will share information about how the Department is tracking and addressing the protections for affordable housing communities in Washington County that expired on September 30th 2022.



VIII. NEW BUSINESS

A. Housing Advisory Committee Special Meeting in December - Notice

The Washington County Housing Services Department is notifying the members of the Housing Advisory Committee that the need for a special meeting during the month of December has risen due to the need to have the committee approve recommendation of the Metro Bond 2022 NOFA for the Washington County Board of Commissioners approval.



IX. DEPARTMENT UPDATES

A. Moving to Work (MTW)

Melissa Sonsalla will share updates of our MTW activities and plans. As stated in the Komi’s Executive Director Report, we are still waiting for full approval of our MTW supplement submitted in April 2022. We have received partial approval and are moving forward with implementing some streamlined activities. We also continue to plan and prepare for full approval and rolling out additional strategies to provide better services to the families we serve.

B. Additional Department Updates

1. Rental Assistance

Program Updates

November 1st launched the Triennial Review process as an approved MTW activity for Voucher Programs (HCV, VASH, Mainstream, EHV, PBV). The Triennial Review schedules ensures that households where 1) All adults are seniors or people with disabilities, and 2) has at least one fixed income source (SS, SSI, VA Pension) will only have to complete the complex recertification paperwork with little changes to their circumstances once every three years. On the off years, the household will have an ‘Annual Update’ to update COLA (Cost of Living Adjustment) for fixed incomes, Voucher Payment Standards, Utility Allowances, and medical expenses if applicable. This will ensure that we meet our reporting requirements to HUD and submit an annual re-examination to the system each year.

Voucher Utilization

Vouchers and Awards Leased Up												
HUD Programs												
	HUD Regular Vouchers (ACC)											
	HCV			VASH				FYI			All Actual UML	
	ACC	#	%	ACC	#	%	%	ACC	#	%	#	%
Dec-21	2706	2,469	91.24%	197	141	71.57%	73.10%	7	1	14.29%	2,611	89.73%
Jan-22	2706	2,480	91.65%▲	197	144	73.10%	73.10%▲	7	1	14.29%▼	2,625	90.21%▲
Feb-22	2706	2,489	91.98%▲	197	146	74.11%	74.11%▲	7	1	14.29%	2,636	90.58%▲
Mar-22	2706	2,488	91.94%▼	197	146	74.11%	74.11%	7	1	14.29%	2,635	90.55%▼
Apr-22	2706	2,495	92.20%▲	197	147	74.62%	74.62%▲	7	1	14.29%	2,643	90.82%▲
May-22	2706	2,492	92.09%▼	247	152	61.54%	61.54%▼	7	3	42.86%▲	2,647	89.43%▼
Jun-22	2706	2,502	92.46%▲	247	147	59.51%	59.51%▼	7	3	42.86%	2,652	89.59%▲
Jul-22	2706	2,491	92.05%▼	247	148	59.92%	59.92%▲	7	3	42.86%	2,642	89.26%▼
Aug-22	2706	2,498	92.31%▲	247	148	59.92%	59.92%	7	1	14.29%▼	2,647	89.43%▲
Sep-22	2706	2,508	92.68%▲	247	145	58.70%	58.70%▼	7	1	14.29%	2,654	89.66%▲
Oct-22	2732	2,593	94.91%▲	247	147	59.51%	59.51%▲	7	1	14.29%	2,741	91.80%▲
Nov-22												
Dec-22												
Grand Total	27086	25,036	92.43%	2270	1,470	64.76%		70	16	22.86%	26,522	90.13%

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

The Veteran Affairs Supportive Housing utilization has decreased due the additional award that was implemented effective May 1, 2022. The department is working with the VA on some alternate strategies to improve utilization.



WASHINGTON COUNTY OREGON

Vouchers and Awards Leased Up													
HUD Programs										Regional Programs			
	HUD Special Vouchers									SHS/RLRA			
	Mainstream			EHV						Allocated Units			
	ACC	#	%	ACC	#	%	%	%	Units	#	%		
Dec-21	178	171	96.07%	89	51	0.57	57.30%		500	98	20%		
Jan-22	178	171	96.07%▼	89	55	61.80%	61.80%▲		500	111	22.20%▲		
Feb-22	178	170	95.51%▼	89	63	70.79%	70.79%▲		500	123	24.60%▲		
Mar-22	178	169	94.94%▼	89	68	76.40%	76.40%▲		500	130	26.00%▲		
Apr-22	178	168	94.38%▼	89	71	79.78%	79.78%▲		500	156	31.20%▲		
May-22	178	165	92.70%▼	89	75	84.27%	84.27%▲		500	195	39.00%▲		
Jun-22	178	162	91.01%▼	89	75	84.27%	84.27%▲		500	233	46.60%▲		
Jul-22	178	159	89.33%▼	89	78	87.64%	87.64%▲		1,000	365	36.50%▼		
Aug-22	178	157	88.20%▼	89	81	91.01%	91.01%▲		1,000	378	37.80%▲		
Sep-22	178	155	87.08%▼	89	81	91.01%	91.01%▲		1,000	473	47.30%▲		
Oct-22	178	155	87.08%	89	89	100.00%	100.00%▲		1,000	510	51.00%▲		
Nov-22													
Dec-22													
Grand Total	1780	1,631	91.63%	890	736	82.70%	82.70%		7,000	2,674	38.20%		

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

New Admission Demographics

New Admissions

Washington County Housing Services Department
Rental Assistance Division

October 2022

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

New Lease Up Participants by Race

Race	Count	%
American Indian	12	8%
Asian	0	0%
Black	19	12%
Missing race	0	0%
Multiple	12	8%
Pacific Islander	1	1%
White	116	73%
Grand Total	160	100%

New Lease Up Participants by Ethnicity

Ethnicity	Count	%
Hispanic or Latina/o/e	42	26%
Not Hispanic or Latina/o/e	117	73%
x-missing ethnicity	1	1%
Total	160	100%

New Lease Up Participants by Race and Ethnicity, Combined

Hispanic or Latina/o/e	Count	%
American Indian	7	4%
Multiple	1	1%
White	34	21%
Not Hispanic or Latina/o/e		
American Indian	5	3%
Asian	0	0%
Black	19	12%
Multiple	11	7%
Pacific Islander	1	1%
White	81	51%
Missing Race or Ethnicity	1	1%
Grand Total	160	100%

New Lease Ups, Total Served*

160
New Lease Ups, Total Households
65

*All household members



Family Self Sufficiency

The Family Self Sufficiency team performed the following actions in October; Two (2) Program Briefings, Four (4) Intake Assessments, Two (2) Skills Assessment, and Three (3) Goals Reviews. In October the FSS team supported five FSS participants as they completed their IDA Savings goals and received over \$31,000 in matching funds from Casa of Oregon.

Participating Households	
Housing Choice Vouchers	48
Public Housing	12
VASH	1
Total Participating Households	61

Escrow Balances	
Households with Escrow Balance >\$0	30 (49%)
Total Escrow Balance	\$257,640
Highest Escrow Balance	\$32,025
Average Escrow Balance	\$4,224

Monthly Escrow	
Households Accumulating Monthly Escrow	19 (31%)
Total Monthly Escrow	\$10,843
Highest Monthly Escrow	\$1,169
Average Monthly Escrow	\$178

Average Increase in Annual Earned Income	
Households showing increase in Annual Earned Income	21 (34%)
Total Increase in Annual Earned Income	\$495,603
Highest Increase in Annual Earned Income	\$54,749
Average Increase in Annual Earned Income	\$8,125

2. Housing Development

We are in the process of recruiting and hiring for several leadership positions within our Housing Development team. While our development work in the community continues in earnest, staff do not have a written report for November.



3. Public Housing & Affordable Housing

Public Housing

Occupancy Rates					
Program	Units	Jul - 22	Aug - 22	Sep - 22	Oct - 22
Public Housing	244	98.4%	98.0%	99.5%	99.5%

Average Vacancy Days

Two public housing units were leased in October with an average vacancy time of 41 days. 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”.

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			
Emergency W/O	Oct - 22			1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
	Avg. Time	Routine W/O	Avg. Time				
4	1.0 hours	140	15.46 days	758	354	45	21

Affordable Housing

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

Occupancy Rates	
	Oct - 22
Affordable Housing (332 units)	87.0%
Bond Portfolio (263 units)	98.6%
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.

AHP4 Portfolio Rehab

Construction remains on schedule at Bonita and at The Ridge at Bull Mountain. Current progress of construction at Bonita includes new plumbing system and the installation of new roof trusses on Building A. A noteworthy milestone at The Ridge was reached with one building completed and residents returning. Aloha Park is an 80-unit complex within the AHP4 portfolio and began undergoing renovation work in late August 2022. On October 12th, a fire began in one of the ground floor units of Building 4. All residents were safely evacuated; however, the fire quickly engulfed the building, significantly impacting all 12 units. HAWC is working closely with our insurance carrier and structural engineers to assess the loss.

4. Homeless Services Division (SHS & COC)

One Homeless Services System - The Homeless Services Division is embarking on a 9-month process to re-imagine system governance to bring our needs assessment, gaps analysis, system evaluation, planning, budgeting, reporting and oversight structures into alignment. We are designing this process in collaboration with the Office of Equity and Community Engagement and the Office of Community Development. Our intent is to work in full transparency, in partnership with the community, and with advancing equity at center of decision making to build a governance structure that makes sense for Washington County and leans in to our local strengths.



Point In Time Count (PIT) – Continuums of Care are required to conduct annual Point In Time Counts no less than biennially. The Washington County network of providers has chosen to conduct the PIT annually. As we continue to develop our regional approach, Washington County is leading the PIT count work in collaboration locally with our City partners and Street Outreach teams and regionally with Multnomah County, Clackamas County, and Portland State University’s Homelessness Research & Action Collaborative.

Regional efforts will include consistency in survey questions, consistency in training of enumerators, consistency in date(s) of count efforts, and consistency at the county level of incentives for participation in the count.

The 2023 Point in Time Count will begin January 25th and may continue through January 31st to ensure full geographic coverage.

Permanent Supportive Housing provides households with a disabling condition and have experienced prolonged homelessness with intensive case management services and Regional Long-term Rent Assistance (RLRA) to ensure permanent housing stability. Once placed in housing, case managers continue to provide wrap around supports.

Housing Case Management Services – Permanent Supportive Housing	
Enrolled in PSH program, working with a case manager	818 households
Housing Placements	456 households
Shelter Plus Care Program Placements	187 households
Households enrolled and seeking housing with an RLRA voucher	231 households
Eligible and waiting for PSH program	529 households

Rapid Rehousing provides 2-24 months of rent assistance with supportive housing case management services for households who need temporary support to end their homelessness while working towards independent financial and housing stability.

Rapid Rehousing	
Enrolled in RRH program, working with a case manager	86 households
SHS RRH housing placements	35 household
CoC RRH Placements	82 Households
Eligible and waiting for RRH program	748 households



Housing case managers provide wrap around supports to address housing, healthcare, financial and other needs for a household, first solving for housing and then supporting the general wellbeing and stability of the family or individual. Outreach workers build relationships to connect unsheltered individuals to available housing and shelter programs.

Community Based Housing Worker capacity	
HCMS case managers	47 staff
SHS RRH case managers – NEW	11 staff
Housing Liaisons – NEW	5 staff
Outreach Workers – NEW	10 staff

Shelter is a temporary solution for unhoused families and individuals. Programs provide basic hygiene and nutritional needs as well as case management to ensure safety and help participants work towards housing placement.

Shelter capacity	
Bridge shelter (non-congregate, motel based)	80 rooms <i>(40 addl anticipated)</i>
Congregate shelter – Year-round	46 Beds/Units
Non-Congregate – Year-round	80 Beds/Units
Alternative Shelter - NEW	30 Beds – Safe Rest Pods
Winter Only Shelter – Congregate & non-Congregate	150 Beds
Temporary Non - Congregate	40 Beds

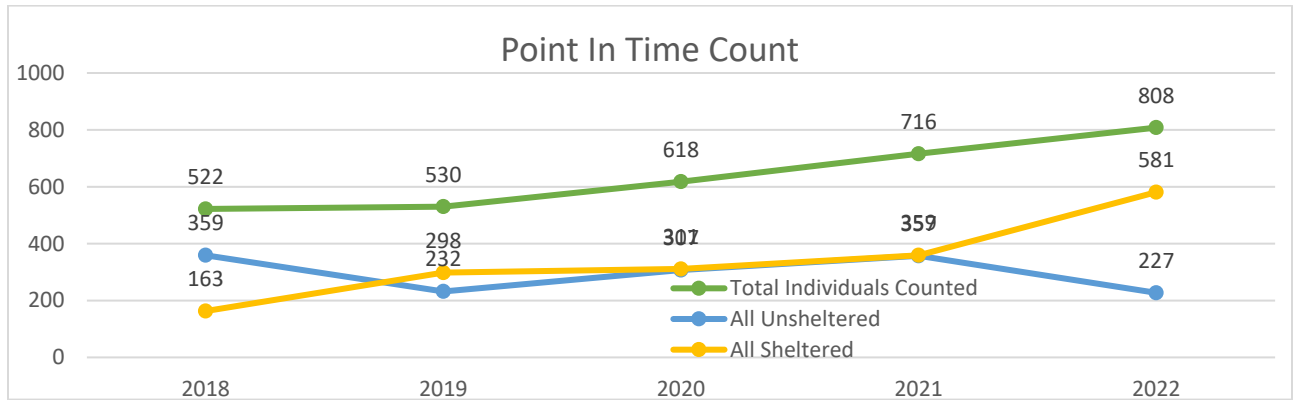
Federal Funding, Reporting, and Activities

Under the FY2021 CoC Program, HUD awarded a grant of \$4,055,487 to provide rent assistance, services, and administration funding for programs this term. On 8/1/2022, HUD announced the [FY2022 CoC Program](#) Notice of Funding Opportunity to apply for competitive funds for the next grant term. Housing Services, the CoC Collaborative Applicant, is preparing the Consolidated application and coordinating the project application competition in response to the [FY2022 CoC Program Request for Proposals](#). The CoC Board met on 9/14/2022 to rate and rank new and renewal project applications for inclusion in the CoC Collaborative Application. Following a [public review](#) period from 9/23/2022

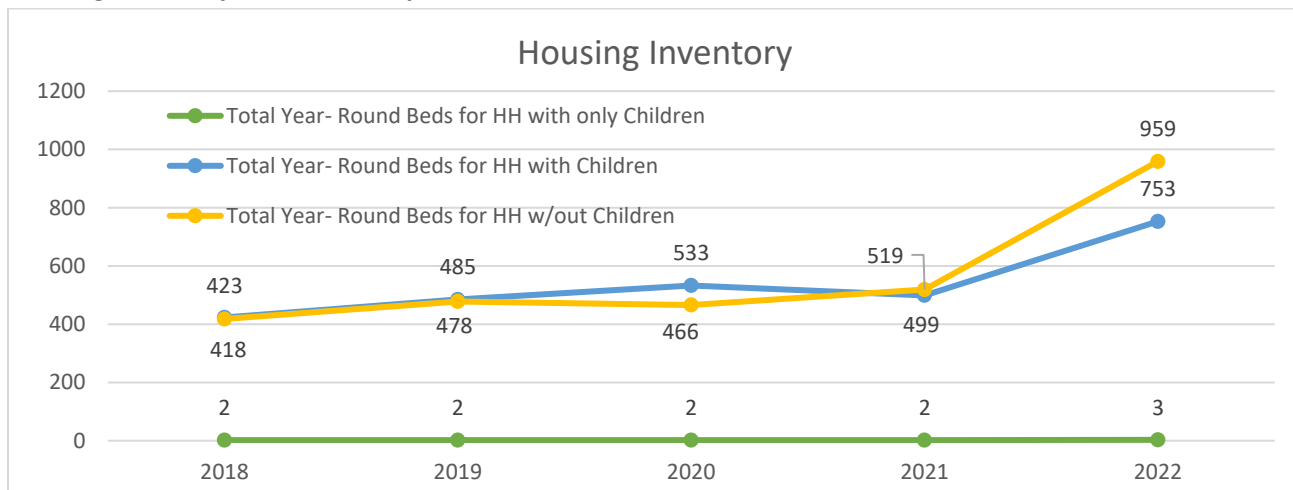


through 9/27/2022, the application was submitted to HUD on 9/28/2022 and we are currently waiting to hear the outcome of that application process.

Point in Time Data – January 2022



Housing Inventory Data – January 2022



5. Financial Statement

There is no written report for November.