

December 13, 2018

Housing Authority Board of Commissioners  
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the  
Second Quarter of Fiscal Year 2019

<b>Purpose/Outcomes</b>	Approval to write off uncollectible rents, late charges and maintenance expenses for the second quarter of fiscal year 2019
<b>Dollar Amount and Fiscal Impact</b>	\$1,155.28 in total collection losses.
<b>Funding Source</b>	N/A
<b>Duration</b>	October 1, 2018 – December 31, 2018
<b>Previous Board Action</b>	First quarter collection loss was approved by the Housing Authority Board of Commissioners on September 20, 2018
<b>Strategic Plan Alignment</b>	1. Efficient & effective services 2. Build Public Trust through good government
<b>Contact Person</b>	Chuck Robbins, Executive Director, Housing Authority 650-5666
<b>Contract No.</b>	N/A

**BACKGROUND:**

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval to write off uncollectible rents, late charges and maintenance expenses for the second quarter of fiscal year 2019 (October 1, 2018 – December 31, 2018). The uncollectible amounts are detailed on the attached worksheets.

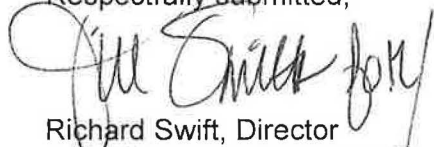
Uncollectible amounts for the second quarter of fiscal year 2019 will be \$775.56 for Low Rent Public Housing, \$379.72 for Local Project Fund. Of the total second quarter write offs, \$312.35 was for uncollected rents and \$842.93 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant. The total amount proposed for transfer from Accounts Receivable to Collection Loss for the second quarter of fiscal year 2019 will be \$1,155.28.

As a business practice, HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally until such debt is paid.

**RECOMMENDATION:**

HACC recommends the approval to write off uncollectible rents, late charges and maintenance expenses and for the Executive Director to be authorized to approve the transfer of these accounts from Accounts Receivable to Collection Loss.

Respectfully submitted,



Richard Swift, Director  
Health, Housing & Human Services

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December 13, 2018

Housing Authority Board of Commissioners  
 Clackamas County

Members of the Board:

Approval of Resolution No. 1935 to apply for 4% Low Income Housing Tax Credits for the Renovation of Hillside Manor through Oregon Housing and Community Services

<b>Purpose/Outcomes</b>	Approval of Resolution No. 1935 to apply for 4% Low Income Housing Tax Credits (LIHTC) and Lottery Backed Bonds for the Renovation of Hillside Manor, through Oregon Housing and Community Services (OHCS)
<b>Dollar Amount and Fiscal Impact</b>	Preliminary estimate of \$7,500,000
<b>Funding Source(s)</b>	4% Low Income Housing Tax Credits (LIHTC) and Lottery Backed Bonds (LBB) for Affordable Housing Preservation through Oregon Housing and Community Services (OHCS)
<b>Duration</b>	If funded, construction on the project would begin fall of 2019. Construction will take approximately 18 months.
<b>Previous Board Action</b>	The Board approved submission of a Rental Assistance Demonstration (RAD) application to HUD in October 19, 2017. The approval of the RAD application was contingent upon the Housing Authority seeking Low Income Housing Tax Credits in the next available funding opportunity.  On March 15, 2018 the Board approved an submittal of a 9% LIHTC application to OHCS
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>1. Sustainable and affordable housing</li> <li>2. Ensure safe, healthy and secure communities</li> </ol>
<b>Contact Person</b>	Chuck Robbins, HACC Executive Director (503) 650-5666
<b>Contract Number</b>	N/A

**BACKGROUND:**

Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests approval to submit a 4% Low Income Housing Tax Credit (LIHTC) application to the Oregon Housing and Community Services (OHCS) Department, for the rehabilitation of Hillside Manor. Along with the 4% LIHTC, HACC will apply for Lottery Backed Bonds for Preservation. This application is due February 19<sup>th</sup>, 2019, but OHCS has announced that this funding opportunity will be awarded on a first come, first served basis. As a result, HACC is seeking approval to submit the funding application as soon as possible.

LIHTC funding is being sought for the project in participation with the Rental Assistance Demonstration (RAD) program of the US Department of Housing and Urban Development. RAD allows Housing Authorities to convert Public Housing properties to a project based assistance model. Under this model the units move to a voucher program and allows Public

Housing Agencies to use the rental income to leverage public and private debt and equity in order to reinvest in the Public Housing stock.

HACC received RAD approval from HUD in December 2017 for Hillside Manor, with the condition that the agency would seek funding for rehabilitation in the next LIHTC application round.

On March 15, 2018 the Board approved a 9% LIHTC application for submittal to Oregon Housing and Community Services. This is a very competitive process. While HACC's application scored very well it was ultimately not funded. In order to proceed with our remodel of the Manor HACC must secure funds. The next best alternative is the 4% LIHTC program.

The LIHTC application is due to OHCS on February 19<sup>th</sup>, 2019. HACC is currently working with project consultants to finalize a scope of work and budget for the rehabilitation. While subject to change pending further assessments, the budget submitted in the RAD application was \$7.5 million, with a scope of work including significant systems replacements such as plumbing, electrical, ventilation and interior improvements for the apartments and community areas throughout the building. Additional improvements will include new flooring, paint, appliances, cabinetry, and energy efficient upgrades to reduce utilities expenses and enhance livability within the building and seismic upgrades.

Temporary relocation of the residents will be necessary. We anticipate that the rehabilitation will occur by floor. We have included in the development budget funds to relocate the residents into either vacant units in Hillside Manor or into extended stay hotel rooms. We also have included for the packaging, transport and storage of personal belongings and furniture.

The attached Board Approval Forms from the LIHTC application are required for submittal to OHCS. They include:

1. HACC Board of Commissioners Resolution No. 1935
2. Authorization and Acceptance Form 4% Conduit Bond Pre-application signed by the Board Chair, Richard Swift, Chuck Robbins, and Stephen McMurtrey
3. Authorization and Acceptance Form Preservation NOFA Application Part 1 signed by the Board Chair, Chuck Robbins, and Stephen McMurtrey

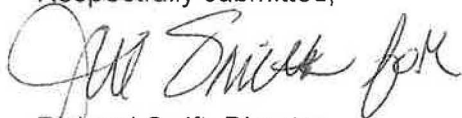
No County General Funds are involved.

**RECOMMENDATION:**

Staff recommends the Board approve Resolution No. 1935 and the LIHTC application submission for the renovation of Hillside Manor.

Staff also recommends the Board authorize Chuck Robbins, HACC Executive Director, Stephen McMurtrey, Director of Housing Development, and Richard Swift, H3S Director, to sign the LIHTC documents for Hillside Manor on behalf of the Housing Authority of Clackamas County.

Respectfully submitted,



Richard Swift, Director  
Health, Housing and Human Services

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**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF THE HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

In the Matter of a Resolution for  
the approval to apply to Oregon  
Housing and Community Services  
for 4% Low Income Housing Tax  
Credits and Lottery Backed Bonds  
for the Renovation of Hillside  
Manor



Resolution No. 1935  
*Page 1 of 1*

Whereas, The Housing Authority of Clackamas County, acting through its Board of Commissioners, at its regularly scheduled meeting, with a quorum present, did after due deliberation, authorize Chuck Robbins, Executive Director to apply to Oregon Housing and Community Services for funding for the renovation of 100 units of affordable housing in a project to be known as Hillside Manor. The person(s) named on the Authorization and Acceptance Form are duly authorized to encumber, by this action, the Board of Commissioners accepts the responsibilities and requirements of any tax credit and/or loan programs applied for in this application for this project. The site is located at 2889 SE Hillside Ct, Milwaukie, OR 97222.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2018

**BOARD OF COUNTY COMMISSIONERS OF THE  
HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



