

September 16, 2021

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of a Board Order to write off
Uncollectible Accounts for the First Quarter of Fiscal Year 2022

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the first quarter of fiscal year 2022 by a Board Order.
Dollar Amount and Fiscal Impact	\$644.45 in total collection losses.
Funding Source	N/A
Duration	July 1, 2021 – September 30, 2021
Previous Board Action/Review	FY 21 - First, second, third and fourth quarter collection losses were approved by the Housing Authority Board of Commissioners.
Counsel Review	N/A
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336

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 first quarter of fiscal year 2022 (July 1, 2021 – September 30, 2021) by a Board Order. The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the first quarter of fiscal year 2022 will be \$384.22 for Low Rent Public Housing and \$260.23 for Clackamas Apartments. Of the total first quarter write offs, \$143.15 was for uncollected rents and \$501.30 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

As a business practice, the 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.

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the first quarter of fiscal year 2022 will be \$644.45.

RECOMMENDATION:

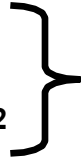
HACC staff recommends the approval to write off uncollectible rents, late charges and maintenance expenses and to authorize the transfer of these accounts from Accounts Receivable to Collection Loss.

Respectfully submitted,

Rodney A. Cook, Director
Health, Housing and Human Services

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

**In the Matter of Writing off
Uncollectible Accounts for the
First Quarter of Fiscal Year 2022**



Board Order #
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This matter coming regularly before the Housing Authority Board of Clackamas County, and it appearing that; as a best practice, the Housing Authority of Clackamas County writes off debts after 90 days of collection efforts; and

Whereas, there are uncollectible amounts of \$384.22 for Low Rent Public Housing and \$260.23 for the Clackamas Apartments in Accounts Receivable for the first quarter of fiscal year 2022; and

Whereas, of the total uncollectible debt, \$143.15 was for uncollected rent payments and \$501.30 was for late charges and unit maintenance repairs charged to tenants; and

Whereas, former residents in Public Housing that have had 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; and

Whereas, the full amount of uncollectable debt for the Housing Authority in the first quarter of fiscal year 2022 will be \$644.45; and

It further appearing that, it is in the best interest of the Housing Authority of Clackamas County to transfer \$644.45 in uncollectable debts from Accounts Receivable to Collections Loss for the first quarter of fiscal year 2022.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Housing Authority of Clackamas County to approve the transfer of \$644.45 of uncollectable debt from Accounts Receivable to Collections Loss for the first quarter of fiscal year 2022.

DATED this _____ day of _____, 2021

**CLACKAMAS COUNTY
HOUSING AUTHORITY BOARD**

Chair

Recording Secretary

September 16, 2021

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval to apply for the U.S. Department of Housing and Urban Development's
Family Self Sufficiency Coordinator Grant Renewal Funding

Purpose/Outcomes	Approval to apply for Family Self Sufficiency renewal funding through the U.S. Department of Housing and Urban Development (HUD)
Dollar Amount and Fiscal Impact	\$129,468
Funding Source(s)	HUD Funds; No County General Funds
Duration	January 1, 2022 – December 31, 2022 (Annually Renewable)
Previous Board Action	N/A
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. Ensure safe, healthy and secure communities 2. Build public trust through good government
Counsel Review	N/A
Contact Person	Jill Smith, HACC Executive Director (503) 742-5336
Contract Number	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of Health, Housing and Human Services Department, requests approval to apply for the renewal of its Family Self Sufficiency (FSS) Program Coordinator grant. The FSS renewal will provide twelve months of funding for 1.5 coordinators' salary and benefits. The renewal amount is \$129,468.

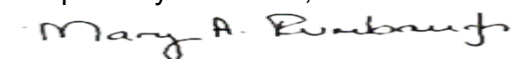
HACC has utilized this funding since 1999 to maintain its FSS Coordinator position(s). The purpose of the FSS program is to help Voucher families make progress toward self-sufficiency and establish escrow accounts for money management, homeownership, and education in the future. The FSS coordinator assures that program participants are linked to the supportive services they need to achieve self-sufficiency. Without this Grant, HACC could not offer the services of an FSS Coordinator.

The FSS Administrative Fee funding renewal grant does not require matching funds. No County General Funds are involved.

RECOMMENDATION:

Staff respectfully recommends that the Housing Authority of Clackamas County Board of Commissioners approve the application for the FSS Program Grant renewal.

Respectfully submitted,



For Rodney A. Cook
Rodney A. Cook, Interim Director
Health, Housing and Human Services

Healthy Families. Strong Communities.

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