

June 18, 2020

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Resolution 1946 Approving the Housing Authority of Clackamas County's
Fiscal Year 2020/2021 Budget

Purpose/Outcomes	Approval of the Housing Authority 2020-2021 budget, and approval to submit to the U.S. Department of Housing and Urban Development
Dollar Amount and Fiscal Impact	\$27,044,088
Funding Source	U.S. Department of Housing and Urban Development
Duration	July 1st 2020 - June 30th 2021
Previous Board Action	The Fiscal Year Housing Authority Budget was presented to the HACC board in a policy session on June 16, 2020
Counsel Review	N/A
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests approval of its FY 2020/2021 Agency-Wide Budget and approval of Resolution 1946, which allows the Housing Authority to submit its budget to the U.S. Department of Housing and Urban Development.

As required by the U.S. Department of Housing and Urban Development (HUD), the Low Rent Public Housing budget is allocated by project. HACC has a total of four Public Housing projects. HUD requires that the Public Housing Budget have its own Board Resolution and Board certification.

The HACC 2020/2021 Agency-Wide budget meets the requirements set forth in HUD's Financial Management Handbook for Public Housing Authorities. The Budget is organized by HACC's six functions:

- Low Rent Public Housing (referred to as LRPH in the budget document)
- Development
- Central Office (Administration)
- Section 8 Housing Choice Voucher Program (referred as Vouchers in the budget document)
- Programmatic Grants (referred to as Grants in the budget document)
- Local Projects (affordable and special needs housing, not including low rent Public Housing)

The proposed budget of \$27,044,088 is for fiscal year 2020-2021 (July 1, 2020-June 30, 2021). The total operating surplus for this year is projected to be \$38,980.

RECOMENDATION:

HACC recommends the approval of both Resolution 1946 adopting HACC's 2020-2021 Public Housing Budget; and the Agency-wide 2020-2021 Budget. Furthermore, HACC recommends approval for the Chair to sign HUD form 52574 and HACC's Board Resolution Approving the Operating Budget.

Respectfully submitted,



Richard Swift, Director
Health, Housing & Human Services

ATTACHMENTS:

- Resolution 1946
- Study Session Packet including:
 - Housing Authority Fund Narrative
 - Housing Authority Organizational Chart
 - Division Purpose Statement
 - HACC FY 2020/2021 Agency Wide Budget
 - HACC FY 2020/2021 Public Housing by Project Budget
 - Budget graphs
- HUD form 52574

In the Matter of Approving the
Housing Authority's 2019-2020
Public Housing Operating
Budget by Project

RESOLUTION NO. 1946

Whereas, the Housing Authority Board of Commissioners has reviewed the Public Housing Operating Budget by Project for Fiscal Year ending June 30, 2021 and

Whereas, they certify that all regulatory and statutory requirements have been met and that the Housing Authority has sufficient operating reserves to meet the working capital needs of its developments, that the budget expenditures are necessary in the efficient and economical operation of its housing for the purposes of serving low-income residents, and

Whereas, the budget indicates a source of funds adequate to cover all proposed expenditures, and

Whereas, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations and that all proposed rental charges and expenditures will be consistent with provisions of the law, and

Whereas, the Housing Authority will comply with the wage requirements under 24 CFR 968.11 (e) or (f) or 24 CFR 905.120 (c) and (d), and

Whereas, the Housing Authority will comply with requirements for the reexamination of family income and composition,

NOW THEREFORE, BE IT RESOLVED that the Housing Authority of Clackamas County, Oregon Public Housing Operating Budget by Project is hereby approved for submittal to the U.S. Department of Housing and Urban Development.

Motion was made by _____ and seconded by _____

DATED this 18 day of June, 2020

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

Chair

Recording Secretary

EXHIBIT A - List of Lessees

Local Project - Schedule of Lessees & Rent and Lease Schedule						
	Address	City	Lessee	Program	Term - Years	2020 - 2022 Rent
1	13581 Jason Lee Drive	Oregon City	Albertina Kerr	I/DD	2	\$1,187.00
2	4808 SE View Acres	Milwaukie	Albertina Kerr	I/DD	2	\$1,187.00
3	2286 Lindenbrook	Milwaukie	Albertina Kerr	I/DD	2	\$1,187.00
4	4808 SE Hull Street	Milwaukie	Alternative Services	I/DD	2	\$712.00
5	18980 Leland Road	Oregon City	Cascadia Behavioral Health	I/DD	2	\$1,256.00
6	304 Pearl Street	Oregon City	Cascadia Behavioral Health	I/DD	2	\$1,256.00
7	11458 McEachron	Milwaukie	Columbia Care Services,	I/DD	2	\$1,009.00
8	6662 SE Furnberg	Milwaukie	Northwest Mental Health	I/DD	2	\$1,187.00
9	9054 SE 42nd	Milwaukie	Northwest Mental Health	I/DD	2	\$1,187.00
10	13538 Gaffney Ln	Milwaukie	Northwest Mental Health	I/DD	2	\$949.00
11	376 Warner Parrot	Milwaukie	Northwest Mental Health	I/DD	2	\$949.00
12	2885 SE Maple St.	Milwaukie	Northwest Mental Health	I/DD	2	\$1,187.00
13	15323, 15325,15327 Risley	Milwaukie	Northwest Mental Health	I/DD	2	\$1,187.00
14	3050 Lazy River	West Linn (Privacy of Location)	Northwest Mental Health	I/DD	2	\$1,187.00
15	(Privacy of Location)	(Privacy of Location)	Northwest Family Services	Shelter Foster	2	\$1,158.00
16	144 Molalla	Oregon City	The Inn Home For Boys	Youth	2	\$1,282.00
17	146 Molalla	Oregon City	Central City Concern	LEAD	1	\$250.00
TOTAL MONTHLY REVENUE						\$18,317.00
Line	NOTES to TABLE					
1-14	I/DD = Intellectually and Developmentally Disabled Shelter = Special Needs Homeless Shelter - Address not disclosed for privacy and safety of occupants					
15	Foster Youth - Program to house Foster teens transitioning to adulthood					
16	LEAD - :Law Enforcement Assistance Diversion for					
17						

*homeless persons - office space
not housing*

Description of Fund

The Housing Authority provides affordable and safe housing to low income residents by owning and managing a portfolio of approximately 1,100 units, and by administering the Housing Choice Voucher program of over 1,800 vouchers.

Many clients are elderly or disabled, or former victims of domestic violence who are now single women-head of household with children. There are six (6) budget activities: Low Rent Public Housing (operation of 445 public housing units); Housing Choice Vouchers (administration of the voucher program and pass through rent assistance); Local Projects (operation of 355 other affordable and special needs housing units); Central Office (administration and finance); Housing Development (creating new housing or preserving existing units); and Grants (Capital Fund and Resident Self-Sufficiency).

Revenue Summary

Ninety percent (90%) of revenues are Federal funds, allocation from Congress through the U.S. Department of Housing and Urban Development (HUD) in the following form: Public Housing Operating Subsidy for the operations of public housing; Capital Fund Grant for major physical repairs of public housing; Voucher Admin Fee for the administration of the voucher program; Housing Assistance Payment for pass through rent assistance to landlords; and Grants for Family Self-Sufficiency and Resident Services. The total amount is \$27,083,067. While this is a 6.7% increase over last year's budget the majority of the increase is from projected revenues generated from an increase in funding from HUD and development. This is a reflection of HUD's view on the need for housing.

Of that total, other non-federal earned revenue includes: Local Projects housing portfolio totaling \$739,446 and Development \$2,439,213. County estimated contributions of \$90,960 and \$150,000 to the Local Projects and Development, respectively, are additional sources of non-federal funds.

Expenditure Summary

Total expenditures are estimated to be \$27,044,088. The total operating surplus for this fiscal year is projected to be \$38,980. Central Office (Administration) is budgeted to lose <\$776,153> which is offset in total by Public Housing, Local Projects, Vouchers, and Development which show a combined surplus of \$815,133. Public Housing is budgeted to end the year with an operating surplus of \$126,222 and Housing Vouchers a surplus of \$24,264. The remaining amount to balance the funds is cash from Local Projects, Development, and Easton Ridge.

We continue to work diligently to identify and implement opportunities to reduce program delivery costs and streamline operations in program areas where expenditures exceed revenue.

Significant Issues & Changes

HUD funding dramatically impacts HACC's budget. An example is the Voucher Program which continues to receive from HUD a proration of approximately 80% of allowable administrative fees. HACC has reduced Voucher frontline FTE's in past budgets in response to these cuts. This has resulted in an increased workload of about 120% of the industry standard for Section 8 administration.

Although we still have cash available from Easton Ridge, development fees have been distributed except for an amount reserved by OHCS. HACC is working with our property manager to have these remaining funds released. We expect to receive approximately \$570,000 once all OHCS requirements have been met.

Low Rent Public Housing (LRPH)

Property Managers are responsible for management of 445 units of federally subsidized public housing in four Asset Management Property groupings. Each property manager is responsible for a portfolio of housing units. To support the operations of the housing, each Property Manager has a staff of maintenance personnel and administrative support. Staff performs wait list management, unit leasing of new residents, grounds and unit maintenance, oversight of landlord/tenant issues, provision of resident services, and annual recertification of resident income per HUD guidelines to maintain housing eligibility. .

Voucher Program

The Voucher staff oversees the issuance of over 1,800 rent subsidy vouchers for eligible clients to use in the rental of housing from private landlords who participate in the voucher program. To support this activity, staff manages waiting list and preferences, performs on-site rental inspections to meet housing quality requirements, issues vouchers to clients once eligibility requirements are met, responds to landlord/client issues, and recertifies each resident's income annually per HUD guidelines to maintain housing eligibility.

Local Projects

Local Projects includes HACC owned housing units that are self-managed or third-party managed that are not part of the Public Housing portfolio. Third-party managed units include Arbor Terrace in Molalla and Easton Ridge in Clackamas, managed by M.L.K. Property Management and Quantum Property Management, respectively. Self-managed units include 11 units of family affordable housing and 55 units of special needs housing either managed by HACC or leased to the County or to a third-party service provider.

Resident Services

Resident Services programs promote the development of local strategies to assess the needs of Public Housing and Section 8 residents and then coordinate available resources in the community to meet those needs.

These services enable participating families to increase earned income, reduce or eliminate the need for assistance, and make progress toward achieving economic independence and self-sufficiency. For elderly or disabled residents, the program helps improve living conditions and enable residents to age-in-place. For low-income families the program provides opportunities for education, job training, counseling and other forms of social service assistance.

HACC received HUD grants for Resident Services in both major programs. In Public Housing this is the Resident Opportunities and Self Sufficiency (ROSS) Grant Program. In Section 8, it's the Family Self-Sufficiency (FSS) Program. The total budget for both grants annually is \$226,709.

County General Funds through the Affordable Housing & Services Fund Policy Level Proposal, allowed us to expand the resident services team through four contracts with additional service providers. The service providers dedicated to serving Public Housing residents include Home Forward, who provides additional service coordination valued at \$99,999/year; Mental Health Association and Addiction of Oregon who provides peer support services valued at \$94,925.34; and Social Services Division who provides case management services valued at \$60,000. The fourth contract is with Do Good Multnomah to provide resident services to HACC's newly acquired Veteran housing property, Clayton Mohr, valued at \$120,000/year.

Development

Director of Development oversees all of the development activities that involve HACC funding or impact HACC properties. The Director of Development works with the Development staff to manage projects, explore new developments, and facilitate the planning and pre-development meetings associated with the potential sale and/or redevelopment of HACC Public Housing properties.

Central Office

The Central Office oversees the administrative operations of the agency. Functions include the Executive Director who provides general oversight; the Housing Asset Manager, who oversees Low Rent Public Housing (LRPH), Local Project, and Tax Credit property, the Deputy Director-Finance who oversees HACC's finances and financial reporting requirements, and the Administrative Services Supervisor who oversees office staff and is responsible for administering special HACC projects and activities.

Grants

HUD provides an annual Low Rent Public Housing Capital Fund grant for the renovation and modernization of public housing. HUD also provides a grant for permanent supportive housing, called Shelter Plus-Care, for disabled homeless residents coming off the Coordinated Housing Assessment waitlist.

HOUSING AUTHORITY OF CLACKAMAS COUNTY ORGANIZATIONAL CHART

(May 2020)

47 STAFF; 4 Interns; 3 Contracted Staff
Bold = Management Team

EXECUTIVE DIRECTOR (4)
 Jill Smith

OPERATIONS MANAGER (6)
 Toni Karter

DEPUTY DIRECTOR FINANCE
 Jason Kirkpatrick (3)

DIRECTOR OF DEVELOPMENT (5)
 Stephen McMurtrey

ADMIN SERVICE SUPERVISOR (5)
 Elizabeth Miller

Management Analyst II
 Deyvin Molina

Administrative Specialist II
VACANT

Property Manager
 Sonja Souder (5)
 CH & OCVM 200 units

Property Manager
 Craig Beals (5)
 SS, LPF, Clack Apt 257 units

Property Manager
 Allison Coe (4)
 Hillside 200 units

Human Services Supervisor (9)
 Debbie Greene

Accounting Spec. III
 Lindy Beals

Housing Developer, Senior
 Devin Ellin

ASSET MANAGER (1)
 Rich Malloy

RESIDENT SERVICES CONTRACT ADMINISTRATION

Office Specialist II
 Susan Wameke

Occupancy Specialist
 Liane Tankersley

Occupancy Specialist
 Elena Sizmin

Occupancy Specialist
VACANT

Lead Occupancy Specialist
 Michell Paresi

Accounting Spec. I
 Betty McKee

Housing Developer
 Angel Sully

Capital Improvement Coordinator
 Josh Teigen

Human Services Spec. II
 Jemila Hart

Office Specialist II
 Cynthia Boettcher

Maintenance Coord.
 Don Miller

Maintenance Coord.
 Brent Hoffman

Maintenance Coord.
 Thomas Williams

Occupancy Specialist
 Sandra Breuer

Accounting Spec. I
 Anne O'Reilly

Housing Developer
VACANT

545 Public Housing Units

FSS Specialist
 Hillary Merritt

Office Assistant
 Linda Keener

Maintenance Spec.
 Miguel Montoya Aquirre

Maintenance Spec.
 Spencer Bacon

Maintenance Spec.
 Gene Shein

Housing Inspector
 Donna Mendenhall

Administrative Specialist I
 Bayley Knutson

67 Affordable Units
 (local projects)

Contracted Services:
 1 PT Easterseals
 .8 FTE Americorp
 1 PT PSU Intern
 1 FTE Peer Support
 1 FT Case Manager
 1 FTE Resident Services

1 PT Easterseals

Maintenance Spec.
VACANT

Maintenance Spec.
 George Buckman

Maintenance Asst.
 Jack Bair

Housing Inspector
 Aaron Weinmann

Contracted Services:
 Veteran Village (15 units)

Maintenance Asst.
 Jose Magallon

Maintenance Asst.
 Bucho Garzon

Occupancy Specialist
 Jon Garcia

3rd Party Prop Mgmt
 Quantum Properties: Easton Ridge (264 units)
 MLK Properties: Arbor Terrace (24 units)

Occupancy Specialist
 Deborah Meadors

Occupancy Specialist
 Marti Petri

OS/FSS
 Nathaniel Mom

Pleasant Avenue
 Veteran Housing (24 units)

Gladstone Project
 SRO Housing (50 units)

Indicates property to be owned by HAAC



Housing Authority

Division Purpose Statement

The purpose of the Housing Authority of Clackamas County is to provide voucher, public housing, maintenance, and resident services to low-income individuals who receive, or who have qualified to receive, assistance from the Housing Authority so they can experience stable, affordable, and quality housing.

Housing Authority of Clackamas County

Jill Smith - Executive Director
 Jason Kirkpatrick - Deputy Director - Finance
 FTE 44

Total Request \$ 27,044,088

General Fund Support \$ 240,960

HACC

Jill Smith - Division Director

Total Request
 \$27,044,088

Gen Fund \$ 240,960

Public Housing

Total Request
 \$3,563,939

Gen Fund \$ -

Housing Vouchers

Total Request
 \$17,282,656

Gen Fund \$ -

Development

Total Request
 \$1,930,596

Gen Fund \$ 150,000

Grants

Total Request
 \$2,387,119

Gen Fund \$ -

Central Office

Total Request
 \$1,296,362

Gen Fund \$ -

Local Projects

Total Request
 \$583,417

Gen Fund \$ 90,960

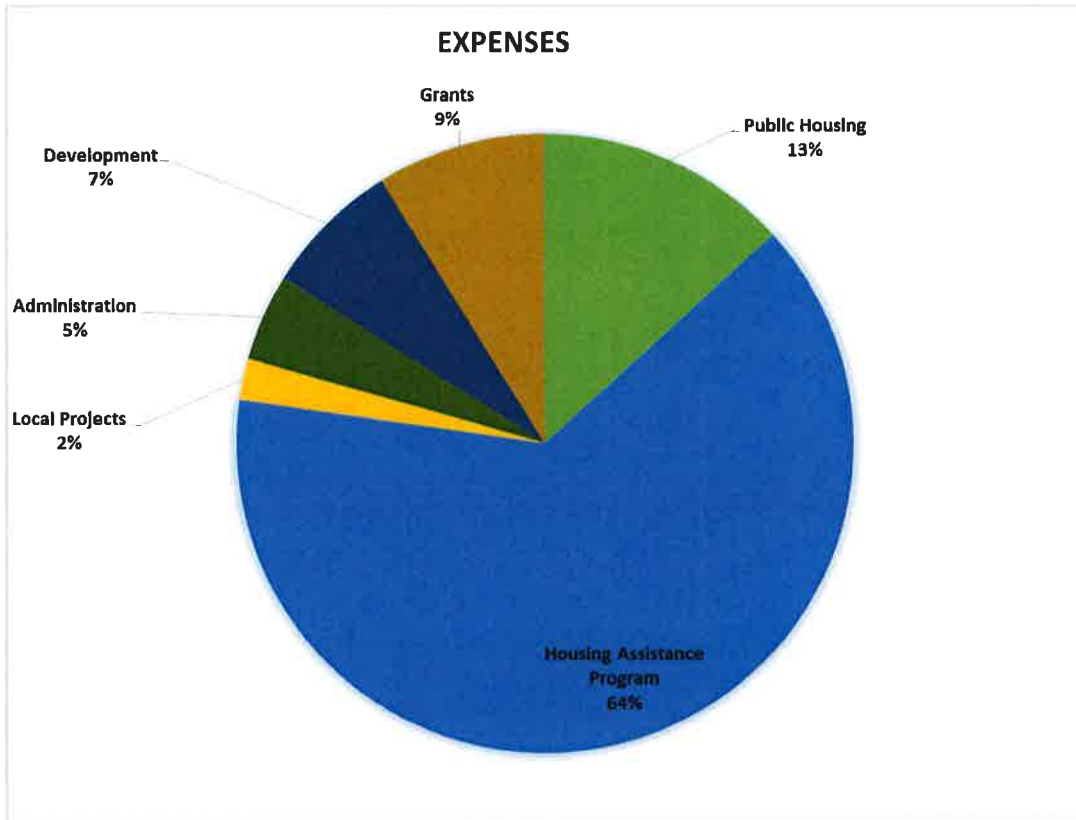
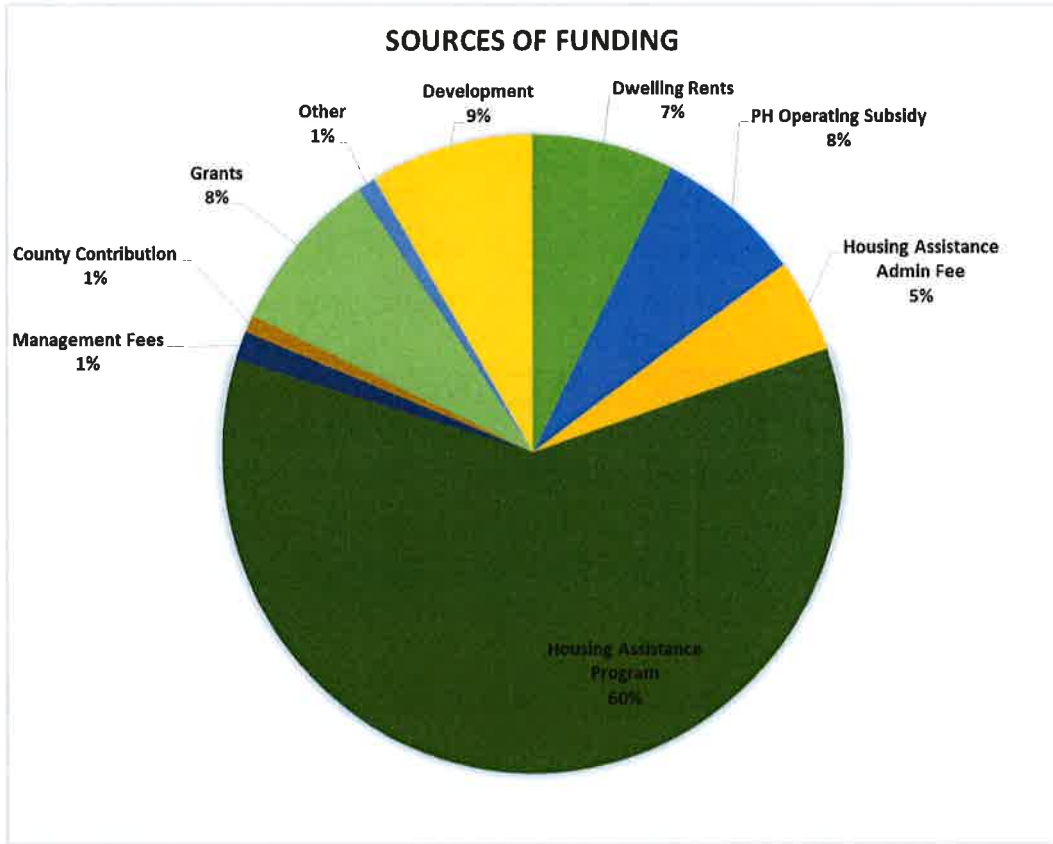
Housing Authority of Clackamas County
 All Programs Budget
 Fiscal Year 2020/2021

	Public Housing	Housing Vouchers	Local Projects	Central Office	Development	Grants	FY21 Total	FY 2020 6/30/2020 Budget	FY 2019 6/30/2019 Budget	FY 2018 6/30/2018 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
Revenue:												
Dwelling rent	1,468,100		571,190				2,039,290	2,383,065	2,223,249	1,896,896	(343,775)	-14.43%
Vacancy loss	(51,500)		(4,317)				(55,817)	(63,443)	(47,202)	(58,140)	7,626	-12.02%
Other tenant income	109,500	29,370	4,800				143,670	178,790	160,082	128,603	(35,120)	-19.64%
Operating subsidy	1,893,561	1,425,000		122,559		27,000	3,468,120	3,493,992	3,683,350	3,289,044	(25,872)	-0.74%
Housing assistance payments		15,723,082				445,920	16,169,002	15,192,953	14,404,534	12,214,586	976,049	6.42%
Mgmt fees				397,650			397,650	468,206	455,626	453,705	(70,556)	-15.07%
Interest income	500	-	-	-			500	20,550	20,931	23,295	(20,050)	-97.57%
County contribution			90,960	-	150,000	-	240,960	240,960	271,971	90,960	-	0.00%
Grant revenue	270,000	129,468				1,871,693	2,271,161	2,169,168	1,147,105	888,423	101,993	4.70%
Other/In-kind	-		76,813	-	2,289,213	42,505	2,408,531	1,302,348	769,293	693,862	1,106,183	84.94%
TOTAL REVENUE	3,690,161	17,306,920	739,446	520,209	2,439,213	2,387,118	27,083,067	25,386,589	23,088,939	19,621,234	1,696,478	6.68%
AVAILABLE RESOURCES	3,690,161	17,306,920	739,446	520,209	2,439,213	2,387,118	27,083,067	25,386,589	23,088,939	19,621,234	1,696,478	6.68%
ADMINISTRATIVE EXPENSE:												
Salaries	408,401	716,035	117,672	638,466	512,704	9,225	2,402,504	2,132,370	1,918,999	1,701,019	270,134	12.67%
Employee benefits	261,631	443,837	69,557	400,750	258,914	6,558	1,441,247	1,339,754	1,108,321	1,007,673	101,493	7.58%
Legal fees	15,400	2,200	700	3,600	5,000		26,900	33,000	28,817	29,896	(6,100)	-18.48%
Staff training/travel	18,000	7,700	500	10,000	10,000	-	46,200	46,700	35,135	22,685	(500)	-1.07%
Auditing fees	19,833	13,501	1,143	7,983	5,397		47,857	46,274	45,534	44,400	1,583	3.42%
Other administrative expenses	164,445	279,153	124,742	215,062	1,138,581	-	1,921,983	1,579,364	1,313,266	1,223,059	342,619	21.69%
Management fee expense	397,650	-	-	-	-	-	397,650	468,206	455,626	453,708	(70,556)	-15.07%
TOTAL ADMINISTRATIVE	1,285,361	1,462,425	314,314	1,275,862	1,930,596	15,783	6,284,341	5,645,668	4,905,698	4,482,440	638,673	11.31%
TENANT SERVICES:												
Salaries	16,059	60,570				51,759	128,388	110,820	111,800	108,016	17,568	15.85%
Benefits	11,066	28,578				35,666	75,311	68,673	78,031	75,060	6,638	9.67%
Other	12,600	-				36,816	49,416	50,616	70,227	31,000	(1,200)	-2.37%
TOTAL TENANT SERVICES	39,726	89,148	-	-	-	124,241	253,115	230,109	260,058	214,076	23,006	10.00%
UTILITIES:												
Water	163,500		11,100				174,600	204,085	182,554	171,689	(29,485)	-14.45%
Sewer	348,500		32,200				380,700	465,779	428,064	413,170	(85,079)	-18.27%
Electricity	26,700		10,700	6,900			44,300	117,400	106,701	119,090	(73,100)	-62.27%
Gas	3,700			3,800			7,500	26,300	25,991	33,871	(18,800)	-71.48%
TOTAL UTILITIES	542,400	-	54,000	10,700	-	-	607,100	813,564	743,310	737,820	(206,464)	-25.38%

Housing Authority of Clackamas County
Public Housing Budget

	Clackamas Heights (501)	Scattered Sites (502)	Hillside Park (503)	OCVM (504)	Hillside Manor (505)	Public Housing FY21 Total
INCOME:						
Dwelling rent	334,400	630,900	260,900	241,900	-	1,468,100
Vacancy loss (3%)	(10,000)	(20,000)	(6,500)	(15,000)	-	(51,500)
Other tenant income	19,400	33,000	22,100	35,000	-	109,500
Operating subsidy	451,000	519,487	398,168	524,906	-	1,893,561
Interest income	50	300	100	50	-	500
Grant revenue	50,000	100,000	65,000	55,000	-	270,000
Other/Inkind	-	-	-	-	-	-
TOTAL REVENUE	844,850	1,263,687	739,768	841,856	-	3,690,161
ADMINISTRATIVE EXPENSE:						
Salaries	89,578	146,268	86,328	86,227	-	408,401
Employee benefits	61,305	94,467	52,830	53,029	-	261,631
Legal fees	900	7,500	2,000	5,000	-	15,400
Staff training/travel	4,500	4,500	4,500	4,500	-	18,000
Auditing fees	4,451	6,489	4,439	4,454	-	19,833
Other administrative expenses	46,859	49,400	34,100	34,086	-	164,445
Management fee expense	89,500	129,300	88,900	89,950	-	397,650
TOTAL ADMINISTRATIVE	297,093	437,924	273,097	277,246	-	1,285,361
TENANT SERVICES:						
Salaries	3,608	5,236	3,608	3,608	-	16,059
Benefits	2,486	3,608	2,486	2,486	-	11,066
Other	3,400	1,300	4,500	3,400	-	12,600
TOTAL TENANT SERVICES	9,494	10,143	10,594	9,494	-	39,726
UTILITIES:						
Water	36,600	65,600	28,100	33,200	-	163,500
Sewer	91,700	105,500	57,300	94,000	-	348,500
Electricity	8,500	2,200	6,400	9,600	-	26,700
Gas	800	1,300	800	800	-	3,700
TOTAL UTILITIES	137,600	174,600	92,600	137,600	-	542,400
MAINTENANCE:						
Labor	99,461	242,943	163,495	100,466	-	606,366
Benefits	62,636	178,030	118,028	63,268	-	421,962
Materials	19,300	61,800	16,400	30,600	-	128,100
Garbage contracts	36,300	58,700	34,200	30,500	-	159,700
Other contracts	55,600	91,500	30,100	26,900	-	204,100
TOTAL MAINTENANCE	273,297	632,973	362,223	251,735	-	1,520,228
GENERAL EXPENSES:						
Insurance	17,325	32,800	16,900	23,200	-	90,225
Payment in Lieu of Taxes	11,000	50,000	18,000	7,000	-	86,000
TOTAL GENERAL EXPENSES	28,325	82,800	34,900	30,200	-	176,225
TOTAL EXPENSES	745,810	1,338,440	773,414	706,275	-	3,563,939
OPERATING SURPLUS (DEFICIT)	99,040	(74,753)	(33,646)	135,581	-	126,222

HACC 2020-2021 Budget



PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of Clackamas County PHA Code: OR001

PHA Fiscal Year Beginning: 7/1/2020 Board Resolution Number: 1946

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 06/18/2020
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Jim Bernard	Signature:	Date:
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June 18, 2020

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the
Fourth Quarter of Fiscal Year 2020

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2020
Dollar Amount and Fiscal Impact	\$14,060.42 in total collection losses
Funding Source	N/A
Duration	April 1, 2020 – June 30, 2020
Previous Board Action/Review	First, second, and third quarter collection losses were approved by the Housing Authority Board of Commissioners.
Counsel Review	N/A
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336
Contract No.	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 fourth quarter of fiscal year 2020 (April 1, 2020 – June 30, 2020). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the fourth quarter of fiscal year 2020 is \$14,060.42 for Low Rent Public Housing. Of the total, \$1,205.10 was for uncollected rents and \$12,855.32 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, 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 reported to a Federal database that prohibits their participation in any other federally subsidized 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,

 HHS Deputy IFO

Richard Swift, Director
Health, Housing and Human Services

LRPH

Collection Loss for the period of

4/1/2020

to

6/30/2020

Fourth Quarter of Fiscal Year 2020

Unit #	SS #	Name	Rent	Sundry	Total
			32.52	483.13	\$ 515.65
			131.10	72.50	\$ 203.60
			(177.32)	11,817.35	\$ 11,640.03
			67.68		\$ 67.68
			1,151.12 RR	299.75	\$ 1,450.87
			-	182.59	\$ 182.59
					\$ -
					\$ -
					\$ -
					\$ -
Total Write-off			1,205.10	12,855.32	14,060.42


Accounting Specialist 1 - Betty McKee


Deputy Director of Finance - Jason Kirkpatrick


Executive Director - Jill Smith