

**COPY**

June 20, 2019

Housing Authority Board of Commissioners  
 Clackamas County

Members of the Board:

**Resolution 1938 Approving the Housing Authority of Clackamas County's  
Fiscal Year 2019/2020 Budget**

<b>Purpose/Outcomes</b>	Approval of the Housing Authority 2019-2020 budget, and approval to submit to the U.S. Department of Housing and Urban Development
<b>Dollar Amount and Fiscal Impact</b>	\$22,984,415
<b>Funding Source</b>	U.S. Department of Housing and Urban Development
<b>Duration</b>	July 1st 2019 - June 30th 2020
<b>Previous Board Action</b>	The previous Fiscal Year Housing Authority Budget was approved on June 21st, 2018 by the Housing Authority Board of Directors.
<b>Strategic Plan Alignment</b>	1. Efficient & effective services 2. Build Public Trust through good government
<b>Counsel Review</b>	N/A
<b>Contact Person</b>	Jill Smith, HACC Executive Director (503) 742-5336
<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 approval of its FY 2019/2020 Agency-Wide Budget and approval of Resolution 1938 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 five Public Housing projects. HUD requires that the Public Housing Budget have its own Board Resolution and Board certification.

The HACC 2019/2020 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:

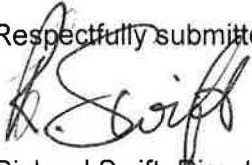
- Low Rent Public Housing (referred to as LRPH in the budget document)
- Development
- Central Office (Administration)
- Section 8 Housing Choice Voucher Program (referred as Vouchers in the budget document)
- Programmatic Grants (referred to as Grants in the budget document)
- Local Projects (affordable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

The proposed budget of \$25,404,625 is for fiscal year 2019-2020 (July 1, 2019-June 30, 2020). The total operating deficit for this year is projected to be <\$18,036>. These deficits will be offset from local projects, Development Fees, and Easton Ridge.

**RECOMENDATION:**

HACC recommends the approval of both Resolution 1938 adopting HACC's 2019/2020 Public Housing Budget; and the Agency-wide 2019/2020 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, and Human Services

Attachments: Resolution 1938  
Housing Authority Fund Narrative  
Housing Authority Organizational Chart  
HACC FY 2019/2020 Agency Wide Budget  
HACC FY 2019/2020 Public Housing by Project Budget  
HACC FY Budget Graph  
HUD form 52574

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

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



Resolution No. 1938  
*Page 1 of 1*

Whereas, the Housing Authority Board of Commissioners has reviewed the Public Housing Operating Budget by Project for Fiscal Year ending June 30, 2020 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 20 day of June, 2019

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

\_\_\_\_\_  
Chair

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



**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: 7/1/2019      Board Resolution Number:

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: 06/20/2019
- 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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**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Sitting/Acting as:**  
**Board of Commissioners of the Housing Authority of Clackamas County**

**Study Session Worksheet**

**Presentation Date:** 6/11/2019    **Approx Start Time:** 3:30 PM    **Approx Length:** 30 Minutes

**Presentation Title:** HACC FY 2019-2020 Budget

**Department:** H3S/Housing Authority of Clackamas County (HACC)

**Presenters:** Richard Swift, Jill Smith

**Other Invitees:** Jason Kirkpatrick, Housing Authority Deputy Director - Finance

**WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

We are seeking review of the Housing Authority 2019-2020 budget with a recommendation to approve it at the HACC Board of Commissioner's June 20<sup>th</sup> business meeting. Once approved, the budget will be submitted to the U.S. Department of Housing and Urban Development.

**EXECUTIVE SUMMARY:**

**Background:**

The Housing Authority of Clackamas County (HACC) is a municipal corporation established under ORS Chapter 456, and is considered a component unit of Clackamas County. HACC receives approximately Ninety percent (90%) of its funding from the U.S. Department of Housing and Urban Development (HUD). HUD rules and regulations are the dominant driver of HACC operations. Each year, HACC is required to submit an annual budget to HUD for review and approval.

As stated in HACC's bylaws, the five elected County Commissioners and one housing program participant constitute the HACC Board of Commissioners (6 members). Review and approval of the HACC Public Housing budget by the HACC Board of Commissioners is required by HUD.

**FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?     YES             NO

The proposed budget of \$25,404,625 is for fiscal year 2019-2020 (July 1, 2019-June 30, 2020). The total operating deficit for this year is projected to be <\$18,036>. These deficits will be offset from local projects, Development Fees, and Easton Ridge.

What is the funding source?

U.S Department of Housing and Urban Development

**STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals?
  - Sustainable and Affordable Housing

- Efficient & effective services
- How does this item align with the County's Performance Clackamas goals?
  - Public trust through good government
  - Ensure safe, healthy and secure communities

**LEGAL/POLICY REQUIREMENTS:**

HUD requires that the Public Housing budget be approved by the HACC Board prior to submitting the budget to HUD for their approval.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

HUD does not require a public process however the budget must be approved by the HACC Board at a public business meeting.

**OPTIONS:**

- A. Review and approve the budget as proposed.
- B. Review the proposed budget, direct changes to the budget, and approve the revised budget.

**RECOMMENDATION:**

We recommend that the HACC Board of Commissioner review the proposed budget and formally approve it at the June 20<sup>th</sup>, 2019 Housing Authority Board of Commissioners meeting as a consent agenda item.

Respectfully submitted,

Richard Swift  
 Director, Health, Housing, and Human Services

**ATTACHMENTS:**

- Housing Authority Fund Narrative
- Housing Authority Organizational Chart
- HACC FY 2019/2020 Agency Wide Budget
- HACC FY 2019/2020 Public Housing by Project Budget
- HACC FY Budget Graph
- HUD form 52574

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_  
 Department Director/Head Approval \_\_\_\_\_  
 County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Jill Smith @ 503-742-5336
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**Description of Fund**

The Housing Authority provides affordable and safe housing to low income residents by owning and managing a portfolio of approximately 900 units, and by administering the Housing Choice Voucher program (1,752 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 545 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 \$25,386,589. While this is a 9.9% 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 \$706,082 and Development \$1,711,848. 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 \$25,404,625. The total operating deficit for this fiscal year is projected to be <\$18,036>. Vouchers and Central Office (Administration) are budgeted to lose <\$820,308> which is offset in total by Public Housing, Local Projects, and Development which show a combined surplus of \$802,272. Public Housing is budgeted to end the year with an operating surplus of \$125,324. The remaining amount to balance the funds is cash from 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 \$530,000 once all OHCS requirements have been met. Until the Home loan of \$860,000 is paid off, which is expected to take approximately 3 years, there will not be any additional cash flow available from Easton Ridge.

**Low Rent Public Housing (LRPH)**

Three Property Managers are responsible for management of 545 units of federally subsidized public housing in five Asset Management Property groupings. Each property manager is responsible for a portfolio of housing ranging from 200 to 213 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 1,752 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 welfare assistance, and make progress toward achieving economic independence and housing 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 \$181,286.

Development

HACC has added a Director of Development to oversee 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.

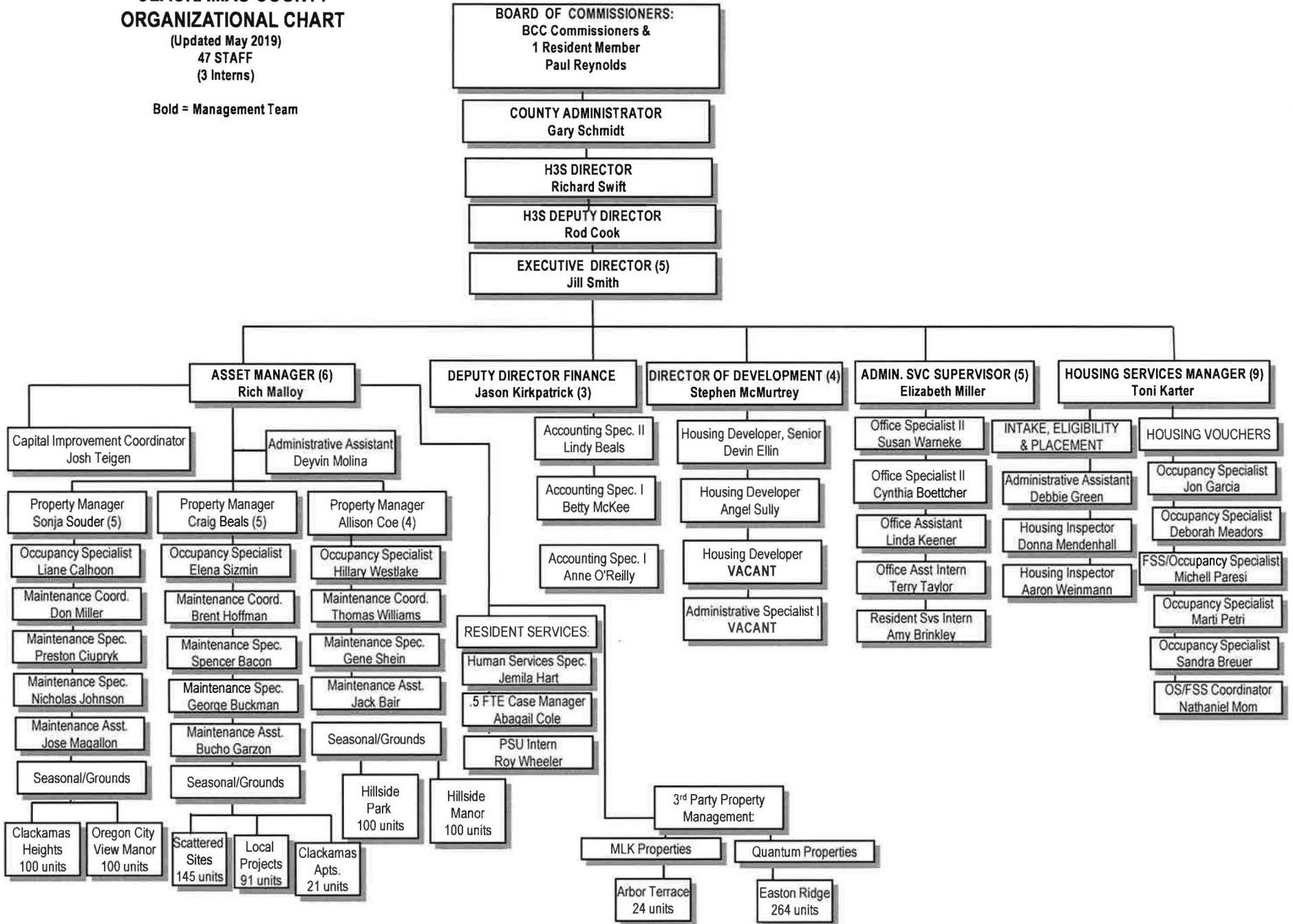
Grants

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. Included in the Grants category for the first time this year are \$189,925 in PLP funds for case management and peer support services for residents in public housing.

# HOUSING AUTHORITY OF CLACKAMAS COUNTY ORGANIZATIONAL CHART

(Updated May 2019)  
47 STAFF  
(3 Interns)

**Bold = Management Team**



Housing Authority of Clackamas County  
All Programs Budget  
Fiscal Year 2019/2020

	Public Housing	Housing Vouchers	Local Projects	Central Office	Development	Grants	FY20 Total	FY 2019 6/30/2019 Budget	FY 2018 6/30/2018 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
<b>Revenue:</b>											
Dwelling rent	1,794,000		589,065				2,383,065	2,223,249	1,896,896	159,816	7.19%
Vacancy loss	(53,300)		(10,143)				(63,443)	(47,202)	(58,140)	(16,241)	34.41%
Other tenant income	155,600	17,490	5,700				178,790	160,082	128,603	18,708	11.69%
Operating subsidy	2,079,974	1,141,900		122,559		149,559	3,493,992	3,683,350	3,289,044	(189,358)	-5.14%
Housing assistance payments		14,747,033				445,920	15,192,953	14,404,534	12,214,586	788,419	5.47%
Mgmt fees				468,206			468,206	455,626	453,705	12,580	2.76%
Interest income	550	-	20,000	-			20,550	20,931	23,295	(381)	-1.82%
County contribution			90,960	-	150,000	-	240,960	271,971	90,960	(31,011)	-11.40%
Grant revenue	245,120	99,286			270,000	1,554,762	2,169,168	1,147,105	888,423	1,022,063	89.10%
Other/In-kind	-		10,500	-	1,291,848	-	1,302,348	769,293	693,862	533,055	69.29%
<b>TOTAL REVENUE</b>	<b>4,221,944</b>	<b>16,005,709</b>	<b>706,082</b>	<b>590,765</b>	<b>1,711,848</b>	<b>2,150,241</b>	<b>25,386,589</b>	<b>23,088,939</b>	<b>19,621,234</b>	<b>2,297,650</b>	<b>9.95%</b>
<b>ADMINISTRATIVE EXPENSE:</b>											
Salaries	453,469	645,405	54,867	590,851	379,125	8,654	2,132,370	1,918,999	1,701,019	213,371	11.12%
Employee benefits	296,721	448,657	31,451	357,627	199,600	5,698	1,339,754	1,108,321	1,007,673	231,433	20.88%
Legal fees	18,700	6,500	700	2,100	5,000		33,000	28,817	29,896	4,183	14.52%
Staff training/travel	22,500	7,700	500	6,000	10,000	-	46,700	35,135	22,685	11,565	32.92%
Auditing fees	23,533	14,260	932	6,617	932		46,274	45,534	44,400	740	1.62%
Other administrative expenses	224,137	246,767	119,753	231,041	757,667	-	1,579,364	1,313,266	1,223,059	266,098	20.26%
Management fee expense	468,206	-	-	-	-	-	468,206	455,626	453,708	12,580	2.76%
<b>TOTAL ADMINISTRATIVE</b>	<b>1,507,266</b>	<b>1,369,289</b>	<b>208,203</b>	<b>1,194,235</b>	<b>1,352,324</b>	<b>14,352</b>	<b>5,645,668</b>	<b>4,905,698</b>	<b>4,482,440</b>	<b>739,970</b>	<b>25.95%</b>
<b>TENANT SERVICES:</b>											
Salaries	16,976	52,282				41,562	110,820	111,800	108,016	(980)	-0.88%
Benefits	12,507	25,544				30,622	68,673	78,031	75,060	(9,358)	-11.99%
Other	13,800	-				36,816	50,616	70,227	31,000	(19,611)	-27.93%
<b>TOTAL TENANT SERVICES</b>	<b>43,284</b>	<b>77,825</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>109,000</b>	<b>230,109</b>	<b>260,058</b>	<b>214,076</b>	<b>(29,949)</b>	<b>7.49%</b>
<b>UTILITIES:</b>											
Water	194,700		9,385				204,085	182,554	171,689	21,531	11.79%
Sewer	432,400		33,379				465,779	428,064	413,170	37,715	8.81%
Electricity	95,100		12,400	9,900			117,400	106,701	119,090	10,699	10.03%
Gas	23,900			2,400			26,300	25,991	33,871	309	1.19%
<b>TOTAL UTILITIES</b>	<b>746,100</b>	<b>-</b>	<b>55,163</b>	<b>12,300</b>	<b>-</b>	<b>-</b>	<b>813,563</b>	<b>743,310</b>	<b>737,820</b>	<b>70,253</b>	<b>10.27%</b>

Housing Authority of Clackamas County  
 All Programs Budget  
 Fiscal Year 2019/2020

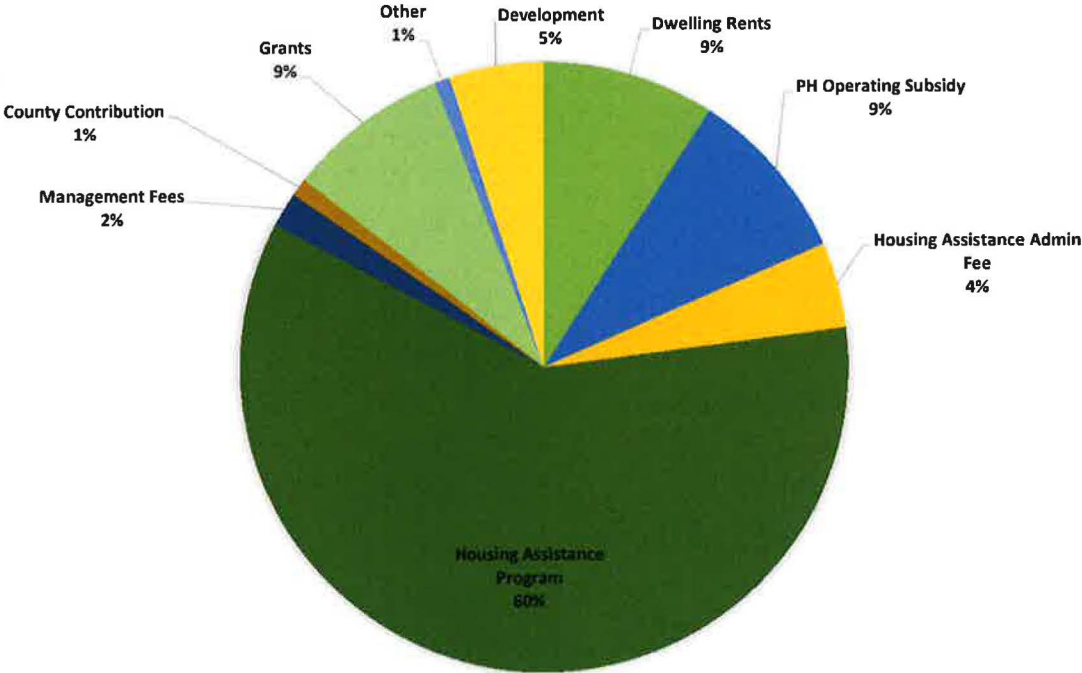
	Public Housing	Housing Vouchers	Local Projects	Central Office	Development	Grants	FY20 Total	FY 2019 6/30/2019 Budget	FY 2018 6/30/2018 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
<b>MAINTENANCE:</b>											
Labor	653,956		32,812	-		-	686,769	675,797	686,305	10,972	1.62%
Benefits	451,814		25,786	-		-	477,600	462,281	458,931	15,319	3.31%
Materials	161,100		10,100	-		-	171,200	149,416	158,799	21,784	14.58%
Garbage contracts	155,600		2,200	-		-	157,800	160,707	154,597	(2,907)	-1.81%
Other contracts	182,800	-	28,244	6,600		-	217,644	268,991	261,902	(51,347)	-19.09%
<b>TOTAL MAINTENANCE</b>	<b>1,605,270</b>	<b>-</b>	<b>99,143</b>	<b>6,600</b>	<b>-</b>	<b>-</b>	<b>1,711,013</b>	<b>1,717,192</b>	<b>1,720,534</b>	<b>(6,179)</b>	<b>-0.55%</b>
<b>GENERAL EXPENSES:</b>											
Insurance	90,090	6,800	11,550	2,700		-	111,140	96,290	102,433	14,850	15.42%
Payment in Lieu of Taxes	104,610						104,610	71,500	71,500	33,110	46.31%
<b>TOTAL GENERAL EXPENSES</b>	<b>194,700</b>	<b>6,800</b>	<b>11,550</b>	<b>2,700</b>	<b>-</b>	<b>-</b>	<b>215,750</b>	<b>167,790</b>	<b>173,933</b>	<b>47,960</b>	<b>24.04%</b>
<b>OTHER EXPENSES:</b>											
Housing Assistance Payments		14,747,033				445,920	15,192,953	14,404,534	12,214,586	788,419	5.47%
Mortgage Payments			14,600			-	14,600	51,288	51,288	(36,688)	-71.53%
Grant Expense (Dispo.)											
Supp Svcs, in-kind, child care						189,925	189,925			189,925	
Central office						122,559	122,559	159,641	160,036	(37,082)	-23.23%
Capital Expenditures						1,268,485	1,268,485	574,904	593,904	693,581	120.64%
<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>14,747,033</b>	<b>14,600</b>	<b>-</b>	<b>-</b>	<b>2,026,889</b>	<b>16,788,522</b>	<b>15,190,367</b>	<b>13,019,814</b>	<b>1,598,155</b>	<b>28.95%</b>
<b>TOTAL EXPENSES</b>	<b>4,096,620</b>	<b>16,200,947</b>	<b>388,659</b>	<b>1,215,835</b>	<b>1,352,324</b>	<b>2,150,241</b>	<b>25,404,625</b>	<b>22,984,415</b>	<b>20,348,617</b>	<b>2,420,210</b>	<b>24.85%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>125,324</b>	<b>(195,238)</b>	<b>317,423</b>	<b>(625,070)</b>	<b>359,524</b>	<b>0</b>	<b>(18,036)</b>				
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>125,324</b>	<b>(195,238)</b>	<b>317,423</b>	<b>(625,070)</b>	<b>359,524</b>	<b>0</b>	<b>(18,036)</b>	<b>104,524</b>	<b>(727,383)</b>	<b>709,347</b>	<b>-97.52%</b>
<b>TRANSFERS</b>								350,000	350,000		0.00%
Easton Ridge				350,000			350,000				
Development				152,885	(152,885)						
Local Projects		195,238	(317,423)	122,185							
<b>OPERATING SURPLUS (DEFICIT) AFTER CASH TRANSFERS</b>	<b>125,324</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>206,639</b>	<b>0</b>	<b>331,964</b>	<b>454,524</b>	<b>(377,383)</b>		
Estimated Change in Fund Balance/Cash											
Public Housing	125,324						125,324				
Development					206,639		206,639				
Local Project Fund		0	0	(0)		0	0				
<b>Budgeted Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				

Housing Authority of Clackamas County  
Public Housing Budget

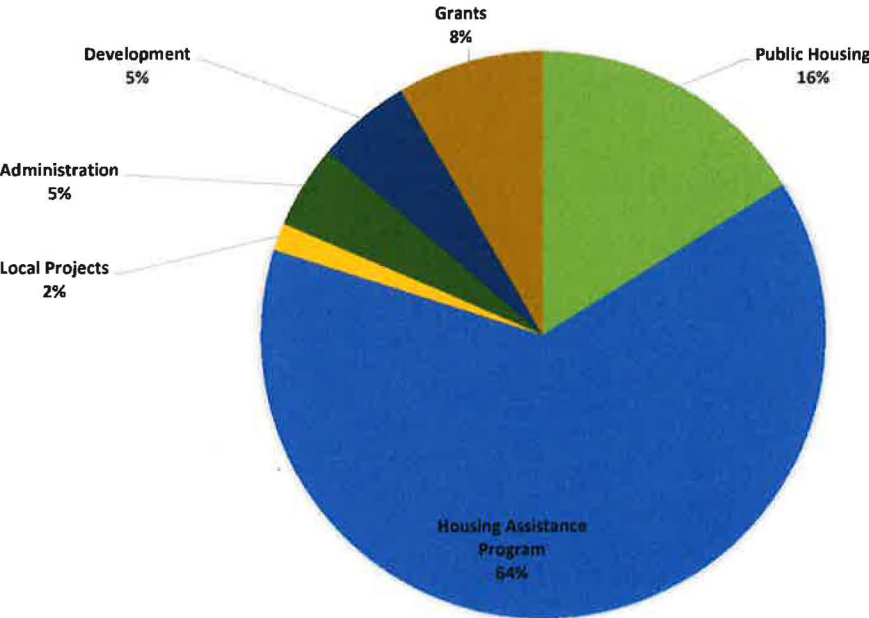
	Clackamas Heights (501)	Scattered Sites (502)	Hillside Park (503)	OCVM (504)	Hillside Manor (505)	Public Housing FY20 Total
<b>INCOME:</b>						
Dwelling rent	312,300	688,300	261,600	218,300	313,500	1,794,000
Vacancy loss (3%)	(7,000)	(10,000)	(6,600)	(19,700)	(10,000)	(53,300)
Other tenant income	18,500	39,900	23,700	29,500	44,000	155,600
Operating subsidy	439,964	509,808	345,818	474,363	310,021	2,079,974
Interest income	50	300	100	50	50	550
Grant revenue	44,608	65,335	45,059	45,059	45,059	245,120
Other/Inkind	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>808,422</b>	<b>1,293,643</b>	<b>669,677</b>	<b>747,572</b>	<b>702,630</b>	<b>4,221,944</b>
<b>ADMINISTRATIVE EXPENSE:</b>						
Salaries	78,084	140,773	77,870	78,873	77,870	453,469
Employee benefits	50,407	97,759	48,819	50,916	48,819	296,721
Legal fees	1,700	5,000	2,000	5,000	5,000	18,700
Staff training/travel	4,500	4,500	4,500	4,500	4,500	22,500
Auditing fees	4,427	6,943	3,868	4,427	3,868	23,533
Other administrative expenses	45,171	56,068	36,907	35,436	50,555	224,137
Management fee expense	85,759	125,351	85,894	84,885	86,317	468,206
<b>TOTAL ADMINISTRATIVE</b>	<b>270,048</b>	<b>436,395</b>	<b>259,858</b>	<b>264,037</b>	<b>276,929</b>	<b>1,507,266</b>
<b>TENANT SERVICES:</b>						
Salaries	3,114	4,519	3,114	3,114	3,114	16,976
Benefits	2,294	3,330	2,294	2,294	2,294	12,507
Other	3,400	2,200	2,500	3,400	2,300	13,800
<b>TOTAL TENANT SERVICES</b>	<b>8,809</b>	<b>10,049</b>	<b>7,909</b>	<b>8,809</b>	<b>7,709</b>	<b>43,284</b>
<b>UTILITIES:</b>						
Water	39,200	66,900	28,700	38,000	21,900	194,700
Sewer	101,400	105,500	51,000	104,700	69,800	432,400
Electricity	9,100	2,300	5,700	6,500	71,500	95,100
Gas	1,100	700	900	900	20,300	23,900
<b>TOTAL UTILITIES</b>	<b>150,800</b>	<b>175,400</b>	<b>86,300</b>	<b>150,100</b>	<b>183,500</b>	<b>746,100</b>
<b>MAINTENANCE:</b>						
Labor	120,988	223,653	93,553	122,210	93,553	653,956
Benefits	69,994	170,576	70,272	70,701	70,272	451,814
Materials	19,900	72,200	17,600	35,200	16,200	161,100
Garbage contracts	31,200	59,300	28,700	28,100	8,300	155,600
Other contracts	27,600	61,600	16,500	25,400	51,700	182,800
<b>TOTAL MAINTENANCE</b>	<b>269,681</b>	<b>587,329</b>	<b>226,625</b>	<b>281,610</b>	<b>240,025</b>	<b>1,605,270</b>
<b>GENERAL EXPENSES:</b>						
Insurance	13,390	23,100	14,800	16,900	21,900	90,090
Payment in Lieu of Taxes	16,239	51,020	17,475	6,859	13,017	104,610
<b>TOTAL GENERAL EXPENSES</b>	<b>29,629</b>	<b>74,120</b>	<b>32,275</b>	<b>23,759</b>	<b>34,917</b>	<b>194,700</b>
<b>TOTAL EXPENSES</b>	<b>728,967</b>	<b>1,283,292</b>	<b>612,966</b>	<b>728,315</b>	<b>743,079</b>	<b>4,096,620</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>79,455</b>	<b>10,351</b>	<b>56,711</b>	<b>19,257</b>	<b>(40,449)</b>	<b>125,324</b>

# HACC 2019-2020 Budget

## SOURCES OF FUNDING



## EXPENSES



**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: 7/1/2019      Board Resolution Number:

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: 06/20/2019
- 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 20, 2019

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 2019

<b>Purpose/Outcomes</b>	Approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2019
<b>Dollar Amount and Fiscal Impact</b>	\$31,788.72 in total collection losses.
<b>Funding Source</b>	N/A
<b>Duration</b>	April 1, 2019 – June 30, 2019
<b>Previous Board Action</b>	Third quarter collection losses were approved by the Housing Authority Board of Commissioners on March 28, 2019.
<b>Strategic Plan Alignment</b>	1. Efficient & effective services 2. Build Public Trust through good government
<b>Counsel Review</b>	N/A
<b>Contact Person</b>	Jill Smith, HACC Executive Director (503) 742-5336
<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 approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2019, from April 1, 2019 – June 30, 2019. The uncollectible amounts are detailed on the attached worksheets. The total amount proposed for transfer from Accounts Receivable to Collection Loss for the fourth quarter of fiscal year 2019 is \$31,788.72.

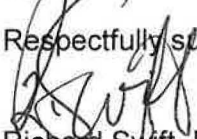
For Low Rent Public Housing, uncollectible amounts for the fourth quarter of fiscal year 2019 are \$24,381.26. For Local Project Fund, uncollectible amounts are \$5,414.85. For Clackamas Apartments, the uncollectible amounts are \$1,992.61. Of the total fourth quarter write offs, \$5,639.79 was for uncollected rents and \$26,148.93 was for maintenance repair 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 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



LRPH

Collection Loss for the period of

4/1/2019

to

6/30/2019

Fourth Quarter of Fiscal Year 2019

Unit #	SS #	Name	Rent	Sundry	Total
			-	3,249.50	\$ 3,249.50
			612.25	673.95	\$ 1,286.20
			-	2,674.57	\$ 2,674.57
			(9.67)	529.97	\$ 520.30
			45.76	74.48	\$ 120.24
			384.96	2,421.19	\$ 2,806.15
			432.20	1,131.68	\$ 1,563.88
			247.52	11,912.90	\$ 12,160.42
					\$ -
					\$ -
<b>Total Write-off</b>			<b>1,713.02</b>	<b>22,668.24</b>	<b>24,381.26</b>

  
Accounting Specialist 1 - Betty McKee

  
Deputy Director of Finance - Jason Kirkpatrick

  
Executive Director - Jill Smith



