

June 30, 2022

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Resolution 1967 Approving the Housing Authority of Clackamas County's
Fiscal Year 2022/2023 Budget

Purpose/Outcomes	Approval of the Housing Authority 2021-2022 budget, and approval to submit to the U.S. Department of Housing and Urban Development
Dollar Amount and Fiscal Impact	\$69,890,973
Funding Source	U.S. Department of Housing and Urban Development
Duration	July 1, 2022 - June 30, 2023
Previous Board Action	The Fiscal Year Housing Authority Budget was presented to the HACC board in a policy session on May 23, 2021
Counsel Review	N/A
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Toni Karter, Interim Director, Housing Authority 503-650-3139
Contract No.	Resolution #1967

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests approval of its FY 2022/2023 Agency-Wide Budget and approval of Resolution 1967, 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 2022/2023 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 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 \$69,890,973 is for fiscal year 2022-2023 (July 1, 2022-June 30, 2023).

RECOMENDATION:

HACC recommends the approval of both Resolution 1967 adopting HACC's 2022-2023 Public Housing Budget; and the Agency-wide 2022-2023 Budget. Furthermore, HACC recommends approval for the Chair to sign HUD form 52574 and HACC's Board Resolution Approving the Operating Budget.

Respectfully submitted,

Rodney A. Cook

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

ATTACHMENTS:

- Resolution 1967
- HACC FY 2022/2023 Agency Wide Budget
- HUD form 52574

**BEFORE THE BOARD OF COMMISSIONERS}
OF THE HOUSING AUTHORITY OF CLACKAMAS COUNTY**

In the Matter of Approving the
Housing Authority's 2022-2023
Public Housing Operating
Budget by Project



RESOLUTION NO. 1967
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Whereas, the Housing Authority Board of Commissioners has reviewed the Public Housing Operating Budget by Project for Fiscal Year ending June 30, 2022; 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 _____ day of _____ 2022

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

Chair

Recording Secretary

Housing Authority of Clackamas County
All Programs Budget
Fiscal Year 2022/2023

	Public Housing	Housing Vouchers	Local Projects	Central Office	Development	Supportive Housing	Grants	FY23 Total	FY 2021 6/30/2021 Budget	FY 2020 6/30/2020 Budget	FY 2019 6/30/2019 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
Revenue:													
Dwelling rent	1,777,169		590,204					2,367,372	2,039,290	2,383,065	2,223,249	328,082	16.09%
Vacancy loss	(43,000)		(8,123)					(51,123)	(55,817)	(63,443)	(47,202)	4,694	-8.41%
Other tenant income	109,500	29,370	2,400					141,270	143,670	178,790	160,082	(2,400)	-1.67%
Operating subsidy	2,215,000	1,701,655		127,186			27,000	4,070,841	3,468,120	3,493,992	3,683,350	602,721	17.38%
Housing assistance payments		21,954,677					514,368	22,469,045	16,169,002	15,192,953	14,404,534	6,300,043	38.96%
Mgmt fees				414,225				414,225	397,650	468,206	455,626	16,575	4.17%
Interest income	500	-	-	-				500	500	20,550	20,931	-	0.00%
County contribution				-	-			-	240,960	240,960	271,971	(240,960)	-100.00%
Grant revenue	295,000	104,088			34,872,213	1,282,020	1,353,859	37,907,180	2,271,161	2,169,168	1,147,105	35,636,019	1569.07%
Other/In-kind	-		6,000	-	2,555,322		10,341	2,571,663	2,408,531	1,302,348	769,293	163,132	6.77%
TOTAL REVENUE	4,354,169	23,789,790	590,481	541,411	37,427,535	1,282,020	1,905,568	69,890,974	27,083,067	25,386,589	23,088,939	42,807,907	158.06%
ADMINISTRATIVE EXPENSE:													
Salaries	724,039	898,645	74,448	787,263	584,049	665,311	9,824	3,743,579	2,402,504	2,132,370	1,918,999	1,341,074	55.82%
Employee benefits	406,223	628,505	42,805	513,727	339,716	465,007	12,012	2,407,995	1,441,247	1,339,754	1,108,321	966,748	67.08%
Legal fees	15,400	2,200	700	3,600	5,000	5,000		31,900	26,900	33,000	28,817	5,000	18.59%
Staff training/travel	20,000	7,800	500	10,000	7,000	7,000	-	52,300	46,200	46,700	35,135	6,100	13.20%
Auditing fees	13,694	10,797	787	5,903	8,240	10,277		49,699	47,857	46,274	45,534	1,842	3.85%
Other administrative expenses	192,831	256,449	179,338	178,331	123,086	81,425	-	1,011,461	1,921,983	1,579,364	1,313,266	(910,522)	-47.37%
Management fee expense	414,225	-	-	-	-	-	-	414,225	397,650	468,206	455,626	16,575	4.17%
TOTAL ADMINISTRATIVE	1,786,411	1,804,396	298,579	1,498,825	1,067,091	1,234,020	21,836	7,711,158	6,284,341	5,645,668	4,905,698	1,426,817	22.70%
TENANT SERVICES:													
Salaries	18,076	56,180					58,259	132,515	128,388	110,820	111,800	4,127	3.21%
Benefits	12,967	42,544					41,792	97,303	75,311	68,673	78,031	21,992	29.20%
Other	12,600	-		-			27,000	39,600	49,416	50,616	70,227	(9,816)	-19.86%
TOTAL TENANT SERVICES	43,643	98,724	-	-	-	-	127,051	269,418	253,115	230,109	260,058	16,303	6.44%
UTILITIES:													
Water	173,000		10,800				-	183,800	174,600	204,085	182,554	9,200	5.27%
Sewer	361,300		31,900				-	393,200	380,700	465,779	428,064	12,500	3.28%
Electricity	28,300		8,600	6,900			-	43,800	44,300	117,400	106,701	(500)	-1.13%
Gas	3,900	-	-	3,800			-	7,700	7,500	26,300	25,991	200	2.67%
TOTAL UTILITIES	566,500	-	51,300	10,700	-	-	-	628,500	607,100	813,564	743,310	21,400	3.52%
MAINTENANCE:													
Labor	717,729		28,003	-			-	745,732	680,096	686,769	675,797	65,636	9.65%
Benefits	477,565		20,781	-			-	498,347	478,834	477,600	462,281	19,513	4.08%
Materials	151,600		5,700	-			-	157,300	136,800	171,200	149,416	20,500	14.99%
Garbage contracts	167,800		2,000	-			-	169,800	161,800	157,800	160,707	8,000	4.94%
Other contracts	310,100	-	48,200	6,600			-	364,900	255,600	217,644	268,991	109,300	42.76%
TOTAL MAINTENANCE	1,824,794	-	104,684	6,600	-	-	-	1,936,078	1,713,130	1,711,013	1,717,192	222,948	13.01%

Housing Authority of Clackamas County
All Programs Budget
Fiscal Year 2022/2023

	Public Housing	Housing Vouchers	Local Projects	Central Office	Development	Supportive Housing	Grants	FY23 Total	FY 2021 6/30/2021 Budget	FY 2020 6/30/2020 Budget	FY 2019 6/30/2019 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
GENERAL EXPENSES:													
Insurance	96,625	8,200	16,600	3,200			-	124,625	116,525	111,140	96,290	8,100	6.95%
Payment in Lieu of Taxes	86,000							86,000	86,000	104,610	71,500	-	0.00%
TOTAL GENERAL EXPENSES	182,625	8,200	16,600	3,200	-	-	-	210,625	202,525	215,750	167,790	8,100	4.00%
OTHER EXPENSES:													
Housing Assistance Payments		21,954,677					514,368	22,469,045	16,613,002	15,192,953	14,404,534	5,856,043	35.25%
Mortgage Payments			13,100				-	13,100	13,700	14,600	51,288	(600)	-4.38%
Grant Expense					35,268,000	57,258		35,325,258	-	-	-	35,325,258	
Supp Svcs, in-kind, child care								-	-	189,925	-	-	
Central office							127,186	127,186	122,559	122,559	159,641	4,627	3.78%
Capital Expenditures	-	-	91,330	-	-		1,109,275	1,200,605	1,234,615	1,268,485	574,904	(34,010)	-2.75%
TOTAL OTHER EXPENSES	-	21,954,677	104,430	-	35,268,000	57,258	1,750,829	59,135,194	17,983,876	16,788,522	15,190,367	41,151,318	228.82%
TOTAL EXPENSES	4,403,974	23,865,997	575,593	1,519,325	36,335,091	1,291,278	1,899,716	69,890,973	27,044,088	25,404,626	22,984,415	42,846,886	158.43%
OPERATING SURPLUS (DEFICIT)	(49,805)	(76,207)	14,888	(977,914)	1,092,444	(9,258)	5,852	0	38,980	(18,037)	104,524	(38,979)	-100.00%
TRANSFERS													
Easton Ridge								-	500,000	350,000	350,000	(350,000)	-100.00%
Development				977,914	(977,914)			-	-	-	-	-	
Local Projects		76,207	(76,207)					-	-	-	-	-	
OPERATING SURPLUS (DEFICIT)													
CONTINGENCY AFTER TRANSFERS	(49,805)	0	(61,318)	0	114,530	(9,258)	5,852	0	538,980	331,963	454,524		
Estimated Change in Fund Balance/Cash													
Public Housing	(49,805)							(49,805)	126,222				
Development					114,530			114,530	388,493				
Local Project Fund		0	(61,318)	0			5,852	(55,466)	24,265				
Budgeted Balance	-	-	-	-	-	9,258	-	9,258	-	-	-	-	-

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. 06/30/2022)

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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:PHA Code:

PHA Fiscal Year Beginning: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:
- 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:	Signature:	Date:
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