

**IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON**

ORDER NO. 13-09-07-02H

) IN THE MATTER OF ADOPTING  
) THE 2013/2014 BUDGET AND  
) MAKING APPROPRIATIONS

WHEREAS, it is necessary for the Board to adopt a 2013/2014 fiscal year budget for the Housing And Community Services Agency of Lane County, Oregon; and

WHEREAS, the HACSA Executive Director has recommended approval of the proposed HACSA budget for the 2013/2014 fiscal year; and

WHEREAS, the Board having fully considered the Executive Director's recommendation, NOW, THEREFORE, IT IS HEREBY


ORDERED, that the 2013/2014 fiscal year budget for the Housing And Community Services Agency of Lane County, Oregon, as set forth below, is hereby adopted; and

FURTHER ORDERED, that the amounts for the fiscal year beginning October 1, 2013, and for the purposes shown below, are hereby appropriated:

GENERAL FUND

Community Services Division	\$3,511,900
Housing Division	6,664,500
Section 8 Division	<u>17,132,800</u>
 Total	 <u>\$27,299,200</u>

ADOPTED, by the Housing And Community Services Agency of Lane County, Oregon, this 17th day of September, 2013.

  
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Chair, HACSA Board of Commissioners

IN THE MATTER OF ADOPTING THE 2013/2014 BUDGET AND MAKING APPROPRIATIONS

H A C S A M E M O R A N D U M

**TO:** HACSA Board of Commissioners  
**FROM:** Larry A. Abel, Executive Director  
**AGENDA ITEM TITLE:** ORDER/In the Matter of Adopting the 2013-2014 Budget and Making Appropriations  
**AGENDA DATE:** September 17, 2013

**I. MOTION**

IT IS MOVED THAT THE ORDER BE APPROVED WHICH ADOPTS THE 2013/2014 AGENCY BUDGET AND MAKES APPROPRIATIONS.

**II. ISSUE**

It is necessary for the Board to adopt the Agency FY 2014 budget prior to October 1, 2013.

**III. DISCUSSION**

A. Background

This Order approves the Agency's budget for the fiscal year beginning October 1, 2013.

B. Analysis

Attached is the Executive Director's memorandum transmitting the proposed HACSA budget for FY 2013 and the budget documents.

C. Alternatives/Options

The Board can either approve the proposed budget Motion as recommended or make changes before adopting the budget.

D. Recommendation

Approval of the proposed Motion is recommended.

E. Timing

Upon Board approval, the proposed budget will become effective on October 1, 2013.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as Item III.E.

**V. ATTACHMENTS**

Memorandum  
Budget

## HACSA MEMORANDUM

**TO:** HACSA Board of Commissioners

**FROM:** Larry Abel, Executive Director

**SUBJECT:** Transmittal of Proposed HACSA Budget for FY 2014

**DATE:** August 30, 2013

HACSA's FY 2014 budget is attached for your review and approval. It has been prepared in accordance with guidelines established by federal granting agencies, most particularly the Federal Department of Housing and Urban Development (HUD). Program summaries are shown for the Community Services, Housing, and Section 8 divisions. Federal funding accounts for 81% of HACSA's revenues. HUD funding alone comprises 75%.

This budget totals \$27,299,200, a net decrease of \$1,711,300 from the FY 2013 budget.

The Community Services Division has budgeted \$1,991,200 less than last year. This is primarily due to a decrease in expenditures related to the rehabilitation of the Norsemen Village Apartments.

The Housing Division has budgeted \$121,600 less than last year. This is primarily due to decreases in the funding of the public housing operating subsidies and capital grants.

The Section 8 Division has budgeted \$401,500 more than last year; primarily because of projected increases in rent subsidies that will be paid to private landlords, and the addition of Veterans Affairs Supportive Housing (VASH) vouchers.

As usual, the Agency's 708 units of public housing are included in the accompanying Housing Division proposed budget. There are six public housing AMP (asset management projects) budgets as well as a separate budget for the COCC (central office cost center). HUD requires Board approval for each of these budgets which are included in a separate agenda packet.

HUD's funding bill for next fiscal year (beginning October 1, 2013) has not yet been approved. Since we have been under a continuing resolution for 40 months during the past five years, it is almost a given that this will also be the case when the next fiscal year begins. We have been under a continuing resolution, which sustained HUD's austere funding, for all of FY 2013. Sequestration has made a bleak situation bleaker.

We are currently receiving 82% of the funding HUD says is needed to operate the public housing program, 69% of the funding needed to administer the Section 8 housing choice voucher (HCV) program and 93% of the funding needed to subsidize Section 8 rental payments to private landlords. This budget reflects the use of \$171,000 of public housing reserves and \$575,000 of Section 8 reserves.

This will enable us administer the HCV program and make rental payments through the end of this calendar year. However, unless Congress decides to adequately fund the program, we estimate that between 125 to 150 families will lose their vouchers, effective January 1, 2014. We will keep you apprised of future significant developments.

HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON

COMPARATIVE SUMMARY OF RESOURCES AND EXPENDITURES

	<u>2010-11</u> <u>ACTUAL</u>	<u>2011-12</u> <u>ACTUAL</u>	<u>2012-13</u> <u>ADOPTED</u>	<u>2013-14</u> <u>PROPOSED</u>
<b>RESOURCES</b>				
Fund Balance	\$ 252,000	\$ 767,400	\$ 187,500	\$ 746,000
Loans		930,500	860,400	
Revenues:				
Federal grants	24,156,000	20,635,600	23,384,500	21,972,900
Rent	3,257,900	3,267,400	3,278,700	3,308,700
Interest	233,700	69,700	75,200	44,900
Other	1,540,100	1,388,400	1,124,200	1,226,700
	<u>\$ 29,439,700</u>	<u>\$ 27,059,000</u>	<u>\$ 28,910,500</u>	<u>\$ 27,299,200</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 6,373,100	\$ 5,806,700	\$ 6,240,100	\$ 5,972,000
Materials and Services	20,244,100	18,413,000	19,093,700	20,036,400
Capital Outlay	2,169,500	2,319,300	3,109,100	739,500
Debt Service	653,000	520,000	567,600	551,300
	<u>\$ 29,439,700</u>	<u>\$ 27,059,000</u>	<u>\$ 29,010,500</u>	<u>\$ 27,299,200</u>
<b>PROGRAM EXPENDITURES</b>				
Community Services	\$ 5,653,500	\$ 4,335,600	\$ 5,503,100	\$ 3,511,900
Housing	7,254,000	6,929,000	6,776,100	6,654,500
Section 8	16,532,200	15,794,400	16,731,300	17,132,800
	<u>\$ 29,439,700</u>	<u>\$ 27,059,000</u>	<u>\$ 29,010,500</u>	<u>\$ 27,299,200</u>
<b>FULL-TIME EQUIVALENT POSITIONS</b>				
	<u>84.05</u>	<u>80.00</u>	<u>82.00</u>	<u>77.00</u>

## PROGRAM SUMMARY

### COMMUNITY SERVICES

#### STATEMENT OF PURPOSE

The Community Services Division is comprised of all Agency programs, other than HUD assisted and bond-financed housing programs. The Low-income Weatherization Program helps qualified Lane County homeowners and renters conserve energy and save money by providing comprehensive conservation services at no cost to the household. Cost effective measures are installed by private contractors and paid for with public and private funds from federal grants and participating electric and natural gas utilities. The Development Program works with the Lane County Intergovernmental Housing Policy Board to create permanent, affordable low-income housing in Lane County.

#### FISCAL YEAR 2013-2014 OBJECTIVES

1. Provide comprehensive and cost effective weatherization services to 250 households.
2. Install new ENERGY STAR approved refrigerators and hi efficiency washing machines in 100 households.
3. Present energy education programs to residents of multifamily public housing complexes, families with a high energy burden, children in public schools grades K-5, all EWEB weatherized clients and BPA weatherized clients.
4. Maintain and expand long-term partnerships with local utilities, municipalities and service organizations.
5. Continue HACSA's commitment to install renewable energy systems to reduce 'baseload' energy costs for income eligible households.
6. Continue providing administrative and operational support to the LIHEAP Heating Crisis Program administered by the Lane County Human Services Division.
7. Expand HACSA's partnership with EWEB's 'HomePartners' program to provide maximum benefit to all eligible clients.
8. Norsemen Village Apartments: Close out financing of the Norsemen Village Apartments, a 44-unit rehabilitation project in Junction City for seniors and people with disabilities.
9. Bascom Village: Collaborate on the design development of Bascom Village, 104-unit phased apartment development in North Eugene in partnership with St. Vincent de Paul. Assist in submission of Phase I funding application.
10. Glenwood Place: Finalize design and budget for Glenwood Place, a catalytic 150 unit development in Glenwood.

11. Turtle Creek Village: Develop the first four homes at Turtle Creek Village providing affordable homeownership opportunities. Partner with NEDCO to identify and market to eligible buyers.
12. 48<sup>th</sup> and Main Street: Evaluate development strategies for HACSA's eight-acre parcel at 48<sup>th</sup> and Main in Springfield.
13. 6<sup>th</sup> and Oak: Conduct planning process in collaboration with Obie Industries for the creation of a "Market District", including development of a HACSA-owned mixed-use affordable housing development and preservation of the Bus Barn building.
14. Florence: Investigate development opportunities in Florence, either on HACSA property or in collaboration with others.



PROGRAM SUMMARY (continued)

COMMUNITY SERVICES

	<u>2010-11</u> <u>ACTUAL</u>	<u>2011-12</u> <u>ACTUAL</u>	<u>2012-13</u> <u>BUDGET</u>	<u>2013-14</u> <u>PROPOSED</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 1,290,500	\$ 944,100	\$ 1,257,100	\$ 1,205,300
Materials and Services	3,270,400	2,252,700	1,711,500	2,070,000
Capital Outlay	820,700	931,500	2,263,000	
Debt Service	<u>271,900</u>	<u>207,300</u>	<u>271,500</u>	<u>236,600</u>
	<u>\$ 5,653,500</u>	<u>\$ 4,335,600</u>	<u>\$ 5,503,100</u>	<u>\$ 3,511,900</u>
<b>FULL-TIME EQUIVALENT POSITIONS</b>				
	<u>16.17</u>	<u>13.50</u>	<u>15.45</u>	<u>14.42</u>

## PROGRAM SUMMARY

### HOUSING

#### STATEMENT OF PURPOSE

The Housing Division provides for the coordinated management and maintenance of 955 Agency-owned low-income housing units.

#### FISCAL YEAR 2013-2014 OBJECTIVES

1. Provide opportunities that will positively affect residents' quality of life and their involvement in Division activities, by continuing the use of newsletters, resident handbooks, notices, meetings and trainings. Also provide a multitude of services to residents, including leadership skills development, community organizing, summer employment opportunities, access to computers and the internet, resident groups at individual housing developments, feedback from elected Resident Representatives at the Tenant Advisory Group (TAG) meetings, use of an Agency Hot Line, and the services of an Agency Ombudsman, as funding allows.
2. Continue to protect the Division's assets, through a concerted effort to maintain and upgrade Agency-owned housing units on a regular basis. In accordance with HUD's mandate, refine the project based/asset management reorganization for our 708 public housing units.
3. Move forward on plans to sell up to 40 public housing scattered site homes at fair market value and use the majority of the realized funds to leverage other funds to increase the number of affordable housing units in the Eugene/Springfield metropolitan area.
4. Utilize the Capital Fund grant to modernize our public housing units. Integrate the Agency's allocation of capital funds into all aspects of the Division's operations, including occupancy, management, and maintenance, as regulations allow.
5. Maintain our high achiever Public Housing Assessment System (PHAS) rating.
6. Continue resident requested and planned physical improvements to Agency-owned housing units, required under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.
7. Family Self-Sufficiency Program: Continue to provide ongoing case management services and referrals to appropriate community services for enrolled families, as outlined in participants' Individual Training and Services Plans (ITSPs). Continue outreach efforts to Public Housing residents to encourage enrollment and to provide opportunities to reach economic self-sufficiency.
8. Utilize the FY 2010 ROSS Service Coordinator Grant to refer Public Housing residents to other community service providers, to assist with services such as preventative health and emergency response devices for senior and disabled residents, transportation, childcare, work clothes, and license and certification fees for residents involved in employment related activities.
9. Continue providing safe and decent housing with extensive applicant screening, review of daily police calls for service, and maintaining a zero tolerance for drug activity.

PROGRAM SUMMARY (continued)

**HOUSING**

	<u>2010-11</u> <u>ACTUAL</u>	<u>2011-12</u> <u>ACTUAL</u>	<u>2012-13</u> <u>BUDGET</u>	<u>2013-14</u> <u>PROPOSED</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 3,155,400	\$ 3,125,300	\$ 3,177,100	\$ 3,036,800
Materials and Services	2,368,700	2,103,200	2,474,500	2,582,000
Capital Outlay	1,348,800	1,387,800	827,600	721,000
Debt Service	<u>381,100</u>	<u>312,700</u>	<u>296,100</u>	<u>314,700</u>
	<u>\$ 7,254,000</u>	<u>\$ 6,929,000</u>	<u>\$ 6,775,300</u>	<u>\$ 6,654,500</u>
<b>FULL-TIME EQUIVALENT POSITIONS</b>				
	<u>42.22</u>	<u>44.00</u>	<u>43.40</u>	<u>40.65</u>

## PROGRAM SUMMARY

### SECTION 8

#### STATEMENT OF PURPOSE

Currently, there are four programs in the Section 8 Division:

1. Housing Choice Voucher: This is the largest program in the division with 2790 families participating. Section 8 applicants who are at the top of the waiting list receive a voucher which is a rent subsidy grant based on their family size and income levels. This grant subsidy is paid directly to a participating landlord on the private rental market, while providing decent and safe housing for low income families. The rental subsidy will funnel approximately 15 million federal dollars in Lane County during the fiscal year 2012-2013.
2. Home Ownership: In the home ownership program the subsidy payment is paid directly to the bank to subsidize the mortgage payment. With Home Ownership we will increase the housing options for participants who have been on the program for a least one year and are in good standing.
3. Family Self-Sufficiency (FSS): In the Family Self-Sufficiency Program, participants also receive a package of supportive services, tailored to the individual family's need. The services are provided to assist the family in meeting its long term (up to 5 years) self-sufficiency goals. The goal of this program is to help families become self-sufficient of TANF and other government sponsored programs. Up to 140 Section 8 families can participate.
4. Veterans Administration Supportive Housing (VASH): In partnership with VA we now have 160 vouchers that are dedicated to homeless veterans. The VA selects the veteran, provides the case management and we provide the rental subsidy on the private rental market.

#### FISCAL YEAR 2013-2014 OBJECTIVES

1. With continued increases in area rents and severely reduced funding, the Section 8 Division will strive to maximize limited resources, to serve as many families that funding will allow.
2. The Section 8 waiting list was opened in April 2013 and is now closed. Based on the current and expected funding decreases we will not open the Section 8 wait list.
3. We will continue to educate participants in the value of home ownership program through education, counseling in the FSS Program and partnerships with local housing providers and lenders.
4. Continue to maintain positive working relationships with area property managers/owners to achieve a wide choice of housing opportunities for our low-income, elderly and disabled clients.
5. Emphasize self-sufficiency for clients and families, facilitating access to education, employment and services to assist them in reaching their self-sufficiency goals.
6. Continue to educate staff, landlords and other service providers regarding the laws and regulations pertaining to reasonable accommodation for disabled individuals.

PROGRAM SUMMARY (continued)

**SECTION 8**

	<u>2010-11</u> <u>ACTUAL</u>	<u>2011-12</u> <u>ACTUAL</u>	<u>2012-13</u> <u>ADOPTED</u>	<u>2013-14</u> <u>PROPOSED</u>
<b>EXPENDITURES</b>				
Personal Services	\$ 1,927,200	\$ 1,737,300	\$ 1,805,100	\$ 1,729,900
Materials and Services	14,605,000	14,057,100	14,907,700	15,384,400
Capital Outlay			18,500	18,500
Debt Service				
	<u>\$ 16,532,200</u>	<u>\$ 15,794,400</u>	<u>\$ 16,731,300</u>	<u>\$ 17,132,800</u>
<b>FULL-TIME EQUIVALENT POSITIONS</b>				
	<u>25.66</u>	<u>22.50</u>	<u>23.15</u>	<u>21.93</u>