

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, June 17, 2025
At 5:30 pm
Zoom Link Here:

<https://homeforward.zoom.us/j/84922536814?pwd=WjjTJKfu4P1Rs2ArQTxD41PbvQWw8.1>



MEMORANDUM

To: Community Partners

Date: June 10, 2025

From: Ivory N. Mathews, Chief Executive
Officer

Subject: Home Forward Board of
Commissioners June
Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, June 17 at 5:30 PM virtually using the Zoom platform. The meeting will be accessible to the public via phone and electronic device.

If you would like to provide public testimony or view the meeting, please use this link:

<https://homeforward.zoom.us/j/84922536814?pwd=WjiTJKfu4P1Rs2ArQTxD41PbvQWw8.1>

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON
VIA ZOOM

<https://homeforward.zoom.us/j/84922536814?pwd=WjJTKfu4P1Rs2ArQTxDb41PbvQWw8.>

1

JUNE 17, 2025, 5:30 PM

AGENDA

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

Topic
Minutes of May 20, 2025 Board of Commissioners Virtual Meeting

MISSION MOMENT

Topic	Presenter
Steve Rudman Scholarship Fund Recipients	Shaun Cox

REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
25-06	Topic	Presenter/POC	Phone #
01	Authorize Naming Recommendation for PCC-Killingsworth	Jonathan Trutt	503.802.8507

02	Authorize Naming Recommendation for Dekum Court	Jonathan Trutt	503.802.8507
03	Authorize Acceptance of Fiscal Year 2024 Audit Report	Linda Uppinghouse	503.802.8317
04	Authorize Changes to Chapters 4, 5, 8, 9, 11, and 20 of the Administrative Plan	Terren Wing	503.802.8458

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

Home Forward is currently operating in a state of emergency. We will continue to conduct board-related business as it is currently scheduled but will update the public on the venue or forum by which it occurs as we assess the situation.

The Board Work Sessions are quarterly with the next meeting on Thursday, September 14, 2025 at Noon. There will be no Board meeting in July with the next Board of Commissioners meeting on Tuesday, August 19, 2025 at 5:30 PM.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2). Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
May 20, 2025

COMMISSIONERS PRESENT

Chair Matthew Gebhardt, Treasurer Jessy Ledesma, Chair Emeritus Damien Hall
Commissioner Breann Preston

STAFF PRESENT

Juhi Aggarwal, Elise Anderson, April Berg, Ian Davie, Christina Dirks, Juli Garvey, Carolina Gomez, Biljana Jesic, Meg Kausch, Ivory Mathews, Jimmy Rattanasouk, Brian Rutzen, Amanda Saul, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Terren Wing

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:30 PM.

Aimeera Marie spoke on behalf of her mother Kathleen Flint addressing an ADA accommodation issue at Hollywood East. Ms. Flint was a Home Forward resident for 20 years. Following a hospital stay, Marie said Home Forward did not respond to her request to move her mother to an ADA-accessible unit. As a long-term tenant, she also asked that the unit be refreshed given no upgrades had been made.

Following Ms. Flint's hospital and rehab stay, Marie reported that upon her mother's return to her Home Forward unit, upgrades had not been made. During this period and after a two-month delay, the ADA accommodation request was processed. There was an attempt to deliver a new refrigerator which didn't fit and remained in the entry causing Ms. Flint to fall and sustain a broken shoulder. Marie is seeking resolution to the delay in processing

the ADA request, accountability by Home Forward regarding the incident and safeguard action to prevent similar occurrences.

Chair Matthew Gebhardt thanked Marie for attending and sharing her story, acknowledging the experience, difficult circumstances and frustrations. He let her know that staff is in the space listening and will be responding.

Cathy Millis, resident at Dahlke Manor, has been dealing with some health concerns but happy to be at the meeting. She voiced wonder regarding the manger's on-site schedule and addressing lack of supplies for the janitor. Millis raised the issue of unauthorized pets, lack of attention to size restrictions and absence of accountability by pet owner/guests. Millis continues to advocate for a resident council at Dahlke and feels it would be good for the residents as well as the property.

Chair Matthew Gebhardt appreciated the updates and acknowledged the stress of not knowing what is going on behind the scenes. Director Elise Anderson indicated she would be following up with Millis to clarify the pet policy. He thanked Millis for attending and hopes to see her next month.

Brendan Jamieson, resident at Lovejoy Station since 2004, provided comments regarding Home Forward's building emergency management plan. As a member of the Pearl district neighborhood association and an emergency preparedness volunteer he requested more information on the building's preparedness. He requested a document outlining action during an emergency that can be shared with the residents and availability of emergency supplies that are regularly inventoried.

Jamieson also addressed heightened security concerns at the property and surrounding neighborhood. Lack of nighttime and weekend security with no on-call staff number to call needs to be addressed. Due to nonexistent security, residents are left to deal with trespassers. A recent theft in the garage was not captured because the security cameras were not functioning.

Chair Matthew Gebhardt appreciated the advocacy around emergency preparedness. Staff will follow up with Jamieson on our coordination efforts around this topic. Security is a constant set of pressures we are prioritizing and appreciate hearing what you are dealing with.

MEETING MINUTES

Minutes of the April 15, 2025 Board of Commissioners Virtual Meeting

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the April 15, 2025 Board of Commissioners Virtual Meeting.

There being no discussion, Commissioner Breann Preston moved to approve the meeting minutes. Treasurer Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Treasurer Jessy Ledesma—Aye

Damien Hall—Aye

Commissioner Breann Preston—Aye

RESOLUTIONS

Resolution 25-05-01 Authorize Changes to Chapters 6 and 12 of the Administrative Plan and Admissions and Continuing Occupancy Policy (ACOP)

Terren Wing, Director Strategy and Federal Policy presented the resolution describing the function of the Administrative Plan and ACOP. The changes document how we will implement a recently approved MTW flexibility by HUD in our FY2025 Plan, allowing us to exclude the value of a resident service stipend in excess of \$200 per month from the rent calculation. Chapter 6 of the Administrative Plan clarifies that the resident service stipend amount is \$300 per month and in the relative section of the ACOP. Updates to Chapter 12 reflect outdated language.

Commissioner Breann Preston appreciated the way the changes were presented.

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 25-05-01. Commissioner Breann Preston moved to adopt Resolution 25-05-01. Treasurer Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Treasurer Jessy Ledesma—Aye

Damien Hall—Aye

Commissioner Breann Preston—Aye

REPORT: Resident and Participant Power Sharing, Listening, Outcomes

Biljana Jesic, Director of Community Services presented the report beginning with an overview of the agenda. Community Services is a team of many teams sharing a picture of staff and providing historical context. Jesic described the service enriched partnerships they have with Property Management, Asset Management, Rent Assistance and Development. Through these partnerships services are provided in Home Forward properties, third party managed properties and partnerships with nonprofits. Within Community Services is Supportive Housing, the GOAL program, Resident Services and Special Programming. Jesic touched on financing sources.

The Resident Services team offers services to our high rises and family sites focusing on housing stability, health, wellness, and wealth, resident leadership and community engagement, and youth development. Jesic shared photos from community events and provided a snapshot of the activities they provide. She touched on food insecurity being a challenge especially in the high-rise community, saying our partnership with LiftUp Portland is invaluable for our downtown properties. Jesic highlighted the youth programs K'Ching and the Youth Leadership Academy.

The GOALS program was established in 1994 and is an amazing opportunity to provide long-term planning, coaching, asset building with a managed savings account and community partnerships over a five-year period.

Describing Permanent Supportive Housing Jesic said it is a hot topic today. Home Forward was one of the leaders with our Housing First model. The Congregate Housing Services Program was established in 1981 and continues to be one of our most effective strategies to link health resources to vulnerable households. Adding that without this service some of our residents would need to be in assisted living. Bud Clark Commons, opened in 2011, a unique partnership that brings services to this community of elderly and disabled. Jesic highlighted the many partners we work with saying we take pride in being a good partner and are united within the community.

Next up, Community Services focused initiatives. Jesic talked about Resident Services Re-Imagined and their approach with residents, feedback from staff and community partners and culminating in implementation. She spoke of the shift in 2020 serving our high-rise community enhancing case management and introducing a new data tracking system. This included a focus on resident engagement and using a community builder model, elaborating on the resident volunteer program and communication. Jesic touched on

properties that do not have a community builder and a volunteer program and multimedia ways residents can engage.

There has been a focus on digital inclusion with a partnership formed with Free Geek. First on a national level, we have been reporting rent payments to credit bureaus to help build credit scores. The mentioned data tracking system, Apricot, track services and has been helpful tool. Jesic walked through the report which evaluates trends, a helpful tool for staff. The reports will offer information to help point out discrepancies with provided services and assure we are serving everyone. These reports have already had a huge impact for us.

The resident community builder was established in support of resident-led initiatives and overall resident leadership development. Jesic highlighted the areas of engagement. We are fortunate to have amazing partners in this role and they reflect a resident-led model. We are encouraging them to join the monthly board meetings and to extend invitations to others in their community to participate in future meetings.

Jesic shared a picture of the new resident welcome brochure designed by the residents. The brochure provides information specific to each building and the surrounding community.

Treasurer Jessy Ledesma found the report informative and appreciated the level of detail. Over the past 3-5 years there seems to be a notable shift and asked about the types of services being requested. Jesic said on the rise is a greater need for access to essentials and services. This is in the form of food boxes, transportation, mental and behavioral health recognizing that many are dealing with some form of daily crisis. With a greater need around us, there is competition for competing resources.

Commissioner Breann Preston thanked Jesic and was fascinated with the Apricot data system and is a supporter of resident-based approach. As you consider new reporting data, she suggested whose most vulnerable for rental assistance. Jesic said we are excited about the new system and are already seeing impact trends. Having this data is a huge shift internally and will help support future funding.

Chair Matthew Gebhardt imagines the policy folks are excited for the story the data tells. These are powerful pieces of information that can be shared externally. The good work you are doing has a notable impact and seeing the community builders at our board meetings is one way.

As an example of that, Jesic said a community builder was on a panel at last year's CLPHA meeting in Portland and we continue to create advocacy stories that have impact.

In referencing, "we are the last one" for CHSP, what led to this. Jesic said that HUD's CHSP initiative began in 1981. Due to administrative challenges many agencies stopped applying. The program continues to be funded. It is a heavy lift on the administrative side but has a huge impact. We are one of six housing authorities participating, and we will continue to apply until it is no longer available. Federal strategy and policy director Terren Wing said NAHRO has included advocacy for this program.

In response to Chair Gebhardt's offer to get involved, Jesic said there are several opportunities to involve the board such as the summer youth program, Trash for Peace, summer lunch and reading programs. She will gladly extend invitations with Chair Gebhardt and Commissioner Preston ready to volunteer.

In closing, Chair Gebhardt thanked Jesic for the report and the amazing work she and her team are doing.

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 6:58 PM.

Celia M. Strauss
Recorder, on behalf of
Ivory N. Mathews, Secretary

ADOPTED: JUNE 17, 2025

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

RESOLUTIONS



MEMORANDUM

To:	Board of Commissioners	Date:	June 17, 2025
From:	Jonathan Trutt Director of Development 503.802.8507	Subject:	Naming Recommendation for PCC-Killingsworth Resolution 25-06-01

The Board Commissioners is requested to authorize a resolution approving the name Chaku kəmtəks haws, which means “Learning House,” for the new affordable housing development located on at the corner of NE 42nd Avenue and NE Killingsworth Street.

NAMING POLICY BACKGROUND

The Board of Commissioners adopted a naming policy in January 2020. This policy states:

Home Forward shall prioritize naming and renaming properties to honor the contributions of under-represented people, cultures or communities to the neighborhood and to Multnomah County. To achieve this priority, names may:

- Honor people of color, women, members of the LGBTQ+ community, people with disabilities, and other under-represented individuals who have made a significant contribution to building the place and community where the property is/will be located.
- Honor a person who has made a significant contribution to furthering social and racial justice in Multnomah County.
- Have a unique meaning for the community that the property is intending to serve.

In the case of a name with unique meaning for a community a property intends to serve, the Naming Policy requires staff to:

- Have received the recommendation from community members, culturally specific organizations, or community-based organizations connected to the community.

- Gather enough background on the name to tell the story of why it is being recommended, and to appropriately memorialize the culture or community in the building.

The Naming Policy allows process flexibility: it does not require the establishment of a naming committee.

CHAKU KƏMTƏKS HAWS: PROJECT BACKGROUND

Chaku kəmtəks haws is an 84-unit development with a mix of studio, one, two, and three-bedroom units located at 5560 NE 42nd Avenue in the Cully Neighborhood of NE Portland. Portland Community College (PCC) owns the underlying land and entered into a 99-year ground lease with Home Forward to allow for its construction. Fifty-six (56) of the units will serve tenants earning at or below 60% of the Area Median Income (AMI). The remaining twenty-eight (28) units will serve tenants earning at or below 30% AMI via Project-Based Section 8 Vouchers (PBVs).

Key building features include:

- Approximately 4,000 square feet of ground-floor commercial space, which will be operated as an Early Learning Center (ELC) by the Native American Youth and Family Center (NAYA).
- A large adjoining public plaza space that will host large gatherings such as farmer's markets.
- Amenities including on-site laundry, a community room, bike storage, a playground and two courtyard spaces for residents.

NAYA referrals will have priority access to Chaku kəmtəks haws' 28 PBVs and NAYA will provide resident services to all of the building's residents. These connections bolster NAYA's significant affordable housing efforts in Cully. NAYA has opened three affordable housing communities in Cully in recent years: Mamook Tokatee, Nesika Illahee, and Hayu Tilixam.

CHAKU KƏMTƏKS HAWS: PROJECT BACKGROUND NAMING

Based on our Naming Policy, NAYA's partnership with Home Forward on multiple fronts at multiple projects, and NAYA's decades of work in Cully, Home Forward asked NAYA if it would like to select the name for this new community. NAYA agreed.

Naming has great importance in Native cultures because, as State Representative Tawna Sanchez, NAYA's Director of Family Services, notes: "In Native cultures, a name is very important because it reflects an image of who or what you are and the hope of what you

can become.” NAYA chose the name Chaku kəmtəks haws, which means “Learning House.” The inspiration for this name comes, in part, from NAYA’s three early learning classrooms on the building’s ground floor. NAYA considered many variations on the theme of learning and the opportunity for young lives to start the lifelong process of learning and wanted the building’s name to reflect those opportunities.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the attached naming resolutions for Chaku kəmtəks haws.

The Real Estate and Development (READ) Committee of Home Forward’s Board of Commissioners reviewed a draft of this resolution at its June 6, 2025 meeting.



RESOLUTION 25-06-01

RESOLUTION 25-06-01 AUTHORIZES NAMING OF PCC-KILLINGSWORTH, AN AFFORDABLE HOUSING DEVELOPMENT AND EARLY LEARNING CENTER, LOCATED AT 5560 NE 42ND AVENUE, IN PORTLAND, OREGON

WHEREAS, Home Forward, a housing authority and a public body corporate and politic of the State of Oregon, seeks to encourage the provision of long-term housing for persons with low income residing in Multnomah County, Oregon; and

WHEREAS, Home Forward is currently developing PCC-Killingsworth, located at 5650 NE 42nd Avenue, in partnership with the Native American Youth and Family Center (NAYA);

WHEREAS, PCC-Killingsworth will provide affordable housing and three early learning classrooms operated by NAYA;

WHEREAS, Home Forward's has a Naming Policy, adopted by the Board of Commissioners in January 2020;

WHEREAS, Home Forward's Naming Policy prioritizes naming properties to honor the contributions of under-represented people, cultures or communities;

WHEREAS, consistent with its Naming Policy and guidance from NAYA, Home Forward has selected an official name for PCC-Killingsworth;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward approves naming PCC-Killingsworth as Chaku kəmtəks haws.

ADOPTED: JUNE 17, 2025

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



MEMORANDUM

To: Board of Commissioners

Date: June 17, 2025

From: Jonathan Trutt
Director of Development
503.802.8507

Subject: Naming Recommendation for
Dekum Court
Resolution 25-06-02

The Board Commissioners is requested to authorize a resolution renaming Dekum Court as The T. Joyce Phillips.

NAMING POLICY BACKGROUND

The Board of Commissioners adopted a naming policy in January 2020. This policy states:

Home Forward shall prioritize naming and renaming properties to honor the contributions of under-represented people, cultures or communities to the neighborhood and to Multnomah County. To achieve this priority, names may:

- Honor people of color, women, members of the LGBTQ+ community, people with disabilities, and other under-represented individuals who have made a significant contribution to building the place and community where the property is/will be located.
- Honor a person who has made a significant contribution to furthering social and racial justice in Multnomah County.
- Have a unique meaning for the community that the property is intending to serve.

THE T. JOYCE PHILLIPS: PROJECT BACKGROUND

The T. Joyce Phillips is the proposed name for the property currently known as Dekum Court. It is located at 2513 NE Saratoga Street in the Concordia Neighborhood, approximately two blocks from the Faubion K-8 School and the University of Oregon's NE Portland Campus (formerly Concordia University.)

In 2022, after approximately 50 years of operating Dekum Court as public housing, Home

Forward broke ground on its phased redevelopment. Though this site totals approximately 5.5 acres, it had historically contained only 40 homes.

The Dekum Court site provided an opportunity to develop a new housing community that vastly increases affordable housing opportunities, is more efficient to operate and, through its wide range of apartment sizes, more responsive community needs. Dekum Court's redevelopment replaced 40 physically obsolete affordable homes with 187 new affordable homes, ranging in size from studios to four-bedroom apartments. This new community includes:

- A community room for social events and resident services delivery
- Office space for property management and resident services offices
- A laundry room
- A computer lounge
- A children's play area
- A covered half-court basketball court
- Raised garden beds
- A sitting area
- A walking path through the site
- Barbeque spaces available to residents

Home Forward redeveloped Dekum Court in two stages to avoid displacing its residents. The only displacement that occurred was of an Albina Head Start classroom: the Joyce Phillips Classroom. Home Forward built two replacement classrooms on land owned by Albina Head Start at the corner of NE Dekum and NE 15th Avenue.

Stage 1 of Dekum Court's redevelopment, featuring 47 new homes, began in April 2022 and opened in the fall of 2023. Stage 2 adds 140 additional apartments and the site's community building. The community building and one of its three residential buildings are currently open. Stage 2's remaining buildings are scheduled to open in July 2025.

JOYCE PHILLIPS' CONTRIBUTIONS TO PORTLAND

A naming committee composed of Home Forward staff, Home Forward Commissioner Breann Preston, Dekum Court residents, and a representative from Albina Head Start selected Dekum Court's new name with the approval of the Phillips family. This selection was based on the historical research of Yaejoon Kwon, who provided multiple naming options and conducted additional research into Joyce Phillips' life after the Naming Committee reached its decision. A summary of her life is included below, and the full

research is attached to this memorandum.

Joyce Phillips (1956-2013) was a cherished Albina Head Start teacher and community member in the Dekum Court neighborhood. Born in Dallas, TX, Teresa “Joyce” Larry moved to Northeast Portland at age five, where she was the oldest of Bobbie Jean Larry and Alfred Larry’s seven children. Joyce graduated from Grant High School and, shortly after, she met and married Timothy Phillips. In the late 1970s, Joyce and Timothy had three children and Joyce began her lifelong career in early childhood education. Through her work with Albina Head Start, dedication to her faith community, and raising her three children in Portland Public Schools, Joyce established deep and wide roots in Portland.

Joyce began working part-time at Albina Head Start (formerly Albina Ministerial Alliance) in 1977, embarking on a career that merged her love of children, faith, and service. Joining full-time in 1986, Joyce’s tenure at Albina Head Start reflected her commitment to developing every child’s potential and supporting parents to become advocates for their children in school. At Albina Head Start, Joyce helped pioneer portfolio-based student assessments that are still used today. Joyce also introduced and incorporated science content in her classroom well before STEM was popular in early childhood education. As a teacher, mentor, and trainer, she nurtured not just children, but parents and fellow educators, always emphasizing the importance of relationship-building and advocacy. When she unexpectedly passed away in 2013, over 1,700 people gathered at her funeral to mourn and celebrate Joyce—a testament to the lives she touched. In addition, Albina Head Start named a classroom in her memory, the Joyce Phillips Classroom, at Dekum Court in 2014. Joyce is deeply missed and is remembered as a paragon of humility, service, and joy in Portland’s early childhood education community and beyond.

Renaming Dekum Court after Joyce Phillips would affirm the long-standing but often unrecognized contributions of Black women educators, as well as the importance of early childhood education in closing the achievement gap for low-income families. Honoring Joyce’s life will highlight the day-to-day work of building community ties after systemic displacement, disinvestment, and destruction of community bonds in Portland’s predominantly African American neighborhoods.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the attached re-naming resolution proposing to rename the property currently known as Dekum Court as “The T. Joyce Phillips.”

The Real Estate and Development (READ) Committee of Home Forward's Board of Commissioners reviewed a draft of this resolution at its June 6, 2025 meeting.

ATTACHMENT: Research Report



RESOLUTION 25-06-02

RESOLUTION 25-06-02 AUTHORIZES THE RENAMING OF DEKUM COURT, AN AFFORDABLE HOUSING DEVELOPMENT, LOCATED AT 2513 NE SARATOGA STREET, IN PORTLAND, OREGON

WHEREAS, Home Forward, a housing authority and a public body corporate and politic of the State of Oregon, seeks to encourage the provision of long-term housing for persons with low income residing in Multnomah County, Oregon;

WHEREAS, Home Forward is currently redeveloping its Dekum Court site, located at 2513 NE Saratoga Street;

WHEREAS, Home Forward's has a Naming Policy, adopted by the Board of Commissioners in January 2020;

WHEREAS, Home Forward's Naming Policy prioritizes naming properties to honor the contributions of under-represented people, cultures or communities;

WHEREAS, consistent with its Naming Policy, Home Forward has selected a new name for Dekum Court;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward approves renaming Dekum Court as The T. Joyce Phillips;

ADOPTED: JUNE 17, 2025

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

Report for Home Forward

Teresa “Joyce” Phillips
(February 10, 1956- October 14, 2013)

By Yaejoon Kwon, PhD
June 5, 2025

Yaejoon Kwon Consulting
ykwon.consulting@gmail.com

“If I can help somebody, my living shall not be in vain.”

—Mahalia Jackson, 1964

“ In everything give thanks.”

—1 Thessalonians 5:18¹

Overview

Dekum Court was an Albina Head Start site where Teresa “Joyce” Phillips worked for over 30 years. Known as Joyce or Ms. Joyce by her community of Head Start students and families, Joyce was a cherished teacher and beloved community member of the Dekum Court neighborhood and Northeast Portland. Having worked at Albina Head Start in multiple capacities, Joyce was a community anchor and a testament of joy, service, and love. Re-naming Dekum Court after Joyce Phillips would affirm the long-standing but often unrecognized contributions of Black women educators as well as the importance of early childhood education in closing the achievement gap in low-income communities. Joyce’s life highlights the everyday work of building community ties after systemic displacement, disinvestment, and destruction of community bonds in Portland’s predominantly African American neighborhoods.² This report offers an overview of Joyce Phillips’ life and her contributions to the Northeast Portland community.³

Early life and personal background

Teresa Joyce Larry was born on February 10, 1956 in Dallas, TX to Bobbie Jean Jackson and Edgar A. Miles. In 1957, Bobbie Jean married Alfred E. Larry, and they

¹ The lyric from Mahalia Jackson’s (1964) song, “If I can help somebody,” and the passage from Thessalonians are two phrases Joyce’s family and friends identified as phrases that exemplified her life.

² After the Vanport flood in 1948, many African Americans resettled in the Albina neighborhood, unable to move elsewhere due to redlining. The neighborhood was then physically ruptured, homes demolished, and families displaced with the construction of Interstate 5, Memorial Coliseum, and the Emanuel Hospital expansion.

³ The information included in the report was gathered through interviews conducted virtually with Joyce’s immediate family (children Teresa, Timothy, and Trenton, as well as her husband Timothy) and a group interview with co-workers/friends from Albina Head Start including. Photographs were provided by Joyce’s son, Timothy. I am grateful for their time and all the memories they shared of Joyce. An extra thank you to Sandy Stephens for helping coordinate the group meeting with Joyce’s co-workers.

had six children together.⁴ Teresa Joyce, known as Joyce, was the eldest of seven children and raised with strong commitments to family, faith, and service. At the age of five, her family relocated to Portland, OR, eventually settling in the Irving Park neighborhood in Northeast Portland. As the oldest child, she took care of her siblings, learning critical relationship building skills that would later become a trademark of her career in early childhood education. To this day, she is remembered as the glue of the family and had a special skill of making everyone feel seen and loved. As a teenager, Joyce ran track for her school and devoted much of her time to her church's choir and youth programs. Joyce graduated from Grant high school in 1974.



Young T. Joyce Larry (Phillips), date unknown

Joyce's faith was a compass that guided her throughout her youth and adult life. In 1975, Joyce met Timothy V. Phillips through church. Timothy Phillips (September 29, 1954- present) was born and raised in Portland, with deep roots in the community.⁵

⁴ In 2013, she found and met her biological father, Edgar Miles, who has since passed away. Alfred Larry was the father who raised Joyce and he currently lives in Portland, Oregon.

⁵ Timothy Phillips' mother is Alberta Phillips. Alberta Phillips was born and raised in Texas but moved to Vanport after high school to live with her mother, Georgia Phillips. She was a nurse at St. Vincent's hospital and started an alternative school in NE Portland called "Christian Women Against Crime" for youth slipping through the cracks of the public school system. She also founded "Sister House," a shelter for unwed teenage moms. There is an affordable housing complex named after her in NE Portland, the A. Phillips Square. Alberta Phillips' obituary can be found here: <https://www.terryfamilyfuneralhome.com/obituary/Alberta-Phillips>

Joyce and Timothy were introduced through a mutual friend, began dating, and married in 1977. Along with Timothy's daughter, Elsa Dawn Nelson, from a previous relationship, Joyce and Timothy had three children together—Timothy, Trenton, and Teresa Phillips (1978, 1979, 1980, respectively). Timothy worked for Union Pacific Railroad for 35 years, working his way up until he became an engineer. They were both gospel singers and became leaders in their home church, the New Testament C.O.G.I.C. Timothy often traveled with the choir and Joyce held many positions at their church throughout the years, including that of choir director.



Joyce with husband Timothy and their three children Timothy, Trenton, and Teresa Phillips

Joyce's children remember her as being a devoted mother who supported and honored each of them as unique individuals. She loved going to the zoo and circus, finding joy and laughter in the bonds she shared with her children. Later, Joyce embraced being a grandmother and adored her grandchildren. She travelled frequently to be with them and loved being part of their lives. Joyce also learned how to navigate and advocate for her children within the medical system due to her daughter and grandchild being born with sickle cell anemia. In addition to being a dedicated caregiver, she was also involved in fundraising and raising awareness about sickle cell anemia.

Joyce is remembered as being a fiercely loving, quietly strong, and subtly funny mother and grandmother.

Albina Head Start and community impact

In 1977, Joyce began working as a substitute teaching assistant with what was then Albina Ministerial Alliance Head Start (AMA). The job combined her love of children, gave her the flexibility to prioritize being a parent, and ignited her love of teaching. In 1986, Joyce joined full-time as a Head Start teacher. Albina Head Start⁶ was a program ahead of its time—it offered free full-day daycare, preschool, and other resources to families with incomes at or below the federal poverty line. Empowered with the knowledge that low-income children deserve quality education and care, it had high aspirations for its students and parents. The program gave students a “head start” in core academic subjects in a political landscape that believed teaching preschool children the alphabet, especially low-income children and/or children of color, was not developmentally appropriate. While we now assume the importance of early childhood education and importance of preschool education in equipping students and parents with the skills to succeed in K-12, Albina Head Start was ahead of its time and advocated for its community despite national backlash⁷. Joyce believed that Head Start was the beginning of every child’s life and she took great care in making sure the children and families she worked with developed strong academic and social skills before entering the public school system.

During her tenure at Albina Head Start, Joyce was a teacher, education coordinator, mentor, trainer, recruiter, and advocate—many of the roles she took on informally in the earlier years before specific positions were created. Of the roles she had, her true calling was being a teacher. As a teacher, she was known for creating a learning environment rooted in fun and creativity. Her classroom was known for its vibrancy, warmth, and prioritizing every child’s potential. Joyce incorporated her love of music to create educational songs and went above and beyond to create exciting visuals for her classroom.

⁶ Under the executive directorship of Ron Herndon, Albina Ministerial Alliance Head Start became Albina Head Start in 1993.

⁷ See Ronald Herndon’s interview with The Early Link’s podcast by the Children’s Institute, https://soundcloud.com/childrens-institute/an-interview-with-ron-herndon?utm_source=childinst.org&utm_campaign=wtshare&utm_medium=widget&utm_content=https%253A%252F%252Fsoundcloud.com%252Fchildrens-institute%252Fan-interview-with-ron-herndon



Joyce Phillips in her classroom with her Head Start students

In addition to making learning fun and joyful, Joyce was also proactive and innovative in the tools she introduced to the classroom. Joyce had a genuine curiosity and love for learning. She attended professional conferences, took classes at Portland Community and Mt. Hood Community Colleges, as well as doing research on early childhood activities on her own time to implement in her classroom. Two key elements Joyce pioneered that are still being used today are the portfolio model of assessment and the incorporation of science-based curriculum into the classroom. Portfolio-based assessment provided a more holistic overview of student progress. It allowed parents and teachers to assess growth on the students' own terms rather than only relying on diagnostic and exam-based assessment tools. It highlighted Joyce's attention to the individuality of each child and teaching parents a more comprehensive way of understanding their child's development. Beyond assessment, she was also at the forefront of incorporating science-based content well before STEM entered early childhood education. Joyce collaborated with other Albina Head Start teachers and early childhood educators in Oregon to learn, share, and exchange ideas about science-based activities for their Head Start students.

Beyond teaching academic skills, she nourished every child's emotional and developmental growth. Joyce's commitment to her students was holistic with an eye towards the future—she made sure her students had the skills they needed but she also understood the importance of showing parents how to advocate for their children once they left the program. From her own parenting experiences, she learned quickly that parents' voices and advocacy were crucial in supporting children in schools. She became a source of information and part of a network of parents supporting each other to navigate the public school system. Whatever she learned professionally or personally, she shared—Joyce was a generous resource for everyone around her.

The institutional knowledge Joyce accumulated over her years at Albina Head Start, along with her embeddedness in the local community, made Joyce an incredibly effective mentor, recruiter, and trainer. She was professionally inspirational when training new hires and onboarding new staff. She was also kind, welcoming, and generous when helping transition new staff to the job and to life in Portland. Sometimes, helping people become part of her community meant teaching new teachers how to do home visits and sometimes, it meant helping new staff with the process of buying their first car. Joyce knew that education (or training) was just one dimension of a larger landscape of resources and connections people need to thrive. In a culture that often piecemeals people's worth and only attributes value to productivity, Joyce saw and valued the whole person which made her a highly effective and respected mentor, teacher, and leader.

Remembering Joyce



Joyce Phillips had a beautiful voice and loved singing with her choir

The last couple months of Joyce Phillips' life were lived to the fullest. After learning more about her biological father, she reached out and met him in August 2013. She was excited to reconnect and was looking forward to learning more about his side of the family. In September, she flew to Atlanta, GA for her daughter's wedding. While her husband stayed in Atlanta after the wedding, Joyce flew back to Portland immediately because she wanted to get back to her classroom. Joyce was always

thinking about her students and knew the importance of showing up for them. The weekend before her passing, Joyce spent her time with her faith community, attending a big church concert with her husband. On October 14th, she was talking with her long-time friend and co-worker in her classroom while her students were napping when she unexpectedly collapsed. Joyce passed away peacefully on site and her family notes that she left this world doing what she loved.

Joyce's funeral was held at the Highland Christian Center. Over 1,700 friends and family from all over the country flew into Portland to celebrate her life. In honor of her life and contributions to the local community, Albina Head Start named the Head Start classroom at Dekum Court, the "Joyce Phillips Classroom" in 2014. Co-workers and family members note that Joyce was loved and recognized wherever she went in Portland for the lasting impacts she made on generations of children and families.

Importantly, Joyce is remembered for her unwavering kindness, professionalism, and warmth. She built impactful relationships wherever she went, practicing her belief that positive connections are the building blocks of strong communities. Her daughter described Joyce as an unsung hero of Dekum Court –she loved the community and is deeply missed for the positive impact she made in so many individual lives and the broader community. Re-naming Dekum Court after Joyce Phillips would recognize the everyday practice of community building Joyce devoted her life to as a teacher, mother, friend, and mentor. Joyce Phillips lived life in alignment with her values, living with purpose and uplifting others as she embraced life to the fullest.

Placeholder for Resolution 25-06-03
Authorize Acceptance of Fiscal Year 2024 Audit Report



MEMORANDUM

To: Board of Commissioners

Date: June 17, 2025

From: Terren Wing
Director, Strategy & Federal Policy
503.802.8370

Subject: Authorize Changes to Chapters 4,
5, 8, 9, 11, and 20 of the
Administrative Plan
Resolution 25-06-04

The Board of Commissioners is requested to authorize changes to Home Forward's Administrative Plan. The Administrative Plan is the programmatic policy document for our Rent Assistance program, which serves over 16,000 households. The changes requested are to Chapters 4, 5, 8, 9, 11, and 20 of the Administrative Plan.

These changes are needed to reflect changes made by a recent Department of Housing and Urban Development (HUD) policy notice regarding the Family Unification Program (FUP) and Foster Youth to Independence (FYI) voucher programs. These updates to Chapters 4, 5, and 20 align the Administrative Plan with requirements for these respective federal rent assistance programs. Changes to Chapters 8, 9, and 11 are unrelated to the FUP and FYI notice. These edits outline requirements for interim reexaminations that have been in effect since the Covid-19 pandemic and allow for greater flexibility for administration as well as residents and participants.

These actions support Strategic Plan Priorities: Improve Services to Residents and Participants; Support Employees; and Lead Within the Housing Stability Ecosystem.

BACKGROUND

HUD published PIH Notice 2025-08 in April 2025, outlining alternative requirements and optional waivers for the FUP and FYI voucher programs. These changes are intended to provide programmatic flexibility to help FUP and FYI voucher holders lease up and maintain stable housing. These flexibilities will also increase opportunities for FUP and FYI voucher

holders to secure a decent and safe unit by reducing barriers and challenges when searching for a unit. The changes are also aimed at helping FUP youth and FYI-eligible youth in leasing a unit before turning 25 and aging out of eligibility for the program.

Both FYI and FUP are intended to support former foster youth transitioning from foster care. Both voucher programs can be used to support young people as they age out as well as for young people who have aged out and become homeless. Public housing authorities administer FUP and FYI programs in partnership with Public Child Welfare Agencies (PCWAs) who verify eligibility and refer young people for housing assistance. FUP vouchers can serve families and young people who are leaving or have already left foster care. FYI vouchers can only be used to serve young people who are in or have left foster care.

The Administrative Plan changes reflect these new requirements and areas where Home Forward is electing to adopt some of the new policy options.

SUMMARY OF REQUIRED CHANGES

In summary, the mandatory program policies outlined in the notice require that PHAs administering the FUP or FYI voucher programs:

- adopt a referral policy to accept referrals of youth, otherwise eligible for FUP and FYI vouchers, that are leaving foster care with 180 days (as opposed to within 90 days previously); and
- provide a minimum initial search term of 120 days for FUP and FYI voucher applicants (as opposed to 60 days previously); and
- provide FUP and FYI voucher applicants with flexible extensions during their search for a unit, including that each extension must be for a minimum of 90 days beyond the initial 120-day term.

The notice also outlines discretionary alternative policies that PHAs may elect to implement including:

- establishing a separate waiting list for FUP and FYI; and
- establishing separate preferences for FUP and FYI voucher applicants.

DETAILED OVERVIEW - ADMINISTRATIVE PLAN CHANGES

Home Forward is proposing the following changes to the Administrative Plan.

Chapter 4	
Current policy	Amended policy
<ul style="list-style-type: none"> ○ Eligibility for FUP includes youth who have left foster care at age 16 or older or will leave foster care within 90 days ○ References Mainstream vouchers as part of local preferences ○ References that Mainstream vouchers have an approved tenant-based voucher set aside 	<ul style="list-style-type: none"> ○ Updated eligibility for FUP youth to mean those who have left foster care at age 16 or older or will leave foster care within 180 days (page 4-11) ○ Removed reference to Mainstream from local preferences section (page 4-20) ○ Removed reference to Mainstream from Tenant Based Set Asides section (page 4-25)

Redline changes in Chapter 4 are detailed below.

- **Revising the eligibility requirements for FUP-eligible youth.** Previously, FUP-eligible youth must be at least 18 years old and not more than 21 and have left foster care at age 16 or older. Under the new law, FUP-eligible youth must:
 - Be at least 18 years old and not more than 24
 - Have left foster care at age 16 or older or will leave foster care within 90-180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act; and
 - Be homeless or at risk of being homeless (refer to the definition of “at risk of homelessness” at 24 CFR 576.2).
- **Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and was referred to the PHA from Multnomah County’s Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services. The PHA will limit the number of vouchers set aside for this preference to 130 until December 1, 2022. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 130 vouchers until December 1, 2022. The PHA will limit the number of vouchers set aside for this preference to 229 beginning December 2, 2022. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 229 vouchers beginning December 2, 2022. ~~As of October 2024, this voucher set aside preference has sunsetted and access is now through the PHA’s MTW Tenant Based Voucher Set Aside.~~**

Mainstream Voucher Program

~~The PHA has 229 authorized Mainstream Vouchers. Referrals for Mainstream Vouchers come from Multnomah County's Coordinated Access systems. Beginning October 2024, the PHA uses a Tenant-Based Voucher Set Aside for the Mainstream Voucher program. Information on Mainstream Voucher eligibility is included in Chapter 20.~~

Chapter 5	
Current policy	Amended policy
<ul style="list-style-type: none">○ Extensions are automatically approved for 60 days upon written request○ For Mainstream vouchers, Home Forward automatically approves extensions upon request for a minimum of 90 days	<ul style="list-style-type: none">○ Updates approval time to 90-day extension and via oral request (page 5-16)○ Updates reference to Notice and includes FYI and FUP vouchers in extension approval language (page 5-16)

Redline changes in Chapter 5 are detailed below.

PHA Policy

The PHA will automatically approve an additional 90~~60~~-day extension upon written or~~oral~~ request from the family. The request may be delivered in person, by e-mail, fax, or through a support agency on behalf of the family.

The PHA may approve additional extensions only in the following circumstances:

An additional extension is necessary as a reasonable accommodation for a person with disabilities

PHA Policy [Notice PIH 2024-30, Notice PIH 2025-08]

For Mainstream Vouchers, Foster Youth to Independence (FYI) vouchers, and Family Unification Program (FUP) vouchers, the PHA will automatically approve extensions upon request from the family and will allow for each extension to be for a minimum of 90 days. The PHA will approve the first extension request regardless of how the request is made or when it is made, whether written or verbal, so long as the request is made on or before the term expiration date and is consistent with applicable requirements. The PHA will, at least once after voucher issuance, notify the family prior to the initial term expiration to remind them of the term expiration date, the process for requesting an extension, and to inquire if the family needs assistance with their housing search.

Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations	
Current policy	Amended policy
<ul style="list-style-type: none">○ Outlines that owner requested rent increases are reviewed within 15 business days	<ul style="list-style-type: none">○ Removed reference to reviewing requested increases within 15 business days to align with current practice (page 8-27)

Redline changes in Chapter 8 are detailed below.

PHA Policy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, the PHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises the PHA will consider unit size and length of tenancy in the other units.

~~The PHA will determine whether the requested increase is reasonable within 15 business days of receiving the request from the owner. The owner will be notified of the determination in writing.~~

All rents adjustments will be effective the first of the month following 90 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later.

Chapter 9: General Leasing Policies	
Current policy	Amended policy
<ul style="list-style-type: none">o Outlines that owner requested rent increases are reviewed within 15 business days	<ul style="list-style-type: none">o Removed reference to reviewing requested increases within 15 business days to align with current practice (page 9-14)

Redline changes in Chapter 9 are detailed below.

PHA Policy (MTW)

The PHA will not execute a new HAP contract where there are changes in lease requirements governing tenant or owner responsibilities for utilities or appliances. If the owner and the family agree to such changes, the PHA will require a copy of written agreement executed by the owner and the family. The PHA must receive a copy of the agreement at least 30 days before the changes go into effect.

The PHA will not execute a new HAP contract where there are changes in lease provisions governing the term of the lease. The PHA must receive a copy of the new lease agreement at least 30 days before the lease start date.

~~Where the owner is requesting a rent increase, the PHA will determine whether the requested increase is reasonable within 15 business days of receiving the request from the owner. The owner will be notified of the determination in writing.~~

Rent increases will go into effect on the first of the month following the 90 day period after the owner notifies the PHA of the rent change or on the date specified by the owner, whichever is later.

Chapter 11: Reexaminations	
Current policy	Amended policy
<ul style="list-style-type: none"> Requires that for interim reexaminations, changes in income be at least 45 days from when information is received 	<ul style="list-style-type: none"> Removed the requirement that for interim reexaminations, income changes have been within at least 45 days to align with current practice (page 11-14)
<ul style="list-style-type: none"> Requires that the effective date of income changes be at least 60 days before the annual recertification 	<ul style="list-style-type: none"> Removed language requiring the effective date of income changes to be at least 60 days before the annual recertification (page 11-15)
<ul style="list-style-type: none"> Requires that if a family's share of rent is to decrease, the family must have submitted all required information by the 15th of the month 	<ul style="list-style-type: none"> Updated required date of submission of information to end of the month to align with current practice (page 11-16)

Redline changes in Chapter 11 are detailed below.

If a family reports a change in income (decrease or increase) that would result in an overall decrease in the household income since the last determination, ~~and the change is expected to last 45 days or more from the time the PHA received the information,~~ the PHA will conduct an interim reexamination. See Section 11-I.E for effective dates.

Interim Changes Reported During Regular Reexamination Process

~~If a family reports changes in income or family composition during regular reexamination process (between the time the PHA issues a regular reexamination notice to the family and the time the PHA notifies the family of the changes resulting from the regular reexamination) and the PHA receives all required information less than 60 days prior to the family's next regularly scheduled reexamination date, the changes will not be processed separately but will be included in a regular reexamination with the effective date in accordance with policies in Section 11 I.E.~~

Interim Changes Reported at the Time Other Than During Regular Reexamination Process

If the family share of the rent is to decrease:

If a family submitted all required information by the ~~15th~~ end of the month, the decrease will be effective on the first day of the following month.

Chapter 20: Special Purpose Vouchers	
Current policy	Amended policy
<ul style="list-style-type: none"> References FUP Fact Sheet 	<ul style="list-style-type: none"> Updated with reference to latest FUP/FYI Notice (page 20-2)
<ul style="list-style-type: none"> Eligibility for FUP includes youth who have left foster care at age 16 or older or will leave foster care within 90 days 	<ul style="list-style-type: none"> Updated eligibility for FUP youth to mean those who have left foster care at age 16 or older or will leave foster care within 180 days (page 20-2)

<ul style="list-style-type: none"> ○ Outlines process following referral, including placement on waiting list ○ Details designated ratio of families to youth for FUP vouchers ○ Eligibility for FUP includes youth who have left foster care at age 16 or older or will leave foster care within 90 days ○ Outlines eligibility determination after FUP-eligible youth or family is selected from the HCV waiting list ○ No language on voucher issuance or initial search term ○ Details policy on referrals from PCWA and interplay with HCV waiting list ○ Outlines eligibility determination after eligible youth is selected from the HCV waiting list ○ No language on voucher issuance or initial search term ○ Referenced the use of MTW Tenant Based Set Aside activity for Mainstream vouchers 	<ul style="list-style-type: none"> ○ Removes reference to waiting list (page 20-2) ○ Clarified that the ratio of families to youth can shift based on consultation with the PCWA (page 20-3) ○ Updated eligibility for FUP youth to mean those who have left foster care at age 16 or older or will leave foster care within 180 days (page 20-7) ○ Replaced reference to HCV waiting list with referral from PCWA (page 20-18) ○ Added language outlining that FUP vouchers will have an initial search term of 120 days (page 20-19) ○ Removed overview of referrals and waiting list to only reference MTW Tenant-Based Set Aside Activity (page 20-28) ○ Replaced reference to HCV waiting list with referral from PCWA (page 20-28) ○ Added language outlining that FYI vouchers will have an initial search term of 120 days (page 20-30) ○ Removed reference to MTW Tenant Based Set Aside activity for Mainstream vouchers (page 20-55)
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Redline changes in Chapter 20 are detailed below.

20-1A. PROGRAM OVERVIEW [Fact Sheet, Housing Choice Voucher Program Family Unification Program (FUP), Notice PIH 2025-08]

- Have left foster care or will leave foster care within 90-180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 and older; and

In order to administer the program, the PHA must also form a partnership with a local PCWA who is responsible for determining the family or youth meets FUP eligibility requirements and referring them to the PHA. Once the referral is received, the PHA is responsible ~~for placing the FUP family or youth on the PHA's waiting list~~ selecting FUP family or Youth for assistance and determining whether they are eligible to receive assistance under the PHA's HCV program.

Assigning Vouchers [FUP FAQs]

The PHA may, but is not required to, assign a specific number or percentage of FUP vouchers for FUP youths and FUP families. Unless the PHA assigns a specific number or percentage of FUP vouchers to a designated FUP population, the PHA must serve any referrals (youths or families) that meet all program eligibility requirements up to the PHA's designated FUP program size.

PHA Policy

The PHA has designated 75% of FUP vouchers for families and 25% for youth. This ratio can shift based on consultation with PCWA.

- Has left foster care or will leave foster care within 90-180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act [Notice PIH 2025-08].

20-ILF. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is ~~selected from the HCV waiting list~~ referred from the PCWA, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

Voucher Issuance

Unlike the standard HCV program which requires an initial voucher term of at least 60 days, FYI vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All FYI vouchers will have an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

Waiting List Placement and Selection [Notice PIH 2021-26 and FYI FAQs]

The PHA must use the HCV waiting list for the FYI program. Youth already on the HCV program may not be transferred to an FYI voucher since they are not homeless or at-risk of homelessness.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply (see section 4-II.C., Opening and Closing the Waiting List of this administrative plan).

PHA Policy

~~Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list.~~

~~Referrals who are already on the list will retain their position and the list will be notated to indicate the applicant is FYI eligible.~~

~~For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI eligible.~~

Waiting List Selection

As of August 2024 the PHA follows its MTW Tenant-Based Set Aside Activity in Chapter 4.

20-IG. PHA HCV ELIGIBILITY DETERMINATION

Once a FUP-eligible family or youth is selected from the HCV waiting list referred from the PCWA, the PHA must determine whether the family or youth meets HCV program eligibility requirements. Applicants must be eligible under both FUP family or youth eligibility requirements, as applicable, and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the family's criminal history.

Voucher Issuance

Unlike the standard HCV program which requires an initial voucher term of at least 60 days, FUP vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All FUP vouchers will have an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

PHA Policy

~~As of October 2024, the PHA follows its MTW Tenant Based Set Aside Activity in Chapter 4. The Mainstream Voucher set aside is for families with a non elderly (age 18 –61) person with disabilities, as defined in 24 CFR 5.403, that are experiencing homelessness and were referred to the PHA from Multnomah County’s Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services.~~

CONCLUSION

Accordingly, staff request approval for changes to Chapters 4, 5, 8, 9, 11, and 20 of the Administrative Plan.

ATTACHMENTS

Given the length of this memorandum and the redline excerpts provided above, full copies of the redline or blackline versions of each chapter are not attached but can be provided upon request.



RESOLUTION 25-06-04

RESOLUTION 25-06-04 AUTHORIZES HOME FORWARD STAFF TO AMEND CHAPTERS 4, 5, 8, 9, 11, AND 20 OF HOME FORWARD'S ADMINISTRATIVE PLAN GOVERNING THE ADMINISTRATION OF RENT ASSISTANCE

WHEREAS, the Department of Housing and Urban Development (HUD) permits a Public Housing Authority to amend and modify its Administrative Plan with Board of Commissioners' approval; and

WHEREAS, on April 9, 2025, HUD released Notice PIH 2025-08, establishing both mandatory and optional waivers, and alternative requirements for the Family Unification Program (FUP) and Foster Youth to Independence (FYI) vouchers; and

WHEREAS, Home Forward proposes amendments to Chapters 4, 5, 8, 9, 11, and 20 of the Administrative Plan to incorporate the updates outlined in the above referenced notice; and

WHEREAS, from time to time, Home Forward reviews its programmatic policy documents to bring them into alignment with current policies, practices, statutes, and regulations; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Home Forward that Home Forward staff is authorized to make the changes to Chapters 4, 5, 8, 9, 11, and 20 of the Administrative Plan as outlined in the June 17, 2025 Memorandum from Home Forward staff to the Board of Commissioners.

ADOPTED: JUNE 17, 2025

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 4/01/25 - 05/31/25

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3597	0	Finnmark Property Services	\$425,255.78	Reconstruction of damaged units at Sellwood Center	Property Management	4/17/2025	7/31/2025
C3624	0	A-Absolute Comfort Heating & Cooling Inc	\$110,358.00	Emergency water heater replacement at Dahlke	Property Management	4/21/2025	7/31/2025
Subtotal			\$535,613.78				2

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3607	0	Pono Security	\$15,680.00	Security at Sellwood Center	Property Management	4/2/2025	5/25/2025
C3610	0	NW Enforcement	\$21,900.00	Security at Cesar Apts	Property Management	4/4/2025	3/31/2026
C3613	0	Rosecity Builders Corporation	\$19,223.00	Interior and exterior window painting at NMW	IFS	4/15/2025	9/15/2025
C3611	0	EV United	\$42,459.00	Hardware and Software for EV Charger at Troutdale	DCR	4/17/2025	6/30/2025
C3615	0	Carbonell Cleaning Solutions	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027
C3616	0	Diana's Cleaning Professional Services	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027
C3618	0	Prime Legacy	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027
C3619	0	Change Commercial Services	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/24/2025	4/13/2027
C3617	0	PDX Construction Group	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/28/2025	4/13/2027
C3630		West Coast Landscape LLC	\$46,344.00	Landscaping at Maple Mallory, Eliot Square, and Hattie Redmond	Property Management	5/2/2025	6/1/2026
C3634		Carbonell Cleaning Solutions	\$47,863.80	Landscaping at Maple Mallory, Eliot Square, and Hattie Redmond	Property Management	5/7/2025	6/30/2026
C3637		EV United	\$62,150.00	EV Charger (4) purchase and install at Tamarack	IFS	5/15/2025	10/31/2025

C3638		EV United	\$68,923.00	EV Charger (3) purchase and install at New Columbia	IFS	5/15/2025	10/31/2025
C3641		EV United	\$33,498.00	EV Charger (1) purchase and install at Ash Creek Commons	IFS	5/15/2025	10/31/2025
C3642		EV United	\$41,458.00	EV Charger (1) purchase and install a Kelly Place	IFS	5/15/2025	10/31/2025
C3644		EV United	\$63,548.00	EV Charger (2) purchase and install at Rockwood Station	IFS	5/15/2025	10/31/2025
C3643		EV United	\$43,240.00	EV Charger (1) purchase and install at Fairview Oaks	IFS	5/19/2025	10/31/2025
C3646		Alpha Environmental Services Inc.	\$150,000.00	On-Call Radon Testing & Mitigation	IFS	5/27/2025	5/25/2027
C3647		Environmental Works	\$150,000.00	On-Call Radon Testing & Mitigation	IFS	5/27/2025	5/25/2027
C3648		Cascade Environmental Solutions	\$150,000.00	On-Call Radon Testing Only	IFS	5/27/2025	5/25/2027
C3650		Environmental Works	\$4,500.00	Radon Systems Inspections for the Peaceful Villa Project	DCR	5/27/2025	12/30/2026
C3652		USA Mechanical	\$15,084.00	HVAC maintenance at BCC	Property Management	5/27/2025	3/19/2026
C3653		American Heating, Inc	\$14,360.00	HVAC maintenance at Dahlke	Property Management	5/29/2025	5/30/2027
C3654		Pacific WRO	\$80,490.46	Furniture for Troutdale Project	DCR	5/29/2025	1/31/2026
Subtotal			\$1,820,721.26				24

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3591	0	Cultivated Sense	\$5,000.00	On-call coaching and facilitating	T&OD	4/16/2025	2/25/2026
C3614	0	Girl Scouts of America	\$3,924.44	Youth program at SCC	Community Services	4/16/2025	6/30/2025
C3620	0	CBRE, Inc	\$6,800.00	Appraisal for Cesar Apts	DCR	4/16/2025	9/30/2025
C3623	0	Immigrant Refugee Community Organization (IRCO)	\$50,000.00	Interpreter and Translation Services for HF	Rent Assistance	4/17/2025	6/26/2028
C3625	0	Fair Housing Council of Oregon	\$750.00	Fair housing trainings	T&OD	4/24/2025	10/31/2025
C3629		Cascade Environmental	\$4,020.00	Hazardous Materials Survey at N Maryland	DCR	4/28/2025	7/31/2025

C3628	0	Soluna Career Consulting	\$11,350.00	Worth It! curriculum development for Home Forward youth age 18-24, focus on finances, employment, education, and leadership	Community Services	4/28/2025	12/31/2025
C3626		Carlson Testing	\$2,984.00	Special Testing Services for concrete slab repair at Floresta Apts. Storm damaged unit# 12550.	DCR	4/30/2025	9/30/2025
C3593	0	KGT Consulting	\$5,000.00	On-call coaching and facilitating	T&OD	4/30/2025	2/25/2026
C3633		Metropolitan Public Defender Services Inc	\$274,892.10	Legal services for HF residents and participants; Rule 46-0340	Executive	5/8/2025	1/31/2026
C3635		QED LAB Inc.	\$2,100.00	Window testing at Sequoia Square	DCR	5/12/2025	6/8/2025
C3632		QED Lab	\$16,450.00	Testing windows for water intrusion on the Peaceful Villa project.	DCR	5/14/2025	12/1/2026
C3640		With The End In Mind LLC	\$6,450.00	Coaching and support for Property Management leadership	Executive	5/22/2025	12/31/2025
Subtotal			\$389,720.54				13

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3609	0	Earth Advantage, Inc	\$75,500.00	Functional testing for 45L tax credits	DCR	4/3/2025	1/31/2027
C3622	0	Convergence Architecture	\$41,000.00	A&E services for Demolition project of the N Maryland Property.	DCR	4/18/2025	8/31/2025
C3627	0	KPFF	\$9,000.00	Support on DEQ annual report re: Water Pollution Control Permit	Asset Management	4/28/2025	9/30/2025
Total			\$125,500.00				3

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3467	1	W.B. Wells & Associates, Inc	\$2,500.00	Elevation certificates	DCR	1/2/2025	6/30/2029
C3250	3	Holst Architects	\$3,743,233.00	Negotiated B101 through CA	DCR	1/31/2025	5/1/2029
C2769	12	MWA Architects Inc	\$9,550.00	Additional structural and design services	DCR	2/13/2025	4/1/2026
C3467	2	W.B. Wells & Associates, Inc	\$7,870.00	Adding permit requirements	DCR	4/1/2025	6/30/2029

C3154	2	Herrera's Photography	\$3,950.00	Virtual furniture staging of still image photographs for Dekum ct	DCR	4/3/2025	8/3/2025
C3556	1	PacificWRO	\$10,061.59	FF&E at Dekum	DCR	4/4/2025	8/8/2025
C3588	1	With The End In Mind LLC	\$1,600.00	Additional training sessions	Executive	4/4/2025	7/31/2025
C2448	10	O'Neill/Walsh Community Builders	\$85,358.87	Killingsworth CO #07	DCR	4/7/2025	7/31/2025
C2965	8	LMC, Inc.	\$103,007.03	Change orders 11, 12, 13, 15	DCR	4/7/2025	2/1/2027
C2410	5	Amanda Morris	\$1,200.00	Foot care clinic at BCC; amended to extend contract	Community Services	4/9/2025	6/30/2025
C2769	13	MWA Architects Inc	\$12,300.00	Additional structural and design services	DCR	4/9/2025	4/1/2026
C3026	13	Bacharach Construction LLC	\$13,115.44	City inspector requires south pedestrian gate to be adjusted, in order to get final approval.	DCR	4/14/2025	6/30/2025
C3492	1	Going Home II	\$-	Provide violence intervention and youth outreach services at New Columbia; amended to add time	Community Services	4/15/2025	8/31/2025
C3204	2	Austin Advocates With LLC	\$15,000.00	Data collection and analysis consulting; amended to extend contract	Executive	4/16/2025	6/1/2026
C3513	1	Novogradac & Company LLP	\$5,000.00	Additional work associated with completing a 50% test analysis, which was not a part of the original scope of work.	DCR	4/17/2025	12/31/2026
C3393	1	Birdee Media	\$12,500.00	Website administration, video production, graphic design; amended to extend contract	Executive	4/18/2025	12/31/2025
C3201	2	Forensic Building Consultants	\$4,400.00	Schiller Way permit add services	DCR	4/21/2025	12/31/2025
C3214	2	Air X LLC	\$7,201.00	St Francis HVAC Replacement CO#2 Replace Fire Smoke Dampers floors 2-7 & Heat Pump lineset relocation.	DCR	4/24/2025	5/30/2025
C3362	1	EVREN Northwest Inc.	\$20,969.61	Environmental Engineering Services at Peaceful Villa; amended to update scope	DCR	4/30/2025	4/1/2026
C2965	9	LMC, Inc.	\$79,845.30	Fuel tank removal	DCR	5/5/2025	2/1/2027
C2448	11	O'Neill/Walsh Community Builders	\$303,573.71	Killingsworth CO #08	DCR	5/6/2025	12/31/2025
C3635	1	QED LAB Inc.	\$1,500.00	Window testing at Sequoia Square; amended for a no test fee	DCR	5/13/2025	6/8/2025
C3322	1	Clair Company, Inc	\$3,372.00	Added services for Frontier Fabrication - fab shop inspections.	DCR	5/20/2025	12/1/2026
C3261	1	Meals on Wheels People	\$30,000.00	Provides weekly meals at BCC; amended to extend contract	Community Services	5/22/2025	12/31/2025
C3286	2	Diana's Cleaning Professional Services	\$112,000.00	Weekly cleaning services at BCC; amended to extend contract	Property Management	5/22/2025	6/30/2026
C3236	2	Le Chevallier Strategies	\$40,000.00	Communications consulting related to media, messaging, and public engagement. Additional service may also include assistance with confidential public records requests. Rule 46-0340; amended to add funds	Executive	5/27/2025	12/31/2025

Subtotal	\$4,629,107.55	26
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OTHER AGREEMENTS (Revenue contracts, 3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Subtotal			\$0.00				0
Total			\$7,500,663.13				68

Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
Look Ahead - June 2025

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$600k	Cesar Apartments Construction Project	DCR	May 2025
\$300k	24/7 Security services at Sellwood Center	Prop Mgmt	June 2025
\$1.650 million	A&E for N. Maryland	DCR	Spring 2025
\$13.2 million	CM/GC for N. Maryland	DCR	Spring 2025
\$350k	Demolition at North Maryland	DCR	Summer 2025
\$500k	Goose Hollow Apts Renovations	DCR	Summer 2025
TBD	Townhouse Terrace Construction Project	DCR	Late 2025
TBD	Slavin Court Construction Project	DCR	Late 2025
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
\$1 million	Rosenbaum Plaza Plumbing Repairs Phase 2/3	DCR	TBD