



U.S Congresswoman Suzanne Bonamici meets with a Home Forward resident at the Pearl Court apartments.

Board of Commissioners Meeting

Location:

Via Conference

Dial In: 1.206.800.4749

Conference ID: 76651902

Date & Time:

April 17, 2018

6:15 PM

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will convene a conference call on
Tuesday, April 17, 2018
At 6:15 pm
Dial in number: 1.206.800.4749
Conference ID: 76651902



MEMORANDUM

To: Community Partners

Date: April 11, 2018

From: Michael Buonocore, Executive
Director

Subject: Home Forward Board of
Commissioners April Meeting

The Board of Commissioners of Home Forward will convene a conference call on Tuesday, April 17, 2018, at 6:15 PM. The conference call meeting is open to the public.

The details for the conference call are as follows:

Dial in number: 1.206.800.4749

Conference ID: 76651902

If you have any questions regarding the meeting, please call Celia Strauss at 503.802.8423.

AGENDA



BOARD OF COMMISSIONERS MEETING

VIA CONFERENCE CALL
DIAL IN NUMBER: 1.206.800.4749
CONFERENCE ID: 76651902
APRIL 17, 2018 6:15 PM

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 March 20, 2018 Board of Commissioners Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
18-04	Topic	Presenter/POC	Phone #
01	Authorize Amendment to Contract with MWA Architects, Inc., for Professional Design Services for the Renovation of Bel Park, Eliot Square, Maple Mallory and Shrunk Riverview Tower	Jonathan Trutt Robert Dell	503.802.8507 503.802.8528

02	Authorize Amendment to Contract with MWA Architects, Inc., for Professional Design Services for the Renovation of Camelia Court, Tamarack Apartments and Winchell Court	Jonathan Trutt Lewis Lyles	503.802.8507 503.802.8484
03	Authorize Contract for the Repainting of Humboldt Gardens Apartments	Jonathan Trutt Robert Dell	503.802.8507 503.802.8528

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2), following their regularly scheduled Board of Commissioners meeting. 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.

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The May Work Session will be on Wednesday, May 2, 2018 at 5:30 PM. The meeting will take place at Home Forward, 135 SW Ash Street in the Columbia Room. The next Board of Commissioners meeting will be Tuesday, May 15, 2018 at 6:15 PM. This meeting will take place at the Multnomah County Building, 501 SE Hawthorne Blvd, in the Commissioners Board Room.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MEETING
HOME FORWARD
Multnomah County Building 501 SE Hawthorne Street—Portland, Oregon
March 20, 2018

COMMISSIONERS PRESENT

Chair Miki Herman, Vice Chair and Treasurer Damien Hall, Commissioners Richard Anderson, Matthew Gebhardt, TomiRene Hettman, Jenny Kim, Wendy Serrano, and David Widmark

STAFF PRESENT

April Berg, Peter Beyer, Michael Buonocore, Ian Davies, Michael DePaepe, Tonya Evans, Juli Garvey, Jeff Klatke, Kitty Miller, Brendan, O'Brien, Odalis Perez, Melissa Richardson, Molly Rogers, Brian Rutzen Sandra Saunders, Ian Slingerland, Berit Stevenson, Celia Strauss, Jonathan Trutt

Counsel Present

Sarah Stauffer Curtiss

Chair Miki Herman convened the meeting at 6:15 PM.

PUBLIC COMMENT

None

MEETING MINUTES

Minutes of the February 20, 2018 Board of Commissioners Meeting

Minutes of the March 7, 2018 Board Work Session

Chair Miki Herman requested a motion authorizing approval of the minutes to the February 20, 2018 Board of Commissioners Meeting and the Board action taken at the March 7, 2018 Board Work Session. Commissioner Richard Anderson moved to adopt the minutes and Commissioner Jenny Kim seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Absent
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

MISSION MOMENT

25 Years of Family Self Sufficiency

Odalis Perez-Crouse introduced the Family Self Sufficiency Program (FSS). Home Forward established the FSS program in 1995, and renamed the program to GREATER OPPORTUNITIES to ADVANCE, LEARN, SUCCEED (GOALS) several years later. The GOALS program supports low-income individuals and families who receive subsidy from Home Forward to reach their goals of self-sufficiency by providing five years of supportive services. Dedicated GOALS staff work with participants directly from beginning to end. The GOALS program helps families with areas such as job training and referrals, employment advancement, building and/or repairing credit and homeownership. GOALS also helps participants save money in two ways, through a managed savings account and individual development account. Dollars saved go toward goal obtainment. The GOALS program started with one coordinator and today relies on eight coordinators for its operations. The program receives funding from an FSS grant and two coordinators are funded through HOPE VI funds. Home Forward operates the 11th largest FSS program in the nation. In the year 2000, Home Forward started to track FSS participation in a formalized way. Since this time, 2,454 households utilized GOALS, and 388 graduated from the program. The average earned income of participants is \$37,600 and the average participant savings is \$7,900. GOALS works with 54 community partners as part of its undertaking. Perez-Crouse concluded her report noting that GOALS held a celebration to honor its 25-years of operations and the 2016-2017 program graduates. Staff, leadership, representatives from HUD, Board of Commissioner members, and the family and friends of GOALS participants attended the event. She introduced GOALS participant, Glendy Folwick.

Folwick informed that Odalis personally assisted her in enrolling in the program. She stated that she graduated in May and that the GOALS program did wonderful work to support her and her family. When she enrolled in the program in 2013, Folwick rode her bicycle to

meet Odalis at Hollywood East. Odalis listened to Glendy's desired outcomes and this conversation strengthened her. Folwick noted that GOALS does a lot of work she cannot see and that the program provided a great impact in bringing her to where she is today.

Chair Miki Herman thanked Odalis and Glendy for their report observing the dedication and impressive results of GOALS staff.

CONSENT CALENDAR

RESOLUTION 18-03-02 Authorize Bond Inducement for 85 Stories Group 5

RESOLUTION 18-03-03 Authorize the Submission of 4% Low Income Housing Tax Credit Applications for 85 Stories Group 5

RESOLUTION 18-03-04 Authorize the Submission of 4% Low Income Housing Tax Credit Applications for Fountain Place Apartments

Celia Strauss read the title of the resolutions on the Consent Calendar. There being no questions, Chair Miki Herman requested a motion to approve. Commissioner David Widmark moved to adopt the Consent Calendar, Commissioner Jenny Kim seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Absent
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-05 Authorize Insurance Renewal

Chief Financial Officer Peter Beyer requested the Board of Commissioners to approve a resolution authorizing a renewal of insurance services. Home Forward staff, Ann Brandt, Bernie Baker, and Carolina Abdalah worked with Catherine Brown, of Marsh to identify the best means for insurance. This is the second year that Home Forward participated in the private insurance market. At the beginning 2017, after no longer being eligible to participate in the housing authority risk pool (HAARP), Home Forward contracted March to develop an approach to enter the formal market for non-health related lines of insurance

coverage. Marsh developed a tiered approach that pulled several insurance providers together to provide coverage similar to that of the past and provide expanded coverage to under insured areas. In the private market, Home Forward continues to experience a few large losses, including one of the largest in agency history related to an arson event. Based on experience, Home Forward anticipated an increase in premiums and deductibles. Additionally, quotes provided earlier in March suggested as much. However, at the time of the report, Home Forward received a second quote for property coverage with lower than current premium payments and a higher deductible.

Catherine Brown informed that an additional challenge to insurance renewals included the upcoming change to Home Forward's operational year. Ultimately, carriers were eager to continue to partner with Home Forward because of the agency's open lines of communication and because of overall good financial outcomes because of the partnership. Additionally, providers valued agency efforts for safety and risk control initiatives with the creation of the Integrated Facilities and Safety team. Brown further observed that drivers to premium costs include catastrophic losses, industry, risk location, risk occupancy, construction, loss prevention and mitigation. The market experienced \$100 billion in catastrophic losses in the past year due to a series of natural weather events. This loss softened the insurance market.

Beyer noted that most recent quotes indicate a definitive savings. It is anticipated insurance costs will be \$500k-\$750k lower than last year.

Commissioner Richard Anderson asked how the layers of property insurance work.

Brown answered that the program uses a quota share across three carriers forming the middle layer of the program.

Commissioner Jenny Kim inquired if reserves existed to cover the increase in deductible costs.

Peter Beyer noted that the agency anticipates holding \$800k to buffer losses at the property level that could not be handled by insurance. Home Forward monitors this amount closely.

Commissioner Matthew Gebhardt requested how to handle subsequent quotes that may arrive if the Board of Commissioners authorizes the proposed resolution.

CFO Beyer observed the language of the resolution authorizes Home Forward to execute agreements for the insurance companies with comparably rated providers included as an attachment.

Counsel Sarah Curtis clarified this language adequately addressed the concern.

There being no further questions, Chair Miki Herman requested a motion to authorize the presented resolution. Commissioner Jenny Kim moved to adopt resolution 18-03-05 and Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-06 Authorize Fiscal Year 18 12-31-18 Budget

Chief Financial Officer Peter Beyer requested a motion to approve the FY18 12-31-18 Budget for Home Forward. Home Forward is in the process of transitioning from a March 31 fiscal year end to a December 31 fiscal year end. As such, the budget covers the period from April 1, 2018 to December 31, 2018. Fiscal Year 2019 will be the first full fiscal year under the calendar year timeframe. The resolution does not request approval from Home Forward legal entities, Home Forward Development Enterprise or Low Income Housing Tax Credit partnerships. Home Forward started the process of changing the operational calendar year in October 2017, updating the Board of Commissioners in work sessions and subsequently the Audit and Finance Committee in the February and March. Planned activities in the budget include serving over 15,000 households during the year with occupancy levels expected to remain high, with an average of 98% for the portfolio.

The first phase of RAD completed and full subsidy conversion will begin under this fiscal year. Additionally, Home Forward intends to continue conversion work for the next phase of RAD, development on NE Grand, Framework and transitioning of Fountain Place to Home Forward's affordable housing portfolio. Due to Federal uncertainty, Home Forward does not anticipate administering vouchers to participants currently on the Housing Choice

Voucher wait list. Additional budget highlights include an annual operating revenue of \$18.1 million and \$68 million in housing choice voucher subsidy. Annual costs increased to \$16.9 million resulting in a combined net position of \$1.1 million.

CFO Beyer formally thanked operating directors and their staff for their work to produce the budget and Brendan O'Brien and the Financial Analysis Team for their efforts.

Commissioner Richard Anderson asked if the presented resolution differs from information provided during the Board of Commissioners Work Session.

Peter Beyer answered there are no changes.

There being no further questions, Chair Miki Herman requested a motion to approve. Commissioner Richard Anderson moved to adopt Resolution 18-03-06, Commissioner Wendy Serrano seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-07 Authorize Adoption Findings and Approval of an Exemption from Competitive Bidding for a Construction Contract with Walsh Construction for the Framework Building

Development Director Jonathan Trutt requested authorization to consider and adopt findings that exempt a proposed construction contract with Walsh Construction from competitive bidding and authorize a construction contract with Walsh Construction, the pre-selected contractor, for the Framework Building. Trutt explained that Board action is required to conform to state statutes and Home Forward's contracting rules require that Home Forward develop draft findings, hold a public hearing, take a testimony of the findings and adopt findings to exempt a contract from competitive bidding requirements. Trutt noted an intention to present the resolution to the January Board of Commissioners meeting, however, a failure on the publisher's part of testimony announcement, and a

February snow storm resulted in the resolution presentation to the March Board of Commissioners meeting.

Initially, Home Forward acted as an advisor to the Framework project, however, over time the agency role changed into developer and owner of an affordable housing condo. Much of the work to select design and construction services occurred prior to the change in Home Forward's role. Consequently, to take advantage of the opportunity to participate in the development, Home Forward must avail themselves to the pre-selected services of Walsh Construction as the project's contractor.

Home Forward and Oregon Revised Statutes require findings justifying the exemption from the traditional competitive bidding process. Procurement Manager Berit Stevenson reminded of a similar request from November 2017. The difference between the presented request for authorization and previous requests relate to a CM/GC contract. This contract limits construction management services. Home Forward received no public comment, or testimony related to the findings in their request to move forward with an exemption from the competitive bidding process.

Vice Chair and Treasurer Damien Hall asked if MWESB requirements remain in place with the modified scope of the contract. Stevenson clarified that MWESB programs are untouched by the modified scope. Overall, this project is reaching a 20% goal of equity programming. Due to the new materials used in this project there is some difficulty in obtaining higher participation.

Commissioner David Widmark asked how pieces removed from the re-scoped contract will be handled. Berit Stevenson answered that a subsequent resolution addresses construction management component changes, additionally, much of the construction management work occurred prior to the change in Home Forward's role in the project.

There being no further questions, Chair Miki Herman requested a motion to approve. Commissioner David Widmark moved to adopt the motion and Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye

Vice Chair/Treasurer Damien Hall—Aye

Commissioner Richard Anderson —Aye

Commissioner Matthew Gebhardt—Aye

Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-08 Authorize Construction Contract for the Framework Building

Development Director Jonathan Trutt requested authorization from the Board of Commissioners to permit the Executive Director or designees to enter a contract with Walsh Construction Company and Framework Project LLC to build Low Income Housing Tax Credit (LIHTC) condominium and associated common area elements of the Framework building. Trutt reported the contract is under active negotiation with two developers, and two condominium owners collaborating on Framework, with a single construction contract signed by both developers is proposed. Home Forward is solely responsible for the housing condominium and areas associated with it.

There being no questions, Chair Miki Herman requested a motion to approve. Commissioner Matthew Gebhardt moved to adopt the resolution, Commissioner Jenny Kim seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-09 Authorize Adoption Findings identifying Framework Project LLC as the Sole-Source for the Completed Design and Related Construction Administration Services for the Framework-Project

Jonathan Trutt requested an authorization to consider and adopt Findings that support sole-source exemption for a contract with Framework Project LLC for certain goods and services related to the Framework Project. For the Framework project, the architect and general contractor were selected prior to a change in Home Forward's operational role. Home Forward identified using a sole source contract to finish design and construction administration services of pre-selected parties. Home Forward did not contemplate

directly benefiting from or being a party to any of the contracts related to the building of the project, including the Lever contract. Home Forward proposes entering into a construction period cooperating agreement with Framework LLC that allows for sole benefit. In this resolution, Home Forward seeks a finding that contemplated goods and services of completed design and construction administration are available from a sole source. Provided this resolution is approved, Home Forward will proceed with a public notice.

Commissioner Richard Anderson asked if Home Forward has the right to use the architect EO policy. Berit Stevenson responded that because of the nature of construction materials in the project, additional OPPI insurance was acquired to protect against defects in the project. Jonathan Trutt added that the additional insurance enables Home Forward to make a claim without reliance on the architect.

Commissioner Matthew Gebhardt contributed that the READ committee reviewed insurance concerns.

There being no further questions, Chair Miki Herman requested a motion to approve. Commissioner Jenny Kim moved to adopt the motion, Commissioner Wendy Serrano seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

RESOLUTION 18-03-10 Authorize Framework Housing-4% Low Income Housing Tax Credit Financing and Partnership Agreement

Development Director Trutt requested an amendment to resolution 18-01-03 to:

- 1) Acknowledge a change in the number of commercial units in the Framework Building and

- 2) Authorize a \$1,920,00 increase in Home Forward's contribution or lending of funds to the partnership.

Trutt added the request has not been reviewed by READ given the urgency of the request. The resolution is an omnibus resolution laying out the broad terms of all parties to the Framework project. The request to change to four condominiums accounts for Beneficial State Banks's decision to operate one condominium for retail space and one condominium for office space. The request to increase contributions are a result of increased construction costs, a decrease in the number of tax credits the project can generate, and the decision to purchase additional insurance. The Tomcat Foundation is in active discussion with Home Forward to cover increased costs.

Commissioner Richard Anderson asked if capital stock is in place. Trutt answered that discussions with Tomcat Foundation are actively underway.

Commissioner Matthew Gebhardt asked if Tomcat Foundation has committed to filling the gap.

Jonathan Trutt responded that delays are never a friend, the Tomcat Foundation understands this pressure and understands that in order for development to occur they must fill this gap.

There being no additional questions, Chair Miki Herman requested a motion to approve. Commissioner Richard Anderson moved to adopt the resolution, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair/Treasurer Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman--Aye
Commissioner Jenny Kim—Aye
Commissioner Wendy Serrano—Aye
Chair Emeritus David Widmark—Aye

ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 7:24 PM.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward did not meet in Executive Session pursuant to ORS 192.660(2).

Attached to the Official Minutes of Home Forward are all Resolutions adopted at this meeting, together with copies of memoranda and material submitted to the Commissioners and considered by them when adopting the foregoing resolutions.

Celia M. Strauss
Recorder, on behalf of
Michael Buonocore, Secretary

ADOPTED: APRIL 17, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

CONSENT CALENDAR



MEMORANDUM

To:	Board of Commissioners	Date:	April 17, 2018
From:	Jonathan Trutt, Director, Development and Community Revitalization 503.802.8507 Robert Dell, Project Manager, Development and Community Revitalization 503.802.8528	Subject:	Authorize Amendment to Contract with MWA Architects, Inc., for Professional Design Services for the Renovation of Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower Resolution 18-04-01

This memorandum is to request that the Board of Commissioners authorize the Executive Director, or the Executive Director's designee, to amend the contract between Home Forward and MWA Architects, Inc., in order to begin the design services phase for the rehabilitation of Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower. This request is part of our public housing rehabilitation through RAD conversions and Section 18 dispositions. This activity supports the one portfolio initiative of the strategic plan, specifically the goal of converting Home Forward's public housing portfolio to a voucher-based subsidy stream while completing necessary rehabilitation.

MWA Architects was selected through a competitive bidding process and authorized via Board Resolution 17-12-03 to work through the programming phase of the Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower projects. During the programming phase, the architect and engineering team assessed the building's needs, developed an understanding of Home Forward's rehabilitation goals, and developed a scope of work.

This resolution will authorize MWA to proceed to the next phases in the project:

- (1) full design services phase, which will generate construction documents and permitting, and
- (2) construction administration phase, which occurs during construction.

The cost of these subsequent phases is \$897,490. With a 10% contingency for unforeseen design work, this resolution seeks authorization for an amendment not to exceed \$990,000. The current budget for all architecture and engineering services necessary for the preservation of Bel Park, Eliot Square, Maple Mallory and Schunk Tower Apartments is approximately \$1.5 million, and will accommodate this authorization and the amounts previously authorized for the MWA contract.

The next Board action anticipated for this project will occur once the full design services phase is complete. At that point, the contractor will use the construction documents to generate a Guaranteed Maximum Price (GMP), which will be brought to the Board for authorization.



RESOLUTION 18-04-01

RESOLUTION 18-04-01 AUTHORIZES THE EXECUTIVE DIRECTOR OR THE EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE A CONTRACT AMENDMENT WITH MWA ARCHITECTS, INC., FOR PROFESSIONAL DESIGN SERVICES FOR BEL PARK, ELIOT SQUARE, MAPLE MALLORY, AND SCHRUNK RIVERVIEW TOWER.

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Section 18 Disposition and RAD applications for Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower; and

WHEREAS, Home Forward undertook a formal competitive process for architectural and engineering services for the renovation of Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower; and

WHEREAS, MWA Architects, Inc., was awarded the contract as the most qualified and advantageous proposer by the selection committee; and

WHEREAS, the contract was to be undertaken in phases, with programming being the initial phase and future phases to be authorized by contract amendments; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or the Executive Director's designee, to execute a contract amendment with MWA Architects, Inc., in the amount not to exceed **\$990,000** for design services for Bel Park, Eliot Square, Maple Mallory, and Schrunk Riverview Tower.

ADOPTED: APRIL 17, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair



MEMORANDUM

To:	Board of Commissioners	Date:	April 17, 2018
From:	Jonathan Trutt, Director, Development and Community Revitalization 503.802.8507 Lewis Lyles, Project Manager, Development and Community Revitalization 503-802-8484	Subject:	Authorize Amendment to Contract with MWA Architects, Inc., for Professional Design Services for the Renovation of Camelia Court, Tamarack Apartments and Winchell Court Resolution 18-04-02

This memorandum is to request that the Board of Commissioners authorize the Executive Director, or the Executive Director's designee, to amend the contract between Home Forward and KASA Architects, Inc., in order to begin the design services phase for the rehabilitation of Tamarack, Camelia Court, and Winchell Court. This request is part of our public housing rehabilitation through RAD conversions and Section 18 dispositions. This activity supports the one portfolio initiative of the strategic plan, specifically the goal of converting Home Forward's public housing portfolio to a voucher-based subsidy stream while completing necessary rehabilitation.

KASA Architects was selected through a competitive bidding process and authorized via Board Resolution 17-12-02 to work through the programming phase of the Tamarack, Camelia Court, and Winchell Court projects. During the programming phase, the architect and engineering team assessed the building's needs, developed an understanding of Home Forward's rehabilitation goals, and developed a scope of work.

This resolution will authorize KASA to proceed to the next phases in the project:

- (1) full design services phase, which will generate construction documents and permitting, and
- (2) construction administration phase, which occurs during construction.

This resolution seeks authorization for an amendment not to exceed \$1,000,000. The current budget for all architecture and engineering services necessary for the preservation of Tamarack, Camelia Court, and Winchell Court Apartments is approximately \$1.5 million, and will accommodate this authorization and the amounts previously authorized for the KASA contract.

The next Board action anticipated for this project will occur once the full design services phase is complete. At that point, the contractor will use the construction documents to generate a Guaranteed Maximum Price (GMP), which will be brought to the Board for authorization.



RESOLUTION 18-04-02

RESOLUTION 18-04-02 AUTHORIZES THE EXECUTIVE DIRECTOR OR THE EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE A CONTRACT AMENDMENT WITH KASA ARCHITECTS, INC., FOR PROFESSIONAL DESIGN SERVICES FOR TAMARACK, CAMELIA COURT AND WINCHELL COURT

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Section 18 Disposition and RAD applications for Tamarack, Camelia Court, and Winchell Court; and

WHEREAS, Home Forward undertook a formal competitive process for architectural and engineering services for the renovation of Tamarack, Camelia Court, and Winchell Court; and

WHEREAS, KASA Architects, Inc., was awarded the contract as the most qualified and advantageous proposer by the selection committee; and

WHEREAS, the contract was to be undertaken in phases, with programming being the initial phase and future phases to be authorized by contract amendments; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or the Executive Director's designee, to execute a contract amendment with KASA Architects, Inc., in the amount not to exceed **\$1,000,000** for design services for Tamarack, Camelia Court, and Winchell Court.

ADOPTED: APRIL 17, 2018

Attest:

Michael Buonocore, Secretary

Home Forward:

Mary Ann Herman, Chair



MEMORANDUM

To:	Board of Commissioners	Date:	April 17, 2018
From:	Jonathan Trutt, Director, Development and Community Revitalization 503.802.8507	Subject:	Authorize Contract for the Repainting of Humboldt Gardens Apartments Resolution 18-04-03
	Robert Dell, Project Manager, Development and Community Revitalization 503.802.8528		

The Board of Commissioners is requested to authorize Home Forward to enter into a contract for the exterior repainting of Humboldt Gardens Apartments, a 130-unit, 14-building Home Forward property located along N Sumner Street and N Vancouver Avenue in Portland.

The repainting of Humboldt Gardens supports the One Portfolio Goal of our Strategic Plan, ensuring the continued physical viability of Humboldt Gardens as a Home Forward asset.

Authorizing this request will permit Home Forward to execute a contract of \$325,804 with First Cascade Corporation for the exterior repainting of Humboldt Gardens Apartments. Contingency for this contract is estimated at \$32,580 for a total estimated project cost of \$358,384.

Humboldt Gardens was developed as Home Forward's second HOPE VI redevelopment. It was completed in 2008. The property consists, in part, of 13 family-housing buildings that contain flats and townhomes. These buildings are designed to mimic traditional residential neighborhood houses, with cementitious plank siding, painted a small

assortment of colors, and contrasting trim. Humboldt Gardens also has a fourteenth building that is mixed-use. It contains office, commercial, and community space as well as residential flats. This four-story building is on the northwest corner of the prominent Vancouver Avenue and Alberta Street intersection. Its exterior mixes urban elements with the residential, including areas of metal panels and brick along with painted cementitious plank siding.

On both the family housing and the mixed use buildings, the paint on the cementitious plank siding has faded. A November 2015 capital needs assessment of Humboldt Gardens found the paint was near the end of its life span. It also noted locations where siding or fascia was damaged and where cohesive failure of caulking was visible.

Home Forward generated specifications for the repainting and minor repairs of the cementitious siding and trim at Humboldt Gardens and released them as part of a Request for Proposals (RFP), with bids due on March 30, 2018. After a thorough bid evaluation, First Cascade Corporation was determined to be the most responsive bidder, with a bid amount of \$325,804. Work will be scheduled to conclude before October 01, 2018.

Humboldt Gardens' repainting will be funded through the property's own replacement reserves.



RESOLUTION 18-04-03

RESOLUTION 18-04-03 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE A CONTRACT FOR THE REPAINTING OF HUMBOLDT GARDENS APARTMENTS.

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 low-income persons residing in Multnomah County, Oregon; and

WHEREAS, ORS 456.065 defines “housing project” to include, among other things, “any work or undertaking . . . [t]o provide decent, safe and sanitary urban or rural housing for persons or families of lower income”; and

WHEREAS, Humboldt Gardens Apartments is a multifamily residential rental property located at 5033 N Vancouver Avenue in Portland, Oregon, consisting of 14 buildings in need of exterior repainting; and

WHEREAS, Home Forward has completed a formal bidding process by publicly requesting bids for repainting Humboldt Gardens and, from among those submitted, received the lowest responsive and responsible bid of \$325,804 from First Cascade Corporation; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract with First Cascade Corporation in the amount not to exceed \$358,384 for exterior repainting of Humboldt Gardens Apartments.

ADOPTED: APRIL 17, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 02/01/18 - 03/31/18

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1942	0	Endres Northwest Inc	\$ 398,186.00	Unit Remodel at Richmond Place	DCR	2/16/2018	6/15/2018
C1970	0	Cascade Radon Inc.	\$ 16,540.00	Radon Mitigation at Harold Lee Village	DCR	3/2/2018	5/30/2018
C1971	0	Cascade Radon Inc.	\$ 15,410.00	Radon Mitigation at Alderwood	DCR	3/2/2018	5/30/2018
C1982	0	Interior Exterior Specialists (IES)	\$ 11,820.00	Drywall at Cascadian Condos	DCR	3/16/2018	5/31/2018
C1990	0	Ephiphany Construction	\$ 50,456.00	4 unit remodel at SCC	Property Management	3/28/2018	5/16/2018
Subtotal			\$ 492,412.00				5

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1965	0	USA Mechanical	\$ 10,000.00	Demo out heat pump and replace with new pump in NMW server room	IFSS	2/15/2018	4/30/2018
C1954	0	All Aspects Renovations	\$ 50,000.00	On-call flooring services	Property Management	2/20/2018	2/4/2019
C1955	0	Flooring Solutions	\$ 50,000.00	On-call flooring services	Property Management	2/20/2018	2/4/2019
C1959	0	Thanh Do	\$ 50,000.00	On-call flooring services	Property Management	2/20/2018	2/4/2019
C1972	0	Neopost aka MailFinance	\$ 44,453.40	New Market West - 5 Year Lease on Postage Meter for Mailroom	HR	2/28/2018	3/31/2023
C1952	0	Universal Lawncare Maintenance	\$ 47,160.00	Landscaping Maintenance for 20 Master-Leased Properties	FAAM	3/2/2018	3/31/2019
C1975	0	United Fire Health & Safety	\$ 15,756.52	Replacement of sprinkler heads, strobe lights, and wet system sprinklers at Richmond Place	FAAM	3/5/2018	4/16/2018
C1980	0	Robben & Sons Heating Inc.	\$ 36,000.00	Replacement of 3 water heaters at Dahlke Manor	Property Management	3/13/2018	4/1/2018

C1989	0	Lile Moving & Storage	\$ 6,979.50	Moving and hauling services for Richmond Place	DCR	3/22/2018	7/5/2018
Subtotal			\$ 310,349.42				9

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1931	0	Impact Northwest	\$ 1,764,157.00	Congregate Housing Services Program (CHSP)	Community Services	1/31/2018	12/31/2022
C1951	0	Write Around Portland	\$ 4,000.00	10 community writing workshops at BCC	Community Services	2/7/2018	5/30/2018
C1956	0	EJP Consulting	\$ 10,000.00	Consulting with multiple departments on program financing re: RAD	Community Services	2/16/2018	2/6/2019
C1977	0	The Iris Group	\$ 25,000.00	On-call writing services	Executive	3/12/2018	3/14/2021
C1983	0	Resolution Lab LLC	\$ 3,500.00	Revamp the Neighbor to Neighbor grant process	Community Services	3/19/2018	12/31/2019
C1978	0	Connections First, LLC	\$ 5,000.00	Trauma Informed Care Workshops	Community Services	3/20/2018	12/31/2018
C1979	0	Rosanne Marmor	\$ 6,100.00	Resident Wellness at SCC	Community Services	3/20/2018	12/31/2018
GO1962	0	CNA Specialists	\$ 3,300.00	CNA for Melrose Court	DCR	3/23/2018	3/31/2018
GO1991	0	PBS Engineering & Environmental, Inc.	\$ 2,030.00	Fungal assessment services at Melrose Court apartments	DCR	3/28/2018	5/18/2018
C1976	0	Michael Mangum Enterprises	\$ 37,147.50	Youth violence prevention at New Columbia and Humboldt Gardens	Community Services	3/28/2018	3/31/2019
Subtotal			\$ 1,860,234.50				10

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1950	0	TRC Environmental Corporation	\$ 10,500.00	Pre-renovation asbestos and lead paint survey proposal at Tamarack	DCR	2/2/2018	3/30/2018
C1963	0	Larson Sturtevant Consulting, LLC	\$ 4,000.00	Training Workshops: Motivational Interviewing	Community Services	2/13/2018	12/31/2018

C1939	0	KASA Architects, inc	\$ 102,880.00	A&E services at Tamarack, programming phase	DCR	2/14/2018	6/30/2019
C1966	0	KPFF Consulting Engineers	\$ 12,550.00	Surveying services for the Blandena Design Project	DCR	2/22/2018	4/30/2018
C1940	0	MWA Architects Inc	\$ 133,750.00	A&E services at Schunk, programming phase	DCR	2/26/2018	12/31/2019
C1953	0	KPFF Consulting Engineers	\$ 25,450.00	ALTA/NSPS Land Title Surveys proposals for Camelia Court, Tamarack Apartments and Winchell Court	DCR	2/26/2018	8/31/2018
C1992	0	TRC Environmental Corporation	\$ 1,770.00	Radon Testing at Camelia and Winchell	DCR	3/28/2018	6/30/2018
Total			\$ 290,900.00				7

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1659	2	Bryan Potter Design	\$ 30,000.00	On Call Graphic Design; amended to add funds and time	Executive	2/8/2018	2/1/2019
C1905	3	Beery Elsner & Hammond LLP	\$ 10,000.00	Providing counsel on contract negotiation between Home Forward and Walsh regarding Framework project; amended to add funds	Procurement	2/8/2018	6/30/2018
C1925	1	Hacker Architects	\$ 4,275.00	Metro RFQ phase architectural - with LIFT application phase	DCR	2/8/2018	12/31/2018
C1769	3	Morrison Hershfield Corporation	\$ 17,450.00	Extending original construction duration from 12 months to 20 months. Reporting & ongoing consultation	DCR	2/12/2018	3/31/2019
C1852	2	Lile Moving & Storage	\$ -	Packing, moving & storage for Gladstone Square & Multnomah Manor rehabilitation; amended to extend duration of contract for final invoices	DCR	2/14/2018	3/31/2018
C1809	2	Universal Lawncare Maintenance	\$ 48,000.00	Lawncare services at Tillicum North & South, Stark Manor, Fir Acres, Eastwood Court, Alderwood & Madrona, Project Open Door & Nathaniels Way, Floresta, Townhouse Terrace, Demar Downs, Harold Lee Village, Powellhurst Woods, Hunters Run	Prop Mgmt	2/14/2018	2/28/2019
C1933	2	EMG Corp	\$ -	RAD Physical Condition Assessments for Camelia Court, Eliot Square, Maple Mallory, Bel Park, & Winchell Court; amended to add time	DCR	2/22/2018	4/30/2018
C1939	1	KASA Architects, inc	\$ 66,000.00	Boundary & topography surveys for Camelia Court, Tamarack Apartments and Winchell Court	DCR	2/26/2018	6/30/2019
C1710	2	The Giving Tree	\$ 6,335.00	Resident Services at Fountain Place	Community Services	2/27/2018	3/31/2018
C1843	2	Environmental Works	\$ -	Radon mitigation at Dahlke Manor; change order for scope	DCR	2/27/2018	3/31/2018
C1818	1	NW Organizing Solutions, LLC	\$ 1,195.00	Consulting and organizing for residents with hoarding tendencies; amended to add funds	Community Services	2/28/2018	3/31/2018

C1940	1	MWA Architects Inc	\$ 27,000.00	A&E services at Schunk, programming phase; amended to add funds for additional services- seismic evaluation	DCR	3/7/2018	12/31/2019
C1572	4	Northwest Pest Control	\$ -	On-call pest control services, IRFP 04/15-280; amended to extend duration	Prop Mgmt	3/15/2018	4/30/2020
C1771	1	LandCare	\$ 8,300.00	Landscaping Maintenance at Camelia Court; amended to extend time and money	Prop Mgmt	3/16/2018	2/28/2019
C1770	1	LandCare	\$ 30,000.00	Landscaping Maintenance at Tamarack; amended to extend time and money	Prop Mgmt	3/19/2018	2/28/2019
C1927	1	Listen Acoustics	\$ -	HVAC noise issue at St Francis	DCR	3/22/2018	6/30/2018
H1446	7	MWA Architects Inc	\$ -	Extending duration of contract	Community Services	3/28/2018	6/30/2018
C1571	3	Pest Solutions LLC	\$ -	On-call pest control services, IRFP 04/15-280; amended to extend duration	Prop Mgmt	3/28/2018	4/30/2020
Subtotal			\$ 248,555.00				18

Other Agreements (3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
H1446	6	MWA Architects Inc	\$ -	Extending duration of contract	Community Services	2/7/2018	3/31/2018
Subtotal			\$ -				1

Total **\$ 3,202,450.92** **50**



MEMORANDUM

To:	Board of Commissioners	Date:	April 17, 2018
From:	Jonathan Trutt, Director, Development and Community Revitalization 503.802.8507 Lewis Lyles, Project Manager, Development and Community Revitalization 503-802-8484	Subject:	Authorize Amendment to Contract with MWA Architects, Inc., for Professional Design Services for the Renovation of Camelia Court, Tamarack Apartments and Winchell Court Resolution 18-04-02

This memorandum is to request that the Board of Commissioners authorize the Executive Director, or the Executive Director's designee, to amend the contract between Home Forward and KASA Architects, Inc., in order to begin the design services phase for the rehabilitation of Tamarack, Camelia Court, and Winchell Court. This request is part of our public housing rehabilitation through RAD conversions and Section 18 dispositions. This activity supports the one portfolio initiative of the strategic plan, specifically the goal of converting Home Forward's public housing portfolio to a voucher-based subsidy stream while completing necessary rehabilitation.

KASA Architects was selected through a competitive bidding process and authorized via Board Resolution 17-12-02 to work through the programming phase of the Tamarack, Camelia Court, and Winchell Court projects. During the programming phase, the architect and engineering team assessed the building's needs, developed an understanding of Home Forward's rehabilitation goals, and developed a scope of work.

This resolution will authorize KASA to proceed to the next phases in the project:

- (1) full design services phase, which will generate construction documents and permitting, and
- (2) construction administration phase, which occurs during construction.

This resolution seeks authorization for an amendment not to exceed \$1,500,000. The current budget for all architecture and engineering services necessary for the preservation of Tamarack, Camelia Court, and Winchell Court Apartments is approximately \$1.5 million, and will accommodate this authorization and the amounts previously authorized for the KASA contract.

The next Board action anticipated for this project will occur once the full design services phase is complete. At that point, the contractor will use the construction documents to generate a Guaranteed Maximum Price (GMP), which will be brought to the Board for authorization.



RESOLUTION 18-04-02

RESOLUTION 18-04-02 AUTHORIZES THE EXECUTIVE DIRECTOR OR THE EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE A CONTRACT AMENDMENT WITH KASA ARCHITECTS, INC., FOR PROFESSIONAL DESIGN SERVICES FOR TAMARACK, CAMELIA COURT AND WINCHELL COURT

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Section 18 Disposition and RAD applications for Tamarack, Camelia Court, and Winchell Court; and

WHEREAS, Home Forward undertook a formal competitive process for architectural and engineering services for the renovation of Tamarack, Camelia Court, and Winchell Court; and

WHEREAS, KASA Architects, Inc., was awarded the contract as the most qualified and advantageous proposer by the selection committee; and

WHEREAS, the contract was to be undertaken in phases, with programming being the initial phase and future phases to be authorized by contract amendments; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or the Executive Director's designee, to execute a contract amendment with KASA Architects, Inc., in the amount not to exceed **\$1,500,000** for design services for Tamarack, Camelia Court, and Winchell Court.

ADOPTED: APRIL 17, 2018

Attest:

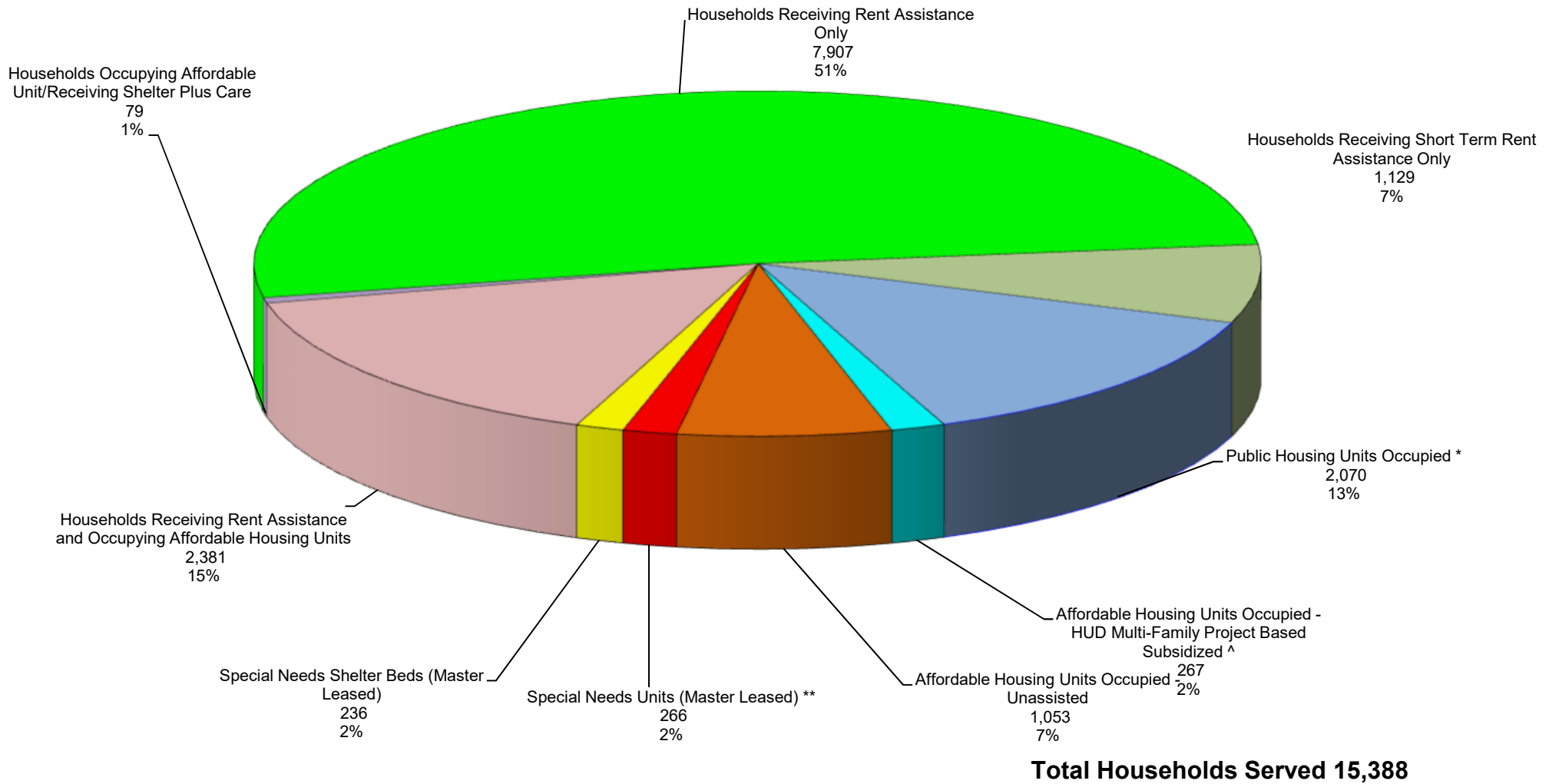
Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

HOUSEHOLDS SERVED REPORT

Total Households Served: Rent Assistance and Occupied Housing Units March 2018



^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza

* Includes Local Blended Subsidy

^^ Total Short Term Rent Assistance less the Households Occupying Affordable Units/Receiving Shelter Plus Care

** Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

Households Served

Households Served Through Housing Supports March 2018

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	10,288	7,809	1,697
Tenant Based Vouchers	5,761	5,761	
Project Based Vouchers	1,402	1,402	
Hi Rise Project Based Vouchers	646	646	
RAD Project Based Vouchers	782		
Single Room Occupancy (SRO)/MODS	506		506
Family Unification Program	97		97
Veterans Affairs Supportive Housing (VASH)	559		559
Rent Assistance - PORT IN From Other Jurisdiction	535		535
Short Term Rent Assistance Programs	1,208	129	1,079
Shelter + Care	471		471
Locally Funded Short Term Rent Assistance	608		608
Earl Boyles	24	24	
MIF Funded Short Term Rent Assistance	72	72	
Alder School	25	25	
New Doors	5	5	
Employment Opportunity Program	3	3	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
Total Rent Assistance	11,496	7,938	2,776
Subsidized Housing Units			
Public Housing Units Occupied	2,070	2,070	-
Traditional Public Housing units Occupied	1,293	1,293	
RAD units Occupied - Local Blended Subsidy	166	166	
RAD units Occupied - in Owned Affordable	64	64	
RAD units Occupied - in Tax Credit Affordable	547	547	
Affordable Housing Units Occupied (excluding PH subsidized)	3,780		3,780
Affordable Housing Units - Tenant Based Vouchers	505		505
Affordable Housing Units - Shelter + Care	79		79
Affordable Housing Units - Project Based Vouchers	332		332
Affordable Housing Units - Hi Rise Project Based Vouchers	646		646
Affordable Housing Units - RAD Project Based Vouchers	782		782
Affordable Housing Units - HUD Multi-Family Project Based	267		267
Affordable Housing Units - VASH Vouchers	80		80
Affordable Housing Units - Family Unification Program	3		3
Affordable Housing Units - Section 8 Port In	33		33
Affordable Housing Units - Unassisted	1,053		1,053
Special Needs	502		502
Special Needs Units (Master Leased) **	266		266
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,352	2,070	4,282
Total Housing Supports Provided to Household	17,848	10,008	7,058
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(2,381)		(2,381)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(79)		(79)
Total Households Served	15,388	10,008	4,598

Notes:

- ^A Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- ^{**} Special Needs or Physical Units are programs and levels that are not reported to Home Forward by service providers master leasing these properties.
- Home Forward Board of Commissioners
April 2018

DASHBOARD REPORT

Property Performance Measures

Occupancy												
	Number of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage	Unit Mix						
						Studio/SRO	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	Total
Public Housing	34	1,355	1,346	19	98.6%	77	667	342	259	10	0	1,355
Public Housing Mixed Financed Owned *	2	65	65	1	100.0%	0	15	40	10	0	0	65
Public Housing Mixed Finance Tax Credit *	10	681	681	11	98.4%	385	93	89	62	45	7	681
Total Public Housing	46	2,101	2,092	31	98.5%	462	775	471	331	55	7	2,101
Affordable Owned with PBA subsidy	4	281	281	2	99.3%	72	191	12	6	0	0	281
Affordable Owned without PBA subsidy	20	2078	2,078	35	98.3%	786	525	565	164	30	0	2,078
Total Affordable Owned Housing	24	2,359	2,359	37	98.4%	812	596	386	280	134	17	2,359
Tax Credit Partnerships	17	2,225	2,225	33	98.5%	812	596	386	0	134	17	2,225
Total Affordable Housing	41	4,584	4,584	70	98.5%	1,624	1,192	772	560	268	34	4,584
Eliminate Duplicated PH Properties/Units	-12	-746	-746	-12		-385	-108	-129	-72	-45	-7	-746
Combined Total PH and AH	75	5,939	5,930	89	98.5%	1,701	1,859	1,114	819	278	34	5,939
Special Needs (Master Leased)	32	266	269									
Special Needs (Shelter Beds)	2	236	236									
Total with Special Needs	109	6,441	6,435									

* property/unit counts also included in Affordable Housing Count

Financial

Nine months ending 12/31/2017

Public Housing
Affordable Owned
Tax Credit Partnerships

Fiscal YTD ending 12/31/2017				12/31/17		
# of Properties/units Positive Net Operating Income (NOI)	# of Properties/units Negative Net Operating Income (NOI)	# of Properties meeting Debt Coverage	# of Properties not meeting DCR	# of Properties DCR Not Applicable		
32	1,328	2	27			
22	2,289	2	70	17	2	5
17	2,225	0		10	4	7

Public Housing Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of	% of	Average	Average Unit	Adults no	Family with	Elderly	Disabled	Black African American	White	Native American	Asian	Hawaiian/Pacific Island	Hispanic/ Latino
Public Housing Residents														
0 to 10% MFI	259	20.0%	2.3	1.8	10.2%	9.8%	0.8%	5.8%	5.7%	9.2%	0.7%	0.4%	0.4%	3.7%
11 to 20%	541	41.9%	1.7	1.4	32.5%	9.4%	12.2%	21.1%	9.5%	23.7%	1.9%	1.7%	0.8%	4.3%
21 to 30%	259	20.0%	2.0	1.6	14.2%	5.9%	7.7%	6.8%	3.5%	11.9%	0.5%	1.4%	0.2%	2.5%
51 to 80%	49	3.8%	2.5	2.1	1.8%	2.0%	0.5%	0.8%	0.8%	1.5%	0.1%	0.2%	0.1%	1.0%
Over 80%	8	0.6%	2.4	2.0	0.5%	0.1%	0.1%	0.2%	0.1%	0.3%	0.0%	0.1%	0.0%	0.2%
All	1,292	100.0%	2.0	1.6	66.0%	34.0%	25.2%	38.1%	23.3%	53.3%	3.8%	4.4%	1.8%	13.5%

Waiting List

0 to 10% MFI	6,380	38.0%	1.9	1.3		1.7%	13.1%	12.0%	18.3%	1.9%	0.9%	0.5%	3.4%	1.0%
11 to 20%	4,625	27.6%	2.1	1.4		3.2%	13.3%	8.3%	13.7%	1.2%	1.1%	0.4%	2.3%	0.5%
21 to 30%	2,845	17.0%	2.3	1.4		2.5%	5.7%	4.8%	8.4%	0.7%	0.8%	0.2%	1.8%	0.3%
31 to 50%	2,239	13.3%	2.5	1.4		1.6%	3.0%	3.8%	6.2%	0.4%	0.7%	0.2%	1.7%	0.3%
51 to 80%	525	3.1%	2.6	1.4		0.3%	0.5%	1.0%	1.4%	0.1%	0.2%	0.1%	0.3%	0.1%
Over 80%	158	0.9%	2.4	1.4		0.1%	0.2%	0.4%	0.3%	0.0%	0.1%	0.0%	0.1%	0.0%
All	16,772	100.0%	2.1	1.4		9.3%	35.8%	30.3%	48.3%	4.4%	3.7%	1.5%	9.6%	2.3%

* Race and ethnicity are not required fields on the Waitlist Application in Yardi

Other Activity

	#s, days, hrs
Public Housing	
Names pulled from Wait List	177
Denials	13
New rentals	25
Vacates	15
Evictions	1
# of work orders received	2,050
# of work orders completed	2,048
Average days to respond	13.7
# of work orders emergency	2
Average response hrs (emergency)	48

Rent Assistance Performance Measures

Utilization and Activity

	Current Month Status						Current Month Activity				Calendar Year To Date				
	Authorized Vouchers	Utilized Vouchers	Utilization	Average Voucher	HUD Subsidy Over(Under)	Remaining Waiting List	Waiting List Names	New Vouchers Leased	Vouchers Terminated	Voucher Inspections Completed	Utilization	Average Voucher	HUD Subsidy Over(Under)	New Vouchers	Vouchers
Tenant Based Vouchers	6,306	5,761	91%	\$765	-438,170	0	0	5	11	464	92%	\$762	-1,280,475	15	43
Project Based Vouchers	2,112	2,048	97%	\$797	9,991			11	10	83	97%	\$801	79,089	46	42
VASH Vouchers	591	559	95%	\$706	-4,196			5	1	32	95%	\$702	-14,660	15	14
FUP Vouchers	100	97	97%	\$915	10,229			0	1	11	97%	\$919	31,033	1	1
RAD Project Based Vouchers	791	782	99%	\$541	39,456			11	9	24	99%	\$542	117,363	29	24
SRO/MOD Vouchers	512	506	99%	\$463	-26,716			3	8	149	99%	\$455	-90,271	21	24
All Vouchers	10,412	9,753	94%	\$736	-409,407			35	40	763	94%	\$735	-1,157,921	127	148

Home Forward - Dashboard Report For March of 2018

Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native	Asian	Hawaiian/	Hispanic
Tenant Based Voucher Participants														
0 to 10% MFI	1,047	16.7%	2.1	1.9	8.9%	7.9%	0.8%	4.5%	6.6%	7.8%	0.6%	0.4%	0.2%	1.1%
11 to 20%	2,344	37.5%	1.9	1.9	27.3%	10.2%	12.8%	15.6%	12.3%	18.8%	1.1%	2.9%	0.1%	2.3%
21 to 30%	1,467	23.4%	2.2	2.0	14.9%	8.5%	8.5%	7.9%	7.4%	13.1%	0.6%	1.2%	0.2%	1.1%
31 to 50%	1,121	17.9%	2.7	2.3	7.7%	10.3%	3.9%	4.3%	7.6%	7.8%	0.3%	0.9%	0.2%	1.2%
51 to 80%	269	4.3%	3.1	2.7	1.3%	3.0%	0.4%	0.4%	2.3%	1.5%	0.1%	0.1%	0.1%	0.3%
Over 80%	9	0.1%	3.0	2.9	0.0%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
All	6,257	100.0%	2.2	2.0	60.1%	39.9%	26.4%	32.8%	36.2%	49.0%	2.6%	5.5%	0.7%	5.9%

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native	Asian	Hawaiian/	Hispanic
Project Based Voucher Participants														
0 to 10% MFI	667	23.7%	1.7	1.5	15.6%	8.0%	1.5%	9.0%	5.8%	13.1%	1.1%	0.6%	0.2%	2.8%
11 to 20%	1,116	39.6%	1.6	1.4	32.5%	7.1%	12.4%	19.0%	9.9%	24.0%	1.3%	1.1%	0.1%	3.2%
21 to 30%	595	21.1%	2.0	1.6	15.3%	5.8%	9.2%	5.9%	4.8%	13.5%	0.5%	0.4%	0.3%	1.6%
31 to 50%	360	12.8%	2.7	2.0	6.3%	6.5%	3.2%	2.5%	3.3%	6.4%	0.4%	0.3%	0.1%	2.2%
51 to 80%	71	2.5%	3.6	2.5	0.7%	1.8%	0.1%	0.1%	0.8%	0.7%	0.1%	0.0%	0.0%	0.9%
Over 80%	11	0.4%	3.3	2.3	0.1%	0.3%	0.0%	0.0%	0.1%	0.1%	0.1%	0.0%	0.0%	0.1%
All	2,820	100.0%	1.9	1.6	70.5%	29.5%	26.4%	36.5%	24.8%	57.8%	3.3%	2.4%	0.9%	10.8%

	Households				% Family Type (head of household)				Race % (head of household)						Not Reported
	# of Households	% of Households	Average	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native	Asian	Hawaiian/	Hispanic	
Waiting List															
0 to 10% MFI	1	100.0%	2.0					0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11 to 20%	140	26.4%	2.5					1.9%	8.1%	8.8%	12.2%	1.2%	0.8%	0.2%	0.8%
21 to 30%	70	13.2%	2.6					2.4%	2.8%	3.5%	7.1%	0.2%	0.6%	0.0%	0.6%
31 to 50%	55	10.4%	2.7					0.9%	1.5%	3.5%	4.7%	0.3%	0.5%	0.6%	0.0%
51 to 80%	13	2.4%	3.0					0.2%	0.2%	1.2%	0.9%	0.0%	0.0%	0.0%	0.0%
Over 80%	8	1.5%	2.4					0.2%	0.4%	0.2%	0.9%	0.0%	0.2%	0.0%	0.0%
All	287	153.9%	2.6					5.6%	13.0%	117.1%	25.9%	1.7%	2.1%	0.8%	1.3%

Short Term Rent Assistance			
	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household
Shelter Plus Care	471	\$393,473	835
Short Term Rent Assistance	737	\$731,842	993

Resident Services

Resident Programs

	Housing Program Served	Households Served/ Participants	Monthly Funding Amount	Average Funds per Participant				
					# HH Eviction Prevention	Health and Safety Stabilized appointments assisting residents to connect and utilize community	Unduplicated Number Served	# Event Attendees
Congregate Housing Services * as of previous month		0	82744.89					
	Public Housing	125	\$68,910	\$551				
Resident Services Coordination	Public Housing				1064	223	6643	
Nine months ending 12/31/2017 Nine months ending 12/31/2017		# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Avg Annual Earned Income Increase Over Last Year
	Public Housing	158	\$327,168	1	3	\$6,866	4	\$1,191
	Section 8	50	\$180,300	0	0	\$14,889	0	\$298

Agency Financial Summary

Six months ending 12/31/17	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$52,557,392	\$44,111,161	\$8,446,231
Grant Revenue	\$7,874,324	\$6,361,411	\$1,512,914
Property Related Income	\$10,260,155	\$9,192,423	\$1,067,733
Development Fee Revenue	\$935,174	\$2,692,828	(\$1,757,654)
Other Revenue	\$4,352,676	\$3,720,333	\$632,342
Total Revenue	\$75,979,721	\$66,078,155	\$9,901,566
Housing Assistance Payments	\$48,835,359	\$40,023,812	\$8,811,547
Operating Expense	\$23,061,280	\$21,802,033	\$1,259,247
Depreciation	\$4,218,295	\$4,412,503	(\$194,208)
Total Expense	\$76,114,934	\$66,238,349	\$9,876,585
Operating Income	-\$135,213	-\$160,194	\$24,981
Other Income(Expense)	\$130,563	\$4,948,905	(\$4,818,343)
Capital Contributions	\$5,326,316	\$1,218,497	\$4,107,819
Increase(Decrease) Net Assets	-\$5,592,092	-\$6,327,597	\$735,504
Total Assets	\$448,147,292	\$421,005,477	\$27,141,815
Liquidity Reserves	\$27,027,701	\$26,898,187	\$129,514

Development/Community Revitalization

New Development / Revitalization	Units	Construction Start	Construction End	Current Phase	Total Cost	Cost Per Unit
St. Francis Park	106	Mar-16	Aug-17	Post Construction	\$23,250,483	\$219,344
Square Manor						
Gladstone Square	48	Mar-17	Jan-18	Construction	\$11,191,518	\$233,157
Multnomah Manor	54	Aug-17	Jan-18	Construction	\$8,949,559	\$168,860
NE Grand	240	Dec-17	Oct-20	Pre-Construction	\$76,923,525	\$320,515
Capital Improvement						
Fairview Woods Recladding	N/A	Jun-17	Jul-18	Construction	\$3,900,000	N/A