



hope. access. potential.



Home Forward staff get trained to participate in the point in time homeless count.

## Board of Commissioners Meeting

Location:

Multnomah County Building  
501 SE Hawthorne Blvd  
Portland, Oregon 97214

Date & Time:

January 15, 2019  
6:15 PM

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, January 15, 2019  
At 6:15 pm  
At the Multnomah County Building  
501 SE Hawthorne Blvd.  
In the Commissioners Board Room



**MEMORANDUM**

To: Community Partners

Date: January 9, 2019

From: Michael Buonocore, Executive  
Director

Subject: Home Forward Board of  
Commissioners January  
Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, January 15, 2019 at the Multnomah County Building, 501 SE Hawthorne Blvd., in the Commissioners Board Rooms, at 6:15 P.M. The commission meeting is open to the public.

The meeting site is accessible, and persons with disabilities may call 503.802.8423 or 503.802.8554 (TTY) for accommodations (e.g. assisted listening devices, sign language, and/or oral interpreter) by 12:00 P.M. (noon), Friday, January 11, 2019.

# AGENDA



## BOARD OF COMMISSIONERS MEETING

MULTNOMAH COUNTY BUILDING  
COMMISSIONERS BOARD ROOM  
501 SE HAWTHORNE BLVD.  
PORTLAND, OREGON

JANUARY 15, 2019 6:15 PM

### EXECUTIVE SESSION

The Board of Commissioners of Home Forward will meet in Executive Session pursuant to ORS 192.660(2), prior to their regularly scheduled Board of Commissioners meeting. The executive session is being called to discuss a real property transaction, pursuant to ORS 192.660(2)(e). 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.

### 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 December 18, 2018 Board of Commissioners Meeting

### MISSION MOMENT

Topic	Presenter
Building Readers Initiative	Rachel Langford

## CONSENT CALENDAR

Following Reports and Resolutions:			
19-01	Topic	Presenter/POC	Phone #
01	Authorize Execution of Resident Services Contract for The Ellington	Molly Rogers Donna Kelley	503.802.8437 503.802.8485

## REPORTS / RESOLUTIONS

Following Reports and Resolutions:			
19-01	Topic	Presenter/POC	Phone #
02	Authorize Contract with Yardi Systems, Inc.	Peter Beyer Ian Davie	503.802.8538 503.802.8565
03	Recognize Molly Rogers	Michael Buonocore	503.802.8455

## THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The next Board Work Session will be Wednesday, February 6, 2019 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, February 19, 2019 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  
Conference Call  
135 SW Ash Street, Portland, OR 97204  
December 18, 2018

**COMMISSIONERS PRESENT**

Chair Miki Herman, Commissioners Richard Anderson, Matthew Gebhardt, TomiRene Hettman and Wendy Serrano

**STAFF PRESENT**

Peter Beyer, Michael Buonocore, Tim Collier, Ian Davie, Ian Davie, Kitty Miller, Celia Strauss

Chair Miki Herman convened the meeting at 5:33 PM.

**PUBLIC COMMENT**

Deborah Olson joined the conference call referencing materials she submitted via email earlier in the day. Olson continues to advocate for Mr. Epperson regarding his lease and issues around late payments. She presented a similar testimony earlier in the day to the Gresham City Council recapping her concerns over rent hikes, the legality of notices and ongoing issues with Gresham Station management. She is advocating she will not sign another lease and shared her concern that housing choice voucher holders are being gouged.

Chair Miki Herman thanked Ms. Olson for her testimony and assured her staff will review the correspondence and her shared concerns.

Garrett Fields participated in the conference call going on record to express his frustration with Home Forward's appeal process following an eviction. He felt he did everything that was asked of him. He requested a reasonable accommodation, which was not granted and was not told why it was denied. In summary, he feels he did not receive a fair shot.

Chair Herman thanked Mr. Fields for his testimony and said the board heard his concerns. She will ask staff to follow up and report back.



## MEETING MINUTES

### Minutes of the November 20, 2018 Board of Commissioners Meeting

Chair Miki Herman requested a motion authorizing approval of the minutes to the November 20, 2018 Board of Commissioners Meeting. Commissioner Wendy Serrano moved to adopt the motion and Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye  
Commissioner Richard Anderson—Abstained  
Commissioner Matthew Gebhardt—Aye  
Commissioner TomiRene Hettman-Aye  
Commissioner Wendy Serrano—Aye

## CONSENT CALENDAR

RESOLUTION 18-12-01 Authorize Fiscal Year 2019 Budget

RESOLUTION 18-12-02 Authorize Home Forward to Enter into Agreements for Insurance Services

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 Matthew Gebhardt moved to adopt the Consent Calendar, Commissioner Wendy Serrano seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye  
Commissioner Richard Anderson—Aye  
Commissioner Matthew Gebhardt—Aye  
Commissioner TomiRene Hettman-Aye  
Commissioner Wendy Serrano—Aye

## ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 5:45 PM.

**Celia M. Strauss**

**Recorder, on behalf of**

**Michael Buonocore, Secretary**

ADOPTED: JANUARY 15, 2019

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair

# CONSENT CALENDAR



## MEMORANDUM

To: Board of Commissioners

Date: January 15, 2019

From: Molly Rogers, Director, Asset  
Management and Policy  
503.802.8437

Subject: Authorize Execution of Resident  
Services contract for The  
Ellington  
Resolution 19-01-01

Donna Kelley, Asset Manager  
503.802.8485

The Board of Commissioners is requested to authorize Home Forward to enter into a resident services contract for The Ellington, a development owned by the city of Portland, for a three-year term. Home Forward has been approved by the Portland Housing Bureau (PHB) to act as the service provider for this property.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves.

Home Forward and PHB entered into an Intergovernmental Agreement (IGA) effective January 15, 2018, to provide asset management services for PHB's portfolio of properties. Pursuant to the terms of the IGA, Home Forward is to contract with resident services providers, provided PHB has approved the selection of the provider and the cost of the services.

The Ellington is a 263-unit development in the Rose City Park neighborhood that PHB purchased in 2016 with funds from the Affordable Housing bond. The property now houses over 200 households at or below 60% AMI and more than 250 children. There have been no resident services provided since the City's purchase. Given this high needs population and the lack of resident services to date, Home Forward proposed to PHB that

Home Forward would serve as the service provider (as opposed to contracting with another agency). PHB has approved this proposal and the associated budget of \$144,500 for the first year. Home Forward will provide one full-time resident services coordinator to be stationed at the site, an approximately half-time contracted youth services coordinator, and various appropriate activities and programming at the site.

The proposed contract is for three years at a total cost of \$446,635, which includes a three percent per year inflationary increase. The costs will be paid from property operating funds; no Home Forward funds will be used.



## RESOLUTION 19-01-01

### RESOLUTION 19-01-01 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR RESIDENT SERVICES AT THE ELLINGTON

**WHEREAS**, Home Forward has entered into an intergovernmental agreement (IGA) with the City of Portland, acting through the Portland Housing Bureau (PHB), to provide asset management services for properties owned by the Bureau;

**WHEREAS**, The City of Portland owns The Ellington; and

**WHEREAS**, The IGA authorizes Home Forward to contract for resident services at PHB owned properties; and

**WHEREAS**, PHB has approved Home Forward to be the service provider and the three year cost of \$446,635 for the proposed services; and

**WHEREAS**, Section 46-034 of Home Forward Contracting rules allow for direct appointment through negotiation of personal services contracts when the nature of the work is not project-based but rather requires an ongoing, long-term relationship of knowledge and trust; and

**WHEREAS**, Resident services is an area where the work requires an ongoing, long-term relationship of knowledge and trust; and

**WHEREAS**, funding for these contracts is secure and will be coming from City of Portland and operating fund revenues.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director to execute the resident services contract with Home Forward for The Ellington.

ADOPTED: JANUARY 15, 2019

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair

# RESOLUTIONS





**MEMORANDUM**

To: Board of Commissioners

Date: January 15, 2019

From: Peter Beyer, Chief Financial Officer  
503.802.8538

Subject: Authorize Contract with Yardi  
Systems, Inc.  
Resolution 19-01-02

Ian Davie, Chief Operating Officer  
503.802.8565

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The Board of Commissioners is requested to authorize a contract with Yardi Systems, Inc., (Yardi) for enterprise software licensing and implementation services.

Home Forward has been using Yardi's enterprise software since 1999. Up to this point in time, the software has been housed on Home Forward's servers. With their newest software version, Yardi is moving to a cloud hosted server platform. Because Home Forward was Yardi's first housing authority client, several internally developed modifications to the software have been incorporated over the years. With this upgrade, Home Forward has the opportunity to incorporate current Yardi programming. As such, this upgrade will require additional implementation services to ensure Home Forward is optimizing the software and that its employees receive updated and ongoing software training.

For 2019, estimated total costs for Yardi are not to exceed \$260,000. This includes adding an ongoing E-Learning module and \$90,000 in one time implementation services and training. This also includes the expectation of 99.9% uptime in access to the system.

The Home Forward Public Contracting Rules require Board authorization for contracts and amendments in excess of \$100,000 and this contract supports Home Forward's "one community" section of the strategic plan - *"We'll optimize our use of technology to increase the community's ability to interact and transact with us, and work to increase resident access to technology."*



## RESOLUTION 19-01-02

**RESOLUTION 19-01-02 AUTHORIZES HOME FORWARD TO ENTER INTO A CONTRACT WITH YARDI SYSTEMS, INC., FOR ENTERPRISE SOFTWARE LICENSING AND SERVICES**

**WHEREAS**, as part of Home Forward’s “one community” section of the strategic plan, Home Forward continues to invest in technology to improve ongoing services;

**WHEREAS**, Home Forward and Yardi negotiated a contract to transition to Yardi’s cloud based enterprise software system;

**WHEREAS**, approval by the Board of Commissioners of Home Forward is required for execution of contracts or amendments exceeding \$100,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward hereby authorizes the execution of a contract in the amount up to \$260,000 with the Yard Systems, Inc.

**ADOPTED: JANUARY 15, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair

Placeholder for Resolution 19-01-03

Recognize Molly Rogers

# STAFF REPORTS

**Procurement & Contracts Department  
MONTHLY CONTRACT REPORT  
Contracts Approved 11/01/18 - 12/31/18**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2131	0	Kennedy Restoration	\$ 4,854.77	Repair water damage at Carriage Hill	Prop Mgmt	11/26/2018	1/31/2019
C2126	0	LMC Construction	\$ 6,408,374.00	Nonroutine maintenance Schrunck	DCR	11/30/2018	10/30/2019
C2092	0	Lorentz Bruun Construction	\$ 99,393.54	Fountain Place Apartments Renovation Design-Build	DCR	12/7/2018	3/30/2020
C2130	0	Squires Electric, Inc.	\$ 8,960.00	Install a new dumpster light pole and lighting fixtures for playground at Celilo	Prop Mgmt	12/10/2018	3/31/2019
C2139	0	Interstate Roofing	\$ 15,457.00	Roof replacement at Kramer Apartments	Asset Management	12/17/2018	2/28/2019
C2140	0	Northwest Concrete Design LLC	\$ 5,450.00	Replacement of sidewalk at Carlton Court	Property Management	12/17/2018	2/28/2019
C2144	0	First Cascade Corporation	\$ 14,000.00	Office remodeling on 4th and 6th floor of NMW	Executive	12/26/2018	3/1/2019
<b>Subtotal</b>			<b>\$ 6,556,489.31</b>				<b>7</b>

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2112	0	Atlasta Lock & Safe Company	\$ 2,000.00	Changing every lock at Humboldt; amended scope and funds	Property Management	11/1/2018	12/23/2018
C2118	0	Eyes There	\$ 17,937.00	Security camera installation at Celilo	Property Management	11/6/2018	12/31/2018
C2105	0	Jet Industries	\$ 24,432.64	Utility billing services at BCC	Prop Mgmt	11/13/2018	10/9/2023

C2128	0	MercuryPDX	\$ 10,000.00	Mail Service for NMW	FAAM	11/20/2018	12/31/2019
C2077	0	Waste Management	\$ 1,688,339.52	Garbage & Recycling Services for Multiple Properties	Prop Mgmt	11/27/2018	12/31/2021
C2133	0	Otis Elevator	\$ 14,209.00	Elevator repair at HWE	Property Management	12/11/2018	1/31/2019
C2141	0	Certified Indoor Environmental	\$ 4,552.00	Mold remediation at Tillicum North Unit 110 & Unit #115	Property Management	12/12/2018	2/28/2019
C2134	0	American Heating, Inc	\$ 42,864.00	HVAC maintenance at HWE	Property Management	12/13/2018	12/31/2022
<b>Subtotal</b>			<b>\$ 1,804,334.16</b>				<b>8</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2121	0	Ultimate Pest Control LLC	\$ 9,450.00	Wood Destroying Organism Reports for the Red Group 1 & 2 Family properties	DCR	11/2/2018	1/31/2018
C2122	0	Architectural Elevator Consulting, LLC	\$ 14,580.00	Elevator modernization consulting at Schunk Tower	DCR	11/6/2018	12/31/2021
C2123	0	Architectural Elevator Consulting, LLC	\$ 11,250.00	Elevator modernization consulting at Medallions Apartments	DCR	11/6/2018	12/31/2021
C2124	0	Architectural Elevator Consulting, LLC	\$ 14,580.00	Elevator modernization consulting at Williams Plaza	DCR	11/6/2018	12/31/2021
C2116	0	Chris Overton	\$ 10,000.00	Consultant for strategic planning/coaching	Community Services	11/8/2018	10/31/2020
C2107	0	KPFF Consulting Engineers	\$ 3,500.00	Design and detail a concrete wall infill at the exterior patio of Cascadia Condos	DCR	11/9/2018	12/31/2018
C2125	0	Nancy Davis Consulting	\$ 5,600.00	DCR Retreat	DCR	11/14/2018	4/30/2019
C2138	0	Great Northwest Environmental	\$ 27,560.00	Provide asbestos abatement oversight at Tamarack Apartments	DCR	12/11/2018	12/4/2019
C2142	0	The Giving Tree	\$ 5,000.00	Resident services at Dahlke Manor, Grace Peck, and Unthank Plaza	Community Services	12/17/2018	12/31/2019

C2143	0	Great Northwest Environmental	\$ 50,960.00	Asbestos and lead abatement, air monitoring/clearance at Schrunck	DCR	12/26/2018	2/29/2020
<b>Subtotal</b>			<b>\$ 152,480.00</b>	<b>10</b>			

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Total</b>			<b>\$ -</b>	<b>0</b>			

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1719	11	O'Neill/Walsh Community Builders	\$ 95,244.00	GMP Amendment CO #10 - grand avenue apartments	DCR	11/2/2018	2/17/2020
C1849	3	Merryman Barnes Architects	\$ 1,500.00	Additional structural work for interior walls and a ramp at Floresta	DCR	11/6/2018	12/31/2018
C2113	1	TRC Environmental Corporation	\$ 575.00	Amending scope to include radon testing at Tillicum North	DCR	11/6/2018	12/31/2018
C1719	12	O'Neill/Walsh Community Builders	\$ 94,128.00	GMP Amendment CO #11 - grand avenue apartments	DCR	11/7/2018	2/17/2020
C1894	1	ValleyScapes Landscape Solutions	\$ 40,000.00	Landscaping at Stephen's Creek Crossing; amended to add time and funds	Prop Mgmt	11/7/2018	12/31/2019
C1984	1	LMC Construction	\$ 844,198.00	Early material order before the construction phase at Camelia, Tamarack, Winchell	DCR	11/7/2018	3/16/2020
C1754	1	Wayne Scott	\$ -	Trauma-informed care training for Home Forward staff; amended to extend time	DBS-HR	11/8/2018	8/31/2019
C1920	1	Portland Mechanical Contractors	\$ 3,260.00	HVAC maintenance agreement for quarterly service at Sellwood tower	Property Management	11/9/2018	12/31/2019



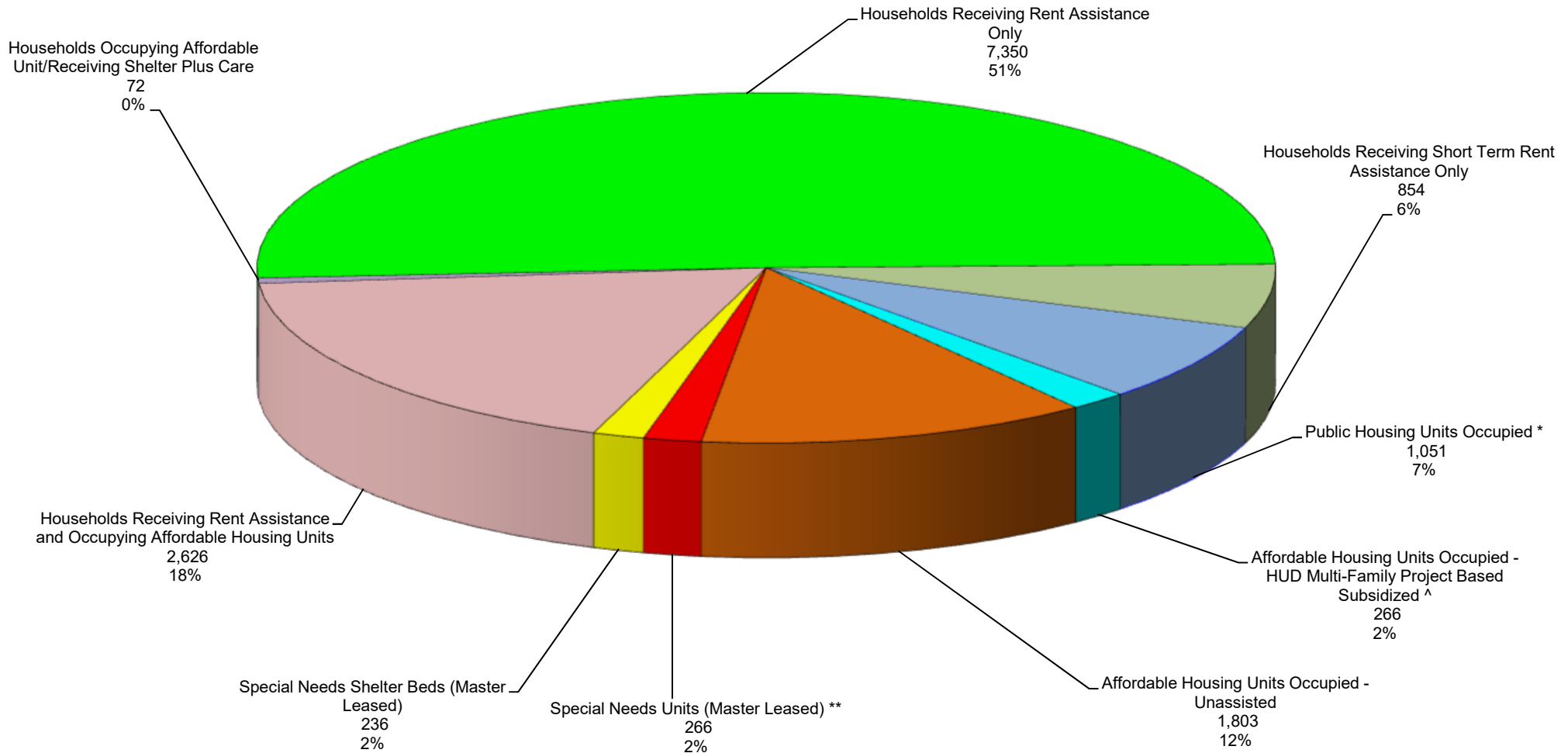
C2117	1	JR Concrete Construction LLC	\$ 1,999.98	Amending scope to include flooring work in units #20 & #22 at Slavin Court Apartments	Property Management	11/9/2018	12/31/2018
C1339	4	Central City Concern	\$ -	Amendment to extend MOU to provide health services and BCC referral	Community Services	11/20/2018	6/30/2019
C1901	1	ValleyScapes Landscape Solutions	\$ 23,000.00	Landscaping at Humboldt Gardens; amended to extend time and add funds	Prop Mgmt	11/26/2018	12/31/2019
C1918	1	American Heating, Inc	\$ 2,076.00	HVAC maintenance agreement for service every 90 days at Gallagher Plaza	Property Management	11/26/2018	12/31/2019
C2111	1	PBS Engineering & Environmental, Inc.	\$ -	Phase 1 Environmental Site Assessment at nine properties: Medallion, Williams, Alderwood, Floresta, Harlod Lee Village, Hunter's Run, Powellhurst, Tillcum North & South; amended to extend time	DCR	11/30/2018	3/31/2019
C1932	1	Snugs Services	\$ 30,000.00	On-call snow removal services; amended to extend time and add funds	Property Management	12/5/2018	4/1/2019
C1976	1	Michael Mangum Enterprises	\$ 16,800.00	Youth violence prevention at New Columbia and Humboldt Gardens; amended to add funds	Community Services	12/5/2018	3/31/2019
C2082	1	W.B. Wells & Associates, Inc.	\$ 2,872.50	ALTA surveying to include the Tillicum North House	DCR	12/10/2018	1/15/2018
C1939	4	KASA Architects, inc	\$ 54,500.00	Window and siding replacement at Tamarack	DCR	12/11/2018	6/30/2019
C2014	1	Pegasus Moving & Cleaning	\$ 2,500.00	On-call housekeeping services for Home Forward residents; amended to add funds	Community Services	12/12/2018	4/30/2019
C1868	1	RFM, LLC	Revenue Contract	Cell Tower Management Services for Home Forward; amended to extend time	Prop Mgmt	12/14/2018	12/31/2019
T1331	2	Ballard Spahr LLP	\$ 150,000.00	On-call legal services; amended to extend time and add funds	DCR	12/17/2018	7/31/2019
C2012	1	Elizabeth Bradley (E.B.) Ferdig	\$ 3,000.00	Chair yoga at Dahlke Manor; amended to add funds and time	Community Services	12/17/2018	12/31/2019
C2139	1	Interstate Roofing	\$ 2,908.00	Roof replacement at Kramer Apartments; amended to add gutter replacement	Asset Management	12/18/2018	3/15/2019
C1684	4	Reliant Search	\$ 45,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters, RFP 02/16-304; amended to add funds	DBS-HR	12/26/2018	4/30/2019
<b>Subtotal</b>			<b>\$ 1,413,561.48</b>	<b>23</b>			

OTHER AGREEMENTS (3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Subtotal</b>			\$ -				0
<b>Total</b>			\$ 9,926,864.95				48

# HOUSEHOLDS SERVED REPORT

## Total Households Served: Rent Assistance and Occupied Housing Units December 2018



**Total Households Served 14,524**

^ 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 December 2018

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	9,976	7,780	1,188
Tenant Based Vouchers	5,439	5,439	
Project Based Vouchers	1,695	1,695	
Hi Rise Project Based Vouchers	646	646	
RAD Project Based Vouchers	784		
Section 18 Project Based Vouchers	224		
Single Room Occupancy (SRO)/MODS	495		495
Family Unification Program	96		96
Veterans Affairs Supportive Housing (VASH)	578		578
Rent Assistance - PORT IN From Other Jurisdiction	19		19
Short Term Rent Assistance Programs	926	34	892
Shelter + Care	488		488
Locally Funded Short Term Rent Assistance	404		404
Earl Boyles	-	-	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	18	18	
New Doors	5	5	
Employment Opportunity Program	11	11	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
<b>Total Rent Assistance</b>	<b>10,902</b>	<b>7,814</b>	<b>2,080</b>
<b>Subsidized Housing Units</b>			
<b>Public Housing Units Occupied</b>	1,051	1,051	-
Traditional Public Housing units Occupied	1,051	1,051	
Affordable Housing Units Occupied (excluding PH subsidized)	4,767		4,543
Affordable Housing Units - Tenant Based Vouchers	505		505
Affordable Housing Units - Shelter + Care	72		72
Affordable Housing Units - Project Based Vouchers	358		358
Affordable Housing Units - Hi Rise Project Based Vouchers	646		646
Affordable Housing Units - RAD Project Based Vouchers	784		784
Affordable Housing Units Section 18 Project Based Vouchers	224		
Affordable Housing Units - HUD Multi-Family Project Based	266		266
Affordable Housing Units - VASH Vouchers	70		70
Affordable Housing Units - Family Unification Program	2		2
Affordable Housing Units - Section 8 Port In	37		37
Affordable Housing Units - Unassisted	1,803		1,803
Special Needs	502		502
Special Needs Units (Master Leased) **	266		266
Special Needs Shelter Beds (Master Leased)	236		236
<b>Total Households Occupying Housing Units</b>	<b>6,320</b>	<b>1,051</b>	<b>5,045</b>
<b>Total Housing Supports Provided to Household</b>	<b>17,222</b>	<b>8,865</b>	<b>7,125</b>
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(2,626)		(2,626)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(72)		(72)
<b>Total Households Served</b>	<b>14,524</b>	<b>8,865</b>	<b>4,427</b>

## Notes:

- ^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- \*\* Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

# 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
Public Housing	31	1,072	1,072	21	97.3%	77	498	271	216	10	0
Affordable Owned	26	2,431	2,431	60	97.4%	919	719	581	182	30	0
Tax Credit Partnerships	21	2,436	2,436	40	99.0%	750	771	470	294	134	17
<b>Total Affordable Housing</b>	<b>47</b>	<b>4,867</b>	<b>4,867</b>	<b>100</b>	<b>98.2%</b>	<b>1,669</b>	<b>1,490</b>	<b>1,051</b>	<b>476</b>	<b>164</b>	<b>17</b>
<b>Combined Total PH and AH</b>	<b>78</b>	<b>5,939</b>	<b>5,939</b>	<b>121</b>	<b>98.0%</b>	<b>1,746</b>	<b>1,988</b>	<b>1,322</b>	<b>692</b>	<b>174</b>	<b>17</b>
Special Needs (Master Leased)	26	266	266								
Special Needs (Shelter Beds)	3	236	236								
<b>Total with Special Needs</b>	<b>18</b>	<b>6,441</b>	<b>6,441</b>								

\* property/unit counts also included in Affordable Housing Count

### Financial

Public Housing  
Affordable Owned  
Tax Credit Partnerships

Fiscal YTD ending 9/30/2018				09/30/18		
# of Properties/units Positive Net Operating Income (NOI)		# of Properties/units Negative Net Operating Income (NOI)		# of Properties meeting Debt Coverage Ratio (DCR)	# of Properties not meeting DCR	# of Properties DCR Not Applicable
8	457	23	615			
17	1,821	9	610	18	3	5
	556	19	1,880	11	2	6

### Public Housing Demographics

Public Housing Residents	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 African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
0 to 10% MFI	193	20.5%	2.7	2.0	9.2%	11.3%	1.1%	6.1%	4.3%	10.4%	1.3%	0.4%	0.9%	3.1%
11 to 20%	409	43.4%	1.6	1.4	34.2%	9.2%	15.8%	20.4%	8.0%	26.9%	1.7%	1.9%	0.7%	4.2%
21 to 30%	189	20.1%	2.1	1.7	13.0%	7.1%	8.0%	5.5%	2.8%	11.9%	0.6%	1.5%	0.3%	3.0%
31 to 50%	113	12.0%	2.6	2.1	5.0%	7.0%	3.0%	2.7%	2.3%	5.9%	0.4%	0.5%	0.1%	2.8%
51 to 80%	28	3.0%	2.9	2.4	1.3%	1.7%	0.4%	0.8%	0.5%	1.0%	0.1%	0.4%	0.0%	1.0%
Over 80%	10	1.1%	2.6	2.3	1.0%	0.1%	0.2%	0.1%	0.2%	0.6%	0.0%	0.0%	0.0%	0.2%
All	942	100.0%	2.4	2.0	63.6%	36.4%	28.5%	35.6%	18.1%	56.7%	4.1%	4.8%	2.0%	14.3%

### Waiting List

0 to 10% MFI	5,493	40.6%	9.5	1.4		2.0%	12.5%	13.2%	18.8%	1.9%	1.0%	0.6%	3.9%	1.3%
11 to 20%	4,010	29.6%	2.0	1.4		3.7%	14.3%	9.0%	14.5%	1.4%	1.3%	0.4%	2.6%	0.5%
21 to 30%	2,154	15.9%	2.3	1.4		2.2%	4.8%	4.5%	7.8%	0.6%	0.8%	0.2%	1.7%	0.3%
31 to 50%	1,502	11.1%	2.6	1.4		1.3%	2.2%	3.3%	4.9%	0.3%	0.6%	0.2%	1.5%	0.2%
51 to 80%	277	2.0%	2.6	1.3		0.2%	0.3%	0.7%	0.8%	0.1%	0.2%	0.1%	0.2%	0.0%
Over 80%	99	0.7%	2.5	1.3		0.1%	0.2%	0.3%	0.3%	0.0%	0.0%	0.0%	0.1%	0.0%
All	13,535	100.0%	3.6	1.4		9.4%	34.2%	31.0%	47.1%	4.2%	3.9%	1.5%	10.0%	2.3%

### Other Activity

Public Housing	330
Names pulled from Wait List	100
Denials	5
New rentals	6
Vacates	5
Evictions	1
# of work orders received	1,158
# of work orders completed	797
Average days to respond	16.0
# of work orders emergency	0
Average response hrs (emergency)	

## Rent Assistance Performance Measures

### Utilization and Activity

	Current Month Status						Current Month Activity				Calendar Year To Date				
	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 Leased	Vouchers Terminated
Tenant Based Vouchers	6,267	5,439	87%	\$796	-210,469	3,065	0	5	20	361	90%	\$784	-1,599,443	38	292
Project Based Vouchers	2,385	2,341	98%	\$798	139,587			244	8	90	96%	\$792	650,120	519	232
VASH Vouchers	664	578	87%	\$726	-36,750			6	3	41	88%	\$715	-465,124	80	68
FUP Vouchers	100	96	96%	\$862	938			0	2	9	97%	\$898	58,147	3	12
RAD Project Based Vouchers	791	784	99%	\$618	-29,328			115	3	6	99%	\$543	258,386	195	75
SRO/MOD Vouchers	512	495	97%	\$439	-43,748			7	4	17	99%	\$443	-453,988	99	110
All Vouchers	10,719	9,733	91%	\$761	-179,770			377	40	524	92%	\$746	-1,551,902	934	789

# Home Forward - Dashboard Report For December of 2018

## Demographics

	Households				% Family Type (head of household)				Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly						
<b>Tenant Based Voucher Participants</b>														
0 to 10% MFI	1002	16.8%	2.3	2.0	8.0%	8.8%	0.8%	4.4%	6.6%	7.8%	0.7%	0.3%	0.2%	1.1%
11 to 20%	2,423	40.6%	1.8	1.8	31.0%	9.6%	15.6%	17.0%	13.3%	20.8%	1.0%	3.1%	0.2%	2.2%
21 to 30%	1,362	22.8%	2.2	2.0	14.3%	8.6%	8.8%	6.7%	7.5%	12.4%	0.4%	1.2%	0.2%	1.1%
31 to 50%	971	16.3%	2.9	2.3	6.8%	9.5%	3.0%	3.5%	7.0%	6.9%	0.3%	0.7%	0.2%	1.2%
51 to 80%	195	3.3%	3.0	2.6	1.1%	2.2%	0.3%	0.5%	1.7%	1.1%	0.1%	0.2%	0.0%	0.2%
Over 80%	16	0.3%	3.4	2.6	0.1%	0.2%	0.0%	0.1%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%
All	5,953	100%	2.6	2.2	61%	39%	29%	32%	36%	49%	3%	5%	1%	6%
<b>Project Based Voucher Participants</b>														
0 to 10% MFI	785	24.2%	1.8	1.5	15.2%	9.1%	1.5%	7.8%	6.5%	13.4%	1.1%	0.5%	0.3%	2.5%
11 to 20%	1,424	44.0%	1.6	1.3	36.4%	7.6%	15.3%	20.9%	10.8%	26.4%	1.6%	1.3%	0.2%	3.7%
21 to 30%	600	18.5%	2.0	1.6	13.5%	5.0%	7.8%	5.1%	4.3%	11.6%	0.3%	0.6%	0.2%	1.5%
31 to 50%	345	10.7%	2.9	2.1	4.6%	6.1%	2.5%	1.6%	3.5%	4.2%	0.4%	0.2%	0.2%	2.1%
51 to 80%	72	2.2%	3.1	2.3	0.8%	1.4%	0.2%	0.2%	0.8%	0.5%	0.1%	0.0%	0.0%	0.7%
Over 80%	12	0.4%	2.8	2.1	0.2%	0.1%	0.1%	0.0%	0.2%	0.2%	0.0%	0.0%	0.0%	0.1%
All	3,226	100%	2.4	1.8	70%	29%	27%	36%	26%	56%	4%	3%	1%	11%
<b>Waiting List</b>														
0 to 10% MFI	1	100.0%	2.0			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%	0.6%	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%	1.3%	0.6%
31 to 50%	55	10.4%	2.7			0.9%	1.5%	3.5%	4.7%	0.3%	0.5%	0.6%	0.8%	0.0%
51 to 80%	13	2.4%	3.0			0.2%	0.2%	1.2%	0.9%	0.0%	0.0%	0.0%	0.3%	0.0%
Over 80%	8	1.5%	2.4			0.2%	0.4%	0.2%	0.9%	0.0%	0.2%	0.0%	0.2%	0.0%
All	287	153.9%	2.6			5.6%	13.0%	117.1%	25.9%	1.7%	2.1%	0.8%	5.0%	1.3%
<b>Short Term Rent Assistance</b>														
	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household											
Shelter Plus Care	488	\$430,560	882											
Short Term Rent Assistance	438	\$489,707	1,118											

## Resident Services

### Resident Programs

	Housing Program Served	Households Served/ Participants	Monthly Funding Amount	Average Funds per Participant	
Congregate Housing Services * as of previous month	Public Housing	142	\$73,562	\$518.04	
Resident Services Coordination	Public Housing				<div> <div> <div> <div>appointments assisting residents to connect and utilize community</div> <div># Interventions regarding lease violations</div> </div> <div> <div># Events</div> <div># Event Attendees</div> </div> </div> <div> <div>116</div> <div>1219</div> <div>265</div> <div>5180</div> </div> </div>
		# of Participants	Escrow \$ Held	New Enrollees	# of Graduates
Nine months ending 12/31/2017	Public Housing	0	\$0	0	\$12,740
Twelve months ending 3/31/2018	Section 8	385	\$1,285,563	5	\$81,367
					Terminations or Exits
					Escrow \$ Forfeited
					Avg Annual Earned Income Increase Over Last Year
					Escrow \$ Forfeited
					Avg Annual Earned Income Increase Over Last Year



**Agency Financial Summary**

Six months ending 9/30/2018	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$53,470,426	\$52,557,392	\$913,034
Grant Revenue	\$8,774,592	\$7,874,324	\$900,268
Property Related Income	\$10,850,083	\$10,260,155	\$589,928
Development Fee Revenue	\$423,024	\$935,174	(\$512,150)
Other Revenue	\$5,370,801	\$4,352,676	\$1,018,125
<b>Total Revenue</b>	<b>\$75,428,448</b>	<b>\$72,895,199</b>	<b>\$2,533,250</b>
Housing Assistance Payments	\$51,565,837	\$48,835,359	\$2,730,478
Operating Expense	\$24,149,049	\$23,061,280	\$1,087,769
Depreciation	\$4,286,694	\$4,218,295	\$68,399
Total Operating Expenses	<b>\$80,001,580</b>	<b>\$76,114,934</b>	<b>\$3,886,646</b>
<b>Operating Income</b>	<b>\$4,573,132</b>	<b>\$3,219,735</b>	<b>\$1,353,396</b>
Other Income(Expense)	-\$520,108	\$130,563	(\$650,671)
Capital Contributions	-\$783,596	\$5,326,316	(\$6,109,913)
Increase(Decrease) Net Assets	\$3,269,427	\$8,676,615	(\$2,893,604)
Total Assets	\$461,765,893	\$454,873,356	\$6,892,538
Liquidity Reserves	\$21,048,576	\$20,996,584	\$51,992

**Development/Community Revitalization****New Development / Revitalization**

Units	Construction Start	Construction End	Current Phase	Total Cost	Cost Per Unit
Square Manor					
48	Mar-17	Apr-18	Post Construction	\$11,191,518	\$233,157
Gladstone Square					
54	Aug-17	Jan-18	Post Construction	\$8,949,559	\$168,860
Multnomah Manor					
240	Dec-17	Oct-20	Pre-Construction	\$76,923,525	\$320,515
NE Grand					
350	Dec-18	Oct-21	Pre-Construction	\$107,272,628	\$306,493
North Group Rehab Project					

**Capital Improvement**

Fairview Woods Recladding	N/A	Jun-17	Feb-19	Construction	\$3,900,000	N/A
Richmond Place Rehab	21	Nov-17	Dec-18	Capital Improvement	\$850,000	\$28,571