



hope. access. potential.



A young Home Forward participant won the regional "What Home Means to Me" poster contest.

## Board of Commissioners Meeting

Location:

Multnomah County Building  
501 SE Hawthorne Blvd.  
Portland, Oregon 97214

Date & Time:

August 20, 2019  
6:15 PM

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, August 20, 2019  
At 6:15 pm  
At the Multnomah County Building  
501 SE Hawthorne Blvd.  
In the Commissioners Board Room



## MEMORANDUM

To:	Community Partners	Date:	August 14, 2019
From:	Michael Buonocore, Executive Director	Subject:	Home Forward Board of Commissioners August Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, August 20, 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, August 16, 2019.

# AGENDA



## BOARD OF COMMISSIONERS MEETING

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

AUGUST 20, 2019 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 June 18, 2019 Board of Commissioners Meeting

### MISSION MOMENT

Topic	Presenter
Home Forward Poster Winner	Jacquie Richards Odalis Perez-Crouse

### CONSENT CALENDAR

Following Reports and Resolutions:			
19-08	Topic	Presenter/POC	Phone #
01	Authorize Amendment to Home Forward Public Contracting Rules and Procedures Manual	Celeste King	503.802.8541

02	Authorize the Property Sale of Kramer House	Tonya Evans	503.802.8437
03	Authorize Home Forward's Commitment to Casa of Oregon and the VIDA Program	Odalis Perez-Crouse	503.802.8355

## REPORTS / RESOLUTIONS

Following Reports and Resolutions:			
19-08	Topic	Presenter/POC	Phone #
04	Authorize Contract with LMC Construction Company for Design/Build Services for Renovation of the 85 Stories Group 7 Family Properties	Jonathan Trutt Rocco DeBrodt	503.802.8507 503.802.8460
05	Authorize Adoption of the Findings for Exemption from Competitive Bidding for the Dekum Court Project	Jonathan Trutt Celeste King	503.802.8507 503.802.8541
06	Authorize Contract Amendment for Professional Design Services for SE Powell Development	Jonathan Trutt Amanda Saul	503.802.8507 503.802.8552

## THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The next Board Work Session will be on Wednesday, September 4, 2019 at 5:30 PM. This meeting will take place at Home Forward, 135 SW Ash Street, in the Columbia Room. The next Board of Commissioners meeting will be Tuesday, September 17, 2019 at 6:15 PM. This meeting will take place at Gresham City Hall, 1333 NW Eastman Parkway, in the Springwater Trail Room.

## EXECUTIVE SESSION

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

## ADJOURN

# MINUTES



BOARD OF COMMISSIONERS MEETING  
HOME FORWARD  
MULTNOMAH COUNTY BUILDING  
501 SE Hawthorne Blvd Portland, OR 97207  
June 18, 2019

**COMMISSIONERS PRESENT**

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

**STAFF PRESENT**

Peter Beyer, Michael Buonocore, Tim Collier, Shaun Cox, Dena Ford-Avery, Ian Davie, Tonya Evans, Nasir Idress, Brendan O'Brien, Angela Ostley, Kandy Sage, Amanda Saul, Jacquie Richards, Celia Strauss, Jonathan Trutt

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

**PUBLIC COMMENT**

None.

**MEETING MINUTES**

**Minutes of the May 21, 2019 Board of Commissioners Meeting**

Chair Miki Herman requested a motion authorizing approval of the minutes to the May 21, 2019 Board of Commissioners Meeting. Commissioner Richard Anderson moved to approve the May 21, 2019 meeting minutes.

**The vote was as follows:**

Chair Miki Herman—Aye  
Vice Chair Damien Hall—Aye  
Treasurer Jenny Kim—Aye  
Commissioner Richard Anderson —Aye  
Commissioner Matthew Gebhardt—Aye  
Commissioner TomiRene Hettman—Aye



Commissioner Vivian Satterfield—Aye  
Commissioner Wendy Serrano—Aye  
Commissioner David Widmark—Aye

### **MISSION MOMENT – Steve Rudman Scholarship Fund**

Rachel Langford, Associate Director, Education Systems Alignment, introduced the 2019 scholarship recipients. Langford said it is a highlight for the board and staff each year to celebrate the excellence and perseverance of some incredibly talented and dedicated scholars, community servants and leaders.

Langford pointed out that not everyone's educational path is the same, but a common thread that runs through each of the scholars is an ambitious vision for their future and a dream to give back, helping others in their community live better and healthier lives. Seeing our future through their eyes gives her tremendous hope and the support given through the scholarship is a humbling honor for all of us at Home Forward.

She expressed her thanks to staff and the GOALS team who supported this process and acknowledged her appreciation to Commissioners Kim and Satterfield for helping in the selection. It was then time to meet the recipients.

Viktoriya Yanchevskaya, is 18 and a graduate from Parkrose High School. She expressed a desire to save lives and become a nurse. She would like to heal the world one patient at a time. Viktoriya thanked everyone, especially Steve Rudman and her parents, closing with a quote by Eleanor Roosevelt.

Madison Griggs, will start at PCC in the fall. She is the first of her siblings to graduate from high school. From PCC, she hopes to enroll in the nursing program at OHSU. Madison was grateful for the scholarship.

Rikka Gustey, is a first generation college student. She is entering her senior year at Portland State University where she is pursuing a double major in marketing and athletic and outdoor industry. Rikka would like to open a business where she can share her passion for sports and donate a portion of her income to athletes who cannot afford the fees associated with athletic pursuits.

Sheylana Feliciano-Rowe, expressed the peace and unconditional love her mother provided. She shared that her journey has been unreal, painful and scary, but has overcome these significant challenges she has faced. Sheylana said her college advisor,

was encouraging and with that guidance was able to “see the light.” She is pursuing a psychology degree, entering PCC this fall. Sheylana plans to advocate for those who have experienced life’s setbacks.

Alisha Lowe, is a graduate from Jesuit High School. She thanked the board and Home Forward for the opportunity. Alisha is headed to University of Oregon where she plans to study biology with an interest in infectious diseases and a goal to become a dermatologist.

To the recipients, Commissioner TomiRene Hettman said you are the future and shining examples. She is encouraged and feels so much better about our future.

Treasurer Jenny Kim said it was a nice treat to hear from them and that she enjoyed reading their stories. She wished them the best and said it was wonderful to hear them think about others in their future pursuits.

Commissioner David Widmark reiterated they are the future and have the capacity to mentor others. He applauded the desire for public service and giving back.

Commissioner Wendy Serrano echoed the congratulations and appreciation for the passion to serve. As a first generation college graduate, she can see they have what it takes to thrive. Serrano said it’s important to have a voice in their future pursuits and as she has experienced, being on a commission has given her that platform.

Commissioner Matthew Gebhardt said the mission moments are the most exciting part of the board meetings and especially inspiring. Recognizing the obstacles to higher education we look forward to hearing your future stories.

Commissioner Vivian Satterfield appreciated a real face and dynamic personalities, adding their essays showed us their vulnerability and who they are, adding it is a wonderful strength. Acknowledging there are many people behind them in this journey, be open to the possibilities.

Commissioner Richard Anderson thanked the recipients and said it was good to hear their stories. He said college is an important pursuit and not to be afraid to change their major along the way.

Vice Chair Damien Hall said their aspirations are impressive given what they had to overcome. There is no doubt they will do great things.

Chair Miki Herman said she understands the difficulty in overcoming obstacles, pointing out it won't always be easy, but you will make it. She too hoped they will return with their stories and thanked them for applying. Chair Herman added a thank you to staff for the efforts seeing this through.

Steve Rudman, former Executive Director concluded the report saying it is an honor to have this award. He recognized how hard the agency works, not just with housing. Rudman applauded the recipients for their aspirations and achievements, expressing confidence they will do great things. He told them they too could one day be a commissioner.

At the request of Chair Herman, Langford will share the bios with the board.

## **CONSENT CALENDAR**

### **RESOLUTION 19-06-01 Authorize an Amendment to the On-call Contracts with Three Legal Firms for Specialized Legal Services**

Celia Strauss read the title of the resolution 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 Matthew Gebhardt seconded the motion.

The vote was as follows:

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

## **RESOLUTIONS**

### **Resolution 19-06-02 Authorize Fiscal Year 2019 Audit**

Chief Financial Officer, Peter Beyer introduce Kandy Sage, Controller and Resolution 19-06-02. The MGO team, led by Linda Hurly presented the audit results to Home Forward's

Audit and Finance committee. Beyer was pleased to report it was a very successful year and turned it over to Sage.

Kandy Sage, Controller reminded the board that the audit was the final step toward our change in fiscal year end from March 31 to a December 31 fiscal year end, as well as results in basic financial statements for the nine months ending December 31, 2018.

Sage reviewed the reports beginning with the deliverables. The basic financial statements include a statement of net position; statement of revenues, expenses and change in net position; statement of cash flow; notes to the financial statements.

The second report is the single audit report, which includes a schedule of Federal awards expenditures and notes to the schedule of expenditures.

The SAS 199 Letter is the auditor's notes that is a required communication to the Board.

These reports were presented to Home Forward's Audit and Finance committee on June 5. The audit resulted in an unmodified opinion, the highest level of assurance we can receive for the basic financial statements and auditors report required by State regulations – no financial statement or controls findings. Sage congratulated the Accounting and Finance department and operational groups. She said it was incredibly impressive especially with the amount of transactions that runs through the agency.

Sage highlighted notable transactions which were reflected in the financials:

- 85 Stories Group 5 conversion
- The change in the fiscal year
- Noting we will continue with a single year presentation for FYE ending December 31, 2019 and will return to a two year presentation for December 31, 2020

Treasurer Jenny Kim congratulated and expressed excitement to the team. She was grateful as the Treasurer to take this journey with them and welcomed their guidance.

Commissioner Vivian Satterfield thanked Treasurer Kim for shepherding and for the readability of the report.

Commissioner Matthew Gebhardt expressed his gratitude to the team and throughout the organization. There is a lot to do and especially impressive to get this rating. He also appreciated the translation.

Chair Miki Herman appreciated being on the Audit and Finance committee for several years and understanding language, but it is a stunning amount of work that is involved. Herman was reminded of the number of activities that were communicated in her speech at the Awards banquet. An impressive list of what all the departments do. Chair Herman echoed all the comments about staff.

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

The vote was as follows:

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

#### **Resolution 19-06-03 Express Support for Immigrant Communities and Oppose HUD's Proposed "Mixed Family" Rule**

Chief Operating Officer Ian Davie presented Resolution 19-06-03 and an explanation of the resolution. He said this resolution expresses support for our immigrant communities and opposes a disturbing rule that has been proposed by HUD. Davie continued to describe the mixed family households, the impacts on the Home Forward population, as well as to these households. He shared Home Forward data and if the rule becomes official would have incredible harm to these families.

In addition to submitting our comments, we have done advocacy, collaboration with community partners, looked at legislative avenues, but continue waiting. Our tools are limited. This resolution expresses a combination of support.

Executive Director Michael Buonocore added our thanks to the board of commissioners. This resolution will register our comments. We will follow up with an agency e-newsletter linking the resolution. The newsletter includes a quote by Chair Herman from our board, which is an assertive and clear statement.

“Adopting a resolution in response to this policy proposal cannot express strongly enough the Home Forward Board of Commissioners’ opposition to this exercise in blatant xenophobia and racism. We have no interest in tearing families apart and forcing children into homelessness, and neither should the federal government.”

Buonocore expressed his appreciation to Chair Herman and the board for their values and convictions.

Chair Herman opened it up for comments.

Commissioner Vivian Satterfield appreciated that we were naming it for what it is and taking an advocacy stand. She will make herself available. This is an erosion of our democracy and equal rights.

Commissioner David Widmark said this is inhumane, beyond comprehension. He strongly supports and advocates that we need to look at this at all levels of government. He intends to share this resolution with the Gresham City Council.

Commissioner Wendy Serrano echoed what has been said. It is unfortunate we have to even be going through this farce. It is sprinkled with humiliation, persecution and could lead to mental health issues. We have her support.

Commissioner TomiRene Hettman agreed with everything that has been said. It seems anti-human and doesn’t make sense.

Commissioner Matthew Gebhardt expressed his appreciation for the work by staff and said it is important for others to see we are taking a stand. It is racist and he will volunteer his time and power to this see that this advocacy is successful.

Commissioner Richard Anderson is in full support. It’s unfortunate that we haven’t learned something by now. He is hopeful we will see legal challenges thrown at this.

Vice Chair Damien Hall felt the statement of support is appropriate. He asked that the board is kept up to date. If this moves forward and our residents are impacted he hopes we can find ways to use our MTW status and Federal laws that don’t allow this kind of action.

Chief Operating Office Davie said we will continue to keep the Board apprised.

Treasurer Jenny Kim said she wholeheartedly agrees with the resolution and statement. Her heart goes out to the residents and the uncertainty this brings. She said the number of minors potentially affected made her speechless.

There being no questions, Chair Miki Herman requested a motion to approve. Commissioner TomiRene Hettman moved to adopt the motion, Treasurer Jenny Kim seconded the motion.

The vote was as follows:

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

#### **Resolution 19-06-04 Authorize Execution of Contract for Construction Manager/General Contractor for SE Powell Development**

Jonathan Trutt and Amanda Saul presented Resolution 19-06-04. The property is located at 3000 SE Powell. The site was purchased by the Portland Housing Bureau in 2017, with General Obligation Bonds. PHB has transferred site control and development rights to Home Forward. Saul described the contractor selection process. Four contractors submitted proposals and the committee unanimously recommended Colas Construction, Inc. She added that this was reviewed with the READ Committee. Chair Herman expressed appreciation to the READ Committee as this step helps the Board in the approval of transactions such as this.

Commissioner Wendy Serrano was happy to see how we are utilizing a minority contractor and proud to have it take shape.

Going forward, Vice Chair Damien Hall hopes to see intentional discussions of our processes and formulate questions that can create economic development in this area and establish best practices.

Commissioner Richard Anderson complimented Saul on how this was put together. Saul shared the compliment with Procurement manager Celeste King. Chair Herman added that the contract six month look ahead was helpful.

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

The vote was as follows:

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

ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 7:12 PM.

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

ADOPTED: AUGUST 20, 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:	August 20, 2019
From:	Celeste King, Manager Procurement and Contracts 503.802.8541	Subject:	Authorize Amendment to Home Forward Public Contracting Rules and Procedures Manual Resolution 19-08-01

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The Board of Commissioners is requested to authorize and amend the Home Forward Public Contracting Rules and Procedures Manual. Resolution 19-02-02, approved in February 2019, modified the delegated authority to \$1,000,000 for new contracts and \$500,000 for amendments. While this increase in amendment value was intended to apply to all new *and existing* contracts, we worry that the language inadvertently limited it to be applicable to public contracts first advertised, but if not advertised then entered into, on or after February 19, 2019. This August 20, 2019 amendment would correct language adopted in the February 19, 2019 Procurement Rules Amendment that increased the delegated authority from the Board to the Executive Director for executing amendments up to \$500,000.

The correction in language supports Strategic Plan Goal, One Agency: We build our skills and work together in ways that help us constantly evolve and improve our ability to serve our community.

To implement this recommendation, Section 46-0100 (4) of the Home Forward Public Contracting Rules and Procedures Manual would be amended. Specifically, the Section would read:

### ***46-0100***

#### ***Application; Commentary; Federal Law Supremacy.***

These Rules become effective immediately and apply to all Public Contracts entered into prior to this date and all Public Contracts from this date forward.

This change address concerns about the effective date of amended rules, which were left unchanged from previous versions and currently read as follows:

*Section 46-0100*

*Application; Commentary; Federal Law Supremacy.*

(4) These Rules become effective on the date they are promulgated by Home Forward and apply to Public Contracts first advertised, but if not advertised then entered into, on or after that date.

This change will ensure that all contracts entered into under this delegated authority are covered, in line with the original recommendation and intent of the Board of Commissioners.



## RESOLUTION 19-08-01

### RESOLUTION 19-08-01 AUTHORIZES AN AMENDMENT TO THE HOME FORWARD PUBLIC CONTRACTING RULES AND PROCEDURES MANUAL

**WHEREAS**, currently, the Home Forward Public Contracting Rules and Procedures include an amendment dated February 19, 2019 increasing the delegated contracting authority to \$1,000,000 and less for contracts and \$500,000 and less for amendments through a delegation by the Board of Commissioners to the Executive Director, or his designees, to execute and approve payment on public contracts and amendments; and

**WHEREAS**, the effective date of these amended rules was left unchanged from previous versions and reads as follows:

#### *Section 46-0100*

##### *Application; Commentary; Federal Law Supremacy.*

(4) These Rules become effective on the date they are promulgated by Home Forward and apply to Public Contracts first advertised, but if not advertised then entered into, on or after that date.

**WHEREAS**, the intention of the updated language was to apply to all contracts, past and future; and

**WHEREAS**, staff of the Procurement and Contracts Department are recommending an update to Section 46-0100 (4) of the Home Forward Public Contracting Rules and Procedures Manual. Specifically the Section would read:

#### *46-0100*

##### *Application; Commentary; Federal Law Supremacy.*

(4) These Rules become effective immediately and apply to all Public Contracts entered into prior to this date and all Public Contracts from this date forward.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward amends Section 46-0100 (4) of the Home Forward Public Contracting Rules and Procedures Manual to conform to the intended language above.

**ADOPTED: AUGUST 20, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair



## MEMORANDUM

To:	Board of Commissioners	Date:	August 20, 2019
From:	Tonya Evans, Director Asset Management 503.802.8437	Subject:	Authorize the Property Sale of Kramer House Resolution 19-08-02

The Board of Commissioners is requested to authorize the sale of Kramer House, located at 303 N. Beech Street, Portland, OR 97227.

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*, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

Kramer House is a one-story, framed four-plex that was built in 1929, and comprises one-bedroom units with partial basements that make up approximately 2,526 square feet of livable space. The house is situated on a 5,000 square foot lot.

The property had been leased and maintained by a local service provider, but the lease ended and the space was vacated by July 31, 2019. The property requires significant repairs and/or replacements due to the damage caused by the operations of the previous lessee and/or the age of the property. Sunrise Inspection Inc. was retained and inspected the property to which all findings were documented within a comprehensive report. A rough estimate of \$300,000 was determined for capital improvements needed to bring Kramer House in to a safe and rent-ready condition.

Small properties such as Kramer House typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant capital infusions and are less attractive to commercial banks due to the limited size of the

loans. The economies of scale are simply not present in a four-plex like Kramer House, with building components that are nearing the end of their useful lifespan.

Home Forward historically leased this home at below-market rental rates to a community partner who utilized the property to meet their organizational mission. Market rates have never been established; doing so would have required the oversight of a property management company to handle day-to-day operations, adding additional expense the property could not absorb, as well as increasing the financial burden of the service provider.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning allows for multifamily use of 2-4 units. The development potential of this lot hinges on the passage of the Residential Infill Project (RIP), a movement proposed to the City and currently awaiting Council hearings that are planned to begin in September of 2019. Should the RIP go into effect, the unit density increase for Kramer House would be limited due to the zoning and current size of the lot; only two additional units could be developed, for a total of six units.

There is no debt on the property and no long-term regulatory restrictions in place. The reserve account balance as of May 30, 2019 was \$19,311.44.

Because Kramer House is not a viable redevelopment candidate and has need for extensive and costly restorative work, we recommend that Home Forward be authorized to sell the property with the caveat that we provide a local service provider the opportunity to purchase prior to placing the home on the open market. Home Forward would allow that provider no less than seven (7) business days to respond to our offer with options including:

1. An acceptance to purchase at an estimated value of \$725,000;
2. A counter offer to the proposed price of \$725,000;
3. A declination of the option to purchase;

If option 3 is chosen, Home Forward will reach out to other service providers to see if there is interest in purchasing the property.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio in order to supplement needed capital improvements to existing sites.





## RESOLUTION 19-08-02

**RESOLUTION 19-08-02 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL KRAMER HOUSE, LOCATED AT 303 N. BEECH STREET, PORTLAND, OR 97227**

**WHEREAS**, the one-story four-plex was built in 1929, is currently owned by Home Forward free of debt, has no long-term regulatory commitments in place, and was recently vacated by the former lessee on July 31, 2019; and

**WHEREAS**, a full inspection of the site and structure was conducted on June 14, 2019 and it was determined the scope of work needed in order to restore the property to safe and rent-ready condition would cost at least \$300,000; and

**WHEREAS**, redevelopment opportunities are not a viable option as current and near future zoning limitations that would only allow for two additional units, for a maximum of six units; and

**WHEREAS**, Home Forward agrees to perform outreach to a local service provider to present the opportunity to purchase the property prior to listing it on the open market, of which the service provider would have no less than seven business days to respond to; and

**WHEREAS**, the proceeds of the sale of Kramer House would be reinvested within Home Forward's real estate portfolio in the interest of supplementing the needs of other sites in order to preserve and continue to safely house participants.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward hereby authorizes the sale of Kramer House, located at 303 N. Beech Street, Portland, OR 97227.

ADOPTED: AUGUST 20, 2019

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair



## MEMORANDUM

To: Board of Commissioners

Date: August 20, 2019

From: Biljana Jesic, Director, Community  
Services  
503.280.3741

Subject: Individual Development Account  
(IDA) Program as a Wealth  
Building Opportunity to address  
Racial Disparities  
Resolution 19-08-03

Odalys Perez, Program Supervisor  
503.802.8355

Staff requests that the Board of Commissioners adopt a resolution to commit to use CASA VIDA funds as a tool to increase wealth-building opportunities and address racial disparities. This request is a new requirement that CASA of Oregon is now requiring of grantee organizations. CASA of Oregon is a funding partner which administers the Individual Development Account (IDA) program, a tool that Home Forward's participants have used successfully since 2005.

According to research by the Urban Institute, the wealth gap has doubled in the past few decades. In 1983, the average wealth of white families was \$230,000 higher than the average wealth of African- American and Hispanic families. By 2010, the average wealth of white families was over a half-million dollars higher than the average wealth of black and Hispanic families.

The racial wealth gap creates low savings and high vulnerability in families, and compounds the effects of intergenerational poverty.

**All families need wealth to be economically secure and create opportunities for the next generation.** With assets, families can begin investing in their financial futures by saving for education, a home or business. CFED's 2014 *Scorecard* found that people of color are disproportionately affected by liquid asset poverty. The data show that two out of every three (61%) households of color are liquid asset poor. This lack of savings corresponds with long-

term financial insecurity. Households of color were also found to have approximately one-tenth the median net worth of white households (\$12,377 and \$110,637, respectively). Families without savings are much more vulnerable to economic catastrophe, such as foreclosure, homelessness and prolonged use of public assistance.

The racial wealth divide was built through a series of policy and societal choices made over generations and centuries, and we can change it by making better choices about investments and public policies that boost, rather than block, the ability of communities of color to build wealth. Policies and programs that can be intentionally designed to level the wealth-building playing field, providing greatest support to those with the lowest means to build wealth.

## **CASA VIDA**

Since 2005, Home Forward has been participating as a member of the VIDA (Valley Individual Development Account) collaborative convened by Casa of Oregon. CASA of Oregon is one of 10 fiduciary organizations funded by Neighborhood Partnerships (on behalf of Oregon Housing and Community Services) to offer Individual Development Accounts (IDAs) in Oregon. Every year, Neighborhood Partnerships raises money through the collection of Oregon IDA tax credits and distributes those funds across the 10 fiduciary organizations to use that year.

As a statewide organization, CASA of Oregon is organized as a private non-profit community development corporation and has charitable tax-exempt status under Section 501(c)3 of the IRS Code. CASA of Oregon specializes in developing housing and related facilities for farmworkers. CASA of Oregon is a Community Development Financial Institution (CDFI) as well as the administrator of the Valley Individual Development Account program (VIDA). VIDA is a collaborative of agencies offering IDAs to individuals and families. VIDA's partners include housing authorities, community development corporations, non-profit organizations, and microenterprise development organizations that work together to increase the financial self-sufficiency of Oregonians. The VIDA program has grown to a partnership of 45 organizations across the state. CASA of Oregon serves as the administrator and fiduciary organization of the collaborative. VIDA offers IDAs to individuals and families with limited financial resources that are working toward investing in an asset, such as a first home, a small business or post-secondary education. The VIDA Program offers a 3:1 match to participant savings.

In January of 2019, Home Forward's Family Self Sufficiency Program submitted a request for continued funding to Casa of Oregon and was awarded \$95,000 to continue operation of the IDA program for participants in the GOALS Family Self Sufficiency program. As part of this award, CASA is requesting that grantee agencies submit Board resolutions indicating that

use of IDAs are prioritized toward increasing wealth-building opportunities to reduce racial disparities.

This step merely reinforces Home Forward's commitment to this work, which is contained in Home Forward's GOALS (Greater Opportunities to Advance, Learn, and Succeed) program. Since 1995, Home Forward has successfully transitioned residents to greater economic stability through effective programs and strategic partnerships. The core of these efforts is the GOALS program, a coaching model of multicultural case coordination, financial literacy education, credit repair, employment preparation, and job placement. The program serves up to 600 public housing and Housing Choice Voucher families on the GOALS Family Self Sufficiency program. GOALS provides an incentive to families to move towards greater economic stability. Once employed, increases in family income that would normally result in increased rent are redirected to a Managed Savings Account held by Home Forward for the participant. This enables residents to establish savings and build economic stability. When used together, the self-sufficiency managed savings account and the IDA account can be a powerful tool for families seeking to achieve economic independence.

### **The IDA Program**

An Individual Development Account (IDA) is a matched savings account that enables families with limited financial resources to save and build assets. IDAs encourage savings by matching participant deposits, which then are invested in one of following assets:

- Homeownership
- Small business start-up or expansion
- Post-secondary education
- Auto Purchase

The IDA program offers a 3 to 1 match to participant savings for a three-year period. As savers reach their agreed upon savings amount, the savings and match money can be used to purchase or invest in their goal.

Throughout the savings program, the saver participates in financial education classes and works with a financial coach to address any credit, debt, or other issues that could prevent them from reaching their financial goals.



## RESOLUTION 19-08-03

### **RESOLUTION 19-08-03 EXPRESSES SUPPORT TO UTILIZE IDA FUNDS AS A TOOL TO INCREASE WEALTH-BUILDING OPPORTUNITIES AND ADDRESS RACIAL DISPARITIES.**

**WHEREAS**, Home Forward's organizational values indicate that we do our work in support of systemic change for racial and social justice and we use our voice to bring attention to these issues and their impact on our community and advocate for change at a broad scale;

**WHEREAS**, Home Forward's strategic plan "one community" goals emphasize the importance of the agency's work around racial and social justice;

**WHEREAS**, Home Forward believes that people who experience injustices and inequities have the wisdom to bring about the change that is needed. In order to best advance racial equality we listen, provide avenues for persons voices to be heard, and change course when necessary. We also realize that not every community is the same and that how we best serve any one community will only come as we continue to build trust and respect.

**WHEREAS**, whenever possible, we can present a program that is culturally competent and supportive of creating environments and spaces where every person is welcomed, respected and valued. We can use the IDA as a tool to increase access and opportunities for communities of color, end generational poverty, and help to close the racial wealth gap.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward hereby expresses support for utilizing the IDA Program as a wealth building tool to address racial disparities. By participating in this program, we acknowledge historical and contemporary injustices and will work towards reversing their future occurrences.

ADOPTED: AUGUST 20, 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:	August 20, 2019
From:	Jonathan Trutt, Director, Development and Community Revitalization 503.802.8507  Lewis Lyles, Project Manager, Rocco DeBrodt, Project Manager Development and Community Revitalization 503.802.8460	Subject:	Authorize Contract with LMC Construction Company for Design/Build Services for the Renovation of the 85 Stories Group 7 family properties Resolution 19-08-04

The Board of Commissioners is requested to authorize the Executive Director or his designee to execute a contract between Home Forward and LMC Construction Company (LMC) for the initial design/build programming phase of the 85 Stories Group 7 properties of Carlton Court, Celilo Court, Demar Downs, Eastwood Court, Fir Acres, Madrona Place, Stark Manor and Townhouse Terrace Apartments. These eight family properties are part of our public housing rehabilitation through the RAD conversions. 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.

During the initial programming phase, the design/build team will assess the capital needs for eight family properties, develop an understanding of Home Forward's rehabilitation goals and develop a scope of work. These efforts will allow LMC to establish preliminary pricing. With a scope of work and preliminary pricing, Home Forward staff will be able to determine how much rehabilitation can be accomplished within an established budget.

After the programming phase, staff anticipates two subsequent board resolutions to authorize the following design/build services work:

- (1) full design services phase, which will generate construction documents and permitting, and
- (2) construction phase, including GMP cost plus construction administration.

The cost of the programming phase is \$115,290. The current budget for all design/build services, including construction administration, necessary for the preservation of the Group 7 family properties is approximately \$15,815,290, including \$14,300,000 for construction.

Physical improvements to Group 7 family properties support the current Strategic Plan's One Portfolio Objective by using financing to leverage funds for preservation.

Home Forward's preservation strategy is to preserve and rehabilitate the existing 241 public housing apartments through significant capital investment. This investment will decrease maintenance costs and improve safety and residents' quality of life.

Beginning in April 2019, Home Forward's Procurement and Contracting Department conducted a formal procurement process, issuing an RFP to identify and select a design/build team to provide programming, design and construction services for the Group 7 family properties. Group 7 consists of the following properties:

<b>Project Name</b>	<b>Address</b>	<b># of Bldgs</b>	<b>Units</b>	<b>Year Built</b>	<b>Construction Budget (Incl. 10% Owner's Contingency)</b>
Carlton Court	5241 NE Killingsworth Ave Portland, OR 97218	7	24	1974	\$600,000
Celilo Court	4605 NE 95 <sup>th</sup> Ave. Portland, OR 97220	7	28	1984	\$2,666,000
Demar Downs	2700 SE 148 <sup>th</sup> Ave. Portland, OR 97236	9	18	1972	\$380,000
Eastwood Court	18208 SE Yamhill St. Gresham, OR 97233	9	32	1974	\$750,000
Fir Acres	19401 SE Yamhill St. Gresham, OR 97233	13	32	1974	\$2,200,000
Madrona Place	17810 East Burnside St. Gresham, OR 97233	6	45	1970	\$3,300,000
Stark Manor	600 SE 217 <sup>th</sup> Ave. Gresham, OR 97030	5	30	1974	\$2,140,000
Townhouse Terrace	3001 SE 136 <sup>th</sup> Ave. Portland, OR 97236	12	32	1974	\$2,264,000
<b>Group 7 RAD Property Total</b>		<b>68</b>	<b>241</b>		<b>\$14,300,000</b>

On May 28, 2019, two proposals were received. Procurement evaluated the proposals, and the LMC proposal was deemed the most responsive. The LMC proposal focused on the criteria identified in the RFP that included relevant experience, projected participation by minority, women owned and emerging small businesses (MWESB) and fee. Upon conclusion of the evaluation process, the selection committee recommended that LMC be selected as the most advantageous selection. Participation of MWESBs is projected to be 20% for the contract.

The work of the contract will be accomplished in phases, with initial programming authorized by the attached resolution beginning immediately upon contract execution. Once the scope of work has been determined after the programming phase, design services and construction will follow. Cost for these future phases will be negotiated with LMC and amendments to the contract initiated.



## RESOLUTION 19-08-04

**RESOLUTION 19-08-04 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE A CONTRACT WITH LMC CONSTRUCTION CO. FOR DESIGN/BUILD SERVICES FOR THE 85 STORIES GROUP 7 FAMILY PROPERTIES**

**WHEREAS**, Home Forward undertook a formal competitive process for design/build services for the renovation of Group 7 eight RAD family properties; and

**WHEREAS**, LMC Construction Co. was identified as the most advantageous proposer by the selection committee; and

**WHEREAS**, the contract will be undertaken in phases, with programming the initial phase and future phases (design and construction) authorized by contract amendments; and

**WHEREAS**, Home Forward identifies significantly important contracts that support the Home Forward Strategic Plan to be presented to the Board of Commissioners,

**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 LMC Construction Co. in the amount not to exceed \$115,290, for design/build programming services for the Group 7 eight RAD family properties.

**ADOPTED: AUGUST 20, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair



## MEMORANDUM

To:	Board of Commissioners	Date:	August 20, 2019
From:	Celeste King, Manager Procurement and Contracts 503.802.8541	Subject:	Authorize Adoption of Findings based on the report of the Hearings Officer and approval of an exemption from competitive bidding for the Dekum Court Project, a Metro Housing Bond Project Resolution 19-08-05

The Contract Review Board is requested to consider and adopt findings on a proposed exemption from competitive bidding for the Dekum Court Project, a Metro Housing Bond Project. Board action is necessary to conform to state statutes and Home Forward's Contracting Rules that require that Home Forward develop draft exemption findings, hold a public hearing to take testimony on the findings, and adopt findings to exempt a construction contract from the standard bid process.

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.

In November 2018, voters in Clackamas, Multnomah and Washington Counties passed the nation's first regional affordable housing bond. The \$652.8 million investment will create 3,900 permanently affordable homes for seniors, working families, veterans, and others who need them. When Metro, the tri-county regional government, referred the bond to voters, it also adopted a framework developed through months of engagement with partners and community members to guide the bond's implementation. Two of the core values of the framework are:

*Lead with racial equity to ensure access to affordable housing opportunities for historically marginalized communities, and ensure long-term benefits and good use of public dollars with fiscally sound investments and transparent community oversight.*

Home Forward is one of the region's eight implementing jurisdictions, and one of three that has submitted a Phase I project concept to Metro. Phase I projects have completed early planning and are prepared to begin implementation. Home Forward's Phase I proposal is the redevelopment of Dekum Court, a public housing site on an under-utilized 5-acre parcel in Northeast Portland's Concordia neighborhood. The redevelopment will replace 40 physically obsolete public housing units with 200 new mixed-finance units. Home Forward will be the developer and the general partner in a Low Income Housing Tax Credit (LIHTC) partnership entity that will own the property for 15 years, and the sole owner following the dissolution of the LIHTC partnership.

The Metro Council approved the Phase I Concept Endorsement for the redevelopment of Home Forward's Dekum Court site on July 11, 2019. Upon approval, approximately \$23 million of bond funds will be available to support construction of 160 of the new housing units at Dekum Court. Home Forward will then be able to issue solicitations for design and construction services. Both Home Forward public contracting rules and ORS require findings justifying the exemption from traditional low-bid contracting, a 14-day public notice and a public hearing at which public testimony is accepted related to the draft findings.

Notice of a July 31, 2019 public hearing to receive testimony on the findings in support of an exemption was published in the Daily Journal of Commerce on July 17, 2019. No public testimony was received at this Hearing. A copy of the draft findings, public notice and Hearings Officer's Report are attached.

Home Forward staff recommend the Board adopt the findings and authorize an exemption from competitive bidding, allowing the Dekum Court Project, a Metro Housing Bond Project to utilize the Construction Manager/General Contractor (CM/GC) procurement method and associated contract.



## RESOLUTION 19-08-05

**RESOLUTION 19-08-05 ADOPTS THE FINDINGS, GRANTS AN EXEMPTION FROM COMPETITIVE BIDDING AND ALLOWS THE USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTS (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR THE DEKUM COURT PROJECT**

**WHEREAS**, The Metro Council approved the Phase I Concept Endorsement for the redevelopment of Home Forward's Dekum Court site on July 11, 2019 (Resolution No. 19-07-05). Upon approval, approximately \$23 million of bond funds will be available to support construction of 160 of the new housing units at Dekum Court; and

**WHEREAS**, State of Oregon contracting laws and Home Forward Public Procurement Rules allow construction projects to utilize the alternative procurement method known as the Construction Manager/General Contractor (CM/GC) if, after a public hearing at which public comment is accepted, the Commission, acting as the local contract review board, adopts findings in support of such action; and

**WHEREAS**, draft findings were prepared detailing the advantages of utilizing the CM/GC contracting method for the Dekum Court Project. These findings include that utilizing the CM/GC method for this construction project is unlikely to encourage favoritism and will likely result in cost savings and other public benefits; and

**WHEREAS**, a public hearing was held on July 31, 2019, to accept public comment related to the draft findings. No public comment was received at this hearing; and

**WHEREAS**, the Board has considered information related to financial implications, public benefits, value engineering, specialized expertise required, public safety, marketing conditions, technical complexity, and funding sources, as described in the findings; and

**WHEREAS**, after considering the findings, the Board concludes that it is unlikely that an exemption from competitive bidding will encourage favoritism or substantially diminish

competition and that the exemption will result in substantial cost savings and other public benefits.

**NOW, THEREFORE, BE IT RESOLVED**, that the Contract Review Board of Home Forward hereby adopts the findings and authorizes an exemption from competitive bidding, allowing the use of the CM/GC alternative contracting method for Dekum Court Project, a Metro Housing Bond Project.

**ADOPTED: AUGUST 20, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair



## **Findings – Exemption** **Dekum Court Project**

### ***FINDINGS IN SUPPORT OF USE OF REQUEST FOR PROPOSALS AND ALTERNATIVE CONTRACTING METHODS***

#### **A. Alternative Contracting Exemption under Oregon Law**

Oregon law requires all contracts for public improvement projects be based on competitive bids unless the local contract review board grants an exemption under ORS 279C.335. ORS 279C.335 requires the public contract review board to approve two findings submitted by the agency: (1) that the exemption is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition; and (2) awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the public agency.

For public improvement projects, ORS 279C.330 and 279C.335 provide that the agency must consider the type, cost and amount of the contract(s) and information regarding the following:

- a. Operational, budget and financial data;
- b. Public benefits;
- c. Value engineering;
- d. Specialized expertise required;
- e. Public safety;
- f. Market conditions;
- g. Technical complexity; and
- h. Funding sources.

The local contract review board also is required to consider the following items when evaluating whether award of a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the public agency:

- a. How many persons are available to bid;
- b. The construction budget and the projected operating costs for the completed public improvement;
- c. Public benefits that may result from granting the exemption;
- d. Whether value engineering techniques may decrease the cost of the public improvement;
- e. The cost and availability of specialized expertise that is necessary for the public improvement;
- f. Any likely increases in public safety;
- g. Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement;
- h. Whether granting the exemption will affect the sources of funding for the public improvement;

- i. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
- j. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
- k. Whether the public improvement involves new construction or renovates or remodels an existing structure;
- l. Whether the public improvement will be occupied or unoccupied during construction;
- m. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
- n. Whether the contracting agency or state agency has and will use contracting agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In addition, ORS 279C.335 allows for the exemption of a class of contracts when distinguishing characteristics clearly define the class. Examples cited in ORS include projects that have a common purpose, require completion on a related schedule, or share common characteristics such as methods of procurement.

## B. Background Information

In November 2018, voters in Clackamas, Multnomah and Washington Counties passed the nation's first regional affordable housing bond. The \$652.8 million investment will create 3,900 permanently affordable homes for seniors, working families, veterans, and others who need them. When Metro, the tri-county regional government, referred the bond to voters, it also adopted a framework developed through months of engagement with partners and community members to guide the bond's implementation. Two of the core values of the framework are:

- Lead with racial equity to ensure access to affordable housing opportunities for historically marginalized communities, and
- Ensure long-term benefits and good use of public dollars with fiscally sound investments and transparent community oversight.

Home Forward is one of the region's eight implementing jurisdictions, and one of three that has submitted a Phase I project concept to Metro. Phase I projects have completed early planning and are prepared to begin implementation. Home Forward's Phase I proposal is the redevelopment of Dekum Court, a public housing site on an under-utilized 5-acre parcel in Northeast Portland's Concordia neighborhood. The redevelopment will replace 40 physically obsolete public housing units with 200 new mixed-finance units. Home Forward will be the developer and the general partner in a Low Income Housing Tax Credit (LIHTC) partnership entity that will own the property for 15 years, and the sole owner following the dissolution of the LIHTC partnership.

The Metro Council approved the Phase I Concept Endorsement for the redevelopment of Home Forward's Dekum Court site on July 11, 2019 (RESOLUTION NO. 19-5007). Upon approval, approximately \$23 million of bond funds will be available to support construction of 160 of the

new housing units at Dekum Court. Home Forward will then be able to issue solicitations for design and construction services.

As a public agency, Home Forward is subject to Oregon Revised Statutes Chapter 279. The redevelopment of Dekum Court will benefit from the use of an alternative contracting process that employs a proposal-based selection. Evaluation criteria for developments at this scale—the anticipated development budget is \$66 million—are broad and varied. In addition to a demonstrated ability to bond appropriately and be cost competitive, contractors will be evaluated on their plans to:

- Support the core values of the bond framework;
- Maximize economic participation through target business utilization;
- Implement the City of Portland’s Workforce Training & Hiring Program requirements;
- Construct the new housing units well, quickly, and in a manner that supports investors’ green building protocols;
- Provide exceptional pre-construction services and project controls;
- Operate a safe and secure job site; and
- Coordinate and communicate effectively with project stakeholders, neighbors and the neighborhood

For these and related reasons detailed below, Home Forward Procurement and Development staff recommend an exemption from traditional competitive-bid procurements for this clearly defined class of contracts to allow the alternative procurement of either Construction Manager/General Contractor (CM/GC) or Design/ Builder (D/B).

## C. Findings

### 1. Appropriate alternative contracting methods will be used.

The qualifications-based request for proposals (“RFP”) process for selecting a contractor falls within the purview of ORS 279C.335(2) because the process is competitive and a contractor will be selected based on both price and ability to best complete the project. The qualifications-based RFP approach is widely used and recognized as one of the preferred alternative approaches where, as here, the project is technically complex, time-constrained, and includes rigorous equity goals. In addition, projects that are time-constrained and have difficult site conditions are often targeted for a qualifications-base RFP process rather than the competitive bid process due to complex coordination intricacies. Home Forward anticipates using a one-step RFP process for this solicitation, contracting with a general contractor who will be responsible for both pre-construction and construction activities.

### 2. No favoritism or diminished competition.

To assure Home Forward’s Board of Commissioners that this exemption does not encourage favoritism or substantially diminish competition, the Procurement and Contracts department will follow a well-defined, competitive procedure to select contractors for this class of public improvement contracts.

The steps taken to ensure maximum competition and fair opportunity for this class of public improvement contracts will include advertisements in the Daily Journal of Commerce or similar newspaper, local community newspapers, postings on Home Forward's internet web page, and State of Oregon procurement website (ORPIN). In addition, direct outreach to qualified design-build and/or CM/GC contractors will occur in conjunction with regular attendance at a variety of local trade associations, a pre-proposal conference will occur, and appointment of an unbiased evaluation committees that will consider the criteria identified in the RFP will encourage competition and guard against favoritism. Home Forward staff believes that market conditions are such that many of the same contractors who would bid the projects under a traditional competitive bid procurement will compete in the qualifications-based RFP process.

Additionally, during the subcontractor bidding phases of the projects, outreach to the disadvantaged, minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses ("COBID") and Section 3 community as required by project funding will be conducted to inform this audience of bidding opportunities. This outreach involves direct solicitation to firms certified with the State of Oregon and the City of Portland, and providing notices to all relevant business and support organizations. Home Forward will require good faith efforts in the outreach to COBID and Section 3 businesses for subcontracting opportunities. Home Forward anticipates meeting both Home Forward and Metro's aspirational goals that range from 20% to 22% participation depending on contract amount by COBID firms through these efforts. Historically, achievement of the Section 3 goals of 10% construction services and 3% professional services has been more difficult to achieve due to the limited number of Section 3 certified firms. Notwithstanding this challenge, Home Forward staff and project participants will continue to work diligently to accomplish maximum participation by Section 3 businesses.

By marketing these opportunities and working to notify all likely potential respondents, Home Forward will implement a process that does not encourage favoritism in the awarding of this class of public contracts nor substantially diminishes competition. Use of alternative contracting methods will also allow Home Forward to identify prime contractors prior to award of any construction subcontracts so that Home Forward can work with prime contractors to maximize opportunities for participation by all potential subcontractors, including disadvantaged, minority-owned, women-owned, and service-disabled veteran-owned business owners, emerging small businesses and Section 3 businesses.

In addition, Home Forward will form an evaluation committee to review the prospective contractors' proposals in detail, conduct interviews if desired, and make selections based on specific evaluation criteria set forth in the RFP.

The evaluation criteria may include, among other things, consideration of the contractor's background, references, experience, personnel, client relations, schedule, quality control, and problem and solution identification. In addition, in the RFP phase, the evaluation committees will evaluate the contractors' fee proposals for providing preconstruction services and overhead and profit fee rates for performing construction work. The evaluation criteria will be used by the committees to score proposals using a scoring system that quantifies the value for each criterion and assures that proposers are fairly evaluated based on criteria set forth in the RFPs.

3. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the public agency.

Home Forward's experience is that competitive-bid contracting for work of this nature is likely to result in numerous change orders and increased costs through claims. Construction delays can occur when the design requires "re-working" after a contractor is identified and when the maximum amount of benefits from value engineering are not realized. A competitive request for proposals procurement resulting in either a design-build or CM/GC contract will allow Home Forward to select contractors based upon criteria in addition to price. It will allow selection of a contractor whose proven experience matches the nature of the required work, in both the design and the construction phases. Design-build or CM/GC contracts are more easily structured to accommodate variable and changing conditions while minimizing costly, distracting, and disruptive change orders and claims.

By involving the contractor during design, Home Forward has the capacity to obtain real-time market pricing information. This pricing will facilitate more accurate assessment of design options and maximize opportunities for value engineering, resulting in cost savings that cannot be achieved by the traditional competitive-bid process. The single source of responsibility for both design and construction activities that is available when a design-build contract is employed will reduce claims and thus reduce costs. Finally, the involvement of the design-build or CM/GC contractors will allow phasing of the bidding and construction more effectively. This will significantly mitigate schedule impacts with a resulting cost savings in material/labor inflation and construction general conditions.

As the analysis of each of the below factors shows, award of this class of Metro Bond contracts pursuant to an exemption will result in substantial cost savings and other substantial benefits to Home Forward.

*a. How many persons are available to bid?*

Beyond the finding that many of the same contractors would bid on the projects if they were competitively bid, this factor has no application because there are numerous contractors that would be interested in submitting bids or proposals for the projects.

*b. The construction budget and the projected operating costs for the completed public improvement.*

As projects are developed and contracts are established, project budgets become fixed by a Guaranteed Maximum Price (GMP) negotiation (CM/GC or design-build). Funding for the project is primarily from the Metro Bond. Home Forward will be able to minimize the risk of design changes, construction delays and claims to control the project budget more effectively with either CM/GC or design/build contractors. In addition, design-build contracts provide a single source of liability for both design and construction activities and a proven approach for containing costs by establishing a single point of responsibility for both design and construction services. Both alternative approaches allow the construction contractors' input

simultaneous to design and will facilitate development of construction plans that minimize costs and impacts related to delayed construction schedules, bidding and materials procurement. Further, the contractors can provide real-time market pricing that will assist in design decisions. Lastly, in many instances the scope of work is uncertain and benefits from the close collaboration between the designer and the contractor during the design phase, resulting in a better and more complete scope of work that produces a more cost-effective final product.

Either a CM/GC or a design-build contract will involve the construction contractor during the design phase. Involving the contractors early in the design process encourages increased collaboration that results in a more efficient design; fewer change orders attributable to design issues, and faster progress with fewer unexpected delays. These benefits will allow Home Forward to better control costs because of real-time market pricing, constructability guidance and input from the contractors that will build the projects. Moreover, the ability to have the CM/GC do early work prior to completion of design shortens the overall duration of construction, resulting in less disruption to neighboring property owners. A shortened construction duration also will allow Home Forward to bring housing units into service more quickly, generally benefit the public by increasing the supply of affordable housing. Faster progress and an earlier completion date can potentially help Home Forward mitigate the risk of inflationary increase in materials and construction labor costs.

In addition, during constructability reviews, the selected contractors will review long-term operating costs and advise Home Forward regarding the operational advantages and disadvantages associated with design alternatives. An evaluation of these alternatives will result in projects with lower long-term operating and maintenance costs.

*c. Public benefits that may result from granting the exemption.*

Collaboration with a qualified design-build or CM/GC contractor early in a project's schedule allows the development of practical approaches that achieve high levels of participation by COBID and Section 3 businesses, and allows collaboration with pre-apprenticeship programs to grow workforce opportunities.

The use of alternative contracting methods will allow Home Forward to identify contractors who can work with the public and maximize public benefits for these projects. Design-build or CM/GC contracts allow the contractors to participate in the design process thereby resulting in the development of a safe and effective construction sequences that minimize disruptions to neighboring properties. Their valuable advice during design will result in better and more efficient affordable housing units. A shortened construction term will result in benefits to the community, nearby businesses and neighboring property owners. The public interests of maximizing participation of COBID and Section 3 businesses and significant participation of apprentices is enhanced by use of either the design-build or the CM/GC alternative process.

*d. Whether value-engineering techniques may decrease the cost of the public improvement.*

Construction contractor input during the early design phase will facilitate the value engineering process. Options can be considered while the design is being finalized and with minimal issuance of change orders during construction. Since the contractor is directly involved in value engineering evaluations, unrealistic or impractical options can be dismissed quickly when appropriate. When it occurs, value engineering on competitively bid projects typically results in increased design costs because the completed design must be revised to accommodate the changes that result from value engineering. These additional costs may be avoided or limited under the design-build and CM/GC delivery methods.

Construction contractor input during design will provide the optimal value engineering process. The design-build or CM/GC project delivery method allows the construction contractor to work directly with the design team during the design process to incorporate value-engineering ideas in the most timely and efficient manner, resulting in lower project costs to Home Forward.

*e. The cost and availability of specialized expertise that is necessary for the public improvement.*

Design-builder and/or CM/GC expertise in working with similar projects in size, scale, and complexity of the contemplated housing projects, working within constrained right of way and urban environments in some cases, and maintaining robust flexibility in daily planning are all requirements at these projects.

A design-build or CM/GC project delivery method will allow Home Forward to identify contractors with the special expertise required. The competitive-bid process does not ensure that the needed special expertise will be procured, because prospective bidders meet only limited responsibility criteria. Design-build or CM/GC contracts are the best methods to incorporate the flexibility needed to quickly respond to changing plans and conditions that are the hallmark of work within urban construction sites. The ability to consider each proposer's degree of expertise in these areas is an integral component of the proposal evaluation process.

*f. Any likely increases in public safety.*

These contracts will require the utmost attention to public safety as the risks associated with construction activities increase in urban neighborhoods, which are likely to be the sites of these future projects. It is likely that surrounding neighbors include dense residential buildings, critical social services, businesses, and busy transit ways. At these sites, the construction sequencing will require changes to existing pedestrian and vehicular traffic patterns. Constant attention to needs of neighbors, businesses, residents and construction crews is crucial to maintaining a safe working and living environment for the workers and the public.

The contractor's actual safety performance on similar past projects is critical and will be evaluated as part of the proposal review process. A competitive design-build or CM/GC procurement affords Home Forward the best opportunity to select contractors with proven, successful safety records.

- g. Whether granting the exemption will affect the sources of funding for the public improvement.

Construction of the project will be funded primarily by the Metro Bond proceeds. The exemption will have no effect on this funding source.

- h. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.

Market conditions for residential construction in the Portland metro area are extremely busy, with rising construction costs and a tight labor market. General contractors can be much more selective in the work they pursue. It is important to package work in the most attractive manner to draw quality contractors and to eliminate as many barriers as possible.

Competitive design-build or CM/GC procurements will better enable Home Forward to manage construction bid risks within a robust construction market. Home Forward is more likely to attract experienced and capable general contractors using alternative contracting methods. In addition, these alternative contracting methods provide the advantages of real-time market pricing during design to inform material and equipment selection. In addition, alternative contracting methods will allow Home Forward to collaborate with the contractors concerning items such as subcontractor and supplier buy-out strategies and value engineering. Use of a competitive-bid approach in a tight or rising cost construction market increases the risk bids will exceed budget, with limited options to address overages through scope reductions. When bids exceed budget, it causes delay and budget problems as staff work to find solutions to make the project viable. Any delays translate into additional costs due to increasing construction material costs and other associated costs. Use of design-build or CM/GC delivery methods will enable Home Forward to better respond to market conditions in a manner that results in lower-cost projects.

- i. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement.

The work contemplated by this project will be complex due to equity contracting goals, tight budget parameters established for the Metro Bond funds, the urban site, and the necessity for a highly effective construction safety and mitigation plan. The contractor will be required to perform work daily in accordance with a schedule that meets contract deadlines driven by financing and the needs of neighbors. Selection of a contractor with demonstrated experience and success on similar projects will result in substantially lower risk to Home Forward and the public generally.

Beyond the minimum requirements for bidder responsibility, a competitive-bid procurement does not permit an in-depth evaluation a contractor's technical qualifications or proven ability to address complex technical issues, such as meeting critical deadlines, addressing the needs of neighbors, and maximizing participation by target COBID and Section 3 businesses. Use of a request for proposals for the design-build and/or CM/GC methods—which will include



several evaluation criteria in addition to price—allows Home Forward to evaluate a contractor’s experience in similar work, including on-time performance, utilization of innovative construction techniques, community and governmental coordination, equity contracting requirements and the ability to successfully respond to work plan adjustments.

- j. Whether the public improvement involves new construction, renovates, or remodels an existing structure.

As discussed above, this project is replacement of 40 public housing units that will be combined with new construction of approximately 160 units for a total of 200 units and associated active space. Because of the size of the project, some work may be identified as “early work” which can shorten the overall construction period and therefore overall costs. The CM/GC method is better than the traditional competitive bid method in pursuing “early work” due to the CM/GC contractor’s early participation on the development team. This allows the identification and implementation of “early work” opportunities in a timely manner.

Because of these uncertainties, the opportunity to select the most qualified contractors, considering many factors, will help anticipate and avoid project problems and, as a result, realize substantial cost savings over the traditional competitive bid procurements where bid price is the only factor. In addition, the ability to perform so-called “early work” under design-build and CM/GC contracts may uncover latent conditions at the project site, enabling project designers to efficiently address design changes during the design phase rather than the construction phase.

The qualifications-based RFP process will allow the Home Forward to give appropriate weight to proposers that are skilled and experienced in performing either new construction or renovation work. Due to the nature of the renovation work, including but not limited to the potential for encountering latent conditions and the occupied nature of these buildings, it is critical for Home Forward to select contractors with significant experience in renovation and remodel project, in addition to new construction.

- k. Whether the public improvement will be occupied or unoccupied during construction.

The existing 40 units will remain occupied during the first phase of construction. Once the first phase is built existing residents will be relocated on site to the new building while the remaining units are built in the second phase of construction. The project will be partially occupied during construction.

- a. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions.

As discussed above, the project will benefit from a phased approach. A contractor will identify opportunities for “early work” bid packages during the pre-construction phase.

- b. Whether the contracting agency has retained under contract, and will use contracting agency personnel, consultants and legal counsel that have necessary

expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Home Forward staff has significant experience completing similar projects using the design-build and CM/GC project delivery methods. Home Forward also has retained legal counsel and will retain consultants and designers with the necessary qualifications and expertise to negotiate, administer and enforce the terms of the public improvement contracts.

c. Funding sources.

Construction of this project will be funded primarily with Metro Bond proceeds set at \$23 million. The Metro Council approved a Phase I Concept Endorsement for the redevelopment of Home Forward's Dekum Court site on July 11, 2019. Approximately \$23 million of bond funds will be available to support construction of 160 of the new housing units at Dekum Court. Other sources include: 4% tax credit equity, Home Forward equity, a permanent loan and deferred developer fee.

D. **Contract Terms and Conditions**

The technical complexities and uncertainties of the projects make it critical for the contracts to contain specific terms and conditions that will increase efficiency and result in reduced costs. Legal counsel will prepare the project contracts. The contracts will contain, among other things, provisions for insurance, indemnification, payment and performance bonds, and requirements of Oregon Revised Statutes chapter 279C.

E. **Reservation of Rights**

ORS 279C.335(6) provides that the representations in and the accuracy of these findings are the bases for the class exemption if adopted by a Board of Commissioners resolution. These findings also describe, to some extent, anticipated features of the resulting public improvement contracts, but the final parameters of those contracts are those characteristics that will be announced in the solicitation documents, and Home Forward specifically reserves all of its rights in this regard.

F. **Recommendation**

A competitive RFP procurement for design-build or CM/GC contractors as outlined above is the preferred contracting option for this Metro Bond project. Competitive procurements will ensure that the selected contractors have the experience, expertise, and successful past performance to position for success each of the potential contracts that may result from the Metro Bond. Having either the design-build or CM/GC contractors collaborate in the design effort will yield the most cost-effective and practical choices in design options while still allowing Home Forward to retain control of the design and costs. Design-build and/or CM/GC contracts provide the best opportunity to meet the Metro Framework goals around equity and cost containment. Lastly, these competitive procurement processes will include practices to ensure that meaningful competition occurs and that favoritism is not an element of the selections. All these factors will assist Home Forward in

achieving fair and equitable selections of contractors that will deliver both good design and successful construction services with minimal public impacts at the least total construction costs and within the most beneficial schedule. Home Forward staff therefore recommends adoption of a resolution exempting the class of contracts defined herein from the competitive-bid requirements and authorizing the use of an alternative qualifications-based selection processes for public improvement contracts in the class described in these findings.



## **HEARING OFFICER'S REPORT**

### **AS REQUIRED BY HOME FORWARD CONTRACT REVIEW BOARD RULES OAR 137-049-0600 AND ORS 279C.330 AND ORS 279C.335**

#### **REGARDING**

#### **Exemption from competitive bidding requirements for a Construction Contract for new construction at Dekum Court**

As required by ORS 279C.330 and ORS 279C.335, the undersigned duly appointed Hearing Officer convened a public hearing at 9:00 a.m. on July 31, 2019, at 135 SW Ash, 5<sup>th</sup> Floor, Metolius Room, Portland Oregon, 97204. The hearing was held to present and receive public comment on an exemption from competitive bidding for a Construction Manager/General Contractor construction contract related to the planned project at Dekum Court (NE 27<sup>th</sup> Ave at NE Saratoga St, Portland, OR 97211). An affidavit of the Notice of Public Hearing is attached.

On May 3, 2019, Home Forward issued notice of the public hearing and made the proposed findings available to the public. The findings were also made available at the hearing. No members of the public attended the hearing or provided comment.

Dated:

7/31/19

Attested:

Celeste King

Hearing Officer  
Celeste King

AFFIDAVIT OF PUBLICATION

# DJC



921 S.W. Washington St. Suite 210 / Portland, OR 97205-2810  
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Michelle Ropp**, being first duly sworn, depose and say that I am a **Principal Clerk** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

**Case Number: NOT PROVIDED**

**Exemption from Competitive Bidding**

**Home Forward; Bid Location Portland, OR, Multnomah County;**

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

7/17/2019

State of Oregon  
County of Multnomah

SIGNED OR ATTESTED BEFORE ME  
ON THE 17th DAY OF July, 2019


  
Michelle Ropp

  
Selah Michele Farmer

Notary Public-State of Oregon



**Pete Garcia**  
**Home Forward**  
135 SW Ash St  
Portland, OR 97204-3540



**homeforward**  
hope. access. potential.

**EXEMPT FROM COMPETITIVE BIDDING**  
**NOTICE OF PUBLIC HEARING**  
In accordance with ORS 279C.335(5), a public hearing will be held at:  
9:00 a.m., PST  
Wednesday, July 31st, 2019  
Metolius Room - 5th floor  
135 SW Ash Street  
Portland, OR 97204

For the purpose of taking public comments on an exemption from competitive bidding requirements for a Construction Manager / General Contractor contract related to the Dekum Court project.

Draft findings are available at the offices of Home Forward:  
135 SW Ash Street  
Portland, OR 97204  
Procurement and Contracts  
Department, 5th Floor  
8:00 a.m. to 4:00 p.m.,  
Monday through Friday  
Call (503) 802-8562 for further information

Published Jul. 17, 2019. 11769124

Order No.: 11769124  
Client Reference No:



## MEMORANDUM

To:	Board of Commissioners	Date:	August 20, 2019
From:	Jonathan Trutt, Director, Development & Community Revitalization 503.802.8507  Amanda Saul, Assistant Director for GO Bond Development 503.802.8552	Subject:	Authorize Execution of Amendment 02 to Contract C2109 for Professional Design Services for SE Powell Development (A Portland Housing Bond Project)  Resolution 19-08-06

The Board of Commissioners is requested to authorize Home Forward to amend the contract for professional design services with Holst Architecture for the design and engineering of a new multi-family building to be located at 3000 SE Powell Blvd. 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. A site at 3000 SE Powell Blvd owned by the City of Portland is the centerpiece of the Portland Housing Bond. Home Forward and the City of Portland, acting through the Portland Housing Bureau (PHB), have been working together first through an intergovernmental agreement (IGA) and subsequently through an Award Letter (Reservation of Funds, or ROF) to develop the property. The ROF outlines the conditions under which a new 180-unit affordable housing building will be developed, owned and assert managed by Home Forward and financed in part by the Portland Housing Bond.

Last November, Oregon voters passed a constitutional amendment allowing bond funds to be leveraged with other sources, including Low Income Housing Tax Credits, and to be owned by entities other than public agencies. Due to these changes, PHB has changed its approach to its bond funded projects. PHB recently issued a Notice of Funding Availability (NOFA) to distribute half of its remaining bond funds competitively to projects other than

3000 SE Powell.

Holst Architecture was selected to lead the design effort through a competitive procurement process managed by Home Forward's Procurement & Contracts Department in 2018. Contract C2109 was authorized by the Board of Commissioners in October 2018 and, at PHB's request, had a scope of work limited to a feasibility study of modular construction. Contract Amendment 01 was then authorized in March 2019 and, also at PHB's request, extended the scope of work to include schematic design. In accordance with the terms of the IGA, PHB has reimbursed Home Forward for A&E costs incurred during the feasibility study and schematic design phases.

Schematic design is nearing completion. Moving forward, under the terms of the ROF, A&E costs will be covered by a PHB pre-development loan. Therefore, the Board of Commissioners is now asked to authorize Contract Amendment 02. This amendment will carry the design team from the design development phase through construction completion—the remainder of the project.

This is a summary of the full contract scope and fee, which is consistent with project budget projections:

	FEE	SCOPE
Base Contract	82,744	Feasibility Study
Amendment 01	585,346	Schematic Design
Amendment 02	1,765,203	Design Development thru Construction Administration
<b>Total</b>	<b>\$2,433,293</b>	

Staff provided the Real Estate and Development (READ) Committee of Home Forward's board a draft copy of this resolution in advance of the publication of the agenda and packet for the August 2019 meeting.



## RESOLUTION 19-08-06

**RESOLUTION 19-08-06 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT 02 TO CONTRACT C2109 WITH HOLST ARCHITECTURE FOR PROFESSIONAL DESIGN SERVICES FOR THE SE POWELL DEVELOPMENT (A PORTLAND HOUSING BOND PROJECT)**

**WHEREAS**, The City of Portland, acting through the Portland Housing Bureau, owns an unimproved parcel at 3000 SE Powell Blvd; and

**WHEREAS**, Home Forward received an Award Letter from the Portland Housing Bureau offering a 99-year lease on the land and funding for construction through the \$258.4 million Portland Housing Bond in exchange for developing, owning and asset managing a new 180-unit affordable housing building; and

**WHEREAS**, through a competitive selection process managed by Home Forward, a team of architects and engineers lead by Holst Architecture was selected to design the building; and

**WHEREAS**, pursuant to the needs of the project, Home Forward staff recommend amending the contract with Holst Architecture and issuing a Notice to Proceed for the design development phase through the construction administration phase of the work; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director to execute Amendment 02 to Contract C2109 in an amount of \$1,765,203 for the design development through construction administration phases of the new building at 3000 SE Powell Blvd.

**ADOPTED: AUGUST 20, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Mary Ann Herman, Chair



# STAFF REPORTS

**Procurement & Contracts Department**  
**MONTHLY CONTRACT REPORT**  
**Contracts Approved 06/01/19 - 07/31/19**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2258	0	LMC Construction	\$ 80,511.00	Harold Lee Village final alterations	DCR	6/6/2019	7/23/2020
C2227	0	Otis Elevator	\$ 2,950.00	Elevator Modernization at Schrunck Tower	DCR	7/10/2019	8/18/2020
C2257	0	Kennedy Restoration	\$ -	Fire at Bud Clark Commons Emergency, water damage on floors 3 to 5. Restoration services.	Prop Mgmt	7/12/2019	8/31/2019
<b>Subtotal</b>			<b>\$ 83,461.00</b>				<b>3</b>

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2261	0	Pegasus Moving & Cleaning	\$ 4,291.40	Packing and moving services for resident relocation	DCR	6/4/2019	6/30/2019
C2267	0	The Door Works Co.	\$ 7,950.00	Installation of ADA door operators at Jean's Place	Asset Mgmt	6/13/2019	8/15/2019
C2270	0	Treecology Inc.	\$ 3,520.00	Tree pruning at Dahlke Manor	Property Management	6/13/2019	8/13/2019
C2273	0	Treecology Inc.	\$ 4,615.00	Tree pruning at Celilo	Property Management	6/18/2019	7/1/2019
C2264	0	Metro Access Controls	\$ 3,445.00	Elevator button repair at Dahlke	Property Management	6/21/2019	6/30/2019
C2274	0	Eclipse Security Service	\$ 9,000.00	Security at Tamarack	Property Management	6/24/2019	6/30/2020
C2266	0	Pacific Patrol Services	\$ 20,000.00	Security Services at the Joyce Hotel	Asset Mgmt	7/10/2019	6/30/2020

C2272	0	The Davey Tree Expert Company	\$ 6,750.00	Tree pruning at Carlton and Dekum	Property Management	7/10/2019	7/1/2019
C2277	0	Allied Universal Security Services	\$ 84,444.00	Security at Dahlke	Property Management	7/10/2019	6/30/2020
C2279	0	Pegasus Moving & Cleaning	\$ 118,025.00	Provides housekeeping, meal set up and delivery service for CHSP	Community Services	7/10/2019	12/31/2019
C2291	0	Metro Access Controls	\$ 4,870.00	Relocate DSX panel at Schunk	DCR	7/10/2019	9/30/2019
C2293	0	Allied Universal Security Services	\$ 9,115.00	Security services at Sellwood	Property Management	7/26/2019	12/31/2019
C2297	0	Affordable Electric Inc.	\$ 21,419.00	Replacing electrical panels in 20 units at Cambridge Court	Asset Management	7/29/2019	8/31/2019
C2302	0	The Door Works Co.	\$ 11,889.00	Replace 12 new doors at NW Tower	Property Management	7/29/2019	12/31/2019
<b>Subtotal</b>			<b>\$ 309,333.40</b>				<b>14</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2260	0	CSG Advisors, Inc.	\$ 15,000.00	Financial advisory services for Fountain Place Financing RFP	DCR	6/6/2019	9/30/2019
C2275	0	Carlson Testing, Inc.	\$ 25,973.00	Inspection and testing services for Medallion and Williams Plaza Apartments	DCR	6/21/2019	12/31/2020
C2282	0	QEDLAB Qualified Envelope Diagnostics, Inc.	\$ 6,200.00	Window Testing at Medallion Apartments	DCR	6/25/2019	6/24/2020
C2212	0	Friendly House Inc.	\$ 35,300.00	Health and wellness programs at Dahlke, Grace Peck, Holgate House, Rosenbaum, and Unthank	Community Services	7/10/2019	12/31/2019
C2231	0	Victory Project PDX	\$ 233,704.00	Provides meals for CHSP	Community Services	7/10/2019	12/31/2019
C2281	0	Impact Northwest	\$ 194,464.00	Case management for CHSP	Community Services	7/10/2019	12/31/2019
C2283	0	Essential Quality Care (EQC)	\$ 30,000.00	Provides housekeeping for CHSP; Holgate House only	Community Services	7/10/2019	12/31/2019

C2284	0	QEDLAB Qualified Envelope Diagnostics, Inc.	\$ 9,300.00	Window testing at group 6 family properties - alderwood, powellhurst, hunter's run, floresta, tillicum north, tillicum south	DCR	7/10/2019	7/31/2020
C2286	0	Meals on Wheels People	\$ 5,000.00	Provides frozen meals for residents in CHSP	Community Services	7/10/2019	12/31/2019
C2287	0	Homewatch CareGivers of Portland	\$ 15,000.00	Provides bathing assistance and personal care services for CHSP	Community Services	7/11/2019	12/31/2019
C2294	0	Pegasus Moving & Cleaning	\$ 69,532.00	Skills group and cleaning service focusing on the prevention of evictions related to housekeeping at BCC	Community Services	7/17/2019	6/30/2020
C2295	0	Great Northwest Environmental	\$ 28,400.00	Lead and asbestos testing at Dahlke	DCR	7/26/2019	7/15/2020
C2296	0	Northwest Geotech, Inc	\$ 3,700.00	Infiltration testing at Dahlke	DCR	7/26/2019	1/16/2020
C2299	0	Robert Half International	\$ 9,792.00	Temp position: A/R specialist	FAAM	7/26/2019	8/30/2019
<b>Subtotal</b>			<b>\$ 681,365.00</b>				<b>14</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2259	0	Merryman Barnes Architects	\$ 20,000.00	Security Improvement Pre-planning phase work at New Market West.	DCR	6/3/2019	12/31/2019
C2263	0	NW Surveying Inc	\$ 16,000.00	ALTA survey at Dahlke	DCR	6/6/2019	12/31/2021
C2262	0	Benthin Engineering, Inc	\$ 20,000.00	ALTA survey at Holgate House	DCR	6/13/2019	12/31/2021
C2206	0	Salazar Architect	\$ 18,000.00	Develop permit/construction documents for the storefront/awning replacement work at Rosenbaum Plaza Apartments.	DCR	6/14/2019	9/30/2019
C2285	0	Elevator Consulting Services	\$ 17,300.00	Elevator modernization and maintenance consultation for Dahlke	DCR	7/10/2019	6/30/2021
C2288	0	Elevator Consulting Services	\$ 14,100.00	Elevator modernization and maintenance consultation for Grace Peck	DCR	7/10/2019	6/30/2021
C2289	0	Elevator Consulting Services	\$ 17,300.00	Elevator modernization and maintenance consultation for Rosenbaum	DCR	7/10/2019	6/30/2021

C2246	0	RDH Building Sciences, Inc.	\$ 45,500.00	architectural and building sciences work for the window replacement at Gretch Kafoury Commons	DCR	7/26/2019	5/19/2020
C2290	0	RDH Building Sciences, Inc.	\$ 48,000.00	Building enclosure consulting services for the Medallion Renovation Project.	DCR	7/26/2019	7/14/2020
<b>Total</b>			<b>\$ 216,200.00</b>				<b>9</b>

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1891	3	Community Alliance of Tenants (CAT)	\$ 43,260.00	Tenant education program for recipients of the housing choice voucher program; amended to update scope, money, time	Rent Assistance	6/3/2019	12/31/2019
C1940	9	MWA Architects Inc	\$ 17,800.00	Engineering and design work for misc additions at Schrunk Tower	DCR	6/3/2019	5/31/2020
C2256	1	PBS Engineering & Environmental, Inc.	\$ 4,750.00	Lead paint testing at Powellhurst	DCR	6/3/2019	7/31/2019
C2261	1	Pegasus Moving & Cleaning	\$ 3,783.00	Packing and moving services for resident relocation; amended to add more moves	DCR	6/5/2019	6/30/2019
C1960	5	LMC, Inc.	\$ 4,620.08	Amendment for misc roof repairs at Teal 2	DCR	6/6/2019	3/16/2020
C1964	5	LMC, Inc.	\$ 16,160.59	Amendment for painting and powder coating to handrails at Schrunk	DCR	6/6/2019	3/16/2020
C1968	5	Walsh Construction Co.	\$ 21,450,382.00	Medallion/Williams Construction amendment	DCR	6/6/2019	10/30/2020
C2082	4	W.B. Wells & Associates, Inc	\$ 15,000.00	ALTA surveying at Tillicum North & Tillicum South; amended scope	DCR	6/6/2019	8/4/2019
C2143	2	Great Northwest Environmental	\$ 370.00	Asbestos testing at Eliot Square	DCR	6/6/2019	2/29/2020
C2258	1	LMC Construction	\$ (1,556.00)	Deductive amendment for Harold Lee Village final alterations; bonds not required, removing cost of bonds	DCR	6/6/2019	7/23/2020
C1939	9	KASA Architects, inc	\$ 32,336.00	Additional design and engineering work at tamarack, winchell, camelia	DCR	6/10/2019	6/30/2019
C1940	10	MWA Architects Inc	\$ 4,180.00	Engineering and design work for retaining walls at Schrunk	DCR	6/10/2019	5/31/2020

C1961	4	Performance Systems Integration (PSI)	\$ -	Fire safety services at 14 properties	Property Management	6/10/2019	5/6/2020
C2126	4	LMC Construction	\$ 296,571.51	Electrical revisions, permit revisions, replacement of interior unit doors at Schrunck	DCR	6/10/2019	10/30/2019
C2190	1	Apex Companies LLC	\$ 18,240.00	Further geotechnical services at fountain place	DCR	6/10/2019	9/30/2019
C1974	1	LMC, Inc.	\$ 4,389,950.00	Construction phase amendment for red group - hunter's run, tillicum north, tillicum south	DCR	6/11/2019	5/1/2020
C1994	1	LMC, Inc.	\$ 3,522,649.00	Construction phase amendment for red group - floresta, powellhurst, alderwood	DCR	6/11/2019	6/30/2019
C1433	7	Lifeworks NW	\$ 33,442.50	Beech Street, Resident & Community Service Coordinator; amended to extend services	Community Services	6/16/2019	12/31/2019
C2009	1	Catholic Charities	\$ 19,461.00	Resident Services Plan at Multnomah Manor; amended to extend contract for 1 yr	Community Services	6/16/2019	4/30/2020
C2046	1	NW Enforcement	\$ 25,472.22	Security Services for Schrunck	Property Management	6/21/2019	6/14/2020
C1719	21	O'Neill/Walsh Community Builders	\$ 150,491.00	GMP Amendment CO #20 - grand avenue apartments	DCR	6/24/2019	2/14/2019
C1960	6	LMC, Inc.	\$ 75,886.01	Change order for teal 2	DCR	7/10/2019	3/16/2020
C1964	6	LMC, Inc.	\$ 166,048.46	Amendment for Schrunck Tower Development, scope change	DCR	7/10/2019	3/16/2020
C2014	2	Pegasus Moving & Cleaning	\$ -	On-call housekeeping services for Home Forward residents; amended to extend duration	Community Services	7/10/2019	12/31/2019
C2038	2	ValleyScapes Landscape Solutions	\$ 65,662.00	Landscaping services for Tamarack, Eliot Square, Camelia Court, Maple Mallory; amended to extend services	Property Management	7/10/2019	6/30/2020
C2080	1	Human Solutions, Inc.	\$ 3,000.00	After-school academic and enrichment activities at Sequoia; amended to extend services	Community Services	7/10/2019	6/30/2020
C2126	5	LMC Construction	\$ (5,305.56)	Schrunck Tower maintenance, deductive change order	DCR	7/10/2019	10/30/2019
C1940	11	MWA Architects Inc	\$ 5,750.00	Additional landscape arch and civil engineering at Schrunck	DCR	7/12/2019	5/31/2020
C1939	10	KASA Architects, inc	\$ 1,850.00	Additonal sturctural engineering and roof work at tamarack and winchell	DCR	7/17/2019	2/11/2020

C1967	2	Epic Land Solutions	\$ 144,664.00	Resident relocation services- Schrunk & Tamarack; amended scope	DCR	7/17/2019	4/1/2020
C2149	1	Trash for Peace	\$ 1,400.00	Youth and senior education programs for residents living at: Rockwood Station, Humboldt Gardens, Dekum Court, Madrona Place, Fairview Oaks, Gateway Park, Gladstone Square, and BCC; amended to add summer camp programs	Community Services	7/17/2019	12/31/2019
C1638	4	Nishino LLC	\$ 10,000.00	SharePoint Consulting services; amended to add funds and time	IT	7/18/2019	10/31/2020
C1940	12	MWA Architects Inc	\$ 5,950.00	Additional services at Eliot square for window replacement	DCR	7/22/2019	5/31/2020
C1613	5	NW Enforcement	\$ -	On-call security services, RFP 05/15-282; amended to extend services	Prop Mgmt	7/26/2019	7/30/2020
C1738	4	KPFF Consulting Engineers	\$ 2,000.00	WPCF permit for all Home Forward's UICs; amended scope	DCR	7/29/2019	11/30/2019
C2263	1	NW Surveying Inc	\$ -	Amending scope to allow flexibility in surveying services at Dahlke	DCR	7/29/2019	12/31/2021
C1719	22	O'Neill/Walsh Community Builders	\$ 113,540.00	GMP Amendment CO #21 - grand avenue apartments	DCR	7/29/2019	2/17/2020
<b>Subtotal</b>			<b>\$ 30,637,807.81</b>				<b>37</b>

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
GO2265	0	GTG Consultants, PC	\$ 8,775.00	CNA for Headwaters Apartments	Asset Mgmt	6/11/2019	9/7/2019
GO2268	0	GTG Consultants, PC	\$ 10,300.00	CNA for Headwaters Apartments	Asset Mgmt	6/11/2019	9/11/2019
GO2269	0	GTG Consultants, PC	\$ 13,500.00	CNA for Fairfield	Asset Mgmt	6/13/2019	9/13/2019
R2249	0	East Group Limited Partnership	\$ 48,805.31	Resident activities/workshops at Medallion, Williams, Alderwood, Floresta, Powellhurst, Hunters Run, Tillicum North & South, Harold Lee Village	Community Services	6/19/2019	6/18/2022
<b>Subtotal</b>			<b>\$ 81,380.31</b>				<b>4</b>
<b>Total</b>			<b>\$ 32,009,547.52</b>				<b>81</b>

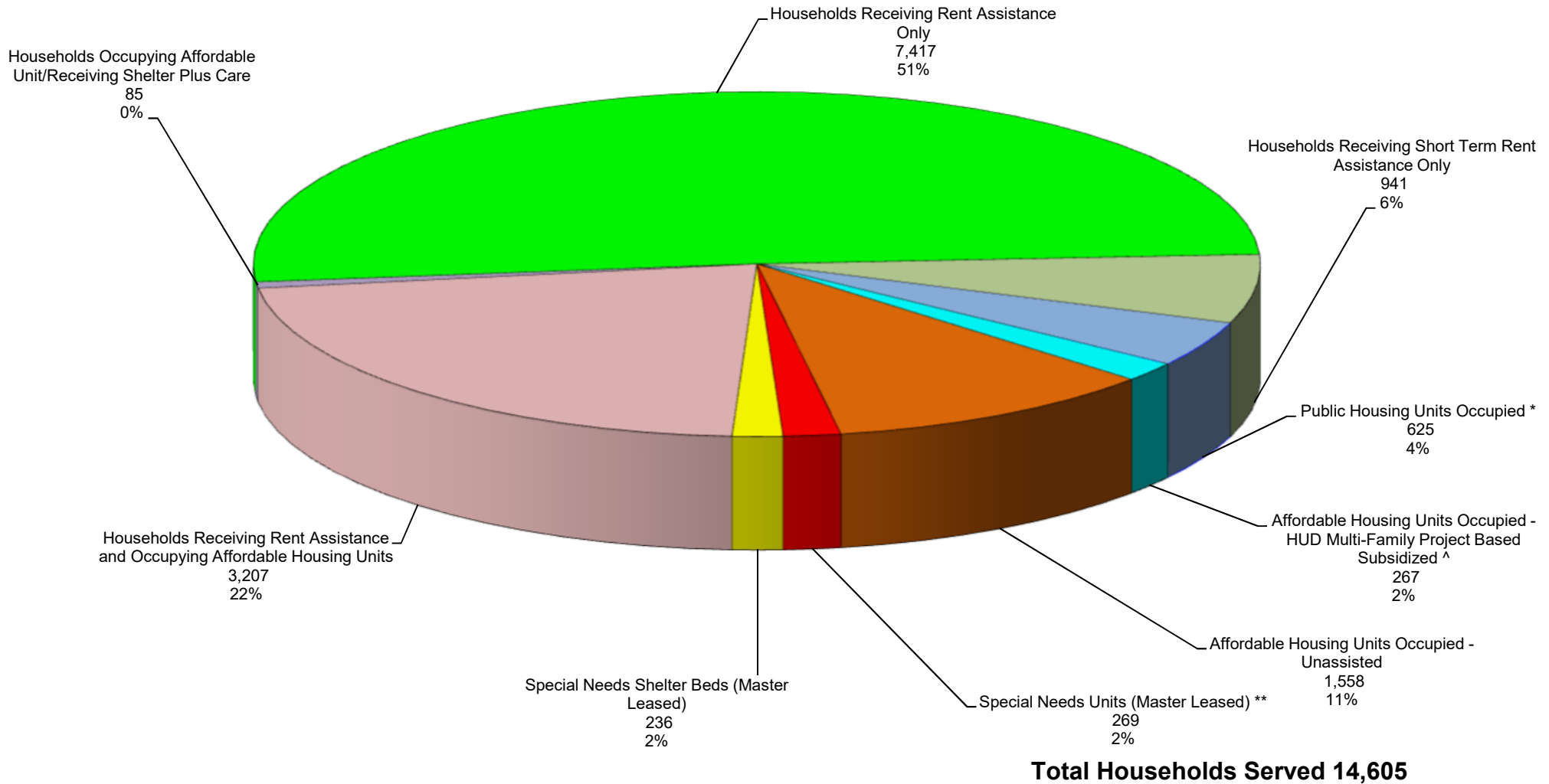
**Procurement & Contracts Department  
FUTURE FORMAL PROCUREMENTS  
6 Month Look Ahead - August 2019**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$3.1 million	A&E at Dekum	DCR	August
\$200,000	Replacing storefront panels at Rosenbaum	DCR	August
\$150,000	Tenant Screening	Prop Mgmt	August
\$1.5 million	Elevator Modernization - Grace Peck, Rosenbaum, Dahlke	DCR	Aug/Sept
\$38.2 million	CM/GC at Dekum	DCR	September
TBD (past contract amounted to be approx. \$900,000 over 3 years)	Auditor	FAAM	September
TBD (past contracts amounted to be approx. \$1.2 million over 5 years)	Agency-wide Legal Services	Exec	Nov/Dec



# HOUSEHOLDS SERVED REPORT

## Total Households Served: Rent Assistance and Occupied Housing Units July 2019



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

\* Includes Local Blended Subsidy

\*\* 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 July 2019

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	10,624	7,466	1,833
Tenant Based Vouchers	5,375	5,375	
Project Based Vouchers	1,554	1,554	
Hi Rise Project Based Vouchers	537	537	
RAD Project Based Vouchers	1,044		
Section 18 Project Based Vouchers	281		
Single Room Occupancy (SRO)/MODS	483		483
Family Unification Program	99		99
Mainstream Vouchers	2		2
Veterans Affairs Supportive Housing (VASH)	599		599
Rent Assistance - PORT IN From Other Jurisdiction	650		650
Short Term Rent Assistance Programs	1,026	41	985
Shelter + Care	513		513
Locally Funded Short Term Rent Assistance	472		472
Earl Boyles	8	8	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	24	24	
New Doors	7	7	
Employment Opportunity Program	2	2	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
<b>Total Rent Assistance</b>	<b>11,650</b>	<b>7,507</b>	<b>2,818</b>
<b>Subsidized Housing Units</b>			
<b>Public Housing Units Occupied</b>	625	625	-
Traditional Public Housing units Occupied	625	625	
Affordable Housing Units Occupied (excluding PH subsidized)	5,117		4,836
Affordable Housing Units - Tenant Based Vouchers	466		466
Affordable Housing Units - Shelter + Care	85		85
Affordable Housing Units - Project Based Vouchers	723		723
Affordable Housing Units - Hi Rise Project Based Vouchers	537		537
Affordable Housing Units - RAD Project Based Vouchers	1,044		1,044
Affordable Housing Units Section 18 Project Based Vouchers	281		
Affordable Housing Units - HUD Multi-Family Project Based	267		267
Affordable Housing Units - VASH Vouchers	104		104
Affordable Housing Units - Family Unification Program	5		5
Affordable Housing Units - Section 8 Port In	47		47
Affordable Housing Units - Unassisted	1,558		1,558
Special Needs	505		505
Special Needs Units (Master Leased) **	269		269
Special Needs Shelter Beds (Master Leased)	236		236
<b>Total Households Occupying Housing Units</b>	<b>6,247</b>	<b>625</b>	<b>5,341</b>
<b>Total Housing Supports Provided to Household</b>	<b>17,897</b>	<b>8,132</b>	<b>8,159</b>
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,207)		(3,207)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(85)		(85)
<b>Total Households Served</b>	<b>14,605</b>	<b>8,132</b>	<b>4,867</b>

## Notes:

- <sup>A</sup> Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- <sup>\*\*</sup> Special Needs and Physical Units are on systems levels that are not reported to Home Forward by service providers master leasing these properties.
- Home Forward Board of Commissioners  
August 2019

# 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	17	645	645	20	96.9%	8	323	186	122	6	0	645
Affordable Owned	27	2,471	2,471	92	96.3%	919	719	621	182	30	0	2,471
Tax Credit Partnerships	20	2,863	2,863	122	95.3%	819	946	555	388	138	17	2,863
<b>Total Affordable Housing</b>	<b>47</b>	<b>5,334</b>	<b>5,334</b>	<b>214</b>	<b>96.0%</b>	<b>1,738</b>	<b>1,665</b>	<b>1,176</b>	<b>570</b>	<b>168</b>	<b>17</b>	<b>5,334</b>
<b>Combined Total PH and AH</b>	<b>64</b>	<b>5,979</b>	<b>5,979</b>	<b>234</b>	<b>96.1%</b>	<b>1,746</b>	<b>1,988</b>	<b>1,362</b>	<b>692</b>	<b>174</b>	<b>17</b>	<b>5,979</b>
Special Needs (Master Leased)	32	269	269									
Special Needs (Shelter Beds)	3	236	236									
<b>Total with Special Needs</b>	<b>110</b>	<b>6,262</b>	<b>6,262</b>									

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

## Financial

	Fiscal YTD ending 6/30/19				06/30/19		
	# of Properties/units Positive Net Operating Income (NOI)	# of Properties/units Negative Net Operating Income (NOI)	# of Properties/units Under Construction (NOI Does not Apply)		# of Properties meeting Debt Coverage	# of Properties not meeting DCR	# of Properties DCR Not Applicable
Public Housing	17	645	0	0			
Affordable Owned	24	2,233	3	238	16	5	6
Tax Credit Partnerships	17	2,180	4	683	15	0	5

## Public Housing 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 African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
Public Housing Residents	118	18.6%	2.7	2.0	7.4%	11.2%	0.9%	3.6%	4.7%	9.0%	0.9%	0.3%	0.9%	2.8%
0 to 10% MFI	266	42.0%	1.6	1.4	32.7%	9.3%	17.1%	17.7%	8.3%	25.5%	1.4%	1.7%	0.6%	4.5%
11 to 20%	135	21.3%	2.1	1.7	14.4%	7.0%	8.5%	5.5%	3.2%	11.8%	0.8%	1.6%	0.2%	3.7%
21 to 30%	85	13.4%	2.9	2.1	4.1%	9.3%	2.5%	2.5%	3.0%	5.9%	0.2%	0.6%	0.2%	3.6%
31 to 50%	24	3.8%	2.6	2.2	2.4%	1.4%	0.6%	0.3%	0.8%	1.9%	0.0%	0.3%	0.0%	0.8%
51 to 80%	5	0.8%	3.4	2.6	0.5%	0.3%	0.3%	0.2%	0.2%	0.3%	0.0%	0.3%	0.0%	0.0%
Over 80%	633	19.6%	2.5	2.0	63.7%	36.3%	47.4%	50.9%	37.5%	49.0%	1.8%	5.0%	0.7%	6.6%

## Waiting List

0 to 10% MFI	4,495	41.8%	2.1	1.7		6.3%	42.1%	13.2%	18.7%	1.9%	1.0%	0.5%	3.8%	1.9%
11 to 20%	3,255	30.2%	2.1	1.6		11.8%	56.0%	9.0%	14.3%	1.2%	1.2%	0.4%	2.6%	0.5%
21 to 30%	1,655	15.4%	2.5	1.9		13.9%	37.0%	4.5%	7.8%	0.6%	0.7%	0.2%	1.6%	0.3%
31 to 50%	1,012	9.4%	2.6	2.0		13.4%	30.7%	3.3%	4.9%	0.3%	0.7%	0.2%	1.5%	0.2%
51 to 80%	251	2.3%	2.7	2.1		10.0%	25.1%	0.7%	0.8%	0.1%	0.2%	0.1%	0.2%	0.0%
Over 80%	98	0.9%	2.3	1.9		7.1%	32.7%	0.3%	0.3%	0.0%	0.0%	0.0%	0.1%	0.0%
All	11,156	100.0%	2.4	1.4		44.0%	10.0%	31.0%	47.1%	4.2%	3.9%	1.5%	10.0%	2.3%

## Other Activity

Public Housing	330
Names pulled from Wait List	265
Denials	6
New rentals	3
Vacates	4
Evictions	0
# of work orders received	783
# of work orders completed	444
Average days to respond	10.9
# of work orders emergency	1
Average response hrs (emergency)	34

## 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 Leased	Vouchers Terminated
Tenant Based Vouchers	6,210	5,375	87%	\$764	-647,059	3,065	0	1	18	415	86%	\$798	-3,475,361	14	181
Project Based Vouchers	2,632	2,372	90%	\$903	118,123			182	7	196	91%	\$814	-460,920	386	154
VASH Vouchers	855	599	70%	\$761	-107,719			4	0	47	75%	\$746	-516,791	60	23
FUP Vouchers	188	99	53%	\$980	-74,913			3	0	18	67%	\$862	-355,469	26	8
Mainstream Vouchers	99	2	2%	\$714	-70,163			1	0	1	1%	\$357	-499,703	2	0
RAD Project Based Vouchers	903	1,044	116%	\$466	-16,527			124	5	122	101%	\$76	-3,035,583	163	56
SRO/MOD Vouchers	512	483	94%	\$448	-44,925			3	106	84	96%	\$439	-321,377	61	173
All Vouchers	11,399	9,974	87%	\$752	0			318	136	883	87%	\$714	-8,665,204	712	595

# Home Forward - Dashboard Report For July of 2019

## 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						
Tenant Based Voucher Participants *														
0 to 10% MFI	773	8.0%	1.9	2.0	7.7%	8.3%	0.8%	4.5%	6.2%	7.4%	0.8%	0.3%	0.3%	1.1%
11 to 20%	1,417	14.7%	1.6	1.8	31.4%	9.2%	16.0%	16.7%	13.6%	20.5%	1.0%	3.1%	0.2%	2.2%
21 to 30%	592	6.2%	1.9	2.0	14.8%	7.9%	9.5%	6.5%	7.0%	12.7%	0.4%	1.1%	0.2%	1.3%
31 to 50%	353	3.7%	2.9	2.3	7.1%	9.8%	3.1%	3.8%	7.6%	6.9%	0.4%	0.7%	0.1%	1.2%
51 to 80%	80	0.8%	2.8	2.6	1.3%	2.3%	0.4%	0.5%	1.8%	1.3%	0.1%	0.2%	0.0%	0.2%
Over 80%	12	0.1%	3.7	2.5	0.2%	0.1%	0.0%	0.1%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%
All	3,227	100%	2.5	2.2	64%	36%	47%	51%	37%	49%	2%	5%	1%	7%

\* (Includes Tenant Based, FUP, VASH and Port In Vouchers)

## Project Based Voucher Participants

	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						
0 to 10% MFI	1568	43.9%	1.6	1.4	35.7%	8.2%	15.1%	20.8%	10.4%	26.0%	1.8%	1.5%	0.3%	3.9%
11 to 20%	653	18.3%	2.0	1.5	13.5%	4.8%	8.1%	5.3%	4.1%	11.7%	0.4%	0.6%	0.3%	1.3%
21 to 30%	381	10.7%	2.9	2.1	5.1%	5.6%	3.0%	1.8%	3.2%	4.4%	0.4%	0.3%	0.1%	2.3%
31 to 50%	93	2.6%	2.8	2.3	1.3%	1.3%	0.3%	0.3%	0.8%	0.9%	0.1%	0.0%	0.1%	0.7%
51 to 80%	17	0.5%	3.6	2.7	0.2%	0.3%	0.0%	0.1%	0.1%	0.2%	0.0%	0.0%	0.0%	0.2%
Over 80%	14	0.4%	3.9	2.8	42.9%	57.0%	21.4%		28.6%	71.4%				42.9%
All	2,726	76%	2.8	2.1	72%	28%	48%	54%	47%	115%	3%	2%	1%	51%

## Waiting List

	Households				% Family Type (head of household)				Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino	Not Reported
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly							
0 to 10% MFI	1,048	33.4%	2.5				3.2%	26.3%	30.3%	53.6%	4.8%	2.1%	1.2%	7.0%	1.2%
11 to 20%	887	28.3%	1.8				15.2%	61.2%	28.4%	56.6%	3.1%	5.4%	1.0%	4.6%	1.1%
21 to 30%	587	18.7%	2.1				17.6%	38.7%	23.7%	63.0%	2.4%	3.8%	1.0%	5.3%	0.9%
31 to 50%	505	16.1%	2.4				12.5%	24.2%	27.7%	57.6%	2.8%	4.8%	1.2%	5.5%	0.4%
51 to 80%	87	2.8%	2.6				9.2%	17.2%	39.1%	43.7%	1.2%	3.5%	1.2%	10.3%	1.2%
Over 80%	22	0.7%	2.5				9.1%	27.3%	45.5%	36.4%	4.6%		9.1%	4.6%	0.0%
All	3,136	100.0%	2.3				11%	38%	28%	56.3%	3.5%	3.8%	0.8%	5.8%	1.0%

## Short Term Rent Assistance

	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household
Shelter Plus Care	513	\$475,320	927
Short Term Rent Assistance	513	\$672,698	1,311

## 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	149	\$79,484	\$533.45

	Public Housing				# Notice/Violation Meetings	# Housing Stability Meetings
		# Services	# of Programs	# Event Attendees		
Resident Services Coordination		727	185	2328	161	141

	# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year
Nine months ending 12/31/2018	Public Housing	388	\$1,430,846	2	\$24,120	1	\$0	\$1,812		
Twelve months ending 3/31/2019	Section 8	400	\$1,394,613	5	\$30,649	2	\$1,375	\$2,617		

**Agency Financial Summary**

Three months ending 6/30/2019

The below data represents unaudited financial data.

	Fiscal Year to Date	Prior YTD	Increase (Decrease)
	1/19 to 6/19	1/18 to 6/18	
Subsidy Revenue	\$55,281,838	\$56,718,693	(\$1,436,856)
Grant Revenue	10,150,315	10,094,661	55,654
Property Related Income	10,881,026	10,572,834	308,192
Development Fee Revenue	2,886,461	2,117,457	769,004
Other Revenue	6,128,254	5,407,565	720,689
<b>Total Revenue</b>	<b>\$85,327,894</b>	<b>\$84,911,211</b>	<b>\$416,683</b>
Housing Assistance Payments	56,354,517	57,373,583	-1,019,066
Operating Expense	21,373,016	21,709,741	-336,725
Depreciation	4,004,929	4,171,971	-167,042
Total Operating Expenses	81,732,462	83,255,295	-1,522,833
<b>Operating Income</b>	<b>\$3,595,432</b>	<b>\$1,655,916</b>	<b>\$1,939,515</b>
Other Income(Expense)	-374,358	-478,635	104,278
Capital Contributions	1,413,322	4,669,465	-3,256,143
Increase(Decrease) Net Assets	<b>4,634,396</b>	<b>5,846,746</b>	<b>-1,212,350</b>
Total Assets	<b>\$ 511,749,029</b>	<b>\$ 472,566,517</b>	<b>\$ 39,182,512</b>
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						
Gladstone Square	48	Mar-17	Apr-18	Post Construction	\$11,191,518	\$233,157
Multnomah Manor	54	Aug-17	Jan-18	Post Construction	\$8,949,559	\$168,860
NE Grand	240	Dec-17	Oct-20	Pre-Construction	\$76,923,525	\$320,515
North Group Rehab Project	350	Dec-18	Oct-21	Pre-Construction	\$107,272,628	\$306,493

**Capital Improvement**

Fairview Woods Recladding	N/A	Jun-17	Feb-19	Construction	\$3,900,000	N/A
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