



hope. access. potential.



Home Forward's Executive Director, Michael Buonocore, along with Congressman Earl Blumenauer, local elected officials, and housing advocates talk about the federal government's role in creating our local housing crisis.

## Board of Commissioners Meeting

Location:

Gresham City Hall  
1333 NW Eastman Parkway  
Gresham, Oregon 97030

Date & Time:

September 17, 2019  
6:15 PM

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, September 17, 2019  
At 6:15 pm  
At Gresham City Hall  
1333 NW Eastman Parkway  
In the Oregon Trail Room



**MEMORANDUM**

To:	Community Partners	Date:	September 11, 2019
From:	Michael Buonocore, Executive Director	Subject:	Home Forward Board of Commissioners September Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, September 11, 2019 at Gresham City Hall, 1333 NW Eastman Parkway, in the Oregon Trail Room, 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, September 13, 2019.

# AGENDA





## BOARD OF COMMISSIONERS MEETING

GRESHAM CITY HALL  
1333 NW EASTMAN PARKWAY  
OREGON TRAIL ROOM  
GRESHAM, OR 97030

SEPTEMBER 17, 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 August 20, 2019 Board of Commissioners Meeting

### MISSION MOMENT

Topic	Presenter
Stories from Camp Rosenbaum	Carolina Gomez

### REPORTS / RESOLUTIONS

Following Reports and Resolutions:			
19-09	Topic	Presenter/POC	Phone #
PUBLIC HEARING	Fiscal Year 2020 Moving To Work Plan	Tim Collier	503.802.8432

REPORT	East County Update	Melissa Arnold Biljana Jesic Pamela Kambur Shannon Schmidt	503.280.3748 503.280.3741 503.802.8508 503.280.3753
01	Authorize Pre-Development Loan with Portland Housing Bureau for SE Powell Development	Jonathan Trutt Amanda Saul	503.802.8507 503.802.8552
02	Authorize Issuance, Execution, Delivery and Sale of Revenue Bond in Connection with Permanent Loan Financing of the Alexis Property	Jonathan Trutt Amanda Saul Michael Fu	503.802.8507 503.802.8552 503.802.8499

### THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The next Board Work Session will be on Wednesday, October 2, 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, October 15, 2019 at 6:15 PM. This meeting will take place at Multnomah County, 501 SE Hawthorne Blvd, Portland, Oregon in the Board of Commissioners 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  
August 20, 2019

**COMMISSIONERS PRESENT**

Chair Miki Herman, Vice Chair Damien Hall, Commissioners Richard Anderson, TomiRene Hettman, Vivian Satterfield and David Widmark

**STAFF PRESENT**

April Berg, Peter Beyer, Michael Buonocore, Tim Collier, Dena Ford-Avery, Carolina Gomez, Biljana Jesic, Celeste King, Kitty Miller, Odalis Perez-Crouse, Kandy Sage, Amanda Saul, Jacquie Richards, Ian Slingerland, Taylor Smiley Wolfe, Celia Strauss, Jonathan Trutt

**COUNSEL PRESENT**

Sarah Stauffer Curtiss

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

**PUBLIC COMMENT**

None.

**MEETING MINUTES**

**Minutes of the June 18, 2019 Board of Commissioners Meeting**

Chair Miki Herman requested a motion authorizing approval of the minutes to the June 18, 2019 Board of Commissioners Meeting. Commissioner Richard Anderson moved to adopt the June 18, 2019 meeting minutes, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye

Vice Chair Damien Hall—Aye

Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

### **MISSION MOMENT – Home Forward Poster Winner**

Jacquie Richards and Odalis Perez-Crouse introduced the Mission Moment. They were anticipating Home Forward’s poster winner, Marianna Paz, but her family encountered logistic problems. Perez-Course provided background on the poster contest sponsored by NAHRO, which kicks off their housing campaign. The goal of the contest is to reflect “what home means to me.” This is an annual event and one that Home Forward entered for the first time this year. The Community Services staff made a concerted effort to participate in the contest by holding several poster contest events. All in all there were 16 posters that were presented to Home Forward staff to vote upon. Marianna’s was the winning poster and is the cover of this month’s board packet. Her poster was then submitted to the local Pacific Northwest NAHRO where it won and moved onto the national conference that will take place the end of October. In closing, Perez-Crouse read Marianna’s statement that was submitted with her poster: “My poster is about how I am loved and how I am free and have a lot of space to run and play. I am special, I have peace, in my quiet safe place.”

Chair Miki Herman invited the commissioners to offer comments. Commissioner Vivian Satterfield thanked them for sharing the process and talked about her invitation to be on a selection committee for a mural at Shrunk Tower. She offered encouragement with different kinds of creativity and passion, and hoped Paz would not lose this. Satterfield said she loved the winking sun.

Commissioner David Widmark offered that this is a step in the right direction and the sun says a lot about who Paz is, “a happy person.”

Commissioner TomiRene Hettman loved the sun as well and the heart in the center. She hopes that Paz will participate each year.

Vice Chair Damien Hall appreciated the mission moment and agreed with what had been said.

Commissioner Richard Anderson said it was a wonderful poster and he will be rooting for nationals. He said it is a good representation of what we are trying to do.

Chair Miki Herman said the poster is amazing and to Perez and Richards thank you for encouraging our participation. She said it would be nice to see all the posters and in particular hopes that we will frame Marianna's work and hang it in the Columbia Room. Herman is hopeful this will be an annual process and we can rotate the posters each year. The representation is powerful and reinforces what we want to do.

Executive Director Michael Buonocore added that Jacquie Richards brings heart and soul to her role and also deserves recognition and thanked both Perez and Richards.

## CONSENT CALENDAR

RESOLUTION 19-08-01 Authorize Amendment to Home Forward Public Contracting Rules and Procedures Manual

RESOLUTION 19-08-02 Authorize the Property Sale of Kramer House

RESOLUTION 19-08-03 Authorize Home Forward's Commitment to Casa of Oregon and the VIDA Program

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

The vote was as follows:

Chair Miki Herman—Aye

Vice Chair Damien Hall—Aye

Commissioner Richard Anderson —Aye

Commissioner TomiRene Hettman—Aye

Commissioner Vivian Satterfield—Aye

Commissioner David Widmark—Aye

## RESOLUTIONS

Resolution 19-08-04 Authorize Contract with LMC Construction Company for Design/Build Services for Renovation of the 85 Stories Group 7 Family Properties

April Berg, Assistant Director, Development presented the resolution. This contract is for the initial design/build programming phase of the 85 Stories Group 7 properties. There are 241 units being rehabilitated at Carlton Court, Celilo Court, Demar Downs, Eastwood Court, Fir Acres, Madrona Place, Stark Manor and Townhouse Terrace. Berg noted this contract will be done in phases. The design and construction will follow and future costs will be presented to the board at each phase. In closing, Berg pointed out that this resolution had been reviewed and vetted with the READ Committee.

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

The vote was as follows:

Chair Miki Herman—Aye  
Vice Chair Damien Hall—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

#### **Resolution 19-08-05 Authorize Adoption of the Findings for Exemption from Competitive Bidding for the Dekum Court**

Celeste King, Procurement and Contracts Manager presented the resolution. King highlighted the regional bond activity and the phase 1 project concept with Metro. As one of three applications submitted, our proposal to redevelop Dekum Court was approved. Approximately \$23 million in bond funds will be available to support construction of 160 new housing units. To comply with the exemption from traditional low-bid contracting, King walked through the processes that were followed.

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

The vote was as follows:

Chair Miki Herman—Aye  
Vice Chair Damien Hall—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

#### **Resolution 19-08-06 Authorize Contract Amendment for Professional Design Services for SE Powell Development**

Amanda Saul presented Resolution 19-08-06. This resolution requests a second amendment to the Holst Architecture contract for design services of a new multi-family building at 3000 SE Powell Blvd. The initial contract with Holst was authorized in October

2018. Contract amendment 01 was authorized in March 2019, to extend the scope of work to include schematic design. As schematic design is nearing completion, the board is now being asked to authorize amendment 02 that will carry the design team from the design development phase through construction completion.

As Chair Miki Herman requested a motion to approve, she noted that the resolution was reviewed with the READ Committee. Commissioner David Widmark moved to adopt the motion, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye  
Vice Chair Damien Hall—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 6:40 PM.

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

ADOPTED: SEPTEMBER 17, 2019

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Jenny Kim, For Chair



# PUBLIC HEARING



**home**forward

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**Fiscal Year 2020**

# Moving to Work Plan

**January 1, 2020 through December 31, 2020**

Original Submission:  
October 17, 2020



## **A. Home Forward Board of Commissioners**

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

## **B. Home Forward Executive Staff**

Michael Buonocore, Executive Director  
Peter Beyer, Chief Financial Officer  
Ian Davie, Chief Operations Officer  
Kitty Miller, Chief Administrative Officer  
Carolina Gomez, Director, Integrated Facilities Services and Safety  
Dena Ford-Avery, Director, Housing Choice Vouchers  
Elise Anderson, Director, Property Management  
Ian Slingerland, Director, Homeless Initiatives  
Jonathan Trutt, Director, Development and Community Revitalization  
Tonya Evans, Director, Asset Management  
Taylor Smiley Wolfe, Director of Policy and Planning  
Biljana Jesic, Director of Community Services  
Tim Collier, Director, Communications

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# Introduction

## C. Introduction

Moving to Work (MTW) is a U.S. Department of Housing and Urban Development (HUD) demonstration program that offers public housing authorities (PHAs), like Home Forward, the opportunity to develop and pilot innovative, locally-designed housing and economic independence strategies for families by allowing exemptions from existing public housing and Housing Choice Voucher regulations. The program also permits PHAs to combine operating, capital, and tenant-based assistance funds into a single agency-wide funding source. The purposes of the MTW program are to give PHAs and HUD the flexibility to design and test various approaches for providing and administering housing assistance that accomplish three primary goals:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

Home Forward has been designated an MTW agency since 1998. The recently approved 2016 Consolidated Appropriations Act extended the MTW demonstration through fiscal year 2028 for Home Forward. This allows Home Forward to continue to utilize MTW flexibility to support our mission of assuring that the people of the community are sheltered.

The following Fiscal Year 2020 Moving to Work Plan details how Home Forward intends to use our flexibility. We will continue to use our MTW authority to best meet the needs of our community, with thoughtful intent, and the ability to quickly respond to changes in our region's rental market and economy. Home Forward will continue to collaborate with local government and community service providers to expand and sustain housing resources for the community. These partnerships and Home Forward's MTW flexibility are more important than ever as the Portland Metropolitan Area continues to experience a housing crisis, a crisis the Portland City Council recently extended through at least April 2021.

## D. Overview of the Agency's Long-Term MTW Goals and Objectives

Home Forward continues work on the current strategic plan to guide our work through 2020. The development of the strategic plan included input from staff, the board of directors, our Resident Advisory Committee and partners. The plan focuses on five key areas and includes an emphasis on equity, connection, unity and racial justice.

One Portfolio: We'll continue to build and acquire housing with a goal of adding 500 affordable housing units to Home Forward's portfolio by 2020. We will convert our public housing properties to a Section 8-based subsidy while performing critical rehabs to best position them to be stable for generations to come and to meet the needs of the people and neighborhoods they serve. We will also develop and implement performance standards at the property level and across the portfolio.

One Resource: We will work to create deeper connections and continuity between the types of housing assistance we provide to respond to the evolving needs of the people we serve. We'll make changes to the way we manage our waiting lists to better meet the needs of the community in the current housing market. In an effort to make ourselves more available to the community and to better align staff resources and processes, we'll explore a new model of service delivery that puts more of our staff in the neighborhoods we serve.

One Agency: We will build our skills and work together in ways that help us constantly evolve and improve our ability to serve our community. As we move forward with our public housing conversion through the Rental Assistance Demonstration (RAD) program, we will prepare ourselves for the implications of converting our portfolio to a Section 8-based platform. We will create and implement a values-based communications plan, increase the use of surveys, focus groups and other forms of outreach to get resident input, assess current practices to identify opportunities to integrate a trauma-informed lens to our work, and increase hard skills training and leadership development for staff at all levels of the organization.

One Community: We will continue to define our equity platform with a particular emphasis on racial justice. Identify opportunities and set goals to increase participation of Minority, Women and Emerging Small Businesses (MWESB) in our contracting processes. Optimize our use of technology to increase the community's ability to interact and transact with us, and work to increase resident access to technology. We'll deepen our focus on supporting the needs of East Multnomah County and ensure the region is included in all of our strategic initiatives.

One System: We will leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty. We'll strengthen our engagement with the education and health care systems, and we will work tirelessly to add more affordable housing in our community, regardless of our role or ownership stake.

As Home Forward moves toward the end of the current strategic plan period, we are beginning the planning process for our next strategic plan.

## **E. Overview of the Agency's Moving to Work Goals and Objectives for the Year**

The Portland metro region continues to experience a challenging housing market in terms of unprecedented rent increases and historically low vacancy rates. As a reaction to the state's housing rental crisis, the Oregon state legislature passed several bills in 2016 related to housing and the City of Portland extended our declared housing emergency until at least April 2021.

Home Forward recognized the signs of the looming crisis years ago and proactively implemented Moving to Work activities to assist Housing Choice Voucher holders and residents in past MTW plans. We were able to optimize our MTW flexibility in critical ways early on in our region's housing emergency and we are closely monitoring those activities to ensure they are assisting our participants in the most effective ways possible. Our two proposed initiatives in this plan will help us to continue to address our local housing crisis by making sure people transitioning from homelessness into certain Single Room Occupancy (SRO) buildings will not be impacted by minimum rents while they work towards stability and by creating flexibility in our project-based voucher program to enhance the development of more affordable housing in our community.

Home Forward's strategic plan was developed during our region's housing emergency and every initiative was designed through the lens of this crisis. We have taken a bold yet thoughtful approach to the next three years and our staff and leadership will stretch their capacity to help our community through these difficult times.

We are also intentionally dedicating organizational capacity towards the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. Home Forward is in the process of converting our public housing portfolio to a Section 8-based platform through RAD, a tool that enables the preservation of this critical affordable housing infrastructure for generations to come. This effort will create a significant body of work for the entire organization for years to come. The subsidy conversion transitions the public housing portfolio to a more stable funding source and will give Home Forward the ability to rehabilitate buildings and address long-standing capital needs while continuing to serve the same vulnerable population. We recognize RAD impacts our current residents who call our buildings home and additional organizational capacity will be required to effectively communicate and prepare them for the transition.

## F. Overview of Non MTW Activities

### **Mobility Counseling and Transportation Toolkit**

In 2013, Home Forward was awarded a grant from Metro, a regional governmental planning agency, to work collaboratively with the three metro-area housing authorities to develop tools to provide mobility counseling to Housing Choice Voucher participants. The goal is to reduce participants' combined housing and transportation costs and assist them in identifying housing locations with affordable transit options. This work also achieves goals to further Fair Housing goals. Since April 2014, each housing authority introduced the transportation toolkit to participants when they move or attend the initial program orientation. The online and paper toolkit includes a video, brochures for considering transportation costs when moving, a worksheet to compare transportation costs of housing choices, and a tutorial for using WalkScore. In August 2015, the evaluation of the project was completed. Due to the challenging rental market during the evaluation period, transportation costs and access did not show up as a significant indicator of housing choice. Nonetheless, participants that were shown the toolkit did report better access to transit in their new home and that their housing costs decreased. In December 2015, the Mobility Counseling grant was closed out with Metro. At the project's end, each housing authority made a commitment to maintain access to the toolkit on their website and continue to introduce the toolkit to new participants at program orientations and current participants at the time of moving. The online and paper toolkit includes a video, brochures for considering transportation costs when moving, a worksheet to compare transportation costs of housing choices, and a tutorial for using WalkScore.

### **VASH Households**

Veterans Affairs Supportive Housing (VASH) vouchers are an important and valuable resource for homeless veterans in our community. Home Forward currently administers 855 VASH vouchers, up from our original award of 70 vouchers in FY2009. Most recently, Home Forward was awarded 159 new VASH vouchers with an effective date of March 1, 2019, and 32 new VASH vouchers with an effective date of May 1, 2019. We are proud to administer these vouchers for the veterans in our community.

Our March 2018 VASH utilization level was up to 96%. Starting with Home Forward's new VASH awards from April 2018 and including our 2019 awards, our utilization has dropped as we work with the VA and community partners to lease-up these new vouchers. As of June 2019, our utilization is at 70%. The lease-up success rate for VASH vouchers continues to be high, at 92% in June 2019 and leasing continues to increase at a steady pace.

Our ability to effectively increase the scale of our VASH program in the face of an incredibly tight rental market is testament to the success of our partnership with the local Veterans Administration Medical Center, Multnomah County, the City of Portland and a host of non-profit agencies including Transition Projects, our communities Supportive Services for Veteran Families recipient. Home Forward continues to provide security deposit assistance, and our jurisdictional partners, through the Joint Office for Homeless Services, funds additional flexible placement and retention assistance which can be used for any costs related to removing barriers related to lease-up, such as application fees, utility and housing debt, and transportation costs associated with housing search. Additionally, Home Forward is working with the VA and partners to increase the number of Project Based VASH, in order to increase access to housing for Veterans that face the greatest barriers to lease up in the private rental market. There are currently 17 Project Based VASH units, and we anticipate the lease up of 97 more Project Based VASH units in 4 properties in 2020.

In fall of 2014 we requested authorization from the HUD Voucher Office to include VASH voucher holders in the application of approved MTW activities.

In November and December 2014, we received approval to apply the requested MTW activities to VASH voucher holders. In August 2016, we requested authorization to apply to VASH aspects of our local MTW Project Based Voucher program together with new MTW activities included in our FY 2017 plan.



## **A Home for Everyone**

A Home for Everyone is a community-wide effort to better assist people experiencing homelessness in Multnomah County. Established through a charter adopted by Home Forward, Multnomah County, and the cities of Portland and Gresham, A Home for Everyone is led by an executive committee comprised of jurisdictional and funding partners and supported by a coordinating board comprised of a diverse set of community, nonprofit and government stakeholders. By charter, Home Forward has a seat on the Home for Everyone Executive Committee. Through our participation in A Home for Everyone, Home Forward works to strategically align our resources with the community's larger efforts to address homelessness.

In 2014, the Home for Everyone Coordinating Board developed staged action plans related to community efforts to address homelessness. This included an actionable plan to end veteran homelessness, an assessment of housing needs and gaps for people experiencing homelessness, and a plan to reduce the gap by 50%. In response to action plans developed by a Home for Everyone, Home Forward committed to new targeting of Housing Choice Vouchers in two areas:

1. A limited preference for up to fifty vouchers for veteran families that are ineligible for Veterans Affairs Supportive Housing vouchers.
2. A limited preference for up to 200 vouchers for families assisted through Multnomah County's Homeless Family System of Care.

These preferences were fully utilized in FY 2017. An evaluation of these preferences showed their success at achieving strong lease-up, retention and resource alignment outcomes for families and individuals leaving homelessness. Home Forward may continue or expand these efforts utilizing the Tenant-Based Voucher Set Aside activity approved with our FY 2017 Moving to Work Plan. Starting in 2019, Home Forward has started evaluating the feasibility of renewing these preferences to lease back to their original levels, and will continue to do so in 2020.

In 2018, Home Forward was selected by A Home For Everyone and local government funders to administer the Long Term Rent Assistance (LRA) program. This pilot project serves 45 households with permanent rent assistance. Assisted households were either experiencing or in danger of homelessness at the outset of assistance and were selected by community non-profits to receive permanent rent assistance paired with housing retention supports.

## **General Obligation (GO) Bonds – City of Portland and Metro Regional Government**

**City of Portland GO Bond:** In November 2016 voters in the city of Portland approved \$258.4 million in general obligation bonds to fund at least 1,300 units of newly affordable housing over the next five to seven years. As of December 2018, 634 total units have been met which include: 286 family-sized units, 281 units at 30%AMI and below; and 197 Permanent Supportive Housing Units. 215 Project-based Section 8 units have been allocated of the 400 vouchers set aside by the MTW amendment 16 approved by HUD – “Affordable Housing General Obligation Bond Project Based Voucher Allocation.”

Home Forward is participating in the Portland GO Bond in two ways:

- 1) Asset Management – Home Forward's asset management team is overseeing third-party property management on behalf of the City of Portland. As of December 2018, three properties have been included in Home Forward's asset management portfolio:
  - a. Ellington – 263 units
  - b. 105th & Burnside – 51 units

- c. Westwind – 70 SRO units
- 2) Pre-Development Assistance – Home Forward's development and financing staff have contracted with a design firm to provide analysis of options for development of this site.
  - a. SE 30th and SE Powell – between 160-180 units of new construction anticipated.

**Metro Regional GO Bond:** Voters in the three-county area (including Multnomah County which is served by Home Forward) approved an affordable housing bond in November 2018. The Metro GO Bond plans to create 3,900 affordable units with 1,600 of these homes deeply affordable to households at or below 30% AMI. Half of the homes created will have two or more bedrooms to ensure access by families.

As of September 2019, it is anticipated that Home Forward will receive allocations in two areas:

- 1) Phase I project within the City of Portland – Recognizing Home Forward's role as the Housing Authority representing Multnomah County, Metro requested Home Forward staff to prepare a proposal known as a "Phase I" project that would be ready to go early in the bond funding process. Home Forward selected Dekum Court as the site for major redevelopment which leverages the Section 18 disposition which HUD approved for the site (October 2018). Metro approved the Phase I project and an allocation of approximately \$22 million in bond funds in July 2019. Redevelopment will be completed in two phases, with Phase I ensuring that existing residents (40 units) have the choice to be relocated into the new building (Spring 2022) prior to demolition of the current buildings. After completion of Phase II by Fall 2023, a total of 200 apartments will be located on the site.
- 2) Eastern Multnomah County projects – Due to smaller population sizes, the three cities in eastern Multnomah County did not qualify for individual allocations of bond funding. Instead, Multnomah County and Metro have designated Home Forward as the jurisdictional partner to receive the bond allocation to cover approximately 111 units of affordable housing in this area. As of September 2019, Home Forward anticipates up to two properties will be developed - either new construction and/or acquisition of an existing property.) Initial community engagement to inform an implementation strategy started during 2019 and will continue into 2020.

### **Block 45/NE Grand Development (The Louisa Flowers)**

Home Forward's development team successfully competed in a City of Portland Notice of Funding Availability process to acquire property in NE Portland known as "Block 45". 240 apartments have been constructed in a transit-oriented location in the central city. A groundbreaking event in January 2017 marked the beginning of construction. Certificate of Occupancy and initial resident move-ins will occur in October 2019. Initial lease up will continue into early 2020.

Rents will be affordable in the following income ranges:

- 217 homes for households with incomes at or below 60% Median Family Income (MFI), and
- 23 homes for households with incomes at or below 50% MFI.

Of the 240 total, 20 homes will also be assigned Section 8 project-based vouchers to assist with rental subsidy for those recovering from domestic violence.

## **Portland Community College (PCC) Partnership (NE 42nd and Killingsworth)**

Home Forward is undertaking a feasibility study for the development of affordable housing on approximately one acre of a three-acre site owned by PCC. The college will be redeveloping an existing workforce training center and parking lot with the goal to include approximately 100 new apartment homes. A Memorandum of Understanding is under discussion and the feasibility study will be underway during 2020.

## **High Rise Preservation Efforts: 85 Stories**

As part of our Strategic Plan goal, One Portfolio, we will increase the number of housing units for our community through preservation, development and acquisition. With approvals from HUD in both Section 18 and RAD, Home Forwards entire public housing portfolio will be transitioned to either project-based vouchers or project-based rental assistance.

Phase I (The first four high rise towers): HUD approved our proposal to change the operating subsidy at four of the buildings from public housing to project-based Section 8 funding (via a Section 18 disposition process). This subsidy change occurred during September 2013 and transfer to the LIHTC partnership (and the accompanying affordable housing lease up) happened during FY2015. The Phase I budget was approximately \$124.7 million. Because of the great importance of this work, the agency contributed a significant amount of its own resources to Phase I: \$13.6 million (11% of the total funding). Construction was completed during FY2017 at each of the first four properties (Group 1: Northwest Tower & Annex, plus Gallagher Plaza; and Group 2: Hollywood East, and Sellwood Center).

Phase II: RAD conversions focused in two groups occurred during Fall 2017. Group 3 included six mixed finance properties which were not in need of renovations. (Note: Originally the subsidy conversion for one of the properties, Madrona Place, was included in Group 3. Subsequently, over \$3 million in deferred maintenance has been uncovered and the redevelopment financing costs will now be included in Group 7 activities.) Group 4 included three HOPE VI properties which are also newer properties that were not in need of renovations

Phase III: To complete the RAD and Section 18 conversions, we have developed a financial strategy that allows the agency to complete the process by FY2021 by converting public housing in groups (or bundles) of properties. Group 5 includes two Section 18 properties and five RAD properties. Financial closing for Group 5 occurred in November 2018. Group 6 also includes two Section 18 properties along with seven RAD properties. Financial closing for Group 6 occurred in June 2019. Our remaining properties are broken into three more groups (Groups 7-9) and include four more Section 18 and 13 RAD conversions. The nine properties in Group 7 (see note above regarding Madrona Place) are scheduled for financial closing during September 2020.

## **Public Housing Strategy**

Several important policies guide us as we undertake this complex and challenging initiative. We developed these policies through our work over the last 15 years, starting with our first HOPE VI redevelopment, to preserve this vital community resource.

### **Policy Guidelines for Subsidy Conversion**

- 1) Continue to serve very low-income populations in these communities
- 2) Maintain ownership or control of the properties

3) Improve the physical and financial condition of the properties

4) Partner to optimize public and private resources on behalf of the properties and our residents

As described in the previous 85 Stories section, the subsidy conversion process uses a combination of HUD's RAD and Section 18 programs. The charts below summarize the conversion of properties by HUD program.

#### REMAINING RAD CONVERSIONS

AMP (PH units)	Property Name	Total Public Housing Units in CHAPS	Converted 2018	Conversion FY19	Conversion Post FY19	85 Stories Group
OR002000121	Fir Acres	32			32	Group 7
OR002000337	Alderwood	20		20		Group 6
OR002000251	Tillicum North	18		18		Group 6
OR002000151	Tillicum South	12		12		Group 6
OR002000252	Hunters Run	10		10		Group 6
OR002000123	Stark Manor	30			30	Group 7
OR002000124	Lexington Court	20			20	Group 8
OR002000125	Eastwood Court	32			32	Group 7
OR002000126	Carlton Court	24			24	Group 7
OR002000131	Slavin Court	24			24	Group 8
OR002000132	Demar Downs	18			18	Group 7
OR002000142	Celilo Court	28			28	Group 7
OR002000152	Harold Lee Village	10		10		Group 6
OR002000153	Floresta	20		20		Group 6
OR002000336	Cora Park	10			10	Group 8
OR002000436	Chateau Apt.	10			10	Group 8
OR002000705	Scattered East A	7			7	Group 8
OR002000108	Peaceful Villa	70				Group 8

#### Previous 85 Stories RAD Conversions

Group 3 converted using the RAD program and included The Jeffrey, Rockwood Station, Martha Washington, Bud Clark Commons, Madrona Place (see narrative regarding Groups 3 and 7), and Fairview Oaks and Woods,

Group 4, Home Forward's three HOPE VI properties (containing seven mixed-finance partnerships) also converted to project-based Section 8 subsidy using the RAD program.

Group 5 conversions included two Section 18 properties (Tamarack and Schrunk Riverview Tower) plus five RAD properties: Camelia Court, Eliot Square, , Maple Mallory, Bel Park, and Winchell Court.

**Section 18 Disposition** – During 2018, Home Forward received approval from HUD for our remaining Section 18 conversions. These followed the successful first conversions comprised of Group 1 and 2 with four of our high-rise properties. Group 5 (above) also included two Section 18 properties).

#### REMAINING SECTION 18 CONVERSIONS

AMP	Property Name	Total Public Housing ACC Units	Units in Section 18	85 Stories Group
OR002000111	Dekum Court	40	40	Group 9
#N/A	Dekum Addition		20	Group 9
OR002000114	Dahlke Manor	115	115	Group 7
OR002000115	Holgate House	80	80	Group 8
OR002000140	Ruth Haefner Plaza	73	73	Group 8

# General Operating Information

## A. Housing Stock Information

### i. Planned New Public Housing Units

New public housing units that the MTW PHA anticipates will be added during the Plan Year.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Accessibl e	Adaptabl e
N/A	0	0	0	0	0	0	0	N/A	0	0
Total Public Housing Units to be Added in the Plan Year							0			

\* Select "Population Type" from: General, Elderly, Disabled, Elderly/Disabled, Other

If "Population Type" is "Other" please describe:

N/A

### ii. Planned Public Housing Units to be Removed

Public housing units that the MTW PHA anticipates will be removed during the Plan Year.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
Fir Acres OR002000121	32	Rental Assistance Demonstration – received CHAPs (Commitment to Enter into a Housing Assistance Payment Contract) from HUD August 2016
Townhouse Terrace OR002000122	30	
Stark Manor OR002000123	30	
Eastwood Court OR002000125	32	
Carlton Court OR002000126	24	
Demar Downs OR002000132	18	
Celilo Court OR002000142	28	
Dahlke Manor OR002000114	115	Total Public Housing Units to be Removed in the Plan Year
	315	

### iii. Planned New Project Based Vouchers

Tenant-based vouchers that the MTW PHA anticipates project-basing for the first time during the Plan Year. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (AHAP) will be in place by the end of the Plan Year. Indicate whether the unit is included in the Rental Assistance Demonstration (RAD).

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
King Park Apartments	20	No	New construction with PCRI, Inc. Will include 20 project-based vouchers for families leaving homelessness
North Williams	40	No	New construction with Bridge Housing, Inc. Will include 40 project-based vouchers for families leaving homelessness
Kenton Project	18	No	New construction with Transition Projects. Will include 18 Project-Based VASH
Alberta Alive	25	No	New construction with Community Development Partners. Will include 25 Project-Based VASH
Findley Project	20	No	New construction with Do Good Multnomah. Will include 20 Project-Based VASH
Garfield Project	28	No	New construction with NW Ventures. Will include 28 Project-Based
	151	Planned Total Vouchers to be Newly Project-Based	

**iv. Planned Existing Project Based Vouchers**

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
Woody Guthrie	15	Leased/Issued	No	PBV NOFA of 2015, awarded in 2016, Home Forward RFP award process
RiverPlace	80	Leased/Issued	No	
Garfield	28	Leased/Issued	No	
Fir Acres	32	Committed	Yes	RAD I PBV Conversion
Townhouse Terrace	32	Committed	Yes	
Stark Manor	30	Committed	Yes	
Eastwood Court	32	Committed	Yes	
Carlton Court	24	Committed	Yes	
Demar Downs	18	Committed	Yes	
Celilo Court	28	Committed	Yes	
Dahlke Manor	115	Committed	Yes	Section 18 RAD Conversion
	434	Planned Existing Project-Based Vouchers		

\* Select "Planned Status at the End of Plan Year" from: Committed, Leased/Issued

**v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year**

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

**PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR**

N/A

**General Description of All Planned Capital Expenditures During the Plan Year**

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR					
Community	Activity	Capital Fund	Percentage of Capital Fund	Total Expended	Percentage of Total Expended
PHA Wide	15% Administrative Allowance	833,671	7.95%	833,671	7.95%
PHA Wide	Radon testing and Mitigation	350,000	3.34%	350,000	3.34%
PHA Wide	PH Discretionary Project Funds	577,041	5.50%	577,041	5.50%
*Various Properties	Major Systems Upgrades – 85 Stories Projects Group 7	2,750,000	26.23%	2,750,000	26.23%
<b>Total Capital Expenditures Budget</b>		<b>10,485,809</b>	<b>100%</b>	<b>10,485,809</b>	<b>100%</b>

\*Note: The Major Systems Upgrades titled 85 Stories is planned for Home Forward's public housing properties converting to HUD's RAD and/or Section 18 Disposition programs.

Group 5 received approval through HUD's RAD and Section 18 Disposition Programs. The group converted into a Tax Credit Limited Partnership in November 2018 and is currently in construction phase. This group consists of seven properties - Tamarack, Schunk Tower, Eliot Square, Maple Mallory, Bel Park, Winchell Court and Camelia Court.

Group 6 received approval through HUD's RAD and Section 18 Disposition Programs. The group converted into a Tax Credit Limited Partnership in June 2019 and is currently in construction phase. This group consists of nine properties - Medallion, Williams Plaza, Harold Lee, Floresta, Powellhurst, Tillicum North, Tillicum South Hunters Run and Alderwood.

Group 7 received approval through HUD's RAD and Section 18 Disposition Programs and are still in the planning phase. The work will be bundled into a Tax Credit Limited Partnership. Group 7 currently consists of nine properties - Dahlke Manor, Fir Acres, Eastwood Court, Stark Manor, Carlton Court, Demar Downs, Townhouse Terrace, Celilo and Madrona Place.

## B. Leasing Information

**i. Planned Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	7,584	632
MTW Housing Choice Vouchers (HCV) Utilized	109,154	9,096
Local, Non-Traditional: Tenant-Based^	1,389	116



<b>Local, Non-Traditional: Property-Based<sup>^</sup></b>	<b>60</b>	<b>5</b>
<b>Local, Non-Traditional: Homeownership<sup>^</sup></b>	<b>0</b>	<b>0</b>
<b>Planned Total Households Served</b>	<b>118,187</b>	<b>9,849</b>

\* “Planned Number of Unit Months Occupied/Leased” is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.

\*\* “Planned Number of Households to be Served” is calculated by dividing the “Planned Number of Unit Months Occupied/Leased” by the number of months in the Plan Year.

<sup>^</sup> In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the MTW PHA should estimate the number of households to be served.

<b>LOCAL, NON-TRADITIONAL CATEGORY</b>	<b>MTW ACTIVITY NAME/NUMBER</b>	<b>PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*</b>	<b>PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*</b>
<b>Tenant-Based</b>	<b>Program Based Assistance / 14</b>	<b>1,389</b>	<b>116</b>
<b>Property-Based</b>	<b>Program Based Assistance / 14</b>	<b>60</b>	<b>5</b>
<b>Homeownership</b>	<b>N/A</b>	<b>0</b>	<b>0</b>

\* The sum of the figures provided should match the totals provided for each local, non-traditional categories in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

## ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

<b>HOUSING PROGRAM</b>	<b>DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS</b>
<b>MTW Public Housing</b>	<b>There are no anticipated issues related to leasing public housing units.</b>
<b>MTW Housing Choice Voucher</b>	<b>We continue to experience a very tight rental market, making it difficult for voucher holders to find affordable housing. To support voucher holders in their search, we have been offering deposit assistance to participants that complete a tenant education class taught by a community organization.</b>
<b>Local, Non-Traditional</b>	<b>There are no anticipated issues related to local, non-traditional units.</b>

## C. Waiting List Information

### i. Waiting List Information Anticipated

Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The “Description” column should detail the structure of the waiting list and the population(s) served.

<b>WAITING LIST NAME</b>	<b>DESCRIPTION</b>	<b>NUMBER OF HOUSEHOLDS ON WAITING LIST</b>	<b>WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED</b>	<b>PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR</b>
<b>MTW Public Housing</b>	<b>Site-Based</b>	<b>10,675</b>	<b>Partially Open</b>	<b>Yes</b>
<b>MTW Housing Choice Voucher</b>	<b>Community-Wide</b>	<b>2,850</b>	<b>Partially Open</b>	<b>No</b>
<b>MTW Housing Choice Voucher</b>	<b>Site-Based</b>	<b>13,021</b>	<b>Partially Open</b>	<b>Yes</b>

<b>Tenant-Based Local, Non-Traditional MTW Program</b>	<b>Other (see below)</b>	<b>0</b>	<b>Open</b>	<b>No</b>
<b>Project-Based Local, Non-Traditional MTW Program</b>	<b>Site Based</b>	<b>0</b>	<b>Closed</b>	<b>No</b>

**Please describe any duplication of applicants across waiting lists:**

528 households are duplicated across the MTW Public Housing and MTW Housing Choice Voucher (Community-Wide) waitlists. The MTW Housing Choice Voucher (Site-Based) is a Project-Based voucher waitlist (see Activity 10), with waitlists kept by partner agencies administering the PBV contract. Additional households may be duplicated between MTW Public Housing, MTW Housing Choice Voucher (Community-Wide) and MTW Housing Choice Voucher (Site-Based).

Our MTW Public Housing waiting list is currently closed except for households needing an ADA accessible unit or applicants who have a documented terminal illness with a life expectancy of less than 12 months. Our Community-Wide MTW Housing Choice Voucher waitlist is currently closed except for applicants who have a documented terminal illness with a life expectancy of less than 12 months.

Our Tenant-Based Local, Non-Traditional program is our Program Based Assistance program (described in detail in Activity 14). This program largely contracts funds to partner agencies, which then manage the participant selection process, sometimes in partnership with Home Forward.

Each agency currently uses different methods for participant selection, but all programs target families who are homeless or at risk of homelessness.

In 2020, Home Forward will fund three tenant-based local, non-traditional programs. These three programs are administered by two partner agencies.

- The third tenant-based program, Economic Opportunity Program, does not utilize a waiting list. Rather, when funding becomes available, the STRA agency begins accepting referrals from their partner agency, Worksystems, until the available funding is obligated.

**ii. Planned Changes to Waiting List in the Plan Year**

Please describe any anticipated changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

<b>WAITING LIST NAME</b>	<b>DESCRIPTION OF PLANNED CHANGES TO WAITING LIST</b>
N/A	N/A

# Proposed MTW Activities

## Flexible Site-Based Rent Assistance

Portland's housing market has experienced significant pressure leading to an overall decline in affordable housing due to increases in market rents over the last ten years. Several initiatives by Home Forward and other housing providers have been implemented to help offset the impact of the shifting market on low-income households. However, often administrative costs and regulatory restrictions limited the agency's ability to partner with some organizations using Home Forward's traditional project-based voucher program.

In response, Home Forward is proposing a new Flexible Site-Based Rent Assistance program. This initiative permits Home Forward to provide project owners a set amount of annual funding to offset the amount a project requires to reduce rents in the project to an affordable level.

In exchange, the project owner agrees to serve a specific number of low-income households referred by Home Forward, or one of the project partners. Home Forward would also expect that eligibility, recertification, rent-setting, and Housing Quality Standards (HQS) requirements be performed by the project owner. Home Forward would oversee and audit to ensure compliance with program goals.

This initiative is not intended to replace the quite successful project-based voucher program but would instead offer an additional flexible approach which balances the agency's desire to assist in the community's efforts to increase affordable housing with the need for fiscal and administrative responsibility. By putting the administrative tasks of eligibility and HQS compliance on the project owner, Home Forward is eliminating the agency's staff and administrative costs such a program would normally create while removing barriers that keep some project owners from being able to partner with the agency. This initiative will also allow Home Forward to dedicate a fixed amount to a development to reduce rents for low income individuals, instead of an uncertain fluctuating amount that depends on the incomes of individuals served in the traditional project-based voucher program. In this regard, it would allow Home Forward to constrain costs as necessary.

## Activity Metrics

Metric	Baseline	Benchmark	Final Projected Outcome
Additional units of housing made available (Standard Metric: HC#1)			
Number of new housing units made available for households at or below 80% AMI	FY2019: 0 units	FY2020: 20 units	20 units
Increase in resident mobility (Standard Metric: HC#5)			
Number of households living in better neighborhoods	FY2019: 0 households	FY2020: 20 households	20 households
Increase in resources leveraged (Standard Metric: CE#4)			
Amount of funds leveraged	FY2019: \$0	FY2020: \$130,000	At least \$130,000

## Cost Implications

The proposed Flexible Site-based Rental Assistance is anticipated to be budget neutral as the lower administrative and per unit costs of the program will be offset by the increased number of housing units available.

**MTW Flexibility**

This activity is authorized under the Use of Funds Amendment to Attachment D of the Amended and Restated MTW Agreement. This authorization is required because this rental subsidy program is outside of Section 8 and Section 9 of the 1937 Housing Act. In addition, Home Forward will comply with the requirements in PIH Notice 2011-45, Parameters for Local Non-Traditional Activities under the Moving to Work Demonstration Program.

## Program Transfer Flexibility Bridge

Under current regulations, whenever an active household transfers from one Home Forward program to another (eg from Public Housing to a Housing Choice Voucher), agency staff is required to administer complicated waitlist preferences, assess eligibility, and perform a full certification of eligibility for that household. Depending on when the household's regular recertification is due, this means staff could be recertifying the household's continuing program eligibility shortly before or after the certification of eligibility for the new program, resulting in an expensive and unnecessary duplication of efforts. This issue has increased significantly with the agency's Rental Assistance Demonstration (RAD) efforts, and has impacts on both staff and residents alike.

The new Program Transfer Flexibility Bridge removes the requirement that staff run a full eligibility certification for households transferring between Home Forward MTW programs. Instead, staff will use information from the household's most recent recertification to determine eligibility. The household will retain their existing anniversary date, but otherwise be subject to all policies regarding income eligibility and recertifications in the new program. This initiative would also align waitlist preferences differently to ensure that program transfers occur more seamlessly without additional administrative burden.

In a sense, this is a temporary activity designed to bridge the time period until Home Forward has converted all public housing to a voucher-based model, at which time all potential transfers will occur within the voucher program. By waiving the need for a full eligibility certification and utilizing existing data, and by aligning waitlists between programs, Home Forward will reduce the staff time and costs of running the same data multiple times within a short period and streamline the transfer process.

### Activity Metrics

Metric	Baseline	Benchmark	Final Projected Outcome
CE #1: Agency cost savings			
Total cost of task in dollars (decrease).	FY2020: \$6,007	FY2020: \$0	At least \$0
CE #2: Staff Time Savings			
Total time to complete the task in staff hours (decrease).	FY2019:	FY2020: 0 hours	0 hours
CE #3: Decrease in Error Rate of Task Execution			
Average error rate in completing task as a percentage (decrease).	FY2019: 7.5%	FY2020: 0%	0%

### Cost Implications

Home Forward anticipates this activity will reduce the administrative and staff time costs of program transfers resulting in an overall savings of \$6,007 and 229 staff time hours in the initial year.

### Justification for MTW Flexibility

This activity is authorized under provisions of Attachment C Section C(4) - Initial, Annual, and Interim Review Process (Public Housing), Section D(3) – Eligibility of Participants (HCV), and the Use of Funds Amendment to Attachment D of the Amended and Restated MTW Agreement.

# Approved MTW Activities

## G. Implemented Activities

### 01 Rent Reform

#### Approved FY2012, Implemented FY2012, Amended FY2014

This activity was originally approved and implemented in FY2012. In FY2014, an amendment to the activity was approved and implemented. Our FY2015 MTW Plan included three modifications, which have also been implemented. All amendments and modifications are included in the following full description of our rent reform activity:

In FY2012, Home Forward implemented a large-scale reform of rent calculation methods, applicable to all MTW public housing and Section 8 households, as well as VASH and FUP voucher holders. The simplified method distinguishes between the populations of seniors / people with disabilities and “work-focused” households. The fundamental premise is that deductions are eliminated from the subsidy calculation and the total tenant payment is determined using a percentage of gross income.

In early 2013, the federal government imposed sequestration: across-the-board reductions in federal funding. In response to these funding cuts, Home Forward amended the activity in FY2014 to increase the percentage of income used to calculate rent. The amended percentages are reflected below.

For **seniors and people with disabilities**, rent is calculated based on 28.5% of gross income. All deductions are eliminated and this group has triennial income re-certifications. We define those aged 55 and older as “seniors”, and households fall into this population category if the head, co-head or spouse listed on the lease is 55 or older, or is disabled under the current HUD definition used by Home Forward.

This group has a \$0 minimum rent and utility reimbursements are allowed.

All households that do not fall into the population category above are considered **work-focused households**. All deductions are eliminated and this group has biennial income re-certifications. The percentages of income used to calculate the tenant portion of rent are as follows:

- **Years 1 and 2:** rent is based on 29.5% of gross income, with no minimum rent. Utility reimbursements are allowed.
- **Years 3 and 4:** rent is based on 29.5% of gross income or \$100 minimum rent, whichever is greater. Utility allowances are factored in the assistance, but utility reimbursements are not allowed.

#### MTW authorization:

Attachment C, Section B(3) – Definition of Elderly Family

Attachment C, Section D(3)(b) – Eligibility of Participants

Attachment D, Section B(2) – Rent Structure and Rent Reform

#### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient

- **Years 5 and 6, and biennially thereafter:** rent is based on 31% of gross income or \$200 minimum rent, whichever is greater. Utility allowances are factored in the assistance, but utility reimbursements are not allowed.

The following policies apply to all households:

- Zero-income households meet with their public housing site manager or Section 8 case manager every six months, so that staff can provide referrals to community service providers and check on progress towards obtaining an income source.
- The proration of subsidy for mixed-status families is simplified so that a flat \$100 monthly reduction in assistance is applied to the household, regardless of the number of ineligible members.
- The ceiling rent for public housing is set to match Section 8 payment standards. There is no flat-rent option.
- Home Forward has created a separate “release of information” form to supplement the HUD Form 9886, in order to obtain a release of information that covers the appropriate biennial or triennial review cycle.
- For Section 8 households where the gross rent of the unit exceeds the applicable payment standard, Home Forward will approve the tenancy at initial occupancy so long as the household share does not exceed 50 percent of the household’s gross income.
- When a Section 8 household is approved to move and the identified unit has a gross rent that exceeds the payment standard, Home Forward will use the existing income verification on file to test for affordability. Home Forward will not require a re-examination to verify income for this purpose, unless the family requests it.
- When a Section 8 household reports a change in family size, if the household has resided in their unit for at least 12 months, Home Forward will require an interim review. Any changes to voucher size, payment standard and subsidy calculation will be effective 120 days after the interim review.
- The earned income disallowance is eliminated.
- All GOALS participants are included in the rent reform calculation.
- Home Forward uses actual past income to determine annual income for participant families.
- All income sources used to determine a household’s public housing rent or Section 8 assistance are the same as currently defined by HUD, with the following exceptions:
  - The value of any asset or the value of any income derived from that asset is not used in the rent calculation, except when the asset makes regular payments (quarterly or more often) to the resident or participant. However, the value of assets or the value of any income derived from assets is used to determine initial eligibility. Home Forward allows households to self-certify assets with a net value of \$5,000 or less.
  - All earned income of full-time students age 18 and over is excluded from the rent calculation, unless they are the head, co-head or spouse of the household.
  - Student financial assistance is considered only for the purpose of determining eligibility. Student financial assistance is not used to determine annual income for rent and subsidy calculation.
  - All adoption assistance payments are excluded from the rent calculation.
- Households have the option to not report income that is not used in the rent calculation, such as foster care payments. However, Home Forward will accept income reporting of such sources for use in determining

affordability of a unit. Home Forward permits families to rent units where the family share is up to 50% of their gross income.

- Households may apply for a hardship review if their total monthly shelter costs exceed 50% of the total monthly income used to determine their rent subsidy. Section 8 participants who choose to rent housing where the total shelter costs exceed 50% of total monthly income at the time of initial lease-up in that unit will not generally qualify for hardship review; however, all households have the right to request a hardship and exceptions may be made. The committee has a menu of remedies to reduce a qualifying household's burden.

Rent reform has been fully implemented. At this time, all MTW public housing and Section 8 households, as well as VASH and FUP voucher holders, are on the rent reform calculation. The earliest group of work-focused households transitioned to the second level of rent payment beginning in FY2015, and is now subject to the \$100 minimum rent payment. Home Forward continues to monitor hardship requests, household and agency financial impacts and staff feedback to prepare for any changes that may need to be made to the activity.

### Changes or Modifications:

Home Forward proposes removing the set subsidy proration amount for mixed-status families in this activity. The agency will replace the fixed proration amount with a proration to be determined after reviewing agency rents and payment standards based upon funding availability. Depending on funding availability and proceeds at properties owned by Home Forward, the agency will also determine whether to utilize unrestricted local funds in support of this modification.

The change is expected to provide Home Forward more flexibility in setting proration rates to support low income households – especially households with minor children – while also being responsive to the agency's fiscal responsibilities. This activity also brings Home Forward's practice in line with other agencies that do not set a fixed proration amount for rent-setting approaches.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	FY2011: \$140,228	FY2020: \$97,950	Less than \$130,000 annually
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	FY2011: 5,340 hours	FY2020: 3,730	Less than 4,000 hours annually
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because Home Forward does not have a pre-implementation baseline for this metric, we are not able to show the historical impact of this activity. Through our quality control process, every error that is identified is corrected.			
Average error rate in completing task	FY2015: 7.5%	FY2020: 7.5%	Maintain 7.5% or less
Increase in tenant share of rent (Standard Metric: CE#5)			
Total annual tenant share of rent	FY2012: \$25,342,942	FY2020: \$33,469,988	\$33,469,988
Increase in household income (Standard Metric: SS#1)			



Metric	Baseline	Benchmark	Final Projected Outcome
Average earned income of households	FY2011: \$3,324	FY2020: \$3,788	\$3,788
Increase in positive outcomes in employment status (Standard Metric: SS#3) Note: Because Home Forward has implemented biennial and triennial review schedules, the number of households who report an increase in earned income each year is reduced.			
Number of heads of households who: 6) Other (defined as having an increase in earned income)	FY2011: 866 heads of households	FY2020: 525 heads of households	At least 525 heads of households annually
Percent of work-focused households who: 6) Other (defined as having an increase in earned income)	FY2011: 16% of work-focused households	FY2020: 16% of work-focused households	At least 16% of work-focused households
Households Removed from Temporary Assistance for Needy Families (TANF) (Standard Metric: SS#4)			
Number of households receiving TANF assistance	FY2012: 229 households (2.0%)	FY2020: 320 households (2.5%)	At least 320 households (2.5%)
Reducing the per unit subsidy costs for participating households (Standard Metric: SS#6)			
Average amount of subsidy per household	FY2012: \$524 per household	FY2020: \$790	Less than \$800 per household
Households transitioned to self-sufficiency (Standard Metric: SS#8)			
Number of households transitioned to self-sufficiency (Defined as households that have earned or permanent income that results in area median income (AMI) above 50% and/or that have voluntarily exited housing assistance)	FY2014: 521 households	FY2020: 500 households	At least 500 households annually
Displacement prevention (Standard Metric: HC#4) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not believe this metric is an accurate measure of this activity, but we have included it at HUD's request.			
Number of households at or below 80% AMI that would lose assistance or need to move	FY2011: 233 households	FY2020: 0 households	0 households are required to move
Increase in resident mobility (Standard Metric: HC#5) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not use rent reform to impact mobility, but we have included it at HUD's request.			
Number of households able to move to a better unit and/or neighborhood of opportunity	FY2013: 3,092 (28.4%) households lived in better neighborhoods	FY2020: 3,073 households	3,073 (28.9%) households lived in better neighborhoods

**Additional Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Maintain stability for seniors and people with disabilities			
Shelter burden (rent + utility allowance divided by gross income) for seniors and people with disabilities	Before implementation, shelter burden was 27%	FY2020: Shelter burden will remain below 29%	Seniors and people with disabilities will maintain stability, with a shelter
Increased contribution to rent			
Total tenant payment (rent + utility allowance) for work-focused households	Before implementation: Section 8 average - \$267 Public housing average - \$249	FY2020: Section 8 average \$428 Public housing average \$346	Maintain an average total tenant payment of at least \$400 for Section 8 and \$300 for Public Housing (15% above baseline)
Increased income in work-focused households			
Average income for work-focused households, as percentage of Median Family Income (MFI)	Before implementation, average income for work-focused households was 16.4% MFI	FY2020: 18% MFI	18% MFI

Home Forward's YARDI database continues to serve as the source for household income and total tenant rent payment information. The baseline data for hours required to conduct rent calculation and income reviews was collected through staff interviews and workflow analysis. This process will be repeated in subsequent years to determine progress towards benchmarks and goals.

**MTW Flexibility:**

Home Forward has used our rent reform authorizations to eliminate deductions, simplify the rent calculation, change review schedules, and implement other policy adjustments that as a whole, make up our rent reform activity, as described above.

## 02 GOALS – Home Forward’s Family Self Sufficiency Program

### Approved FY2014, Implemented FY2014

In our FY2014 Plan, Home Forward proposed an activity to align existing self-sufficiency programs into one consolidated program, which we refer to as the GOALS (Greater Opportunities to Advance, Learn and Succeed) program. This program is tailored to meet the needs of our community and be efficient for staff to administer. GOALS program requirements are the same regardless of funding source, program or property, with a few minor exceptions for site-based programs.

The key elements of the GOALS program are as follows:

- The rent reform calculation (Activity 01) is used for all GOALS participants.
- Participants who are engaged in a designated program intended to increase the family’s economic independence (such as an employment or training program) will receive a preference on the GOALS waiting list. 100% of the GOALS slots may be filled with participants utilizing this preference.
- Home Forward will allow the GOALS contract to be in the name of any adult member of the household.
- The traditional escrow account used in HUD Family Self-Sufficiency (FSS) programs has been replaced with a managed savings account. Any rent paid by a participant household above \$350 (known as the “strike point”) will be placed into the managed savings account. The monthly amount placed into a family’s managed savings account is limited to the difference between the strike point and the family’s ceiling rent (for public housing families) or voucher payment standard (for Section 8 families). Households participating in GOALS whose unit is converted under RAD are subject to policies consistent with the RAD program.
- The length of time on the program will be five years, with the opportunity to extend for an additional two years. Eligibility for the two-year extension follows current policy and HUD guidelines.
- Participants graduate and have access to the funds in their managed savings account when they have completed their training plan and fulfilled the obligations identified in their contract.
- Families who leave the program prior to graduation will forfeit any money accrued in their managed savings account.
- Staff implementing the GOALS program will be funded by a combination of HUD-funded FSS Coordinator money, grant funding and agency budgeting.
- FSS Coordinator funds will be used only for FSS Coordinator salaries, as directed by the respective NOFAs.
- At properties where participation in GOALS was mandatory, the property will continue to utilize a site-based preference on the GOALS waitlist to encourage participation in the family self-sufficiency program at these sites.
- When a public housing resident reaches ceiling rent, or a housing assistance payment for a voucher participant drops to zero, deposits into the family’s managed savings account will cease. Families can continue to participate

#### **MTW authorization:**

Attachment C, Section E – Family Self Sufficiency Programs

Attachment C, Section B(1) – Single Fund Budget with Full Flexibility

#### **Statutory objective:**

Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient

in the program for an additional six months, but no savings will accrue during this time. If the family is still at ceiling rent or zero assistance after six months, they will graduate from the program. If the family's income decreases to a level that housing assistance is reinstated during that six-month period, they may begin to earn escrow again, and continue participation in the program as long as the contract determines they are still eligible.

- GOALS participants who enroll in the Individual Development Account (IDA) program will be able to withdraw from their managed savings account up to \$700 per year, for a maximum of 3 consecutive years or \$2,100. In order to utilize managed savings account for IDA deposits, participants will need to be co-enrolled in GOALS and IDA programs. If a participant withdraws from the IDA program before successfully completing the IDA program, the IDA provider will refund the full managed savings account to Home Forward. By allowing participants the option to apply more restricted funds towards their IDA, the intent is to allow households to use their more readily accessible, or unrestricted, funds such as earned income tax credit (EITC) returns, to meet more immediate financial needs. This would permit financially vulnerable households to continue working towards long term financial investment while maximizing choice in how to best apply unrestricted funds towards any current financial obligations.

### Changes or Modifications:

We are not anticipating any changes to this activity.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not save costs through this activity, but we have included it at HUD's request.			
Total cost of task	FY2017: \$512,070	FY2020: \$769,342	
Staff time savings (Standard Metric: CE#2) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not save staff time through this activity, but we have included it at HUD's request.			
Total time to complete task	FY2017: 18,509 hours	FY2020: 18,928	
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because Home Forward does not have a pre-implementation baseline for this metric, we are not able to show the historical impact of this activity.			
Average error rate in completing task	FY2017: 2%	FY2020: 2%	
Increase in resources leveraged (Standard Metric: CE#4)			
Amount of funds leveraged	FY2017: \$190,507	FY2020: \$191,500	
Increase in household income (Standard Metric: SS#1)			
Average earned income of households	FY2017: \$12,472	FY2020: \$12,750	
Increase in household savings (Standard Metric: SS#2)			
Average amount of escrow of households	FY2017: \$2,295	FY2020: \$2,350	

Metric	Baseline	Benchmark	Final Projected Outcome
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>1</sup>			
Number of heads of households:	FY2017:	FY2020:	
1) Employed full-time	1) 187	1) 187	
2) Employed part-time	2) 120	2) 120	
3) Enrolled in an educational program	3) 129	3) 130	
4) Enrolled in a job-training program	4) 81	4) 82	
5) Unemployed	5) 155	5) 155	
6) Other (defined as having completed an education or job training program)	6) 54	6) 55	
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>1</sup>			
Percentage of work-able households:	FY2017:	FY2020	
1) Employed full-time	1) 40%	1) 40%	
2) Employed part-time	2) 27%	2) 27%	
3) Enrolled in an educational program	3) 28%	3) 28%	
4) Enrolled in a job-training program	4) 18%	4) 18%	
5) Unemployed	5) 33%	5) 33%	
6) Other (defined as having completed an education or job training program)	6) 12%	6) 12%	
Households removed from TANF (Standard Metric: SS#4) Note: This metric is measured as a point in time count, which does not account for individual households who give up TANF assistance, graduate from the GOALS program, and are then replaced by income GOALS participants who have not yet given up TANF assistance.			
Number of households receiving TANF assistance	FY2017: 61 households	FY2020: 60	
Households assisted by services that increase self-sufficiency (Standard Metric: SS#5)			
Number of households enrolled in GOALS	FY2013: 462 households enrolled	FY2020: 462	
Reducing per unit subsidy costs for participating households (Standard Metric: SS#6)			

<sup>1</sup> Households may be counted in more than one category in the employment statuses shown above. For example, a household may be considered unemployed while enrolled in an educational program.

Metric	Baseline	Benchmark	Final Projected Outcome
Average amount of subsidy per household	FY2017: \$671 per household	FY2020: \$671	
Increase in tenant share of rent (Standard Metric: SS#7)			
Tenant share of rent	FY2017: \$1,926,589	FY2020: \$1,926,589	
Households transitioned to self-sufficiency (Standard Metric: SS#8)			
Number of households transitioned to self-sufficiency <sup>2</sup>	FY2017: 27 households	FY2020: 28	

<sup>2</sup>Defined as households that have earned or permanent income that results in area median income (AMI) above 50% and/or that have voluntarily exited housing assistance

#### Additional Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not save costs through this activity, but we have included it at HUD's request.			
Total cost of task	FY2017: \$512,070	FY2020: \$769,342	
Staff time savings (Standard Metric: CE#2) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not save staff time through this activity, but we have included it at HUD's request.			
Total time to complete task	FY2017: 18,509 hours	FY2020: 18,928	
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because Home Forward does not have a pre-implementation baseline for this metric, we are not able to show the historical impact of this activity.			
Average error rate in completing task	FY2017: 2%	FY2020: 2%	
Increase in resources leveraged (Standard Metric: CE#4)			
Amount of funds leveraged	FY2017: \$190,507	FY2020: \$191,500	
Increase in household income (Standard Metric: SS#1)			
Average earned income of households	FY2017: \$12,472	FY2020: \$12,750	
Increase in household savings (Standard Metric: SS#2)			
Average amount of escrow of households	FY2017: \$2,295	FY2020: \$2,350	
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>2</sup>			
Number of heads of households:	FY2017:	FY2020:	

<sup>2</sup> Households may be counted in more than one category in the employment statuses shown above. For example, a household may be considered unemployed while enrolled in an educational program.

Metric	Baseline	Benchmark	Final Projected Outcome
1) Employed full-time	1) 187	1) 187	
2) Employed part-time	2) 120	2) 120	
3) Enrolled in an educational program	3) 129	3) 130	
4) Enrolled in a job-training program	4) 81	4) 82	
5) Unemployed	5) 155	5) 155	
6) Other (defined as having completed an education or job training program)	6) 54	6) 55	
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>1</sup>			
Percentage of work-able households:	FY2017:	FY2020	
1) Employed full-time	1) 40%	1) 40%	
2) Employed part-time	2) 27%	2) 27%	
3) Enrolled in an educational program	3) 28%	3) 28%	
4) Enrolled in a job-training program	4) 18%	4) 18%	
5) Unemployed	5) 33%	5) 33%	
6) Other (defined as having completed an education or job training program)	6) 12%	6) 12%	
Households removed from TANF (Standard Metric: SS#4) Note: This metric is measured as a point in time count, which does not account for individual households who give up TANF assistance, graduate from the GOALS program, and are then replaced by income GOALS participants who have not yet given up TANF assistance.			
Number of households receiving TANF assistance	FY2017: 61 households	FY2020: 60	
Households assisted by services that increase self-sufficiency (Standard Metric: SS#5)			
Number of households enrolled in GOALS	FY2013: 462 households enrolled	FY2020: 462	
Reducing per unit subsidy costs for participating households (Standard Metric: SS#6)			
Average amount of subsidy per household	FY2017: \$671 per household	FY2020: \$671	
Increase in tenant share of rent (Standard Metric: SS#7)			
Tenant share of rent	FY2017: \$1,926,589	FY2020: \$1,926,589	
Households transitioned to self-sufficiency (Standard Metric: SS#8)			
Number of households transitioned to self-sufficiency <sup>2</sup>	FY2017: 27 households	FY2020: 28	

Metric	Baseline	Benchmark	Final Projected Outcome
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<sup>2</sup>Defined as households that have earned or permanent income that results in area median income (AMI) above 50% and/or that have voluntarily exited housing assistance

**MTW Flexibility:**

Home Forward has used our authority to develop a family self-sufficiency program that meets the needs of our local community. This program is specifically designed to meet the statutory objective of giving incentive to our families to obtain employment and work towards becoming economically self-sufficient.



### 03 Local Blended Subsidy

#### Approved FY2012, Implemented FY2012

Home Forward has created a local blended subsidy (LBS) program to improve the financial viability of adding “banked” public housing units back into the portfolio. Public housing operating subsidy alone is often insufficient to support bringing these units back to properties. The LBS program uses a blend of MTW Section 8 and public housing operating funds to subsidize units reserved for families earning 80 percent or below of area median income. These units may be new construction, rehabilitated, or existing housing.

The LBS program combines tenant paid rent, Section 8 funds, and public housing funds, resulting in a total per unit rent amount. Rents are set by an internal process to determine the amount of subsidy that will meet property needs, and are subject to completion of rent reasonableness tests. Home Forward uses the payment standard as the maximum rent for LBS units, or up to 125% of Fair Market Rents in the case of service-enriched units. This leveraging of resources allows for a more adequate revenue stream and increases the number of households that can be served.

#### MTW authorization:

Attachment C, Section B(1) – Single Fund Budget with Full Flexibility

Attachment C, Section C(2) – Local Preferences and Admission and Continued Occupancy Policies and Procedures

Attachment D, Section B(3) – Local Unit Based Subsidy Program

#### Statutory objective:

Increase housing choice for low-income families

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Additional units of housing made available (Standard Metric: HC#1)			
Number of new housing units made available for households at or below 80% AMI	Before implementation, 0 units made available	FY2020: 239 units made available	239 units made available
Units of housing preserved (Standard Metric: HC#2)			
Number of housing units preserved for households at or below 80% AMI	Before implementation, 0 units preserved	FY2020: 45 units preserved after full implementation	45 units preserved
Increase in resident mobility (Standard Metric: HC#5)			
Number of households living in better neighborhoods	Before implementation, 0 households	FY2020: 109 households	109 LBS households located in better neighborhoods
Increase in resources leveraged (Standard Metric: CE#4)			
Amount of funds leveraged	Before implementation, \$0	FY2020: \$11,145,307	\$11,145,307 in leveraged debt, equity and increased services

**MTW Flexibility:**

This activity uses single fund budget flexibility and authorization to develop a local unit-based subsidy program in order to create the administrative and funding structure for LBS. This increases housing choice for low-income families by allowing Home Forward to add financially viable, subsidized units back into its portfolio. LBS has allowed Home Forward to leverage debt, equity and increased services at these three properties. Additionally, the ability to create local preferences, and admission and occupancy policies and procedures allows Home Forward to manage the units to provide similar protections as public housing and also adapt the rules for efficiency and local needs.

Home Forward understands and is committed to our obligation to continue to serve substantially the same number of families as if we had not participated in the MTW demonstration. We are aware of the pressure our LBS activity may place on the agency to continue to meet our baseline households served, and we carefully consider this information before moving forward with implementation strategies. We are continuing to explore and develop additional alternative options for local rent assistance programs that will serve a significant need in our community, and will also support our ability to meet our baseline households served once LBS is fully implemented.

## 06 Alternative Inspection Requirements for Partner-Based Programs

### Approved FY2012, Implemented FY2012

Home Forward aligns our housing resources with the services of jurisdictional and community partners in order to maximize impact and effectiveness. In an effort to reduce costs and increase efficiencies, Home Forward uses alternate inspection standards for programs where we contract out resources to be administered by partners. Rather than requiring full Housing Quality Standards (HQS) inspections, Home Forward requires that these units meet the habitability

standards, unit inspection requirement, and lead-based paint visual assessment requirements of the US Department of Housing and Urban Development's Homelessness Prevention and Rapid Re-Housing Program. Staff from jurisdictional and community providers are able to arrange for and conduct required inspections themselves, in conjunction with other required visits to the assisted units, which is often more efficient and allows clients to move in faster than if they had to wait for a scheduled Home Forward inspection.

#### MTW authorization:

Attachment C, Section D(5) – Ability to Certify Housing Quality Standards

#### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	Before implementation, \$35,500	FY2020: \$0	\$0
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	Before implementation, 500 hours	FY2020: 0 hours	0 hours
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because this metric was established after implementation, Home Forward does not anticipate a change in the error rate.			
Average error rate in completing a task	FY2014: 4%	FY2020: Less than 5%	Less than 5%

#### MTW Flexibility:

Home Forward uses MTW authority to allow alternative inspection requirements for units assisted with rent assistance that we have contracted to community partners. These alternate inspection requirements ensure housing standards while increasing efficiency and cost effectiveness.

## 07 Landlord Self-Certification of Minor Repairs

### Approved FY2013, Implemented FY2013

In many cases, units may fail an initial or biennial inspection due to minor items, such as cracked socket plates or closet doors that are off track. Requiring a Home Forward inspector to make a trip back to a unit to verify such minor repairs is inefficient and costly. Home Forward has implemented a policy that in cases where there are no more than four minor deficiencies, we may accept an owner's certification that required repairs were made. This allowance is made at Home Forward's discretion, and in cases where all deficiencies are minor items as determined by an approved list maintained by Home Forward.

#### MTW authorization:

Attachment C, Section D(5) – Ability to Certify Housing Quality Standards

#### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

Allowing a landlord to self-certify a minor repair is left to each individual inspector's discretion, and inspectors remain cautious and thoughtful about when the option is best utilized. Because of this, the activity has not yet produced the level of savings hoped for. However, the inspections supervisor continues to work with inspectors on identifying situations where the strategy can be employed to save additional staff time. Home Forward believes this activity is still an effective strategy for saving time and money.

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	Before implementation, \$140,092	FY2020: \$93,380	Less than \$120,000 to complete re- inspections
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	Before implementation, 1,326 hours	FY2020: 900 hours	Less than 1,000 hours annually
Decrease in error rate of task execution (Standard Metric: CE#3)			
Note: Because Home Forward does not have a pre-implementation baseline, we are not able to show the historical impact of this activity.			
Average error rate in completing a task	FY2015: 0%	FY2020: Less than 3%	Less than 3%

#### MTW Flexibility:

This activity uses alternate criteria, in the form of an owner's written certification, to verify minor repairs in a unit that failed its initial or biennial HQS inspection as a result of four or fewer minor deficiencies. This policy increases efficiency, and saves the agency the cost of these re-inspections.

## 08 Inspections and Rent Reasonableness at Home Forward-Owned Properties

### Approved FY2013, Implemented FY2013

Home Forward owns over 5,000 units of affordable housing in Multnomah County. Many of these units have project-based Section 8 vouchers attached, and additional units are rented to families that are utilizing tenant-based Section 8 vouchers. In cases where a voucher holder is renting a unit we own, Home Forward utilizes our own staff to perform inspections and determine rent reasonableness.

In cases where Home Forward both owns and manages the unit, we hire a third party to conduct quality control inspections and rent reasonableness testing at a sample of these units. This ensures standards are being met while mitigating any conflict of interest. Since the implementation of this activity, 100% of quality control inspections reported the same result as the Home Forward inspection, and no problems have been identified with rent reasonableness.

#### MTW authorization:

Attachment C, Section D(5) – Ability to Certify Housing Quality Standards

Attachment C, Section D(2)(c) – Rent Policies and Term Limits

#### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	Prior to implementation, \$17,750	FY2020: \$0	\$0
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	Prior to implementation, 370 hours	FY2020: 0 hours	0 hours
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because Home Forward does not have a pre-implementation baseline, we are not able to show the historical impact of this activity.			
Average error rate in completing a task	FY2015: 0%	FY2020: Less than 5%	Less than 3%

#### MTW Flexibility:

Home Forward uses MTW authority to set rent reasonableness and inspect units we own, in place of contracting with a third party to do so. This results in cost savings for the agency.

## 09 Measures to Improve the Rate of Voucher Holders Who Successfully Lease-Up

### Approved FY2010, Implemented FY2010

Since 2010, Home Forward has implemented a variety of measures to improve landlord acceptance of Housing Choice Vouchers in our community and improve the ability of voucher holders to successfully lease up. Based on much of Home Forward's work, the Oregon State Legislature passed HB2639 in July 2014. The legislation prohibits landlords from refusing rental applications of voucher holders only because they have a voucher and offers landlords access to a state-managed Landlord Guarantee Fund if a voucher holder vacates a unit and leaves financial damages, such as property damage, unpaid rent, or fees.

In addition, Home Forward has initiatives focused on improving landlord participation and the leasing success of voucher holders:

#### MTW authorization:

Attachment C, Section B(1) – Single Fund Budget with Full Flexibility

Attachment C, Section D(1)(d) – Operational Policies and Procedures

Attachment C, Section D(3)(b) – Eligibility of Participants

Attachment D, Section D(1) – Establishment of a Local Section 8 / Housing Choice Voucher Program

#### Statutory objective:

Increase housing choice for low-income families

- **Vacancy Loss Payment** – We provide vacancy loss payment to owners through the end of the month after the move-out month when vacancies are unforeseen or unexpected (such as a death or an unannounced move-out) and the owners have not received proper notice of the intent to vacate.
- **Landlord Incentive Payment** – Since July 2014, the Landlord Incentive Payment focuses on new landlords. Home Forward makes a one-time payment of \$200 to new landlords, defined as those who have not worked in partnership with us for the past two years. At the time of receiving payment, landlords are also given the opportunity to complete a survey to provide feedback on their experience and Home Forward's lease-up process.
- **Tenant Education Class** – Since May 2016, Home Forward contracts with the Community Alliance of Tenants (CAT) to teach a tenant education class to voucher holders. Class graduates have access to up to \$200 to help with a security deposit in their housing search.

Despite these initiatives, leasing success rates have fallen as a result of an extremely tight rental market, rapidly rising rents and an overall lack of affordable units. Even with the above measures in place and the new legislation requiring landlords to accept Housing Choice Vouchers, leasing success rates have fallen below our 2009 baseline. In an attempt to keep pace with the market and ensure neighborhood choice for voucher holders, Home Forward increased payment standards most recently in December 2017.

In addition to the initiatives listed above, Home Forward began two new programs in FY2017, using single-fund flexibility, to help voucher holders lease up:

- **Security and Success Loan Program** – This is a partnership between Home Forward and Innovative Changes, a non-profit community-based lender, to offer low-interest loans for moving costs to voucher holders with a household income of at least 30% of the Area Median Income (AMI). With a qualifying income, a voucher holder can borrow up to \$1,200 to help with deposits, fees, and other moving costs. The program offers affordable monthly payments, extra incentives for financial education, and the opportunity for a household to build a positive credit history.

- **Housing Search Advocates** – This program is a partnership between Home Forward and two community partners, Human Solutions, Inc. and Transition Projects, Inc., who work with people experiencing low-incomes and homelessness. Three Housing Search Advocate positions have been funded at the organizations to help voucher holders lease up. If a voucher holder has not leased up within 90 days of receiving their voucher or have been identified by HCV staff as experiencing high barriers, they are referred to the Housing Search Advocates for additional support in their housing search.

We have continued with a variety of policy changes (which do not require MTW flexibility) to make the voucher program more appealing to landlords since the passage of HB2639. These include:

- Allowing flexible lease terms based on an individual landlord's standard practice (including month-to-month)
- Accepting electronic Requests for Tenancy Approval from landlords to speed the process
- Posting tools for landlords on our website so landlords can assess whether their unit is likely to pass rent reasonable and affordability tests

In addition to the initiatives and new changes above, we continue to support voucher holders with an improved program orientation, with an increased focus on housing search, and utilizing the higher payment standards in opportunity neighborhoods in hopes of helping voucher holders be better prepared for their housing search.

#### Changes or modifications:

We are not anticipating any changes to this activity. We will continue to evaluate both the lease-up rate and rental market data to determine if the current payment standards remain adequate or adjustments need to be made.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Households assisted by services that increase housing choice (Standard Metric: HC#7)			
Number of households receiving services aimed at increasing housing choice	Before implementation, 0 households	FY2020: 200 households	At least 200 households per year will benefit from the Landlord Incentive

#### Additional Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Improve voucher success rate			
Issued voucher success rate	FY2009: 74%	FY2020: 80%	At least 80%
Decrease in lease-up time			
Average number of days for a voucher holder to lease up	Before implementation, 51 days	FY2020: 50 days	Less than 50 days

#### MTW Flexibility:

Home Forward has made changes to operational policies and procedures and funds these activities through our single-fund budget flexibility. This activity works to increase landlord participation in the program, and therefore, increase housing choice for low-income households.

## 10 Local Project-Based Voucher Program

### Approved FY2012, Implemented FY2012

Home Forward has created a project-based voucher (PBV) program tailored to meet the needs of the local community. We currently administer over 2,000 PBVs in the community via more than 87 separate contracts. The program continues to represent our focus on coordinating with jurisdictional partners and enhancing the supply of permanent supportive housing for households with barriers to housing.

In FY2015, Home Forward changed the operating subsidy at four of our high-rise buildings from public housing to project-based Section 8 funding, as part of our preservation strategy to renovate ten buildings. These four buildings accounted for 654 units, and serve seniors and persons with disabilities. The flexibility to place project-based vouchers at these buildings, as well as in other buildings through service provider and jurisdictional partnerships, ensures that affordable housing remains available to some of the most vulnerable households in our community.

#### **MTW authorization:**

Attachment C, Section D(7) – Establishment of an Agency MTW Section 8 Project-Based Program

Attachment C, Section D(4) – Waiting List Policies

Attachment C, Section D(2) – Rent Policies and Term Limits

Attachment C, Section D(1)(e) – Operational Policies and Procedures

#### **Statutory objective:**

Increase housing choice for low-income families

Reduce cost and achieve greater cost effectiveness in Federal expenditures

The objective of the project-based voucher program is to provide housing certainty for low- income, high-barrier households who would be unlikely to succeed with a tenant-based voucher. With that in mind, we are focusing project-based vouchers on buildings with on-site services, ideally in opportunity areas, offering tenants affordable rents and access to community resources. Many of the original project-based voucher contracts have expired over the past year, and Home Forward has made it our policy to offer renewals only to owners who have agreed to set waiting list preferences for one or more vulnerable populations, and to make services available to those households. This will result in all project-based voucher buildings offering affordable housing with services to those most in need as contracts are renewed.

In the 2017 fiscal year (4/1/2016-3/31/2017), Home Forward received approval from their Board of Commissioners to set aside 500 vouchers from the Housing Choice Voucher pool to be assigned as Project Based Vouchers over the course of three to five years. Home Forward used two methods by which to assign these vouchers. First we issued our own Request for Proposals (RFP) in the winter of 2015 and allocated over 200 vouchers in the initial Request for Proposals. Awards were made to 12 individual projects across Multnomah County. Secondly, we committed another 100 vouchers in the Fall 2015 Portland Housing Bureau Notice of Funding Availability (NOFA). Through this process four individual projects were awarded the 100 vouchers. All in areas of high opportunity and low poverty census tracts.

In our 2019 fiscal year we have 130 vouchers yet to be assigned. Home Forward will continue on the current path as noted above and outlined in the Section 8 Administrative Plan to make the remaining awards until we exhaust the 500 voucher commitment made by the board of commissioners.

Home Forward has modified owner proposal selection procedures for PBV units in order to increase Permanent Supportive Housing in our community by awarding PBV units via a local competitive process in collaboration with the City of Portland and Multnomah County. This local process includes issuing a Notice of Funding Availability and accepting proposals from housing developers and owners across the County. This effort ensures that PBVs are aligned with capital and services funding made available from our jurisdictional partners.



The local competitive process may be waived and PBVs may be awarded based on a formal approval and resolution process by Home Forward's Board of Commissioners when the property is owned directly or indirectly by Home Forward, subject to HUD's requirements regarding subsidy layering. The owned units would not be subject to any required assessments for voluntary conversion.

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Additional units of housing made available (Standard Metric: HC#1)			
Number of new housing units made available for households at or below 80% AMI	FY2011: 1,100 units	FY2020: 1,685 units made available	Maintain at least 1,100 units that have been made available through this activity
Units of housing preserved (Standard Metric: HC#2)			
Number of units preserved for households at or below 80% AMI that would otherwise not be available	Prior to implementation: 0 units	FY2020: 654 units preserved	654 units will be preserved through conversion from public housing to project-based vouchers
Decrease in wait list time (Standard Metric: HC#3) Note: Because Home Forward does not have a pre-implementation baseline for this metric, we are not able to show the historical impact of this activity			
Average applicant time on wait list in months	FY2014: 15 months	FY2020: 22 months	22 months
Displacement prevention (Standard Metric: HC#4) Note: Because Home Forward does not have a pre-implementation baseline for this metric, we are not able to show the historical impact of this activity			
Number of households at or below 80% AMI that would lose assistance or need to move	FY2015: 904 households	FY2020: 900 households	Over 800 additional project-based voucher units are available through our ability to exceed the 25% building cap
Increase in Resident Mobility (Standard Metric: HC#5)			
Number of households able to move to a better unit and/or neighborhood of opportunity	FY2011: 93 households	FY2020: 400 households	400 households
Agency Cost Savings (Standard Metric: CE#1)			
Total cost of task in dollars	Prior to implementation: \$30,720	FY2020: \$19,064	Less than \$24,575
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	Prior to implementation, 917 hours	FY2020: 420 hours	Less than 700 hours

Metric	Baseline	Benchmark	Final Projected Outcome
Decrease in error rate of task execution (Standard Metric: CE#3) Note: Because Home Forward does not have a pre-implementation baseline, we are not able to show the historical impact of this activity			
Average error rate in completing task	FY2015: 2%	FY2020: Less than 5%	Less than 5%
Increase in tenant share of rent (Standard Metric: CE#5) Note: Because Home Forward does not have a pre-implementation baseline, we are not able to show the historical impact of this activity			
Total annual tenant share of rent	FY2014: \$3,570,859	FY2020: \$6,626,328	Annual tenant rent share of \$6,500,000

### MTW Flexibility:

The PBV program increases housing choice and affirmatively furthers fair housing by preserving existing affordable housing and focusing on the needs of populations that tend to be less successful in the tenant-based program, including participants with disabilities, extremely low incomes, or backgrounds that may create high barriers to housing. Most of the PBV buildings offer services for specific populations, which help households not only to obtain suitable housing, but also to access additional services that give the household stability in the community. Below is a list of the ways Home Forward utilizes MTW authority for the local PBV program:

- Home Forward exceeds the traditional 25% limit of PBVs in a single building, and allows project-based vouchers to be awarded to more than 25% of units in a given complex.
- Home Forward has modified waitlist policies to allow each PBV building to maintain its own site-based waiting list with its own preferences. It would not be practical or cost effective for Home Forward to manage so many separate PBV waiting lists with separate preferences. Multiple waitlists also ensure that there are almost always open waitlists at any point in time.
- Home Forward does not provide a preference on the tenant-based waiting list for PBV residents, and requires PBV residents to apply for and remain on the tenant-based waitlist in order to transfer to a tenant-based voucher unit.
- Home Forward modifies screening and eligibility requirements to differ from the traditional criteria at certain PBV properties which offer supportive services, therefore increasing housing choice for participants who might otherwise be ineligible for Section 8 housing. Home Forward determines an applicant's eligibility for a specific PBV property based on the capacity of the service provider who owns or contracts to manage the property.
- Home Forward has modified owner proposal selection procedures for PBV units in order to increase Permanent Supportive Housing in our community by awarding PBV units via a local competitive process in collaboration with the City of Portland and Multnomah County. This local process includes issuing a Notice of Funding Availability and accepting proposals from housing developers and owners across the County. This effort ensures that PBVs are aligned with capital and services funding made available from our jurisdictional partners.
- The local competitive process may be waived and PBVs may be awarded based on a formal approval and resolution process by Home Forward's Board of Commissioners when the property is owned directly or indirectly by Home Forward, subject to HUD's requirements regarding subsidy layering. The owned units would not be subject to any required assessments for voluntary conversion.

- Home Forward has adopted the local city and county site selection standards for PBV units in order to ensure alignment with jurisdictional partners in regards to site selection for low-income housing aimed at ending homelessness. Site selection standards are designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations of 20% or less.
- Home Forward has modified subsidy standards regarding under- and over-housing in order to ensure full utilization of PBV units. Subsidy standards are the same for PBVs as those used for tenant-based vouchers, but exceptions are granted when there are no appropriately sized households on the waiting list to fill a vacant unit.
- Home Forward has modified lease terms, renewal options, and termination policies to limit owners' ability to terminate tenancy without cause, maximizing housing choice for the families in those units. After the initial term, PBV leases convert to a month-to-month agreement unless owners and tenants agree to a longer term, and owners may not refuse to renew leases without cause. Owners of PBV units may not terminate tenancy without cause, except as follows:
  - The owner of a PBV unit may terminate tenancy for a family if Home Forward terminates the family's assistance for any reason in order to ensure that another low-income applicant can be served. However, instead of terminating tenancy, the owner may request Home Forward's approval to amend the PBV contract to remove a unit occupied by a zero subsidy family or amend the PBV contract to substitute a different unit with the same number of bedrooms in the same building.
- Home Forward modified the way contract rents are determined for PBV units by limiting PBV contract rents to a maximum of the payment standard less any applicable tenant paid utility allowance, ensuring that PBV units are affordable even to zero-income households.
- Home Forward adapted the timing of applying payment standard adjustments for PBV participants. Any increase in payment standards to the PBV units is applied on the next anniversary date of the PBV Housing Assistance Payments Contract, following the effective date of the increase. Any decrease in payment standards to the unit is applied beginning on the second anniversary date of the PBV Housing Assistance Payments Contract following the effective date of the decrease. Home Forward also applies any changes to the utility allowances at the same time as the payment standard adjustments.
- Home Forward uses an alternate rent setting policy that allows the Rent Assistance Director, with Board approval, to set exception payment standards that are greater than 110% (up to a maximum of 150%) of Fair Market Rents for service-enriched buildings without requesting HUD approval. The payment standard granted applies to any unit under the project-based voucher contract serving a highly vulnerable population with intensive services. Data is required of the owner to verify the value of the services being provided, and this cost will not be included when conducting rent reasonableness tests.
- Home Forward allows Home Forward staff to conduct inspections, set rents and determine rent reasonableness for Home Forward-owned units that utilize PBVs. When Home Forward both owns and manages the unit, it hires a third party to conduct quality control testing of inspections and rent reasonableness determinations for a sample of these units. This activity is also described under Activity 08: Inspection and Rent Reasonableness at Home Forward-Owned Units.
- Home Forward has eliminated the cap limiting project-basing to up to 20% of the amount of budget authority allocated to the agency by HUD in the voucher program.

## 11 Align Utility Allowance Adjustment Procedures

### Approved FY2011, Implemented FY2011

In our FY2011 MTW Plan, Home Forward received approval to align the public housing process for calculating and implementing utility allowance adjustments with that of Section 8. Previously, the public housing utility allowance process required Home Forward to conduct engineering surveys to determine energy consumption, which was cumbersome and costly. Additionally, public housing protocol required that a re-certification be completed for each resident when there were adjustments to the utility allowance.

**MTW authorization:**

Attachment C, Section C(11) – Rent Policies and Term Limits

**Statutory objective:**

Reduce cost and achieve greater cost effectiveness in Federal expenditures.

Aligning the utility allowance adjustment process with that of Section 8 allows public housing to adopt the methodology of using HUD's standard calculation, which is based on the type of utility and type of building. As in the Section 8 program, public housing staff will review the utility allowance adjustments annually, with the adjustment going into effect at the resident's next regular review.

**Changes or modifications:**

We are not anticipating any changes to this activity.

**Activity Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	Before implementation, \$8,000 per year	FY2020: \$0	\$0 to complete survey
Staff time savings (Standard Metric: CE#2)			
Total time to complete task	Before implementation, approximately 393 hours	FY2020: 0 hours	0 hours

**MTW Flexibility:**

The standard public housing utility allowance process requires engineering surveys to determine energy consumption, and that a re-certification be completed for each resident when there is a utility allowance adjustment. Our MTW flexibility allows us to align the public housing process with that of Section 8, resulting in agency cost and staff time savings.

## 13 Broaden Range of Approved Payment Standards

### Approved FY2015, Implemented FY2015, Amended FY2017

Regulations require that payment standards are set between 90% and 110% of Fair Market Rents (FMR), as defined by HUD for a Housing Authority's jurisdiction. Home Forward serves all of Multnomah County, a large geographic area with rents that differ throughout several submarkets, i.e. downtown Portland and East County, which is more rural. When the rental market conditions tighten, it is not uncommon for 110% of Fair Market Rent to fall short of what is needed to rent a quality unit in large, and often higher opportunity, areas of Multnomah County. In addition, payment standards that are too high in particular neighborhoods can create concentrations of poverty.

#### **MTW authorization:**

Attachment C, Section D(2)(a) – Rent Policies and Term Limits

#### **Statutory objective:**

Increase housing choice for low-income families

In order to ensure that payment standards are sufficient to allow Housing Choice Voucher participants reasonable choice in neighborhoods, Home Forward has used MTW authority to broaden its "base range" for payment standards to between 80% and 160% of the Fair Market Rents without prior HUD approval. (In FY2015, Home Forward received authorization to set payment standards between 80% and 120% of Fair Market Rents. In FY2017, Home Forward received authorization to broaden that range between 80% and 160% of Fair Market Rents.)

Home Forward uses the following parameters to establish payment standards:

- Payment standards are broken down by nine separate neighborhoods as defined by ZIP codes. Each of these neighborhood payment standards is broken down by bedroom size.
- Payment standards are set at the market rate.
- Because data shows that market rents are significantly different for three-bedroom apartments and three-bedroom single-family homes and duplexes, Home Forward has established separate payment standards for the two housing types with three bedrooms.

In response to a FMR study commissioned by the local metro-area housing authorities, on February 3, 2016, HUD adopted revised FMRs for the Portland- Vancouver-Hillsboro, OR-WA, HUD Metropolitan Statistical Area (MSA). In March 2016, utilizing these new and substantially increased FMRs together with our existing authority, at the time, to set payment standards up to 120% of FMR. Home Forward's Board of Commissioners adopted new payment standards to be effective April 1, 2016. These payment standards are set at up to 118% of FMR in some neighborhoods to reflect actual market costs in order to give participants a greater chance to lease up in low poverty, high-opportunity neighborhoods.

With these new payment standards, from April 1, 2016 – August 31, 2016, approximately 5,244 families (82% of Housing Choice Voucher participants) have units that benefitted from the implementation of the payment standards set beyond the basic range of 90-110% FMR. Even with the increased FMRs, continued rent increases have proven payment standards up to 120% are insufficient in many neighborhoods we serve, effectively barring low-income families from accessing housing in these areas without paying high market rents in excess of the payment standards. Despite setting payment standards at 118% of FMR, our April 1st, 2016 payment standards for studio apartments are not below 90% of actual market rate in three of the nine payment standard areas, the payment standards for 1-bedroom apartments are not below 90% of market in any of the nine payment standard areas, and the payment standards for 2-bedroom apartments are below 90% of market in two of the nine payment standard areas. The following table illustrates the shortfall in studios, one-bedrooms and two-bedrooms throughout the county:

	Studio		1 Bedroom		2 Bedroom	
Submarket	Avg Shelter Cost	Shelter Cost as FMR %	Avg Shelter Cost	Shelter Cost as FMR %	Avg Shelter Cost	Shelter Cost as FMR %
Downtown Portland	\$1,183	105%	\$1,629	132%	\$2,258	157%
NW Portland	\$1,310	116%	\$1,651	134%	\$1,694	118%
Gresham, Fairview, Troutdale	\$961	85%	\$1,151	93%	\$1,404	97%
Inner & Central NE	\$1,146	101%	\$1,292	105%	\$1,705	118%
Inner & Central SE	\$1,167	103%	\$1,361	110%	\$1,713	119%
N Portland & St. Johns	\$1,175	104%	\$1,305	106%	\$1,588	110%
Outer NE	\$887	78%	\$1,130	92%	\$1,317	91%
Outer SE	\$960	85%	\$1,173	95%	\$1,381	96%
SW Portland	\$1,282	113%	\$1,515	123%	\$1,751	121%

We will always need to balance the opportunity created with higher payment standards with the increased per family costs associated with higher payment standards. Higher payment standards can put limits on our ability to respond to the overwhelming need in our community, but given the nature of the rental market in Multnomah County, the flexibility to set payment standards up to 160% of FMR may be necessary to create reasonable choice for participant families, particularly in low-poverty, high-opportunity areas. We anticipate revising payment standards in FY2019, and depending on updated market survey data, utilization levels, and lease-up success, we may implement payment standards above 120% in some areas.

Home Forward has also been authorized to approve Exception Payment Standards up to 160% of Fair Market Rents in low-poverty areas or as a reasonable accommodation for a family that includes a person with disabilities.

Home Forward participants are on biennial and triennial recertification schedules, per Activity 01 Rent Reform. Because of this, there is sometimes a delay of several months or even years before the increased payment standard is applied to a participant's rent calculation. In the meantime, those participants may be experiencing a larger shelter burden as their landlords increase rent without the accompanying increase in payment standards. To address this delay, Home Forward has been authorized to apply updated payment standards at a participant's interim review.

#### Changes or modifications:

We are not anticipating any changes to this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Increase in resident mobility (Standard Metric: HC#5)			
Number of households living in better neighborhoods	FY2013: 1,896 (30%) households lived in better neighborhoods	FY2020: 2,500 (30%) households	At least 2,500 households (30%)
Agency cost savings (Standard Metric: CE#1)			
Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Home Forward does not save costs through this activity, but we have included it at HUD's request			
Total cost of task	FY2014: \$48,597,556	FY2020: \$67,626,000	\$66,300,000

**Additional Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Average Housing Assistance Payment Expense			
Average annual HAP expense by household	FY2014: \$6,690	FY2020: \$9,571	\$9,571

**MTW Flexibility:**

Home Forward uses our MTW authority to expand the range for which Home Forward may set payment standards across the various submarkets of Multnomah County to between 80% and 160% of HUD-established Fair Market Rents, and to allow for exception payment standards up to 160% of Fair Market Rents, without HUD approval. This ensures that payment standards are sufficient to allow all families, including those that need a reasonable accommodation, to choose to rent units in all nine of the defined areas in Multnomah County (so long as Housing Choice Voucher funding is sufficient to permit this). Home Forward may also choose to reduce payment standards in areas with lower market rents. Home Forward may apply updated payment standards at a participant's interim review.

## 14 Program Based Assistance

### Approved FY2015, Implemented FY2015

The need for rental assistance in Multnomah County far outstrips the supply. When Home Forward opened the Section 8 waiting list in 2016 for the first time in 4 years, over 16,000 households applied for 3,000 waiting list slots.

In an attempt to increase the number of households served over a given period of time, Home Forward has

designed Program Based Assistance. This local, non- traditional rent assistance program offers time-limited rent assistance, paired with services, to help families access and/or retain stable housing. While the Housing Choice Voucher and public housing programs provide permanent subsidies in order to ensure long-term affordability for low-income families, the focus of Program Based Assistance is helping families achieve stability. These households will likely remain rent-burdened, but with services available to help families address other challenges in their lives, many will be able to avoid homelessness and remain permanently housed.

To administer Program Based Assistance, Home Forward sets aside a pool of flexible rent assistance funds to serve targeted populations, in partnership with one or more local service providers who ensure that the families have access to the supportive services or resources they need to be stable and successful. Target populations for Program Based Assistance are families for whom: 1) success on the Section 8 Housing Choice Voucher program would be unlikely; 2) the delay in accessing rent assistance due to the Section 8 waitlist would most likely have devastating results (recidivism, relapse, death, homelessness, etc.); or 3) the need for rental subsidy is short term while the client is receiving the support needed to stabilize in permanent housing. Examples of target populations include families who are homeless or at risk of homelessness, families with children attending Alder Elementary School (which has one of the highest mobility rates in the County and was adopted by the I Have a Dream Foundation in order to improve outcomes), and former foster youth.

Program Based Assistance partners work with Home Forward to set program policies that are specific to the target population they are serving. Home Forward ensures that policies are clear, equitably managed, and in compliance with Fair Housing laws. All programs have common elements which include:

- **Uses of Funds:** Rental Assistance funds may be used for rent assistance, rent arrears with a current landlord, move-in fees and deposits, utility assistance and arrears, motel vouchers if housing is identified but not immediately available, and documented debt to a past landlord (other than a public housing authority).
- **Eligibility:** Eligibility for Program Based Assistance is as low barrier as possible in order to provide housing access for hard-to-serve households. The only limitations on eligibility are: 1) the household must include at least one person who is a U.S. citizen, U.S. national, or noncitizen with eligible immigration status; 2) the household may not include any member who is subject to lifetime registration as a sex offender or has been convicted of production/manufacture of methamphetamine on premises of federally assisted housing; 3) no one in the household may owe Home Forward money; and 4) annual gross income cannot exceed 50% of area median income.
- **Subsidy Determination Method:** Each partner is required to write clear policies and procedures for how subsidy amount and duration will be determined. These policies must be applied to all participants in that partner's program.

#### **MTW authorization:**

Attachment C, Section D(2)(a) – Rent Policies and Term Limits

#### **Statutory objective:**

Increase housing choice for low-income families



- **Service Requirements:** Home Forward makes these funds available to target populations in partnership with one or more partners who are experts in providing the supports families may need to remain stably housed and move towards a stable, permanent housing situation. Therefore, partner agencies are required to make services available to all families accessing Program Based Assistance. Partner agencies will also have the discretion to discontinue rental assistance to households who violate their program policies or fail to engage in services after repeated attempts at engagement.

#### **Changes or modifications:**

We are not anticipating any changes to this activity. However, benchmarks are decreased; the disparity between per-unit Housing Choice Voucher funding and expenses means Home Forward has reduced ability to fund program based assistance.

#### **Activity Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Additional Units of Housing Made Available (Standard Metric: HC#1)			
Number of new housing units made available for households at or below 80% AMI	Before implementation, 0 units	FY2020: 5 units	5 additional units made available through the New Doors project for
Increase in Resident Mobility (Standard Metric: HC #5)			
Number of households able to move to a better unit and/or neighborhood of opportunity	Before implementation, 0 households	FY2020: 27 unduplicated households	27 formerly homeless households receive placement services annually
Households Assisted by Services that Increase Housing Choice (Standard Metric: HC #7)			
Number of households receiving services aimed to increase housing choice	Before implementation, 0 households	FY2020: 76 unduplicated households	76 households receive services annually through Program Based

Home Forward tracks this information through a combination of our YARDI database system, reporting by partner agencies, and the community's Homeless Management Information System (HMIS) software.

#### **MTW Flexibility:**

Home Forward uses MTW flexibility to blend program funds into a single budget used to fund Program Based Assistance. This allows Home Forward to administer a form of non-traditional rent assistance that can target households in crisis and help them reach or maintain housing stability.

## 15 Tenant-Based Voucher Set Aside Policies

### Approved FY2016, Implemented FY2016

Home Forward operates or participates in a number of programs that have been designed to align housing with supportive services in order to ensure success for participating families. These include local non-traditional rent assistance programs, our local project based voucher programs, and the Veterans Affairs Supportive Housing (VASH) program. In all cases, jurisdictional or community partners provide supports for families who access the housing, with target populations including families exiting homelessness, former foster youth, seniors, and people with disabilities.

**MTW authorization:**

Attachment C, Section D(4) – Waiting List Policies

**Statutory objective:**

Reduce cost and achieve greater cost effectiveness in Federal expenditures

Home Forward has found that leveraging our housing resources with services from partners often results in better housing stability and success for families with barriers to succeeding with a voucher alone. In addition to the above programs, we have also established a series of limited preferences for tenant-based vouchers. Through these limited preferences, specific community partners refer target populations to Home Forward for housing as they provide services. Among the set aside programs we've instituted are:

- Home Forward sets aside up to 200 vouchers for families currently served by Multnomah County's Homeless Family System of Care.
- We also set aside up to 50 vouchers for families that include a veteran experiencing homelessness, who are ineligible for HUD-VASH vouchers. These families are referred by and received services from Transition Projects, Inc.

HUD regulations for tenant-based vouchers require a housing authority to select all participants from a waiting list. In order to adhere to regulations, current families served by the two set aside programs are chosen and referred to Home Forward by the community partner, added to the tenant based voucher waiting list, then immediately pulled from the waiting list to be served with the vouchers that are dedicated to the program. This process is inefficient, time-consuming and cumbersome.

Home Forward is proposing to instead model the referral and selection procedures after the existing VASH program. As with VASH, Home Forward will accept referrals from the specified partners and award those households the dedicated vouchers. Written documentation of the referral will be maintained in the tenant file by Home Forward, but Home Forward will not add these households to the waiting list to be immediately selected. This flexibility will increase efficiency and may reduce the number of days a family has to wait between referral and issuance of the voucher.

For each limited preference program, Home Forward will execute a Memorandum of Understanding with the partner specifying:

- Number of vouchers set aside for the preference;
- Eligibility criteria for the preference;
- Criteria for determining how families will be selected and referred to Home Forward by the partner(s);
- Type and duration of services the partner(s) will make available to the household; and

- Understanding that all referrals must be in writing and include a certification from the partner(s) that the family was selected and referred to Home Forward in accordance with the criteria outlined in the Memorandum of Understanding.

Home Forward will audit partner agencies to ensure that they adhere to selection criteria specified in the Memorandum of Understanding.

The initial lease-up of the current set aside programs Home Forward is complete. However, should they be renewed, Home Forward will shift to the referral system (with no waiting list) for these set aside programs as well.

### **Impact on Statutory Objective(s)**

Since households are referred for set aside vouchers by community partners, it is inefficient and duplicative for Home Forward to maintain a waiting list of the families that partners have selected, only to immediately pull those families off the list. Accepting referrals from the partners of the set aside program, who have selected families based on the criteria outlined in the Memorandum of Understanding, will create efficiencies.

### **Changes or modifications:**

We are not anticipating any changes to this activity.

### **Activity Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	FY2016: \$875	FY2020: \$0	\$0
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	FY2016: 29.5 hours	FY2020: 0 hours	0 hours
Decrease in wait list time (Standard Metric: HC#3) Note: This is a standard reporting metric used by HUD to measure impacts across agencies on a national level. Because households are immediately pulled from the waiting list, this will have no impact on this metric; but we have included it at HUD's request			
Average applicant time on wait list in months	FY2016: 0 months	FY2020: 0 months	0 months

### **MTW Flexibility:**

Home Forward uses MTW flexibility to blend program funds into a single budget used to fund Program Based Assistance. This allows Home Forward to administer a form of non-traditional rent assistance that can target households in crisis and help them reach or maintain housing stability.

## 16 Affordable Housing General Obligation Bond Project-Based Voucher Allocation

### Approved FY2018, Implemented FY2018

Home Forward received approval to allocate up to 400 project based vouchers to support the goals of a \$258.4 million Portland Housing General Obligation Bond that was approved by voters in November of 2016. From time to time, local jurisdictions may issue general obligation bonds to acquire, develop and rehabilitate land and/or properties for affordable housing. Home Forward, as a Moving to Work agency, is granted the ability to support such local housing programs. This includes collaborating with local jurisdictions to provide affordable housing and services for low income and/or disabled households in our community.

#### MTW authorization:

Attachment C, Section D(7)(b) – Local Competitive Process

#### Statutory objective:

Additional Units of Housing Made Available.

Given that local jurisdictions may be the only owner of such housing when using general obligation bonds, for this specific financing situation, Home Forward is defining the ballot initiative as a competitive process. Ultimately, the local jurisdiction is competing for the use of vouchers and is seeking authorization from voters. If the voters elect to pass such a ballot measure, it is done so with the public's knowledge that the sole owner of these properties must be the jurisdiction issuing the bonds. Home Forward will have permission to allocate project-based vouchers to such general obligation bond funded properties to ensure housing opportunities for very-low and extremely low-income families. Home Forward will measure the number of units made available to members of the community through utilization of this designation.

The Portland Housing Bond was designed to increase the affordable housing stock in a community with rapidly rising rents that limit choice for families living with low incomes. One of the location priorities of the Portland Housing Bond's framework is to prioritize acquiring land for new housing in high opportunity areas with access to education and economic opportunities, among other amenities. The Portland Housing Bond's framework includes recommendations for services related to "workforce skill development/employment resources and parenting resources, youth engagement and academic assistance" among other resident services' priorities.

The Portland Housing Bond will create approximately 1,300 permanently affordable units throughout the City of Portland, with 600 designated for households earning 0-30% of the area median incomes. According to the City of Portland, the allocation of up to 400 vouchers to the affordable housing general obligation bond will leverage an additional 200 units of housing for families earning between 0-30% of the area median income, netting a total of 600 units of deeply affordable, permanent housing added to the City of Portland. These permanent units will increase choice across the city for families living with low and extremely low incomes. The vouchers will be allocated over five to seven years as properties are acquired and built. On average, Home Forward anticipates that 57-70 vouchers will be deployed each year.

### Changes or modifications:

We are not anticipating any changes to this activity.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Additional units of housing made available (Standard Metric: HC#1)			

Metric	Baseline	Benchmark	Final Projected Outcome
The Portland Housing Bond anticipates adding 1,300 units of affordable housing over a seven year period. The 400 vouchers will be used to leverage an additional 200 units being available for households earning between 0 and 30% median family income.	FY2018: 0	FY2020: 400 units	600 units

Home Forward will measure the number of units made available to members of the community through the City of Portland's Housing Bond reports to the community. Home Forward will measure the number of units made available to members of the community internally through utilization of this designation.

#### **MTW Flexibility:**

Home Forward designates voter-approved affordable housing general obligation bond ballot measures as a competitive process. This is an additional waiver of 24 CFR 983.51. In Oregon, local jurisdictions may issue general obligation bonds. These bonds are secured by tax levies and provide communities with access to debt at favorable interest rates. Unlike other states, however, the Oregon constitution has language that prohibits jurisdictions from raising money to aid parties other than the issuing jurisdiction. In other words, in the State of Oregon, jurisdictions may only use general obligation bonds for capital costs incurred and owned by the issuing jurisdiction. This happens through a popular vote of the citizenry and can leverage 200 additional units of affordable housing made available to the community.

## 17 Mod Rehab and Mod Rehab SRO Rent Assistance Demonstration Rent Reform

### Approved FY2019, Implemented FY2019

Home Forward implemented its comprehensive Rent Reform activity in FY2012 (page 21). The Rent Reform activity eliminates deductions from the subsidy calculation, utilizes an alternative percentage calculation for total tenant payment, and implements a tiered subsidy structure for non-elderly, non-disabled (“work-focused”) households.

Home Forward administers project-based rent assistance for 517 units of housing assisted through the U.S. Department of Housing and Urban Development’s

Section 8 Moderate Rehabilitation and McKinney Moderate Rehabilitation Single Room Occupancy programs. This housing is a critical component of our community’s housing stock available to people leaving homelessness. Owners of these properties have the opportunity to participate in the U.S. Department of Housing and Urban Development’s Rent Assistance Demonstration (RAD) in order to preserve and improve their properties. Participation in RAD can involve the conversion of a properties existing subsidy contract into a Project Based Voucher contract that may operate under the program requirements of Home Forward’s Local Project Based Voucher MTW activity (page 38). Participants in Home Forward’s Local Project Based Voucher program are subject to Home Forward’s Rent Reform Activity.

While the Rent Reform activity has been successful in meeting its cost savings and self-sufficiency objectives, Home Forward recognizes that the tiered rent structure for work-focused households does not adequately meet the needs of certain households or programs. Specifically, analysis shows that implementing the full Rent Reform activity at our Section 8 Mod Rehab and Mod Rehab SRO properties, which serve significant numbers of households moving out of homelessness, may result in household displacement over time and have a significant effect on these properties’ ability to continue to serve these households. Home Forward instead proposes implementing an alternative rent reform initiative for these properties post-RAD to allow owners to take advantage of the Rent Assistance Demonstration while continuing to serve the same tenant population profile.

The SRO Mod Rehab Rent Reform initiative mirrors our existing previously approved Rent Reform activity but eliminates certain aspects of that activity, such as the tiered rent structure for work-focused households. Specifically the SRO Mod Rehab Rent Reform Activity implements the following policies:

- Eliminates all deductions in rent calculations. To offset the loss in deduction, rent will instead be calculated based on 28.5% of gross income. There is no minimum rent and utility reimbursements are allowed.
- Implements a triennial income re-certification schedule. For our existing Rent Reform activity, Home Forward created a separate “release of information” form to supplement the HUD Form 9886, in order to obtain a release of information that covers the appropriate biennial or triennial review cycle which will be utilized in this activity.
- Simplifies the proration of subsidy for mixed- status families to a flat \$100 monthly reduction in assistance, regardless of the number of ineligible members.
- Requires an interim review for a household that reports a change in family size and has resided in their unit for at least 12 months. Any changes to voucher size, payment standard, and subsidy calculation will be effective 120 days after the interim review.

### MTW authorization:

Attachment C, Section D(3)(b) – Eligibility of Participants

Attachment D, Section B(2) – Rent Structure and Rent Reform

### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

Increase housing choices for low-income families

- Eliminates the earned income disallowance.
- Makes use of actual past income to determine annual income for participant families.
- Uses all income sources as currently defined by HUD to determine a household's assistance, with the following exceptions:
  - The value of any asset or the value of any income derived from that asset is not used in the rent calculation, except when the asset makes regular payments (quarterly or more often) to the resident or participant. However, the value of assets or the value of any income derived from assets is used to determine initial eligibility. Home Forward allows households to self-certify assets with a net value of \$5,000 or less.
  - All earned income of full-time students age 18 and over is excluded from the rent calculation, unless they are the head, co-head or spouse of the household.
  - Student financial assistance is considered only for the purpose of determining eligibility. Student financial assistance is not used to determine annual income for rent and subsidy calculation.
  - All adoption assistance payments are excluded from the rent calculation.
  - Households have the option to not report income that is not used in the rent calculation, such as foster care payments. However, Home Forward will accept income reporting of such sources for use in determining affordability of a unit. Home Forward permits families to rent units where the family share is up to 50% of their gross income.

### Changes or Modifications:

Home Forward proposes removing the set subsidy proration amount for mixed-status families. The agency will replace the fixed proration amount with an annual proration set when reviewing agency rents and payment standards based upon funding availability. Home Forward intends to utilize unrestricted funds should it become necessary to offset any negative budgetary impact caused by this change.

The change is expected to provide Home Forward more flexibility in setting proration rates to support low income households while also being responsive to the agency's fiscal responsibilities. This activity also brings Home Forward's practice in line with other agencies that do not set a fixed proration amount for rent-setting approaches.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1)			
Total cost of task	FY2018: \$6,656	FY2020: Less than \$6,500	Less than \$6,500 annually
Staff time savings (Standard Metric: CE#2)			
Total time to complete the task	FY2018: 320 hours	FY2020: Less than 320 hours	Less than 320 hours annually
Decrease in error rate of task execution (Standard Metric: CE#3)			
Average error rate in completing task	FY2018: 7.5%	FY2020: 7.5% or less	Maintain 7.5% or less

Metric	Baseline	Benchmark	Final Projected Outcome
Increase in tenant share of rent (Standard Metric: CE#5)			
Total annual tenant share of rent	FY2018: \$58,000	FY2020: \$59,160	\$59,160
Increase in household income (Standard Metric: SS#1)			
Average earned income of households	FY2018: \$1,360	FY2020:\$2,788	\$2,788
Increase in positive outcomes in employment status (Standard Metric: SS#3) Note: Home Forward does not collect detailed employment data from SRO participants. The number provided reflects the total number of work-focused households.			
Number of heads of households who: (6) Other	FY2018: 40 households	FY2020: 40 households	40 households
Percent of work-focused households who: (6) Other	FY2018: 40 households	FY2020: 40 households	40 households
Households Removed from Temporary Assistance for Needy Families (TANF) (Standard Metric: SS#4)			
Number of households receiving TANF assistance	FY2018: 0 households	FY2020: 0 households	0 households
Households transitioned to self-sufficiency (Standard Metric: SS#8) Note: Home Forward's SRO properties assist households transitioning from homelessness to permanent, stable housing. Rather than moving to self-sufficiency, Home Forward anticipates participant households will move from an SRO property into a long-term Home Forward subsidy program.			
Number of households transitioned to self-sufficiency (Defined as households that have earned or permanent income that results in area median income (AMI) above 50% and/or that have voluntarily exited housing assistance)	FY2018: 0 households	FY2020: 0 households	0 households

### Hardship Policy:

As with our standard Rent Reform activity, households may apply for a hardship review if their total monthly shelter costs exceed 50% of the total monthly income used to determine their rent subsidy. Section 8 participants who choose to rent housing where the total shelter costs exceed 50% of total monthly income at the time of initial lease-up in that unit will not generally qualify for hardship review; however, all households have the right to request a hardship and exceptions may be made. The committee has a menu of remedies to reduce a qualifying household's burden. There were no hardship requests since implementation in June 2019.



**MTW Flexibility:**

Home Forward is using our rent reform authorizations to eliminate deductions, simplify the rent calculation, change review schedules, and implement other policy adjustments that, as a whole, make up our rent reform activity, as described above. The requested waiver authority will result in cost and time savings for the agency while ensuring the effected properties can continue to their mission of assisting households moving out of homelessness.

## 18 Transfer of Project-Based Voucher Contract to Support Local Preservation or Development of Affordable Housing

### Approved FY2019, Implemented FY2019

Home Forward works closely with local affordable housing owners and developers to preserve and increase the affordable housing stock in the community. For many property owners participating in our Project-Based Voucher (PBV) program, the ability to transfer an existing PBV contract to a new location before its expiration would greatly increase the owner's ability to expand the number of affordable units in the region. Currently, only a project owner that has completed a RAD conversion may request a contract transfer. Non-RAD PBV Project Owners have no such recourse.

Home Forward believes this situation discourages some property owners from entering a HAP Contract as it limits the property owner's ability to engage in short- and long-term development and planning. In addition, Home Forward is concerned that with the extreme pressures on Portland's housing stock, property owners may opt to not renew a HAP Contract, as witnessed in similar tight housing markets. Such a situation would create a significant increase in the number of existing households switching to tenant-based assistance. This increase would tie up valuable staff resources and reduce our ability to help new households off the waiting list. Fiscally, an unanticipated increase in tenant-based vouchers reduces our ability to predict costs and may require us to redirect resources currently allocated to opportunity neighborhoods.

In response, Home Forward created the Transfer of Project-Based Voucher Contract to Support Local Preservation or Development of Affordable Housing activity for all non-RAD PBV property owners. This activity balances the needs to provide a streamlined process for PBV Project Owners with the need to ensure existing households retain their subsidy without impacting our ability to serve new households.

With Home Forward approval, a Project Owner may request a transfer of assistance after 5 years from the effective date of the initial HAP Contract. Home Forward may waive the 5-year requirement for properties for the following reasons:

- The agency or an affiliate holds ownership interest or manages the property;
- A transfer is needed sooner as a result of events such as eminent domain proceedings, natural disasters or unforeseen events; or
- HUD provides approval of a transfer for any other reason.

Home Forward may consider a partial or complete transfer of assistance to a new location if the new location complies with applicable site selection standards. If applicable, any lender and/or investor of the Covered Project must approve the transfer of the assistance. In the event of such transfer, the Project Owner may request, subject to Home Forward consent, that the original Project-Based Voucher Contract be modified or released to reflect such transfer of assistance.

Home Forward will only approve such a request where the following policy goals and technical requirements are met:

- The proposed new development must add or preserve affordable housing in the community;

#### MTW authorization:

Attachment C, Section B(2) – Partnerships with For-Profit and Non-Profit Entities

Attachment C, Section D(7) – Establishment of an Agency MTW Section 8 Project Based Program

Attachment D, Section B(3) – Local Unit Based Subsidy Program

#### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

Increase housing choices for low-income families

- The proposed new development must otherwise comply with environmental review and subsidy layering review;
- Home Forward does not require a competitive process for the proposed new development as the initial PBV allocation removes the need for a subsequent competition. However, the proposed new development must meet all Home Forward's Site Selection Standards as well as any appropriate laws and regulations.
- Tenants residing in subsidized units within the assisted development must be offered the option of retaining a project-based voucher subsidy pursuant to the following guidelines:
  - Tenants within the assisted development must be offered the option of moving to a comparable subsidized unit in the new or preserved development upon completion of purchase, rehabilitation, or construction, or to another comparable subsidized unit offered by the Project Owner;
  - Comparable units must adhere to all required rules and regulations regarding relocations and tenant moves. Home Forward will prioritize preventing moves to distant geographic areas and/or lower opportunity neighborhoods but believes this ultimate choice should be left to the tenant, as we recognize that they may have circumstances that make some areas more desirable.
  - If tenants decline to move, they may remain in the assisted development and the subsidy will remain in place until the subsidized tenant vacates the assisted unit, at which point the project-based voucher subsidy will be converted to the new development and added to the new Project-Based Voucher Contract;
  - Because the above requirements protect the ability of tenants to remain in their choice of Project-Based Voucher subsidized units, Choice-Mobility vouchers will not be available for tenants under this proposal as a result of the contract transfer.
- Rents and bedroom sizes must remain comparable between the assisted development and the new development to maintain stability in Housing Assistance Payment costs.

In addition to the criteria above, Home Forward retains full discretion to deny a transfer of project-based voucher assistance. The activity applies to all current and future properties under a Project Based Voucher HAP Contract

#### **Changes or Modifications to Activity:**

We do not anticipate any changes to this activity.

#### **Activity Metrics:**

Metric	Baseline	Benchmark	Final Projected Outcome
Agency cost savings (Standard Metric: CE#1) Note: Home Forward is unable to calculate anticipated costs absent the activity.			
Total cost of task	FY2018: \$0	FY2020: \$0	\$0
Staff time savings (Standard Metric: CE#2) Note: Home Forward is unable to calculate anticipated costs absent the activity.			
Total time to complete the task	FY2018: 0 hours	FY2020: 0 hours	0 hours

Metric	Baseline	Benchmark	Final Projected Outcome
Displacement prevention (Standard Metric: HC#4) Note: Number of households in a unit that has completed, or will complete, RAD conversion by December 31, 2018 used as a proxy for potential displacement absent the proposed activity.			
Number of households at or below 80% AMI that would lose assistance or need to move	FY2018: 903 households	FY2020: 0 households	0 households

#### **MTW Flexibility:**

Home Forward is utilizing our MTW flexibilities to give the agency authority to provide a contract transfer option to non-RAD property owners under a PBV contract and require Project Owners requesting a contract transfer to provide the same or better unit upon completion, as described above. The requested waiver authority will increase or preserve the number of affordable housing units in the community and decrease the number of households forced to move due to the contract transfer.

## H. Not Yet Implemented Activities

Home Forward does not have any approved activities yet to be implemented.

## I. Closed Out Activities

### 12 Alternative Initial Housing Assistance Policy

#### Approved FY2015, Never Implemented

Home Forward determined that the administrative costs to manage this activity would offset the proposed savings.

### Alternate Rent Calculation for Public Housing Units

#### Approved FY2011, Implemented FY2022, Closed Out FY2012

This activity was discontinued on April 1, 2012 when our current Rent Reform activity was implemented and the units at those buildings shifted to the Rent Reform calculation.

### Limits for Zero-Subsidy Participants

#### Approved FY2012, Implemented FY2020, Closed out FY2012

This activity was discontinued on April 1, 2012 with the implementation of Rent Reform.

### Limiting Portability in Higher Cost Areas

#### Approved FY2013, Never Implemented

Home Forward determined that the administrative costs to manage this activity would offset the proposed savings.

### 04 Bud Clark Commons

#### Approved FY2010, Implemented FY2010, Closed Out FY2014

Home Forward has determined that operations at Bud Clark Commons do not utilize MTW flexibility.

### 05 Biennial Inspections

#### Approved FY2008, Implemented FY2008, Closed out FY2015

The FY2014 Appropriations Act allows all housing authorities to conduct inspections on a biennial basis. This activity no longer requires MTW flexibility.

# Sources and Uses of MTW Funds

## A. Estimated Sources and Uses of MTW Funds

### i. Estimated Sources of MTW Funds

The MTW PHA shall provide the estimated sources and amount of MTW funding by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$2,172,010
70600	HUD PHA Operating Grants	\$90,067,012
70610	Capital Grants	\$460,165
708000	Other Government Grants	\$-
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$-
71100+72000	Interest Income	\$--
71600	Gain or Loss on Sale of Capital Assets	\$--
71200+71300+71310+71400+71500	Other Income	\$11,465,889
70000	Total Revenue	\$104,165,076

### ii. Estimated Uses of MTW Funds

The MTW PHA shall provide the estimated uses and amount of MTW spending by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$4,863,094
91300+91310+92000	Management Fee Expense	\$--
91810	Allocated Overhead	\$2,954,973
92500 (92100+92200+92300+92400)	Total Tenant Services	\$ 324,698
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$ 1,140,779
93500+93700	Labor	\$--
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$10,387,200
95000 (95100+95200+95300+95500)	Total Protective Services	\$48,711
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$513,895

96000 (96200+96210+96300+96400+ 96500+96600+96800)	Total Other General Expenses	\$327,718
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$--
97100+97200	Total Extraordinary Maintenance	\$--
97300+97350	HAP + HAP Portability-In	\$80,726,143
97400	Depreciation Expense	\$1,476,925
97500+97600+97700+97800	All Other Expense	\$--
90000	Total Expenses	\$ 102,764,137

Please describe any variance between Estimated Total Revenue and Estimated Total Expenses:

### iii. Description of Planned Use of MTW Single Fund Flexibility

The MTW PHA shall provide a thorough narrative of planned activities that use only the MTW single fund flexibility. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW single fund flexibility to direct funding towards specific housing and/or service programs in a way that responds to local needs (that is, at a higher or lower level than would be possible without MTW single fund flexibility).

## PLANNED USE OF MTW SINGLE FUND FLEXIBILITY

### Replacement Housing Factor Funds/Demolition or Disposition Transition Funding

Home Forward's efforts to reposition its public housing portfolio can result in a formal disposition approval from HUD and then the sale of the asset. In these instances, Replacement Housing Factor (RHF) or Demolition or Disposition Transitional Funding (DDTF) funds are received by Home Forward as part of the Capital Fund Formula and used to create a new public housing unit. Home Forward utilizes MTW authority to use these RHF or DDTF funds within its single fund flexibility to create new public housing units in a mixed-finance project. In doing so, these funds provide a portion of the total development capital needed for a particular project. Given the development cash flow needs of any particular mixed-finance project, Home Forward may also use these funds to repay construction financing. This would be done without formally pledging the future RHF or DDTF funds to the lender as collateral.

### MTW Initiative Funds

Home Forward has created MTW Initiative Funds, comprised of MTW reserve funds in their entirety. This is a funding source to support initiatives that will advance the goals and objectives of MTW and Home Forward's Strategic Operations Plan. Some of these initiatives are aspects of our MTW Activities, described earlier in this Plan.

Listed below are initiatives that only use single-fund flexibility:

- **Action for Prosperity:** Action for Prosperity is a partnership between Home Forward, Worksystems, Inc., the Multnomah County Anti-Poverty system, and the State Department of Human Services. Each system leverages its resources by delivering core services and utilizing the other systems to provide wrap-around supports. With access to stable housing, the appropriate level of case management, and priority access to workforce services, we believe that a significant number of households will be able to develop the skills they need to gain employment within two years. Home Forward contributes rent assistance, in the form of Program Based Assistance, which is contracted to agencies in the Anti-Poverty system who use it to help stabilize families who are engaged in training or employment programming.
- **Families Forward:** Families Forward is the umbrella name for our strategic initiatives designed to help youth attain education success in order to alleviate or exit poverty, and to help adults make economic progress, with the ultimate goal of exiting poverty for those who are able.

- For adults, the current priority is to create a single framework for all of the agency's Economic Opportunity efforts, integrating the following four strategies: collecting information about families through an Employment and Training Interest Inventory; aligning existing self-sufficiency programs into a single program called GOALS, with site-based and non-site based components; facilitating the hiring of low-income (Section 3) residents and participants by Home Forward and contractors; and integrating Action for Prosperity (mentioned above) into Economic Opportunity work. Ultimately, the goals for this initiative include increases in resident/participant earned income, increases in residents'/participants' contribution to rent, and residents/participants reaching a living wage if they exit housing subsidy.
  - Youth Initiatives: Home Forward's youth and education work for the next fiscal year will largely focus on early childhood (children prenatally through age 8) in several key areas: improving school attendance, especially in the early grades; increasing our support of parents with children ages 0-5 to improve school readiness; and aligning our services with key educational and parent support partners to improve parent and child well-being and school readiness. These efforts will be coordinated with local sector partners and collective impact efforts focused on creating a more seamless early childhood system of support and addressing chronic school absence across Multnomah County.
- Aging at Home Strategies: Home Forward is developing and implementing initiatives to increase independence and a sense of community at our properties that serve seniors and people with disabilities. We have hired a Health & Support Services Coordinator to assist in the enhancement and development of partnerships and systems alignment with a variety of partners including Aging & Disability Services, Cedar Sinai Park, Care Oregon, Health Share and Family Care, clinics and educational bodies. In addition, we plan to continue administering the Congregate Housing Services Program at five properties and are evaluating expansion of this program and/or implementing certain aspects of this program at other properties.
- Staff Training: Home Forward's current strategic plan (2016-2020) recognizes that how our work is done matters to our community and staff. To strengthen our relationship with the people we serve and with each other, Home Forward continues to re-evaluate best practices and approaches to offer relevant information and training for staff. Training includes Trauma- Informed practice, a recognized model that recognizes the impact trauma can have on people and commits to not repeating traumatic experiences. The goal is to provide staff with knowledge and tools suitable for their position to recognizing symptoms of trauma and applying trauma informed awareness in engaging in the work and to support this by creating Trauma Informed policies and procedures that encourage healing and a sense of safety.
- Security Deposit Assistance: Home Forward uses single-fund flexibility to offer security deposit assistance to two populations: participants leasing up with Veterans Affairs Supportive Housing (VASH) vouchers, and former foster youth leasing up with Family Unification Program (FUP) vouchers. For homeless veterans, a lack of funds for security deposits is a serious barrier to successful use of VASH vouchers. Similarly, youth aging out of the foster care system often do not have the resources to pay for security deposits when trying to utilize FUP vouchers. Security deposit assistance is a key support to finding housing for veterans and youth. Home Forward's funds are to be used only when the service agencies working with these populations are not able to otherwise arrange for deposit assistance.
- Tenant Education Class and Deposit Assistance: During FY2016, Home Forward entered into a contract with a community- based tenant advocate organization, the Community Alliance of Tenants (CAT), to teach new and transferring Housing Choice Voucher holders about their rights and responsibilities as tenants. Upon completing the class, voucher holders are given one- time access to \$200 in deposit assistance for their housing search. This partnership grew out of concern that in the current competitive rental market, and with the recent changes in Oregon landlord/tenant law, voucher holders needed more education about how to be successful applicants and tenants.
- Inspection Related Moving Fund: As described in Activity 12, Home Forward has created a moving assistance fund to assist households in making deposit payments in the unlikely event that a landlord fails to make necessary repairs to their unit after the initial inspection. (Not yet implemented; see Activity 12)
- Inter-jurisdictional Transfer Program for Survivors of Domestic Violence: In collaboration with other MTW- authorized housing authorities and the local domestic violence service system, Home Forward has implemented an inter-jurisdictional transfer program to assist participants who are survivors of domestic violence. The program ensures continued access to stable and safe housing when it is deemed necessary that the household move to another jurisdiction to avoid violence that is likely to become lethal or near-lethal. A local domestic violence service provider has assigned two full-time advocates to work on-site with Home Forward participants and residents. The advocates can recommend voucher participants to this transfer program and provide advocacy and assistance with relocation to the new jurisdiction. Clients are connected



with a local domestic violence agency in the new jurisdiction for support after their transfer. Home Forward allocates up to \$2,000 per household for relocation costs, for up to five households each year. In addition, Home Forward intends to absorb the vouchers of up to five families referred by partnering MTW agencies.

- Section 8 Success Fund: Home Forward is testing two pilot programs in an effort to increase utilization rates and decrease the number of days to lease up for Housing Choice Voucher (HCV) households. The Success Fund is jointly funded by the City of Portland and Home Forward MTW Initiative Funds.
  - Security and Success Loan: HCV households of 30% AMI or more are offered low-interest loans with affordable re-payment terms in order to assist with moving related costs, such as security deposits. Home Forward has partnered with Local Community Development Financial Institution; Innovative Changes is serve as the lender. The loan is also an opportunity for credit building and financial education.
  - Housing Search Advocates: Home Forward contracts with three Housing Search Advocates to provide housing search and placement assistance to HCV households. The Advocates are employed by two non-profits who specialize in housing, Transition Projects Inc. and Human Solutions. Along with case management supports, the Advocates can also provide a limited amount of financial assistance to help reduce barriers to housing such as security deposits, application fees, and transportation for the housing search.
- Expungement Partnership: Home Forward is collaborating with Metropolitan Public Defender (MPD), a non-profit legal firm, to provide legal services to assist Home Forward residents, participants, and waitlist households with criminal record expungements along with consultation on any outstanding obligations to the court system. By reducing a barrier to housing and employment that is associated with a criminal background, Home Forward will help residents gain greater housing choice options in our community and ability for increased opportunity for work focused households to obtain employment. Home Forward also plans to see a decrease in administrative costs related to screening denials as an outcome of this project. Home Forward is using MTW Initiative Funds to support this program.
- Affordable Housing Opportunities: With incredibly low vacancy rates and a lack of affordable housing, Home Forward is dedicated to preserving and increasing the number of housing units in our community. Home Forward will use MTW Initiative Funds to leverage additional funding for the preservation of existing affordable housing and development of new affordable housing. By using methods such as site acquisition, predevelopment loans, and gap financing, Home Forward is able to invest in projects to expand the availability of housing that is affordable to families at different income levels in our community.
- Grant shortfalls: A large share of tenant/resident services are funded from grants and foundations. These funds augment local funds to provide supportive services and self-sufficiency services to residents. In order to optimize available services, any costs not eligible for state and local grants will be funded by single-fund flexibility.
- Emergency fund: In the event of an emergency that affects a public housing family's ability to live safely in their unit, Home Forward has created a fund to help the family temporarily find safe housing in a hotel.
- Landlord portal: Home Forward is developing an e-Center which will allow landlords to electronically process a Request for Tenancy Approval, view and schedule inspections, view payment information, and communicate with Home Forward. It is our objective to streamline the entire process and reduce the time required to lease an apartment or home to a voucher holder. Our staff is working with stakeholders to identify critical requirements and to develop a roadmap to deploying a beneficial tool to both our landlords and Home Forward.
- MTW Operating Reserve: Home Forward will set aside funds each year, as determined by the Board of Commissioners, towards building an Operating Reserve sufficient for Operating Expenses and Housing Assistance Payments.

## B. Local Asset Management Plan

- No
- i. Is the MTW PHA allocating costs within statute?
- ii. Is the MTW PHA implementing a local asset management plan (LAMP)? Yes

Yes

- iii. Has the MTW PHA provide a LAMP in the appendix?
- iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.  
Home Forward does not plan to make any changes to its Local Asset Management Plan in FY2020.

## C. Rental Assistance Demonstration (RAD) Participation

### i. Description of RAD Participation

The MTW PHA shall provide a brief description of its participation in RAD. This description must include the proposed and/or planned number of units to be converted under RAD, under which component the conversion(s) will occur, and approximate timing of major milestones. The MTW PHA should also give the planned/actual submission dates of all RAD Significant Amendments. Dates of any approved RAD Significant Amendments should also be provided.

### RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

Additional detail about Home Forward's RAD conversion can be found in Attachment R

- ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval.

No

- iii. If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment?

N/A

# Administrative

## **A. Board Resolution and Certifications of Compliance**

**B. Board Resolution to be added in final document**

## CERTIFICATIONS OF COMPLIANCE

### U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING

#### Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (DD/MM/YYYY), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

\_\_\_\_\_  
**MTW PHA NAME**

\_\_\_\_\_  
**MTW PHA NUMBER/HA CODE**

*I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).*

\_\_\_\_\_  
**NAME OF AUTHORIZED OFFICIAL**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

*\* Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

## **D. Documentation of Public Process**

To be added in final document

## **E. Planned and Ongoing Evaluations**

Home Forward is not participating in any third-party evaluations at this time.



## F. Lobbying Disclosures

### Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

Previous edition is obsolete

form HUD 50071 (01/14)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

# Appendix A

## G. Local Asset Management Plan

### **Home Forward Asset Management Program**

The First Amendment to the Amended and Restated Moving to Work (MTW) Agreement allows Home Forward to develop a local asset management program for its Public Housing Program. The following describes Home Forward's asset management program and identifies where differences exist from HUD's asset management guidance.

#### Home Forward's Local Asset Management Program

Home Forward operates a property/project-based management, budgeting, accounting, and reporting system. Our project-based management systems include:

- Annual budgets are developed by on-site property managers. These budgets are reviewed and further consolidated into portfolio level budgets managed by housing program managers.
- Budgets at the property level are provided an allocation of public housing operating subsidy based on factors which differentiate subsidy based on building age, type, size, and relative poverty of the population of the various public housing properties.
- Weekly monitoring of occupancy by property, including notices, vacancies, and applicants, is published to the Public Housing management and Executive management.
- Monthly property-based financial reports comparing month-to date and year-to-date actual to budget performance for the current year are provided to site managers, portfolio managers, and the Director of Property Management. These reports are available to other management staff as needed to monitor specific properties.
  - Monthly reviews are held at the property level with Site Managers and their portfolio management.
  - Quarterly reviews of the Public Housing portfolio in its entirety are held at the division level with Property Management Director and Regional Property
  - Managers, as well as the Chief Operating Officer and Chief Financial Officer. This review covers each property Net Operating Income and Cash Flow.
- Home Forward applies the same project/program based budgeting system and financial performance review to its Housing Choice Voucher program, local MTW programs, and non-federal programs and properties.

### **Home Forward's Cost Objectives**

OMB Circular A-87 defines cost objective as follows: Cost objective means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred. The Cost Objectives for Home Forward's asset management program are the organizational subdivisions:

- Public Housing properties - includes resident services and management staff directly supporting this program
- Rent Assistance programs - includes management staff directly supporting this program and Family Self Sufficiency staff (including those supporting Public



Housing residents)

- Moving to Work - includes activities related to our MTW agreement and local programs
- Affordable Housing
- Development

### **Home Forward's Treatment of Certain Costs**

Under OMB Circular A-87, there is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances, either as a direct or an indirect cost. Consistent with OMB Circular A-87 cost principles, Home Forward has identified all of its direct costs and segregated all its costs into pools, as either a direct, direct allocated, or indirect allocated. We have further divided the indirect allocated pool to assign costs based on a relevant metric, as described in Attachment 1.

- **CORE Maintenance:** Home Forward is committed to a cost effective approach to managing our public housing assets. As such, Home Forward has developed a balance of on-site capacity to perform property manager functions and basic maintenance/handyperson services, with more skilled services performed by a centralized group of trades and specialty staff (CORE maintenance). CORE maintenance performs services covering plumbing and electrical repairs, painting and pest control, as well as garbage and recycling. Although these maintenance functions are performed centrally, the decisions and control remains at the property level as it is the property manager and/or housing program manager who determines the level of service required from the CORE maintenance group. All services are provided on a fee for service basis.
- **Procurement:** Home Forward has adopted procurement policies that balance the need for expedient and on-site response through delegated authorization to site staff for purchases under \$5,000. Purchases greater than this limit requires engaging central procurement. The Procurement staff are well trained in the special requirements of procuring goods and services for a federal program and provides necessary contract reporting requirements as well. Central procurement services are part of Home Forward's indirect overhead allocation.
- **Human Resources:** Along with the public housing program and its Section 8 voucher program, Home Forward has non-federal affordable properties, a development group, and locally funded rent assistance programs. Home Forward's Human Resources department serves the entire agency and certain human resource activities that HUD would consider a direct cost, such as recruitment and pre-employment drug testing and screening, are centralized and are part of Home Forward's indirect overhead allocation. Home Forward has determined that the cost of keeping extremely detailed records of HR activity for direct cost assignment exceeds the value received from such effort.
- **Information Technology:** Hardware and software costs will be directly charged to the appropriate cost objective when such costs are available and specific to that cost objective. When a reasonable measurement of such IT costs can be obtained, an allocation based on the number of users (computers, software applications, etc.) will be utilized to directly charge the cost objective.
- **Resident Services:** A large share of tenant/resident services are funded from grants and foundations and these funds augment local funds to provide supportive services and self-sufficiency services to residents. In order to optimize available services, any costs not eligible for state and local grants will be funded by Home Forward's public housing properties and housing choice voucher program.

- Rent: Home Forward charges rent to each cost objective based on the space they occupy in our central office building. Rent is based on estimated costs and adjusted for actual costs at year-end.

### **Home Forward's Treatment of Public Housing Operating Subsidy**

Home Forward's flexibility to use MTW funding resources to support its low-income housing programs is central to our Asset Management Program. Home Forward will exercise our contractual authority to move our MTW funds and project cash flow among projects and programs as the Authority deems necessary to further our mission and preserve our low income housing assets and local programs.

### **Home Forward's Indirect Cost Allocations**

Costs that can specifically and efficiently be identified to a cost objective are counted as direct costs to that objective. Costs that cannot be readily or efficiently identified as specifically benefiting a cost objective will be considered indirect and allocated. The Home Forward Allocation Process – Process Flow Diagram shown at the end of this policy is a graphic representation of Home Forward's allocation methodology. Home Forward has determined that some costs, defined as "direct costs" by HUD for asset management, require effort disproportionate to the results achieved and have included those costs as part of the indirect cost pool allocated to cost objectives as overhead.

### **Home Forward Indirect Costs**

OMB Circular A-87 defines indirect costs as those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Home Forward's indirect costs include, but are not limited to:

- Executive
- Policy & Planning
- Accounting & Finance
- Purchasing
- Human Resources, including job applicant screening, payroll, labor negotiations & organization wide training
- Information Technology: costs not specifically identified and charged as a direct expense to a cost objective

### **Differences – HUD Asset Management vs. Home Forward Local Asset Management Program**

Home Forward is required to describe in the MTW Annual Plan differences between our asset management program and HUD's asset management program as described in HUD's Financial Management Guidebook. Below are several key differences:

- HUD's asset management system and fee for service is limited in focusing only on a fee for service at the Public Housing (PH) property level and voucher program. Home Forward has implemented an indirect allocation methodology that is much more comprehensive than HUD's asset management system which includes all of Home Forward's cost objectives listed above.
- Home Forward has defined the treatment of direct and indirect costs differently than HUD's asset management program. From the agency perspective, we view the program operations management as direct costs of the program.
- These differences include, but are not limited to:

- HUD Indirect/Home Forward Direct:

- Portfolio and program (“regional”) management, including hiring, supervision and termination of frontline staff is considered a direct cost. These costs are pooled and then allocated to each property based on units, vouchers, or other relevant metrics. Work with auditors and audit preparation by HCV and PH staff is considered a direct expense. Executive management is considered an indirect cost.
- Storage of HCV and PH records and adherence to federal and/or state records retention requirements will be considered a direct cost of the program.
- Development and oversight of office furniture, equipment and vehicle replacement plans will be considered a direct cost of the program.
- Advertising (notification) costs specific to HCV, including applicants and landlords, will be considered a direct expense.

- HUD Direct/Home Forward Indirect:

- Advertising for new hires will be considered indirect and allocated to the program and properties.
- Staff recruiting and background checks, etc. will be considered indirect and allocated to the program and properties.

- Other:

- Using MTW authority to improve efficiencies across programs, all staff associated with the Family Self Sufficiency program, regardless of serving public housing or housing choice voucher residents, will be considered a direct cost of the housing choice voucher program and managed by the HCV management.
- Preparation and submission of HCV and public housing program budgets, financial reports, etc. to HUD and others will be either direct or indirect, depending on the department from which the reports are prepared. If prepared by program staff, costs will be considered direct. If prepared by administrative department staff, costs will be considered indirect and allocated to the program and properties.
- Investment and reporting on HCV proceeds will be either direct or indirect, depending on the department from which the reports are prepared. If prepared by program staff, costs will be considered direct. If prepared by administrative department staff, costs will be considered indirect and allocated to the program and properties.

- HUD’s rules limit the transfer of cash flow between projects, programs, and business activities. Home Forward intends to fully use its MTW resources and flexibility to move project cash flow among projects as locally determined and use MTW funding flexibility to provide additional funding to public housing properties when appropriate and necessary to provide for and preserve our public housing assets.
- HUD’s rules provide that maintenance staff be maintained at the property level. Home Forward’s asset management program reflects a cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, and asset preservation work.

- HUD's rules provide that purchasing is performed at the property level. Home Forward's asset management program reflects a cost-effective balance of on-site and central purchasing, depending on the total cost of procurement and complexity of applicable procurement laws and reporting requirements.
- HUD intends certain property management activities to be at the property level. Home Forward has centralized selected property management functions, including but not limited to denial hearings, occupancy management, transfers, reasonable accommodations, auditing, training, compliance, and some waitlist management, and will allocate these costs as a direct expense to the properties based on a relevant metric such as units.
- Home Forward employs its own development staff. Any work on Public Housing Capital projects will be subject to a cost recovery fee paid from the capital fund to cover costs of development staff engaged in such capital projects.

### **Balance Sheet Accounts**

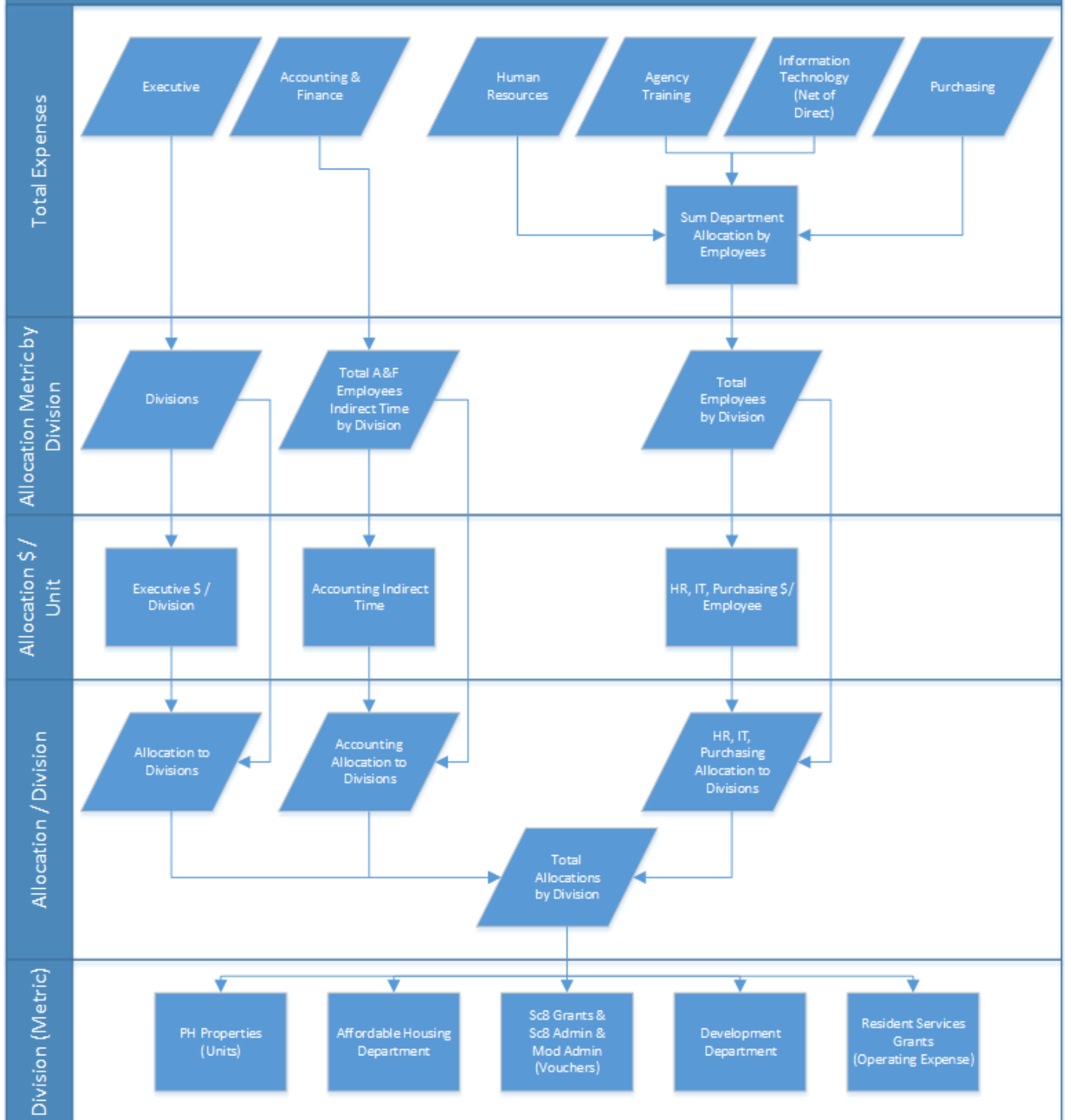
Most balance sheet accounts will be reported in compliance with HUD's Asset Management Requirements and some will deviate from HUD's requirements, as discussed below:

- Cash
- Restricted Cash
- Petty Cash
- Investments
- Selected Prepaid Expenses and Deferred Charges
- Selected Accrued Liabilities
- Payroll Liabilities
- Compensated Absences
- Other Post-Employment Benefits (OPEB) Liability
- Unfunded Pension Liabilities (GASB 68)
- Unrestricted and Restricted Net Assets

Home Forward's asset management program will maintain the above balance sheet accounts centrally. Maintaining these accounts centrally has proven to be the most cost effective and least labor intensive method ensuring efficient accounting operations and ultimately reducing costs charged to the programs. This deviates from HUD's asset management requirements as these accounts will not be reported at the AMP or program. Additionally, the centralization of cash and investments is in keeping with the single fund precept of our MTW authority. For those balance sheet accounts that are originated from expense entries, the related expenses will continue to be reported as an expense to the appropriate program, department and AMP-based income and expense statement through direct charges or allocations.

The agency is continually reviewing our asset management practices and will likely revise our approach over the coming years.

## Home Forward Allocation Process



# Appendix B

## H. Resident Rights, Participation, Waiting List, and Grievance Procedures

### Section 1.6 – Special Provisions Affecting Conversions to Project-Based Vouchers from PIH Notice 2013-23

#### C. PBV Resident Rights and Participation

1. **No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households.<sup>3</sup> Once that remaining household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement.
2. **Right to Return.** See section 1.4.A.4(b) regarding a resident's right to return.
3. **Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR § 983.257(b)(3) have been amended requiring Project. Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.
4. **Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three-year phase- in for smaller increases in rent and a five-year phase-in for larger increases in rent.

This policy must be in place at conversion and may not be modified after conversion. The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

#### Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP

<sup>3</sup> These protections (as well as all protections in this Notice for current households) apply when in order to facilitate repairs a household is relocated following the conversion and subsequently returns to the property, even if they are considered a "new admission" upon return.

- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – Full standard TTP

*Please Note:* In either the three-year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies may not alter this requirement.

1. **Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any remaining PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100.<sup>4</sup> Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents.

<sup>4</sup> The funding streams for the PH FSS Program and the HCV FSS Program were first merged pursuant to the FY 2014 appropriations act. As a result, PHAs can serve both PH residents and HCV participants, including PBV participants, with FSS funding awarded under the FY 2014 FSS Notice of Funding Availability (FSS NOFA) and any other NOFA under which the combination of funds remains in the applicable appropriations act. For PHAs that had managed both programs separately and now have a merged program, a conversion to PBV should not impact their FSS participants.

2. **Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
3. **Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.
  1. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:
    - a. A reasonable period of time, but not to exceed 30 days:
      - i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or ii. In the event of any drug-related or violent criminal activity or any felony conviction;
    - b. 14 days in the case of nonpayment of rent; and
    - c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
  2. Grievance Process. Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:
    - a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),<sup>5</sup> an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
      - i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
      - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
    - b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.

<sup>5</sup> § 982.555(a) (1) (IV) is not relevant to RAD as the tenant-based certificate has been repealed.



- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

- 4. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

- 5. **Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant re-location and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.
- 6. **When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR §983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR §983.258). Since the rent limitation under this Section of the Notice may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e. residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds than the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice.<sup>6</sup> In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract.

<sup>6</sup> For example, a public housing family residing in a property converting under RAD has a TTP of \$600. The property has an initial Contract Rent of \$500, with a \$50 Utility Allowance. Following conversion, the residents is still responsible for paying \$600 in tenant rent and utilities.

Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. The PHA is required to process these individuals through the Form- 50058 submodule in PIC.

Following conversion, 24 CFR §983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

7. **Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived. MTW agencies may not modify this requirement.

#### **D. PBV: Other Miscellaneous Provisions**

1. **Access to Records, Including Requests for Information Related to Evaluation of Demonstration.** PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.
2. **Additional Monitoring Requirement.** The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.<sup>7</sup>
3. **Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** This section has been moved to 1.4.A.13 and 1.4.A.14.
4. **Establishment of Waiting List.** 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:
  - i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.

<sup>7</sup> For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of the evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

- ii. Informing applicants on the site-based waiting list on how to apply for a PBV program-wide or HCV program-wide waiting list.
- iii. Informing applicants on a public housing community-wide waiting list on how to apply for a voucher-wide, PBV program-wide, or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's public housing community-wide waiting list who wish to be placed onto the newly-established site-based waiting list must be done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).<sup>8</sup>

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

- 5. **Mandatory Insurance Coverage.** The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.
- 6. **Agreement Waiver.** This section has been moved to 1.6.(B)(7).
- 7. **Future Refinancing.** Project Owners must receive HUD approval for any refinancing or restructuring of permanent debt during the HAP contract term, to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)
- 8. **Administrative Fees for Public Housing Conversions during Transition Period.** For the remainder of the Calendar Year in which the HAP Contract is effective (i.e. "transition period"), RAD PBV projects will be funded with public housing funds. For example, if the project's assistance converts effective July 1, 2015, the public housing Annual Contributions Contract (ACC) between the PHA and HUD will be amended to reflect the number of units under HAP contract, but will be for zero dollars, and the RAD PBV contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs

<sup>8</sup> For more information on serving persons with LEP, please see HUD's Final guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732), published on January 22, 2007.

should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

For fiscal years 2014 and 2015, PHAs operating HCV program received administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR § 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units.

After this transition period, the section 8 ACC will be amended to include section 8 funding that corresponds to the units covered by the section 8 ACC. At that time, the regular section 8 administrative fee funding provisions will apply.

9. **Choice-Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the PHA's HCV program becomes PBV assistance, it is possible for most or all of a PHA's turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA's administrative plan.

To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) and 24 CFR part 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD. MTW agencies may not alter this requirement.

10. **Reserve for Replacement.** The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be maintained in a bank account covered under a General Depository Agreement (HUD-51999) or similar instrument, as approved by HUD, where funds will be held by the PHA.

I.

## **J. Attachment 1B: Resident Provisions in Conversions from Public Housing to PBRA and PBV**

This Attachment contains two sections, describing:

- 1B.1 Summary of Resident Provisions
- 1B.2 Resident Participation and Funding

### **1B.1 Summary of Resident Provisions**

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD:

- Conversion will be considered a significant amendment to a PHA Plan (see Section 1.5(E) of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see Section 1.8 of this Notice);
- No rescreening at conversion (see Section 1.6(C)(1) of this Notice for conversions to PBV and Section 1.7(B)(1) for conversions to PBRA);
- Right to return after temporary relocation to facilitate rehabilitation or construction (see Section 1.6(C)(2) of this Notice for conversions to PBV and Section 1.7(B)(2) for conversions to PBRA);
- Phase-in of tenant rent increases (see Section 1.6(C)(4) of this Notice for conversions to PBV and Section 1.7(B)(3) for conversions to PBRA);
- Continued participation in the ROSS-SC and FSS programs (see Section 1.6(C)(5) of this Notice, for conversions to PBV and Section 1.7(B)(4) for conversions to PBRA);
- Continued Earned Income Disregard (see Section 1.6(C)(8) of this Notice, for conversions to PBV and Section 1.7.(B)(7) for conversions to PBRA);
- Continued recognition of and funding for legitimate residents organizations (see Section 1.6(C)(6) of this Notice for conversions to PBV, Section 1.7(B)(5) of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see Section 1.6(C)(7) of this Notice for conversions to PBV and Section 1.7(B)(6) of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the Covered Project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7(C)(5) of this Notice for conversions to PBRA).
- For additional information, refer to Notice H2014-09; PIH 2014-17 for additional information on relocation requirements under RAD.

## 1B.2 Resident and Participation Funding<sup>9</sup>

The following provisions contain the resident participation and funding requirements for public housing conversions to PBRA and PBV, respectively.

### A. PBRA: Resident Participation and Funding

Residents of Covered Projects converting assistance to PBRA will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). In addition, a Project Owner must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate tenant organization at the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project:

1. HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization; and
2. Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner.

### B. PBV: Resident Participation and Funding

To support resident participation following conversion of assistance, residents of Covered Projects converting assistance to the PBV program will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment, which includes the terms and conditions of their tenancy as well as activities related to housing and community development.

1. **Legitimate Resident Organization.** A Project Owner must recognize legitimate resident organizations and give reasonable consideration to concerns raised by legitimate resident organizations. A resident organization is legitimate if it has been established by the residents of a Covered Project, meets regularly, operates democratically, is representative of all residents in the project, and is completely independent of the Project Owner, management, and their representatives.

In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization; and

2. **Protected Activities.** Project Owners must allow residents and resident organizers to conduct the following activities related to the establishment or operation of a resident organization:

<sup>9</sup> For the purposes of this Attachment, HUD uses the term “Project Owner” to refer to the owner of a converting or Covered Project. In some instances the owner of a project could be a public, non-profit, or for-profit, e.g., mixed finance projects).

- a. Distributing leaflets in lobby areas;
- b. Placing leaflets at or under residents' doors;
- c. Distributing leaflets in common areas;
- d. Initiating contact with residents;
- e. Conducting door-to-door surveys of residents to ascertain interest in establishing a resident organization and to offer information about resident organizations;
- f. Posting information on bulletin boards;
- g. Assisting resident to participate in resident organization activities;
- h. Convening regularly scheduled resident organization meetings in a space on site and accessible to residents, in a manner that is fully independent of management representatives. In order to preserve the independence of resident organizations, management representatives may not attend such meetings unless invited by the resident organization to specific meetings to discuss a specific issue or issues; and
  - i. Formulating responses to Project Owner's requests for:
  - ii. Rent increases;
  - iii. Partial payment of claims;
  - iv. The conversion from project-based paid utilities to resident-paid utilities;
  - v. A reduction in resident utility allowances;
  - vi. Converting residential units to non-residential use, cooperative housing, or condominiums;
  - vii. Major capital additions; and
  - viii. Prepayment of loans.

In addition to these activities, Project Owners must allow residents and resident organizers to conduct other reasonable activities related to the establishment or operation of a resident organization.

Project Owners shall not require residents and resident organizers to obtain prior permission before engaging in the activities permitted in this section.

3. **Meeting Space.** Project Owners must reasonably make available the use of any community room or other available space appropriate for meetings that is part of the multifamily housing project when requested by:
  - a. Residents or a resident organization and used for activities related to the operation of the resident organization; or
  - b. Residents seeking to establish a resident organization or collectively address issues related to their living environment.

Resident and resident organization meetings must be accessible to persons with disabilities, unless this is impractical for reasons beyond the organization's control. If the project has an accessible common area or areas, it will not be impractical to make organizational meetings accessible to persons with disabilities.

Project Owners may charge a reasonable, customary and usual fee, approved by the Secretary as may normally be imposed for the use of such facilities in accordance with procedures prescribed by the Secretary, for the use of meeting space. A PHA may waive this fee.

4. **Resident Organizers.** A resident organizer is a resident or non-resident who assists residents in establishing and operating a resident organization, and who is not an employee or representative of current or prospective Project Owners, managers, or their agents.

Project Owners must allow resident organizers to assist residents in establishing and operating resident organizations.

5. **Canvassing.** If a Covered Project has a consistently enforced, written policy against canvassing, then a non-resident resident organizer must be accompanied by a resident while on the property of the project.

If a project has a written policy favoring canvassing, any non-resident resident organizer must be afforded the same privileges and rights of access as other uninvited outside parties in the normal course of operations. If the project does not have a consistently enforced, written policy against canvassing, the project shall be treated as if it has a policy favoring canvassing.

A resident has the right not to be re-canvassed against his or her wishes regarding participation in a resident organization.

6. **Funding.** Project Owners must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate resident organization at the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project:

- a. HUD encourages the Project Owner s and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owner are also encouraged to actively engage residents in the absence of a resident organization; and
- b. Project Owner s must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner.



# Attachment R

## K. Rental Assistance Demonstration

Home Forward is a successful applicant in the Rental Assistance Demonstration (RAD).

In May 2015 Home Forward submitted six Rental Assistance Demonstration (RAD) applications for six properties, with a total of 285 public housing units. We received six initial Commitments to enter into a Housing Assistance Payment (CHAPs) in September 2015, with amended CHAPS issued in March 2016 (RAD Phase 1). In addition, Home Forward received 24 additional CHAPs in August 2016, totaling 498 units (part of RAD Phase 2). Home Forward is currently working with HUD to determine the timeline of conversion for these properties (see section titled Public Housing Strategy).

Home Forward is converting to project-based vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to project-based vouchers, Home Forward will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PHI-2014-17. These resident rights, participation, waiting list and grievance procedures are appended to this attachment. Additionally, Home Forward certifies that it is currently compliant with all fair housing and civil rights requirements.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing Housing Authorities access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, Home Forward's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that Home Forward may also borrow funds to address their capital needs. Project-based voucher subsidy is sized to replace the reduction in Capital Funds and operating subsidy lost from the RAD conversions. Home Forward currently has debt under the Capital Fund Financing Program and will be working with Wells Fargo to address outstanding debt issues, which may result in additional reductions of capital funds. Regardless of any funding changes that may occur as a result of conversion under RAD, Home Forward certifies that it will maintain its continued service level.

Under HUD Notice PIH-2012-32, REV-2, Home Forward's RAD conversion is detailed below as part of its Annual Moving to Work Plan.

**The following are the remaining public housing properties that Home Forward anticipates RAD closing or Section 18 approval, with properties converting through FY2021. At time of this writing, Home Forward is working with HUD to identify the order properties will close.**

## L. Development #1

<b>Development Name</b>	<b>Tillicum South</b>		
<b>PIC Development ID #</b>	<b>OR0020151</b>		
<b>Conversion Type</b>	<b>Project-Based Vouchers</b>		
<b>Total Current Units</b>	<b>12</b>	<b>Total Post-RAD Units</b>	<b>12</b>
<b>Pre-RAD Unit Type</b>	<b>Family</b>	<b>Post-RAD Unit Type</b>	<b>Family</b>
<b>Capital Fund Allocation</b>	<b>\$15,045.00</b>		
<b>Transfer of Assistance</b>	<b>None</b>		

Pre-Conversion Bedroom Type	12 3-bedroom units	Post-Conversion Bedroom Type	12 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Tillicum South will be moved onto a Home Forward project based voucher site-based waiting list for Tillicum South. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Tillicum South.		
Other Information	CHAP awarded August 2016		

## M. Development #2

<b>Development Name</b>	<b>Powellhurst Woods</b>		
<b>PIC Development ID #</b>	<b>OR002000237</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	34	Total Post-RAD Units	34
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$65,065.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	23 2-bedroom units 11 3-bedroom units	Post-Conversion Bedroom Type	23 2-bedroom units 11 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Powellhurst Woods will be moved onto a Home Forward project based voucher site-based waiting list for Powellhurst Woods. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Powellhurst Woods.		
Other Information	CHAP awarded August 2016		

## N. Development #3

<b>Development Name</b>	<b>Tillicum North</b>		
<b>PIC Development ID #</b>	<b>OR002000251</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	18	Total Post-RAD Units	18
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family

Capital Fund Allocation	\$22,567.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	16 3-bedroom units 2 3-bedroom accessible units	Post-Conversion Bedroom Type	16 3-bedroom units 2 3-bedroom accessible units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Tillicum North will be moved onto a Home Forward project based voucher site-based waiting list for Tillicum North. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Tillicum North.		
Other Information	CHAP awarded August 2016		

## O. Development #4

<b>Development Name</b>	<b>Hunters Run</b>		
<b>PIC Development ID #</b>	<b>OR002000252</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	10	Total Post-RAD Units	10
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$12,545.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	8 3-bedroom units 2 3-bedroom accessible units	Post-Conversion Bedroom Type	8 3-bedroom units 2 3-bedroom accessible units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Hunters Run will be moved onto a Home Forward project based voucher site-based waiting list for Hunters Run. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Hunters Run.		
Other Information	CHAP awarded August 2016		

## P. Development #5

**Development Name**   **Fir Acres**  
**PIC Development ID #**   **OR002000121**

Conversion Type	Project-Based Vouchers		
Total Current Units	32	Total Post-RAD Units	32
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$57,583.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	19 2-bedroom units 1 2-bedroom accessible unit 12 3-bedroom units	Post-Conversion Bedroom Type	19 2-bedroom units 1 2-bedroom accessible unit 12 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Fir Acres will be moved onto a Home Forward project based voucher site-based waiting list for Fir Acres. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Fir Acres.		
Other Information	CHAP awarded August 2016		

## Q. Development #6

<b>Development Name</b>	<b>Alderwood</b>		
<b>PIC Development ID #</b>	<b>OR002000337</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	20	Total Post-RAD Units	20
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$36,332.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	13 2-bedroom units 7 3-bedroom units	Post-Conversion Bedroom Type	13 2-bedroom units 7 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Alderwood will be moved onto a Home Forward project based voucher site-based waiting list for Alderwood. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Alderwood.		
Other Information	CHAP awarded August 2016		

## R. Development #7

<b>Development Name</b>	<b>Medallion Apartments</b>		
<b>PIC Development ID #</b>	<b>OR002000139</b>		
Conversion Type	Section 18 Project-Based Vouchers or RAD Project-Based Vouchers		
Total Current Units	90	Total Post-RAD Units	90
Pre-RAD Unit Type	Senior/People with Disabilities	Post-RAD Unit Type	Senior/People with Disabilities
Capital Fund Allocation	\$137,121.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	85 1-bedroom units 3 1-bedroom accessible units 2 2-bedroom accessible units	Post-Conversion Bedroom Type	85 1-bedroom units 3 1-bedroom accessible units 2 2-bedroom accessible units
De Minimus Reduction	None		
Transfer of Waiting List	If converted under RAD, applicants on Home Forward's public housing site-based waiting list for Medallion Apartments will be moved onto a Home Forward project based voucher site-based waiting list for Medallion Apartments. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Medallion Apartments. If approved for Section 18 Home Forward will not pursue RAD conversion for Medallion Apartments.		
Other Information	Home Forward applied for Section 18 for Medallion Apartments prior to RAD and is anticipating a decision to be made by HUD. If approved for Section 18 Home Forward will not pursue RAD conversion for Medallion Apartments. CHAP awarded in October 2016.		

## S. Development #8

<b>Development Name</b>	<b>Ruth Haefner Apartments</b>		
<b>PIC Development ID #</b>	<b>OR002000140</b>		
Conversion Type	Section 18 Project-Based Vouchers or RAD Project-Based Vouchers		
Total Current Units	73	Total Post-RAD Units	73
Pre-RAD Unit Type	Senior/People with Disabilities	Post-RAD Unit Type	Senior/People with Disabilities
Capital Fund Allocation	\$110,562.00		
Transfer of Assistance	None		

Pre-Conversion Bedroom Type	65 1-bedroom units 8 1-bedroom accessible units	Post-Conversion Bedroom Type	65 1-bedroom units 8 1-bedroom accessible units
De Minimus Reduction	None		
Transfer of Waiting List	If converted to RAD, applicants on Home Forward's public housing site-based waiting list for Ruth Haefner Apartments will be moved onto a Home Forward project based voucher site-based waiting list for Ruth Haefner Apartments. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Ruth Haefner Apartments. If approved for Section 18 Home Forward will not pursue RAD conversion for Ruth Haefner Apartments.		
Other Information	CHAP awarded August 2016. Home Forward applied for Section 18 for Ruth Haefner Apartments prior to RAD and is anticipating a decision to be made by HUD. If approved for Section 18 Home Forward will not pursue RAD conversion for Ruth Haefner Apartments.		

## T. Development #9

<b>Development Name</b>	<b>Townhouse Terrace</b>		
<b>PIC Development ID #</b>	<b>OR002000122</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	32	Total Post-RAD Units	32
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$57,595.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	19 2-bedroom units 1 2-bedroom accessible unit 12 3-bedroom units	Post-Conversion Bedroom Type	19 2-bedroom units 1 2-bedroom accessible unit 12 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Townhouse Terrace will be moved onto a Home Forward project based voucher site-based waiting list for Townhouse Terrace. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Townhouse Terrace.		
Other Information	CHAP received August 2016		

## U. Development #10

**Development Name**   **Stark Manor**

**PIC Development ID # OR002000123**

Conversion Type	Project-Based Vouchers		
Total Current Units	30	Total Post-RAD Units	30
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$52,425.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	18 2-bedroom units 12 3-bedroom units	Post-Conversion Bedroom Type	18 2-bedroom units 12 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Stark Manor will be moved onto a Home Forward project based voucher site-based waiting list for Stark Manor. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site- based waiting list for Stark Manor.		
Other Information	CHAP received August 2016		

**V. Development #11****Development Name Lexington Court****PIC Development ID # OR002000124**

Conversion Type	Project-Based Vouchers		
Total Current Units	20	Total Post-RAD Units	20
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$35,885.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	12 2-bedroom units 8 3-bedroom units	Post-Conversion Bedroom Type	12 2-bedroom units 8 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Lexington Court will be moved onto a Home Forward project based voucher site-based waiting list for Lexington Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Lexington Court.		
Other Information	CHAP received August 2016		

## W. Development #12

<b>Development Name</b>	<b>Eastwood Court</b>		
<b>PIC Development ID #</b>	<b>OR002000125</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	32	Total Post-RAD Units	32
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$57,728.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	19 2-bedroom units 12 3-bedroom units 1 3-bedroom accessible unit	Post-Conversion Bedroom Type	19 2-bedroom units 12 3-bedroom units 1 3-bedroom accessible unit
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Eastwood Court will be moved onto a Home Forward project based voucher site-based waiting list for Eastwood Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Eastwood Court.		
Other Information	CHAP received August 2016		

## X. Development #13

<b>Development Name</b>	<b>Carlton Court</b>		
<b>PIC Development ID #</b>	<b>OR002000126</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	24	Total Post-RAD Units	24
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$43,363.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	14 2-bedroom units 10 3-bedroom units	Post-Conversion Bedroom Type	14 2-bedroom units 10 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Eastwood Court will be moved onto a Home Forward project based voucher site-based waiting list for Eastwood Court. The applicants will retain their		



original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Eastwood Court.

Other Information CHAP received August 2016

## Y. Development #14

<b>Development Name</b>	<b>Slavin Court</b>		
<b>PIC Development ID #</b>	<b>OR002000131</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	24	Total Post-RAD Units	24
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$47,903.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	18 3-bedroom units 6 4-bedroom units	Post-Conversion Bedroom Type	18 3-bedroom units 6 4-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Slavin Court will be moved onto a Home Forward project based voucher site-based waiting list for Carlton Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site- based waiting list for Slavin Court.		
Other Information	CHAP received August 2016		

## Z. Development #15

<b>Development Name</b>	<b>Demar Downs</b>		
<b>PIC Development ID #</b>	<b>OR002000132</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	18	Total Post-RAD Units	18
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$31,569.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	15 2-bedroom units 3 2-bedroom accessible units	Post-Conversion Bedroom Type	15 2-bedroom units 3 2-bedroom accessible units
De Minimus Reduction	None		

Transfer of Waiting List Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Demar Downs will be moved onto a Home Forward project based voucher site-based waiting list for Demar Downs. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Demar Downs.

Other Information CHAP received August 2016

## AA. Development #16

**Development Name** Eliot Square

**PIC Development ID #** OR002000138

Conversion Type Project-Based Vouchers

Total Current Units 30

Total Post-RAD Units 30

Pre-RAD Unit Type Family

Post-RAD Unit Type Family

Capital Fund Allocation \$57,318.00

Transfer of Assistance None

Pre-Conversion Bedroom Type 11 2-bedroom units  
1 2-bedroom accessible unit  
14 3-bedroom units  
4 4-bedroom units

Post-Conversion Bedroom Type 11 2-bedroom units  
1 2-bedroom accessible unit  
14 3-bedroom units  
4 4-bedroom units

De Minimus Reduction None

Transfer of Waiting List Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Eliot Square will be moved onto a Home Forward project based voucher site-based waiting list for Eliot Square. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Eliot Square.

Other Information CHAP received August 2016

## BB. Development #17

**Development Name** Celilo Court

**PIC Development ID #** OR002000142

Conversion Type Project-Based Vouchers

Total Current Units 28

Total Post-RAD Units 28

Pre-RAD Unit Type Family

Post-RAD Unit Type Family

Capital Fund Allocation \$51,390.00

Transfer of Assistance	None		
Pre-Conversion Bedroom Type	15 2-bedroom units 2 2-bedroom accessible units 11 3-bedroom units	Post-Conversion Bedroom Type	15 2-bedroom units 2 2-bedroom accessible units 11 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Celilo Court will be moved onto a Home Forward project based voucher site-based waiting list for Celilo Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Celilo Court.		
Other Information	CHAP received August 2016		

## CC. Development #18

<b>Development Name</b>	<b>Harold Lee Village</b>		
<b>PIC Development ID #</b>	<b>OR002000152</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	10	Total Post-RAD Units	10
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$12,545.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	10 3-bedroom units	Post-Conversion Bedroom Type	10 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Harold Lee Village will be moved onto a Home Forward project based voucher site-based waiting list for Harold Lee Village. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Harold Lee Village.		
Other Information	CHAP received August 2016		

## DD. Development #19

<b>Development Name</b>	<b>Floresta</b>
<b>PIC Development ID #</b>	<b>OR002000153</b>
Conversion Type	Project-Based Vouchers

Total Current Units	20	Total Post-RAD Units	20
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$23,473.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	7 2-bedroom units 2 2-bedroom accessible units 11 3-bedroom units	Post-Conversion Bedroom Type	7 2-bedroom units 2 2-bedroom accessible units 11 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Floresta will be moved onto a Home Forward project based voucher site-based waiting list for Floresta. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Floresta.		
Other Information	CHAP received August 2016		

## EE. Development #20

<b>Development Name</b>	<b>Maple Mallory</b>		
<b>PIC Development ID #</b>	<b>OR002000203</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	48	Total Post-RAD Units	48
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$74,808.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	24 1-bedroom units 24 2-bedroom units	Post-Conversion Bedroom Type	24 1-bedroom units 24 2-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Maple Mallory will be moved onto a Home Forward project based voucher site-based waiting list for Maple Mallory. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Maple Mallory.		
Other Information	CHAP received August 2016		

## FF. Development #21

**Development Name** Bel Park

**PIC Development ID #** OR002000232

Conversion Type Project-Based Vouchers

Total Current Units 10

Total Post-RAD Units 10

Pre-RAD Unit Type Family

Post-RAD Unit Type Family

Capital Fund Allocation \$14,643.00

Transfer of Assistance None

Pre-Conversion Bedroom Type 2 studio units  
8 1-bedroom units

Post-Conversion Bedroom Type 2 studio units  
8 1-bedroom units

De Minimus Reduction None

Transfer of Waiting List Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Bel Park will be moved onto a Home Forward project based voucher site-based waiting list for Bel Park. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Bel Park.

Other Information CHAP received August 2016

## GG. Development #22

**Development Name** Winchell Court

**PIC Development ID #** OR002000236

Conversion Type Project-Based Vouchers

Total Current Units 10

Total Post-RAD Units 10

Pre-RAD Unit Type Family

Post-RAD Unit Type Family

Capital Fund Allocation \$15,830.00

Transfer of Assistance None

Pre-Conversion Bedroom Type 8 1-bedroom units  
2 2-bedroom units

Post-Conversion Bedroom Type 8 1-bedroom units  
2 2-bedroom units

De Minimus Reduction None

Transfer of Waiting List Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Winchell Court will be moved onto a Home Forward project based voucher site-based waiting list for Winchell Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Winchell Court.

Other Information CHAP received August 2016

## HH. Development #23

<b>Development Name</b>	<b>Camelia Court</b>		
<b>PIC Development ID #</b>	<b>OR002000332</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	14	Total Post-RAD Units	14
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$21,045.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	14 1-bedroom units	Post-Conversion Bedroom Type	14 1-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Camelia Court will be moved onto a Home Forward project based voucher site-based waiting list for Camelia Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Camelia Court.		
Other Information	CHAP received August 2016		

## II. Development #24

<b>Development Name</b>	<b>Cora Park</b>		
<b>PIC Development ID #</b>	<b>OR002000336</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	10	Total Post-RAD Units	10
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$18,166.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	6 2-bedroom units 4 3-bedroom units	Post-Conversion Bedroom Type	6 2-bedroom units 4 3-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Cora Park will be moved onto a Home Forward project based voucher site-based waiting list for Cora Park. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Cora Park.		
Other Information	CHAP received August 2016		

## JJ.Development #25

<b>Development Name</b>	<b>Chateau Apartments</b>		
<b>PIC Development ID #</b>	<b>OR002000436</b>		
Conversion Type	Project-Based Vouchers		
Total Current Units	10	Total Post-RAD Units	10
Pre-RAD Unit Type	Family	Post-RAD Unit Type	Family
Capital Fund Allocation	\$17,107.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	10 2-bedroom units	Post-Conversion Bedroom Type	10 2-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	Upon conversion to RAD, applicants on Home Forward's public housing site-based waiting list for Winchell Court will be moved onto a Home Forward project based voucher site-based waiting list for Winchell Court. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Winchell Court.		
Other Information	CHAP received August 2016		

## KK. Development #26

<b>Development Name</b>	<b>Dahlke Manor</b>		
<b>PIC Development ID #</b>	<b>OR002000114</b>		
Conversion Type	Section 18 Project-Based Vouchers or RAD Project-Based Vouchers		
Total Current Units	115	Total Post-RAD Units	115
Pre-RAD Unit Type	Senior/People with Disabilities	Post-RAD Unit Type	Senior/People with Disabilities
Capital Fund Allocation	\$168,059.00		
Transfer of Assistance	None		
Pre-Conversion Bedroom Type	115 1-bedroom units	Post-Conversion Bedroom Type	115 1-bedroom units
De Minimus Reduction	None		
Transfer of Waiting List	If converted to RAD, applicants on Home Forward's public housing site-based waiting list for Dahlke Manor will be moved onto a Home Forward project based voucher site-based waiting list for Dahlke Manor. The applicants will retain their original date and		

time of application, and will be subject to the preferences available under the PBV site- based waiting list for Dahlke Manor. If approved for Section 18 Home Forward will not pursue RAD conversion for Dahlke Manor.

Other Information Home Forward applied for Section 18 for Dahlke Manor prior to RAD and is anticipating a decision to be made by HUD. If approved for Section 18 Home Forward will not pursue RAD conversion for Dahlke Manor. CHAP awarded in October 2016.

## LL. Development #27

**Development Name** Holgate House

**PIC Development ID #** OR002000115

Conversion Type Section 18 Project-Based Vouchers or RAD Project-Based Vouchers

Total Current Units 80

Total Post-RAD Units 80

Pre-RAD Unit Type Senior/People with Disabilities

Post-RAD Unit Type Senior/People with Disabilities

Capital Fund Allocation \$117,008.00

Transfer of Assistance None

Pre-Conversion Bedroom Type 80 1-bedroom units

Post-Conversion Bedroom Type 80 1-bedroom units

De Minimus Reduction None

Transfer of Waiting List If converted to RAD, applicants on Home Forward's public housing site-based waiting list for Holgate House will be moved onto a Home Forward project based voucher site-based waiting list for Holgate House. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site- based waiting list for Holgate House. If approved for Section 18 Home Forward will not pursue RAD conversion for Holgate House.

Other Information Home Forward applied for Section 18 for Holgate House prior to RAD and is anticipating a decision to be made by HUD. If approved for Section 18 Home Forward will not pursue RAD conversion for Holgate House. CHAP awarded in October 2016.

## MM. Development #28

**Development Name** Williams Plaza

**PIC Development ID #** OR002000118

Conversion Type Section 18 Project-Based Vouchers or RAD Project-Based Vouchers

Total Current Units 101

Total Post-RAD Units 101

Pre-RAD Unit Type Senior/People with Disabilities

Post-RAD Unit Type Senior/People with Disabilities



Capital Fund Allocation \$134,561.00

Transfer of Assistance None

Pre-Conversion Bedroom Type 67 studio units  
29 1-bedroom units  
5 1-bedroom accessible units

Post-Conversion Bedroom Type 67 studio units  
29 1-bedroom units  
5 1-bedroom accessible units

De Minimus Reduction None

Transfer of Waiting List If converted to RAD, applicants on Home Forward's public housing site-based waiting list for Williams Plaza will be moved onto a Home Forward project based voucher site-based waiting list for Williams Plaza. The applicants will retain their original date and time of application, and will be subject to the preferences available under the PBV site-based waiting list for Williams Plaza. If approved for Section 18 Home Forward will not pursue RAD conversion for Williams Plaza.

Other Information Home Forward applied for Section 18 for Williams Plaza prior to RAD and is anticipating a decision to be made by HUD. If approved for Section 18 Home Forward will not pursue RAD conversion for Williams Plaza. CHAP awarded in October 2016.

**Changes in policies that govern eligibility, admission, selection, and occupancy of units at the project after conversion, including any waiting list preferences that will be adopted for the converted project:**

Home Forward presented to the Board of Commissioners requested changes to the Section 8 Administrative Plan to accommodate the RAD transition. This request was approved by the Board of Commissioners on April 19, 2016. The changes include adopting guidelines for choice mobility. At the time of this writing, Home Forward is continuing to review RAD requirements and may submit additional changes to the Section 8 Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP) for public housing. All policy changes adhere to RAD requirements listed below under Appendix A, that informs resident rights, participation, waiting list and grievance procedures.

**Compliance agreements:** Home Forward is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

**Site selection:** This conversion complies with all applicable site selection and neighborhood reviews standards. All appropriate procedures have been followed.

**Substantial Deviation Definition:** As part of the Rental Assistance Demonstration (RAD), Home Forward is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD specific items:

1. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
2. Changes to the Capital Fund Budget produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
3. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
4. Changes to the financing structure for each approved RAD conversion.

**Information regarding use of MTW Fungibility as defined in PIH Notice 2012-32, REV-2: Impact on Capital Fund:**

1. **Estimate the amount of the current Capital Fund grant that is associated with the proposed projects and the impact on the PHA's current Five-Year PHA Plan and Five-Year Capital Action Plan:** The current impact associated with the six CHAPS in this application is \$160,000. \$20,000 has been set aside for each CHAP and another \$40,000 set aside for Sequoia Square and Schiller Way, the two properties that will receive units for transfer of assistance (upon approval from HUD) from Rockwood Station and Fairview Oaks & Woods.
2. **If the RAD conversion will impact an existing CFFP or EPC, or if it proposes to utilize RHF funds to facilitate conversion, the PHA should also indicate the estimated impact of those activities:** Home Forward has submitted 31 additional RAD applications that total 1,008 public housing units. These additional applications are on the RAD waitlist and if approved, will impact our formula Capital Fund Grant allocation by approximately 56% of our current public housing unit count. We will not utilize RHF funds to facilitate conversion.

**Special Provisions Affecting MTW Agencies:** MTW agencies will be able to apply activities impacting the PBV program that are approved in its MTW Plan to those properties as long as they do not conflict with RAD requirements. RAD requirements include statutory requirements or specifically identified special provisions affecting conversions to PBVs, or other conditions and requirements, as detailed in PIH Notice 2012-32 REV-1, including, but not limited to, RAD contract forms or Riders. With respect to any existing PBV regulations that are waived or modified below in Appendix B, except where explicitly noted below in Appendix B, MTW agencies may modify these or other requirements to the PBV program if the activity is approved in its MTW Plan. All other RAD Requirements listed below in Appendix A or elsewhere in PIH Notice 2012-32 REV-1 shall apply to MTW agencies.

# Appendix C

## Annual Statement/Performance and Evaluation Report Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

Part I: Summary		FFY of Grant: 2017 FFY of Grant Approval:	
PHA Name: Home Forward formerly known as Housing Authority of Portland		Grant Type and Number Capital Fund Program Grant No: OR16P00250117 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2020 <input type="checkbox"/> Reserve for Disasters/Emergencies			
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised <sup>2</sup>
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration	3,604,251.50	3,699,846.50
16	1495.1 Relocation Costs		
17	1499 Development Activities 1503 Rental Assistance Demonstration	0.00	78,606.00
18a	1501 Collateralization or Debt Service paid by the PHA		
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	359,982.50	185,781.50

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHFF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

<b>Part I: Summary</b>		<b>FFY of Grant: 2017</b>	
<b>PHA Name:</b> Home Forward formerly known as Housing Authority of Portland	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00250117 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval:</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/2020</b>		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>	<input type="checkbox"/> Reserve for Disasters/Emergencies		
<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Obligated</b>	<b>Expended</b>
<b>Line</b>	<b>Original</b>	<b>Revised<sup>2</sup></b>	<b>Total Actual Cost<sup>1</sup></b>
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant (sum of lines 2 - 19)	3,964,234.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b> <i>1. [Signature]</i>	<b>Signature of Public Housing Director</b>	<b>Date</b> <i>8/29/19</i>	

<b>Part II: Supporting Pages</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00250117 CFFP (Yes/No): Replacement Housing Factor Grant No:		<b>Federal FFY of Grant: 2017</b>		
PHA Name: Home Forward formerly known as Housing Authority of Portland							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original	Revised <sup>1</sup>	Total Actual Cost Funds Obligated <sup>2</sup>	Status of Work Funds Expended <sup>2</sup>
OR 2 - PHA Wide	PHI Portfolio	1492		3,604,251.50	0.00		0.00
	Un-programmed						
OR 2 - PHA Wide	PHI Portfolio	1492		0.00	156,706.50	156,706.26	FY19 Actuals
	15% Allowance to support operations						
OR 2 - PHA Wide	PHI Portfolio	1492		0.00	350,000.00	0.00	FY20 MTW Plan
	Radon Testing and Mitigation						
OR 2 - 114	Dahlke Manor	1492	115	0.00	5,122.00	5,122.00	FY19 Actuals
	Elevator Door Repair						
OR 2 - 113	Tamarack - 85 Stories Group 5	1492	120	0.00	939,569.00	299,215.93	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 117	Schrunk Tower - 85 Stories Group 5	1492	118	0.00	1,034,215.00	381,028.50	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 138	Eliot Square - 85 Stories Group 5	1492	30	0.00	57,852.00	3,578.69	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 203	Maple Mallory - 85 Stories Group 5	1492	48	0.00	95,826.00	2,134.44	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 232	Bel Park - 85 Stories Group 5	1492	10	0.00	21,500.00	459.33	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 236	Winchell Court - 85 Stories Group 5	1492	10	0.00	20,297.00	1,183.76	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 332	Camelia Court - 85 Stories Group 5	1492	14	0.00	29,203.00	2,208.94	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan
OR 2 - 118	Williams Plaza - 85 Stories Group 6	1492	101	0.00	363,690.00	26,182.79	FY19 Actuals
	Preservation Initiative / Rehab						FY20 MTW Plan

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages			Grant Type and Number			Federal FFY of Grant: 2017		
PHA Name: Home Forward formerly known as Housing Authority of Portland			Capital Fund Program Grant No: OR16P00250117 CFEP (Yes/No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2 - 139	Medallion - 85 Stories Group 6 Preservation Initiative / Rehab	1492	90	0.00	450,000.00		26,525.80	FY19 Actuals
OR 2 - 151	Tillicum South - 85 Stories Group 6 Preservation Initiative / Rehab	1492	12	0.00	26,310.00		0.00	FY20 MTW Plan
OR 2 - 152	Harold Lee - 85 Stories Group 6 Preservation Initiative / Rehab	1492	10	0.00	19,540.00		0.00	FY20 MTW Plan
OR 2 - 153	Floresta - 85 Stories Group 6 Preservation Initiative / Rehab	1492	20	0.00	22,418.00		0.00	FY20 MTW Plan
OR 2 - 237	Powellhurst - 85 Stories Group 6 Preservation Initiative / Rehab	1492	34	0.00	42,418.00		0.00	FY20 MTW Plan
OR 2 - 251	Tillicum North - 85 Stories Group 6 Preservation Initiative / Rehab	1492	18	0.00	23,342.00		0.00	FY20 MTW Plan
OR 2 - 252	Hunters Run - 85 Stories Group 6 Preservation Initiative / Rehab	1492	10	0.00	20,279.00		0.00	FY20 MTW Plan
OR 2 - 337	Alderwood - 85 Stories Group 6 Preservation Initiative / Rehab	1492	20	0.00	21,559.00		0.00	FY20 MTW Plan
OR 2 - 064	Madrona Place Rental Assistance Demonstration	1503	45	0.00	4,438.00		4,438.00	FY18 Actuals
OR 2 - 061	The Jeffrey Apartments Rental Assistance Demonstration	1503	20	0.00	2,308.00		2,308.00	FY18 Actuals
OR 2 - 062	Martha Washington Apartments Rental Assistance Demonstration	1503	25	0.00	2,316.00		2,316.00	FY18 Actuals
OR 2 - 063	Bud Clark Commons Rental Assistance Demonstration	1503	130	0.00	15,051.00		15,051.00	FY18 Actuals

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages			Grant Type and Number			Federal FFY of Grant: 2017		
PHA Name: Home Forward formerly known as Housing Authority of Portland			Capital Fund Program Grant No: OR16P00250117 CFPP (Yes/ No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2 - 320	Fairview Oaks & Woods	1503	40	0.00	3,644.00		3,644.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 060	Rockwood Station	1503	25	0.00	2,331.00		2,331.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 325	Woolsey Limited Partnership	1503	71	0.00	6,967.00		6,967.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 065	Stephens Creek Crossing South	1503	45	0.00	4,674.00		4,674.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 058	Humboldt Gardens	1503	100	0.00	8,559.00		8,559.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 066	Stephens Creek Crossing North	1503	64	0.00	6,783.00		6,783.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 305	Haven Limited Partnership	1503	29	0.00	2,704.00		2,704.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 310	Cecelia Limited Partnership	1503	72	0.00	6,825.00		6,825.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 - 315	Trouton Limited Partnership	1503	125	0.00	12,006.00		12,006.00	FY18 Actuals
	Rental Assistance Demonstration							
OR 2 -	Debt Service – OR002D001B	9000		359,982.50	185,781.50		185,781.50	FY18 Actuals

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

Part I: Summary		FFY of Grant: 2018 FFY of Grant Approval:	
PHA Name: Home Forward formerly known as Housing Authority of Portland		Grant Type and Number Capital Fund Program Grant No: OR16P00250118 Replacement Housing Factor Grant No: Date of CFFP:	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/2020</b>		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost <sup>1</sup> Obligated
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration	4,226,517.00	4,206,107.00
16	1495.1 Relocation Costs		
17	1499 Development Activities	0.00	20,410.00
18a	1503 Rental Assistance Demonstration		
18b	9000 Collateralization or Debt Service paid by the PHA Payment		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

<b>Part I: Summary</b>		<b>FFY of Grant: 2018</b>	
<b>PHA Name:</b> Home Forward formerly known as Housing Authority of Portland	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00250118 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval:</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/2020</b>		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>	<input type="checkbox"/> Reserve for Disasters/Emergencies		
<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost <sup>1</sup></b>	
19 1502 Contingency (may not exceed 8% of line 20)			
20 Amount of Annual Grant (sum of lines 2 - 19)	4,226,517.00	4,226,517.00	
21 Amount of line 20 Related to LBP Activities			
22 Amount of line 20 Related to Section 504 Activities			
23 Amount of line 20 Related to Security - Soft Costs			
24 Amount of line 20 Related to Security - Hard Costs			
25 Amount of line 20 Related to Energy Conservation Measures			
<b>Signature of Executive Director</b>	<b>Signature of Public Housing Director</b>	<b>Date</b>	
<i>1. [Signature]</i>	<i>[Signature]</i>	<i>8/29/19</i>	

<b>Part II: Supporting Pages</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00250118 CFFP (Yes/No): Replacement Housing Factor Grant No:		<b>Federal FFY of Grant: 2018</b>		
PHA Name: Home Forward formerly known as Housing Authority of Portland			Development Account No.	Quantity	Total Estimated Cost		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories				Original	Revised <sup>1</sup>	
OR 2 - PHA Wide	PH Portfolio	1492			4,226,517.00	0.00	
	Un-programmed						
OR 2 - PHA Wide	PH Portfolio	1492			0.00	470,119.00	FY19 Actuals
	15% Allowance to support operations						FY20 MTW Plan
OR 2 - PHA Wide	PH Portfolio	1492			0.00	206,391.00	FY20 MTW Plan
	Discretionary Funds						
OR 2 - 113	Tamarack - 85 Stories Group 5	1492		120	0.00	1,169,632.00	FY20 MTW Plan
	Preservation Initiative / Rehab						
OR 2 - 117	Schrunk Tower - 85 Stories Group 5	1492		118	0.00	874,521.00	FY20 MTW Plan
	Preservation Initiative / Rehab						
OR 2 - 118	Williams Plaza - 85 Stories Group 6	1492		101	0.00	773,169.00	FY20 MTW Plan
	Preservation Initiative / Rehab						
OR 2 - 139	Medallion - 85 Stories Group 6	1492		90	0.00	712,275.00	FY20 MTW Plan
	Preservation Initiative / Rehab						
OR 2 - 138	Eliot Square	1503		30	0.00	6,380.00	FY19 Actuals
	Rental Assistance Demonstration						
OR 2 - 203	Maple Mallory	1503		48	0.00	8,309.00	FY19 Actuals
	Rental Assistance Demonstration						
OR 2 - 232	Bel Park	1503		10	0.00	1,625.00	FY19 Actuals
	Rental Assistance Demonstration						

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9(j) of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

FFY of Grant: 2019  
FFY of Grant Approval:

FFY of Grant: 2019  
FFY of Grant Approval:

☐ Revised Annual Statement (revision no: )

<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/2020</b>			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>f</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration	3,816,629.00	3,693,144.00		
16	1495.1 Relocation Costs				
17	1499 Development Activities				
	1503 Rental Assistance Demonstration	0.00	123,485.00		
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

<b>Part I: Summary</b>		<b>FFY of Grant: 2019</b>	
<b>PHA Name:</b> Home Forward formerly known as Housing Authority of Portland	<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P00250119 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval:</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2020		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>	<input type="checkbox"/> Reserve for Disasters/Emergencies		
<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost <sup>1</sup></b>	
19 1502 Contingency (may not exceed 8% of line 20)			
20 Amount of Annual Grant (sum of lines 2 - 19)	3,816,629.00	3,816,629.00	
21 Amount of line 20 Related to LBP Activities			
22 Amount of line 20 Related to Section 504 Activities			
23 Amount of line 20 Related to Security - Soft Costs			
24 Amount of line 20 Related to Security - Hard Costs			
25 Amount of line 20 Related to Energy Conservation Measures			
<b>Signature of Executive Director</b> <i>1. E. Taylor</i>	<b>Signature of Public Housing Director</b>	<b>Date</b> <i>8/29/19</i>	<b>Date</b>

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
**Expires 06/30/2017**

Part II: Supporting Pages			Grant Type and Number		Federal FFY of Grant: 2019			
PHA Name: Home Forward formerly known as Housing Authority of Portland			Capital Fund Program Grant No: OR16P00250119					
			CFFP (Yes/ No):					
			Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Developm ent Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2 – PHA Wide	PH Portfolio	1492		3,816,629.00	0.00		0.00	
	Un-programmed							
OR 2 – PHA Wide	PH Portfolio	1492		0.00	572,494.00		0.00	FY20 MTW Plan
	15% Allowance to support operations							
OR 2 – PHA Wide	PH Portfolio	1492		0.00	370,650.00		0.00	FY20 MTW Plan
	Discretionary Funds							
OR 2 - 114	Dahlke Manor - 85 Stories Group 7	1492	115	0.00	2,062,500.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 121	Fir Acres - 85 Stories Group 7	1492	32	0.00	25,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 122	Townhouse Terrace - 85 Stories Group 7	1492	32	0.00	25,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 123	Stark Manor - 85 Stories Group 7	1492	30	0.00	23,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 125	Eastwood Court - 85 Stories Group 7	1492	32	0.00	25,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 126	Carlton Court - 85 Stories Group 7	1492	24	0.00	204,500.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 132	Demar Downs - 85 Stories Group 7	1492	18	0.00	13,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 142	Celilo Court - 85 Stories Group 7	1492	28	0.00	22,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							
OR 2 - 064	Madrona Place - 85 Stories Group 7	1492	45	0.00	350,000.00		0.00	FY20 MTW Plan
	Preservation Initiative / Rehab							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9(j) of the U.S. Housing Act of 1937, as amended.

# EAST COUNTY UPDATE



## MEMORANDUM

To: Board of Commissioners Date: September 17, 2019

From: Biljana Jesic, Director, Community Services  
503.280.3748

Shannon Schmidt, Assistant  
Director of Property Management  
503.280.3741

Pamela Kambur, Community  
Relations Manager  
503.802.8508

Melissa Arnold, Community  
Services Program Supervisor  
503.280.3753

The purpose of this memorandum is informational only; no action is requested of the board.

All programs and services described in this report are in alignment with the strategic plan's "one community" goals, particularly the emphasis to *deepen our focus on meeting the needs of East County*.

East Multnomah County is not a specific, agreed-upon geographic area but for the purposes of this report, please consider the following "East Multnomah County" definition: Home Forward

[A new name for the Housing Authority of Portland](#)

defines East County as the community of East Portland beyond 122<sup>nd</sup> avenue, the cities of Gresham, Troutdale, Wood Village, and Fairview, and the areas of Multnomah County further east.

### **Demographic Overview**

Because East Multnomah County does not have an agreed upon definition, it does not have a matching Census Bureau data bank. However general trends can be observed by looking at several geographic areas within the area and drawing conclusions. For the purposes of this report, we have included up-to-date information (often 2017, 2018 American Community Survey (ACS) estimates that are available from U.S. Census Bureau) for the Cities of Gresham, Troutdale, Wood Village, and Fairview.

### **Home Forward's East County Demographic Snapshot**

- From 2017-2019, Home Forward annually served over 3000 households with housing-related services.
- Households primarily identify as White (60%) followed by African American (34%) and Hispanic/Latino (11%).
- In East County, 76% of the households served by Home Forward have a head of household who identifies as female.
- Over the last three years, we have seen a 4% increase (53% to 57%) in senior households and households with a member with a disability being served in East County.
- The majority (80%) of Home Forward households served in East County are living with extremely low incomes and earn 0-30% of the Area Median Income.

### **Home Forward's East County Property Snapshot**

Home Forward's housing portfolio east of 122<sup>nd</sup> avenue includes 20 properties made up of 590 homes. These properties are The Alexis, Alderwood, Celilo Court, Demar Downs, Eastwood Court, Fairview Oaks, Fir Acres, Floresta, Harold Lee Village, Hunters Run, Madrona Place Apartments, Powellhurst Woods, Rockwood Landing, Rockwood Station, Sequoia Square, Stark Manor, Tillicum North and Tillicum South, Townhouse Terrace and Willow Tree.

Home Forward's latest addition to the East County portfolio, The Alexis, is a 40 unit property at 150th and SE Stark that the board authorized acquiring in March of 2019.

## **Home Forward's East County Rent Assistance Voucher Snapshot**

Nearly 3,000 Home Forward families and individuals reside East of 122<sup>nd</sup> Avenue using a form of rent assistance administered by Home Forward:

- 2,214 households are utilizing traditional or other tenant-based special purpose Housing Choice Vouchers (HCV) in private housing;
- 143 veterans are utilizing VASH vouchers;
- 50 families or youth exiting the foster system are utilizing a Family Unification Program (FUP) voucher;
- 200 households are residing in homes with traditional Project-Based Vouchers;
- 10 households are utilizing Home Forward's long-term rent assistance program funded by the Joint Office of Homeless Services;
- 143 households utilize vouchers provided through HUD's Shelter Plus Care program.

## **Access to Services and Resources in East County**

Residents' access to services and resources in East County is challenging, and Home Forward continues to address various residents' needs. Some of these efforts mean leveraging existing community resources as well as establishing new community partnerships and service coordination. Examples of current services and partnerships in East County include access to early childhood education, library services and programs, nutrition and wellness, financial education, workforce services and food insecurity.

Home Forward's Property Management team, in partnership with our Community Services staff, has also forged collaborations with the Reynolds School District, the I Have a Dream Foundation, Human Solutions, Multnomah County, the Portland Housing Bureau, and Wallace Medical Concern for the extension of the Alder School and Wallace Medical preference. These two preferences are disbursed throughout six Home Forward properties, which provide support to some of our most vulnerable families in East County.

Home Forward also serves as a strategic partner in the community and is actively involved in the East County Economic Forum, the East County Advocates for Youth Gathering, Child and Family Food Security Coalition, Permanent Housing Conveners and has connections with law enforcement through the Gresham Police Partnership Meeting.

Finally, as required by the Metro Local Engagement process, in connection to the Metro Regional Housing Bond, Home Forward designed a series of focus groups with our staff and community providers in East Multnomah County. Participants were asked to help prioritize input gathered in 2018 from organizations representing communities of color and contracted with Metro. This work summarized input with a focus on location preference, housing types, services needs and barriers to access that will help to shape our engagement in the region. The board will learn more about this at our October Work Session.

Moving forward, we will continue to prioritize, maintain, support, and develop access to services and resources in East County through engagement with participants and the community. We plan to elevate our learning to create greater access to resources and opportunities so individuals thrive in ways they find most meaningful.

ATTACHMENTS:

2017 and 2018 Community Survey Estimates

East Multnomah County Snapshot

Home Forward Property Descriptions

American Community Survey Estimates  
2017 and 2018

	Median Household Income and Poverty Rate	Race and Ethnicity and Persons Born Outside of The United States	Median Age and High School Graduation Rate
<b>Multnomah County</b> 2018 Population: 811,880 2010 Population: 735,334 % Increase: 10.4%	\$60,369	White alone 79.0% Black & African American alone 6.1% Native Hawaiian & Pacific Islander alone 0.7% Asian alone 8.1% American Indian & Alaskan Native alone 1.4% Hispanic or Latino 11.7% White, not Hispanic or Latino 69.3%	36.8 years old
	14.4%	Foreign Born Persons 14.2%	91%
<b>Gresham</b> 2018 Population: 110,158 2010 Population: 105,594 % Increase: 4.3%	\$50,675	White alone 77.5% Black & African American alone 5.5% Native Hawaiian & Pacific Islander alone 0.7% Asian alone 4.0% American Indian & Alaskan Native alone 1.4% Hispanic or Latino 19.6% White, not Hispanic or Latino 65.3%	35.7 years old
	20.0%	Persons Born Outside of United States 16.9%	85.9%



<b>Wood Village</b> 2018 Population: 3,997 2010 Population: 3,878 % Increase: 2.8%	\$50,653	White alone 78.3% Black & African American alone 1.4% Native Hawaiian & Pacific Islander alone 0.0% Asian alone 1.9%	30.5 years old
	24.6%	American Indian & Alaskan Native alone 0.1% Hispanic or Latino 46.9% White, not Hispanic or Latino 47.4%  Persons Born Outside of United States 26.8%	68.9%
<b>Troutdale</b> 2018 Population: 16,379 2010 Population: 15,956 % Increase: 2.7%	\$66,224	White alone 81.5% Black & African American alone 3.0% Native Hawaiian & Pacific Islander alone 0.0% Asian alone 5.2%	35.1 years old
	13.0%	American Indian & Alaskan Native alone 1.0% Hispanic or Latino 13.7% White, not Hispanic or Latino 73.9%  Persons Born Outside of United States 10.8%	91.3%
<b>Fairview</b> 2018 Population: 9,319 2010 Population: 8,917 % Increase: 4.5%	\$58,032	White alone 86.1% Black & African American alone 4.4% Native Hawaiian & Pacific Islander alone 0.0% Asian alone 1.7%	39.3 years old
	10.0%	American Indian & Alaskan Native alone 2.4% Hispanic or Latino 14.0% White, not Hispanic or Latino 75.3%  Persons Born Outside of United States 9.6%	87.1%

Among those living in East County, those experiencing homelessness in East County are notably:

- More likely to identify as Non-Hispanic White (67.8%) than Multnomah County as a whole (58.4%)
- Less likely to have access to Emergency Shelter
- More likely to fall between the ages of 25 and 54
- More likely to have a disability, particularly PTSD (36.7% EC, 19.6% MC)

**Those Experiencing Homelessness in East County When Compared to Those Experiencing Homelessness Across Multnomah County**

	Race and Ethnicity	Living Situation	Age Group	Disability Status
East County	People of Color: 29.5% Non-Hispanic White: 67.8%	Unsheltered: 100%	0-18: < 1% 18-24: 5.4% 25-54: 76.6% 55-69: 17.3% 70+: <1%	1 or more disabilities: 77.7% No disabilities: 22.3%
Multnomah County	People of Color: 38.1% Non-Hispanic White: 58.4%	Unsheltered: 50.7%	0-18: 4.8% 18-24: 7.1% 25-54: 64.3% 55-69: 21.5% 70+: 1.9%	1 or more disabilities: 71.9% No disabilities: 22.3%

*\*All PIT data obtained from the 2019 A Home For Everyone Point in Time Dashboard. "East County" statistics were determined by selecting options for East County, Outer East, and Gresham. This is an imperfect measurement to say the least, as it's likely exclusive of some regions colloquially considered "East County" potentially misses important information. That said, it's an approximation of East County's experience relative to Multnomah County overall. Percentages are based on overall percentage of those experiencing homelessness.*



## East Multnomah County Snapshot

2017

2018

2019

Count of Households	3,645	3,348	3,204
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Race/Ethnicity	Count	Percent	Count	Percent	Count	Percent
Person of Color	1,824	50%	1,653	49%	1,589	50%
White Alone, Not Hispanic	1,821	50%	1,695	51%	1,615	50%

Race Alone or in Combination	Count	Percent	Count	Percent	Count	Percent
African American	1,257	34%	1,159	35%	1,101	34%
Asian	153	4%	136	4%	125	4%
Hawaiian/Pacific Islander	46	1%	44	1%	50	2%
Hispanic/Latino	407	11%	357	11%	358	11%
Native American	154	4%	137	4%	140	4%
White	2,179	60%	2,006	60%	1,929	60%

Head of Household Gender	Count	Percent	Count	Percent	Count	Percent
Female	2,791	77%	2,546	76%	2,436	76%
Male	854	23%	802	24%	768	24%
Other/Non-Binary	0	0%	0	0%	0	0%

Head of Household Age Range	Count	Percent	Count	Percent	Count	Percent
Age 15 to 24	76	2%	54	2%	40	1%
Age 25 to 34	628	17%	507	15%	448	14%
Age 35 to 44	902	25%	849	25%	796	25%
Age 45 to 54	784	22%	699	21%	698	22%
Age 55 to 64	782	21%	756	23%	736	23%
Age 65 to 74	297	8%	308	9%	314	10%
Age 75 to 84	143	4%	142	4%	138	4%
Age 85 or older	33	1%	33	1%	34	1%

Family Type	Count	Percent	Count	Percent	Count	Percent
Senior/Disabled	1,917	53%	1,855	55%	1,812	57%
Work-Focused	1,728	47%	1,493	45%	1,392	43%

Primary Language Group 1	Count	Percent	Count	Percent	Count	Percent
African	139	4%	130	4%	127	4%
E/SE Asian	122	3%	111	3%	105	3%
English	2,798	77%	2,567	77%	2,437	76%
Not Reported	79	2%	81	2%	84	3%
Russian/Slavic	267	7%	254	8%	240	7%
S/SW Asian/Middle Eastern	35	1%	32	1%	27	1%
Spanish	205	6%	173	5%	184	6%



## East Multnomah County Snapshot

2017

2018

2019

Count of Households	3,645	3,348	3,204
---------------------	-------	-------	-------

Households with Children	Count	Percent	Count	Percent	Count	Percent
Has Children	1,838	50%	1,619	48%	1,526	48%
No Children	1,807	50%	1,729	52%	1,678	52%

Households with a Member with a Disability	Count	Percent	Count	Percent	Count	Percent
Has Disabled Household Member(s)	1,538	42%	1,468	44%	1,425	44%
No Disabled Household Member(s)	2,107	58%	1,880	56%	1,779	56%

Area Median Income Range	Count	Percent	Count	Percent	Count	Percent
0% AMI	188	5%	153	5%	152	5%
1%-10% AMI	536	15%	470	14%	455	14%
11%-20% AMI	1,318	36%	1,271	38%	1,348	42%
21%-30% AMI	765	21%	722	22%	622	19%
31%-40% AMI	444	12%	362	11%	328	10%
40%-50% AMI	225	6%	215	6%	192	6%
51%-60% AMI	101	3%	92	3%	62	2%
61%-70% AMI	31	1%	32	1%	25	1%
71%-80% AMI	20	1%	13	0%	9	0%
81%-90% AMI	7	0%	11	0%	5	0%
91%-100% AMI	6	0%	4	0%	5	0%
100%+ AMI	4	0%	3	0%	1	0%

Household Primary Income Source	Count	Percent	Count	Percent	Count	Percent
No Income	188	5%	153	5%	152	5%
Other Sources	231	6%	221	7%	208	6%
Social Security	1,654	45%	1,557	47%	1,523	48%
Wage Related	1,120	31%	1,080	32%	1,024	32%
Welfare	452	12%	337	10%	297	9%

Family Size	Count	Percent	Count	Percent	Count	Percent
1	1,226	34%	1,168	35%	1,128	35%
2	851	23%	779	23%	757	24%
3	591	16%	512	15%	457	14%
4	431	12%	371	11%	366	11%
5	267	7%	250	7%	232	7%
6	144	4%	121	4%	117	4%
7+	135	4%	147	4%	147	5%



## East Multnomah County Snapshot

	2017	2018	2019
Count of Households	3,645	3,348	3,204

### Data Notes

- East Multnomah County is defined as any household living East of 122nd Avenue in Portland
- 2019 data is January 2019 through and including August 2019

1 Language Group	Languages Included
African	Somali, Oromo, Tigrigna, Amharic, Ethiopian, Swahili, Mai Mai, Kinyarwanda
East/SE Asian	Vietnamese, Chinese-Cantonese, Mien, Hmong, Chinese, Cambodian, Lao, Chuukese, Korean, Burmese, Samoan, Japanese, Tongan, Thai, Tagalog, Filipino, Mongolian, Tibetan, Palauan
English	English
Russian/Slavic	Russian, Ukrainian, Romanian, Bosnian, Croatian
South/SW Asian & Middle Eastern	Arabic, Farsi, Kurdish, Armenian, Persian, Lebanese, Urdu, Hindu, Pashto, Nepali, Tamil
Spanish	Spanish

# Alderwood

Property location:  
18208 SE Yamhill Street, Portland, OR 97233 | 503.280.3970

Alderwood is a two-story public housing townhome community with 20 two and three bedroom apartments. It was remodeled in 2010 and features updated energy efficient appliances, gas furnaces, doors, playground equipment, and landscaping.

Neighborhood  
Rockwood, Outer East County

Income Guidelines  
Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

Leasing Office  
17810 E Burnside Street  
Portland, OR 97233  
Managed by Home Forward

Transportation  
Bus #20

Schools  
Alder Elementary School  
HB Lee Middle School  
Reynolds High School



Amenities  
This community was remodeled in 2010 with improvements to the apartments, common areas, and landscaping. Alderwood features townhomes with washer/dryer hookups, individual back patios with storage spaces, a playground, and some on-site parking. It is located between SE Stark and SE Division, close to shopping and schools.

Units	Type	Size	Rent Amount
13	Two bedroom	952 sq. ft.	28.5 - 31% of income
7	Three bedroom	981 sq. ft.	28.5 - 31% of income

# The Alexis

Property location:  
15075 SE Stark Street, Portland, OR 97233 | 503.280.3841

Located in Glenfair residential neighborhood The Alexis was acquired by Home Forward in 2019. The Alexis consists of 40 units ranging from studios to three bedroom apartments.

Neighborhood  
North Portland

## Income Guidelines

Applicant must have annual income that does not exceed 80% of the area median income for their family size.

Leasing Office  
Located off site  
Managed by Home Forward

Transportation  
Max Light Rail  
Bus #20

Schools  
Glenfair Elementary School  
Hauton B Lee Middle School  
Reynolds High School



## Amenities

Built in 2018 the Alexis has open designed floor plans with high ceilings and energy efficient LED lights, laminate counters.

Units	Type	Size	Rent Amount
3	Studios	465 sq. ft.	\$970
4	One Bedrooms	550 sq. ft.	\$1050
27	Two Bedrooms	840 sq. ft.	\$1320
6	Three Bedrooms	1000 sq. ft.	\$1645

\*Subject to change  
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# Celilo Court

**Property location:**

4605-4667 NE 95<sup>th</sup> Avenue Portland, OR 97220 | 503.280.3790

Celilo Court is a public housing apartment community with 27 two- and three-bedroom townhomes, including two that have physical accommodations for accessibility. It is located in the Parkrose neighborhood of Northeast Portland. Renovations in 2010 added eco-friendly features such as energy-efficient furnaces, gas water heaters and appliances.

**Neighborhood**

Parkrose, Northeast Portland

**Income Guidelines**

Applicants must have income that does not exceed 80 percent of the area median income for their family size.

**Leasing Office**

2513 NE Saratoga  
Portland, OR 97211  
Managed by Home Forward

**Transportation**

Bus #12, #21, #71, MAX Red Line

**Schools**

Prescott Elementary  
Parkrose Middle School  
Parkrose High School



**Amenities**

Celilo Court features back patios with storage sheds, washer/dryer hookups, a playground and some on-site parking. This community is conveniently located near Mall 205, freeway access and the Parkrose/Sumner Transit Center. Recent renovations resulted in updated kitchens and bathrooms, front doors, porch lighting and landscaping.

Units	Type	Size	Rent Amount
15	Two bedroom	792 sq. ft.	28.5 - 31% of income
2	Two bedroom accessible	768 sq. ft.	28.5 - 31% of income
11	Three bedroom	972 sq. ft.	28.5 - 31% of income



# Demar Downs

Leasing office and property location:

2700-2846 SE 148<sup>th</sup> Avenue, Portland, OR 97236 | 503.280.3810

Demar Downs is a single-story public housing community with 18 two-bedroom apartments located in outer Southeast Portland. A 2010 renovation added physical accommodations to three of the apartments to make them accessible for persons with disabilities, and also added eco-friendly features such as Energy Star kitchen appliances.

## Neighborhood

Centennial, Southeast Portland

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

12608 SE Foster Road

Portland, OR 97236

Managed by Home Forward

## Transportation

Bus #4, #9

## Schools

Gilbert Park Elementary School

Alice Ott Middle School

David Douglas High School



## Amenities

Demar Downs features beautiful park-like grounds, washer/dryer hookups, energy efficient siding and windows, and some on-site parking. This community is conveniently located between SE Division and SE Powell near stores and services. A recent renovation provided new kitchens and updated bathrooms and made several landscaping improvements.

Units	Type	Size	Rent Amount
15	Two bedroom	652 sq. ft.	28.5 - 31% of income
3	Two bedroom accessible	652 sq. ft.	28.5 - 31% of income

# Eastwood Court

Property location:  
18208 SE Yamhill Street, Portland, OR 97233 | 503.280.3970

Eastwood Court is a public housing townhome community with 31 two and three-bedroom homes, including one that has physical accommodations for accessibility. The community is located in Outer SE Portland near several parks.

Neighborhood  
Rockwood, Outer SE Portland

Income Guidelines  
Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

Leasing Office  
17810 E Burnside Street  
Portland, OR 97233  
Managed by Home Forward

Transportation  
Bus #20, #25, #87  
MAX Blue Line

Schools  
Alder Elementary School  
Reynolds Middle School  
Reynolds High School



## Amenities

Eastwood Court features washer/dryer hookups, back patios with storage sheds, some on-site parking, and a playground. The community has a beautiful park-like setting, a community room and is located in a residential neighborhood near several parks.

Units	Type	Size	Rent Amount
19	Two bedroom	998 sq. ft.	28.5 - 31% of income
11	Three bedroom	1034 sq. ft.	28.5 - 31% of income
1	Three bedroom accessible	1034 sq. ft.	28.5 - 31% of income

# Fairview Oaks & Woods

Leasing office and property location:

22701 NE Halsey Street, Fairview, OR 97204 | 503.492.1459

Fairview Oaks consists of 328 one, two, three and four-bedroom flats and townhome-style homes. The community includes 40 project based subsidized apartments. Fairview Oaks is located in a forest-like setting on NE Halsey Street in the City of Fairview.

## Neighborhood

Fairview

## Income Guidelines

Applicants must have an annual income that does not exceed 80% of the area median income for their family size.

## Leasing Office

Located on site

Managed by Quantum Residential

## Transportation

Bus #4, #12, #33, #77

## Schools

Fairview Elementary

Reynolds Middle School

Reynolds High School (9-12)



## Amenities

The community features cable-ready flats and townhomes with mini-blinds, washer/dryer for rent or hookup, dishwasher, vaulted ceilings in some apartments, closet organizers, patios/decks, and some fireplaces. The community has a swimming pool, basketball court, playgrounds, computer lab, community garden and the Fairview Head Start program. Fairview also has assigned parking, with garages for rent. This location is on a bus line next to the Fairview Woods Park and is close to grocery stores, shopping, Blue Lake Regional Park, and has easy access to I-84.

Units	Type	Size	Rent Amount
29	One bedroom	690 sq. ft.	\$735-\$1128
59	Two bedroom – One Bath	820–930 sq. ft.	\$793-\$1348
64	Two bedroom – Two Bath	965 sq. ft.	\$800-\$1348
48	Two bedroom – Two and a half bath	1100 sq. ft.	\$915-\$1348
34	Three Bedroom – One bath	1130 sq. ft.	\$790-\$1550
20	Three Bedroom – Two bath	1245 sq. ft.	\$960-\$1550
24	Three Bedroom – Two and a half bath	1300 sq. ft.	\$1076-\$1550
10	Four Bedroom – Two bath	1390 sq. ft.	\$1389-\$1714
18	Garages	.	\$100
Subsidized Housing			
15	One Bedroom – One bath	690 sq. ft.	28.5 – 31% of income
15	Two Bedroom – Two bath	930 sq. ft.	28.5 – 31% of income
10	Three Bedroom – One bath	1130 sq. ft.	28.5 – 31% of income

\*Subject to change

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# Fir Acres

Property location:

19401-19463 SE Yamhill Street, Portland, OR 97233 | 503.280.3800

Fir Acres is a public housing townhome community with 31 two and three-bedroom homes, including one that has physical accommodations for accessibility. Located in Outer Southeast Portland, Fir Acres was renovated in 2010 to add several eco-friendly features and a new playground.

Neighborhood

Rockwood, Gresham

Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

Leasing Office

3045 NE Division Street

Gresham, OR 97030

Managed by Home Forward

Transportation

MAX, Bus #20

Schools

Davis Elementary School

Reynolds Middle School

Reynolds High School



Amenities

Fir Acres offers a community room with kitchen and computers for resident use, a playground, and some on-site parking. Townhomes at this community feature washer/dryer hookups, small gardening spaces and back patios with storage sheds. Fir Acres is located in a residential neighborhood right off of E Burnside, near the MAX, shops and services. Recent renovations provided updated kitchens and bathrooms, new flooring, and new porch lighting.

Units	Type	Size	Rent Amount
18	Two bedroom	752 sq. ft.	28.5 - 31% of income
1	Two bedroom accessible	642 sq. ft.	28.5 - 31% of income
12	Three bedroom	878 sq. ft.	28.5 - 31% of income



# Floresta

Leasing Office and Property location:

12608 SE Foster Road, OR 97236 | 503.280.3810

Floresta is a subsidized townhome community with 20 two and three bedroom homes, including one that has physical accommodations for accessibility. Located in a residential neighborhood in outer Southeast Portland, this community features a playground and areas for residents to garden.

## Neighborhood

SE Portland

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

12608 SE Foster Road  
Portland, OR 97236

Managed by Home Forward

## Transportation

Bus #10, #71

## Schools

Gilbert Park Elementary School

Alice Ott Middle School

David Douglas High School



## Amenities

Floresta features beautiful park-like grounds, a playground, and some on-site parking. All of the townhomes have washer/dryer hookups, gardening spaces and patios with storage sheds. This community is in a convenient Southeast Portland location near parks, shops and services.

Units	Type	Size	Rent Amount
7	Two Bedroom	752 sq. ft.	28.5-31% of income
1	Two Bedroom Accessible	642 sq. ft.	28.5-31% of income
12	Three Bedroom	878 sq. ft.	28.5-31% of income

\*Subject to change

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September 2019

# Harold Lee Village

Property location:

4023-4034 SE 112th, OR 97266 | 503.760.3005

Harold Lee Village is a subsidized townhome community with ten three bedroom homes. It is located between SE Holgate and SE Powell in outer Southeast Portland. A 2009 renovation added eco friendly features, including energy-efficient refrigerators, and exterior improvements such as repainting and landscaping.

## Neighborhood

SE Portland

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

12608 SE Foster Road  
Portland, OR 97236

Managed by Quantum Residential

## Transportation

Bus #9, #17

## Schools

Earl Boyles Elementary School  
Ron Russel Middle School  
David Douglas High School



## Amenities

Harold Lee Village features a playground, individual patios with storage space, and areas for residents to garden. There is some on-site parking, and all of the homes have washer/dryer hookups. This community is in a convenient location between SE Holgate and SE Powell, close to parks, schools, shops and services. A recent renovation resulted in energy-efficient refrigerators and improved air control systems, as well as exterior improvements that included repainting, landscaping and window trim and sill replacements.

Units	Type	Size	Rent Amount
10	Three Bedroom	925-1000 sq. ft.	28.5-31% of income

# Hunter's Run

Property location:

12725-12751 SE Powell Blvd. Portland, OR 97236 | 503.280.3810

Hunter's Run is a subsidized townhome community with 10 three bedroom homes, including two that have physical accommodations for accessibility. It is located in outer Southeast Portland. Renovations in 2009 added eco-friendly features including new energy-efficient refrigerators and air control systems, as well as exterior improvements.

Neighborhood

SE Portland

Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

Leasing Office

12608 SE Foster Road

Portland, OR 97236

Managed by Home Forward

Transportation

Bus #9, #17, #71

Schools

Gilbert Heights Elementary School

Ron Russell Middle School

David Douglas High School



Amenities

Hunter's Run features a playground, spaces for residents to garden, and some on-site parking. Townhomes have washer/dryer hookups and individual patios with storage. This community is conveniently located on SE Powell Blvd near parks, shops and services. A recent renovation resulted in new energy-efficient light fixtures, refrigerators and air control systems. Exterior improvements included repainting, new landscaping and new window trim and sills

Units	Type	Size	Rent Amount
8	Three Bedroom	925-1000 sq. ft.	28.5-31% of income
2	Three Bedroom Accessible	925-1000 sq. ft.	28.5-31% of income

# Madrona Place

Leasing Office and Property location:

17810 E Burnside Street, Portland, OR 97233 | 503.280.3970

Madrona Place Apartments is an apartment community with 45 subsidized one, two, and three-bedroom homes, including three that have physical accommodations for accessibility. After purchasing the property in 2010, Home Forward made extensive renovations, including a new playground and improvements to the apartments. The community is conveniently located near mass transit, retail shops and services.

## Neighborhood

Gresham

## Income Guidelines

Applicant must have annual income that does not exceed 50 percent of the area median income for their family size.

## Leasing Office

Located on site

Managed by Home Forward

## Transportation

MAX light rail

Bus #20, #25

## Schools

Harley Elementary School

Reynolds Middle School

Reynolds High School



## Amenities

The spacious homes at Madrona Place Apartments have either a patio or deck, with adjacent secured storage place. Recently renovated, the community has a new playground, three laundry rooms with high efficiency machines, and on-site parking. Improvements to the apartments include new heating and ventilation systems, and new flooring.

Units	Type	Size	Rent Amount
3	One Bedroom	723 sq. ft.	28.5 – 31% of income
17	Two Bedroom	857 sq. ft.	28.5 – 31% of income
2	Two Bedroom Accessible	875 sq. ft.	28.5 – 31% of income
22	Three Bedroom	1149 sq. ft.	28.5 – 31% of income
1	Three Bedroom Accessible	1149 sq. ft.	28.5 – 31% of income

\*Subject to change

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# Powellhurst Woods

Property location:

11200 SE Holgate Blvd. Portland, OR 97266 | 503.280.3810

Powellhurst Woods is a subsidized townhome community with 34 two and three bedroom homes located in outer Southeast Portland. A 2010 renovation updated kitchens and bathrooms with eco-friendly features and provided new landscaping.

Neighborhood  
SE Portland

## Income Guidelines

Applicants must have income that does not exceed 80 percent of the area median income for their family size.

Leasing Office  
12608 SE Foster Road  
Portland, OR 97236  
Managed by Home Forward

Transportation  
Bus #9, #17

Schools  
Earl Boyles Elementary School  
Ron Russell Middle High School  
David Douglas High School



## Amenities

Powellhurst Woods is located in a residential community and offers park-like grounds, a playground, a basketball court and some on-site parking. Townhomes feature washer/dryer hookups and individual patios with extra storage space. A recent renovation added energy-efficient kitchen ranges and water heaters as part of extensive interior renovations. Exterior improvements were made to lighting, play surfaces, and landscaping.

Units	Type	Size	Rent Amount
23	Two Bedroom	951 sq. ft.	28.5-31% of income
11	Three Bedroom	981 sq. ft.	28.5-31% of income

# Rockwood Landing

Leasing Office and Property location:

19045 SE Yamhill Street, Portland, OR 97233 | 503.661.3327

Rockwood Landing is a farmworker apartment community with 36 two, three, and four-bedroom flats and townhomes. The community is conveniently located off SE Stark Street in Gresham near shopping, restaurants and MAX light rail.

## Neighborhood

Gresham

## Income Guidelines

Applicants must have annual income that does not exceed 40 percent of the area median income for their family size. Residents must be employed in the farming industry.

## Leasing Office

Located on Site

Managed by Quantum Residential Inc.

## Transportation

MAX light rail

Bus #20, #25, #82, #87

## Schools

Davis Elementary School

Reynolds Middle School

Reynolds High School



## Amenities

Rockwood Landing features colorful and unique flat and townhome-style apartments with storage. The community offers on-site laundry, parking, a community room, and playground. This location is convenient to shopping, grocery stores, and restaurants, and is three blocks from a MAX light rail station.

Units	Type	Size	Rent Amount
12	Two Bedroom	914 sq. ft.	\$590-936
16	Three Bedroom 1.5 Bath	997-1135 sq. ft.	\$676-1394
8	Four Bedroom Two Bath	1327 sq. ft.	\$740-1743

\*Subject to change

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September 2019

# Rockwood Station

Leasing Office and Property location:

19100 E Burnside Street, Portland, OR 97233 | 503.666.6555

Rockwood Station features 195 spacious one and two-bedroom apartment homes. It is located on the corner of 191st Avenue and East Burnside in Gresham near shopping, restaurants, and public transit. The community includes 40 apartments with a project based subsidy, making them even more affordable to residents.

## Neighborhood

Gresham

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

Located on Site

Managed by Quantum Residential Inc.

## Transportation

MAX light rail

Bus #20, #25, #82, #87

## Schools

Davis Elementary School

Reynolds Middle School

Reynolds High School



## Amenities

Rockwood Station's apartment homes have washers/dryers, dishwashers, European cabinets, closet organizers, storage, patio/decks, and some have fireplaces. Carports, garages, a community room, a 25,000 sq. foot playground, community garden, and a BBQ area are also available for residents. This location is convenient to shopping, grocery stores, restaurants, a bus line, and a MAX light rail station.

Units	Type	Size	Rent Amount
68	One Bedroom	717 sq. ft.	\$780-1138
49	Two Bedroom 1.5 Bath	1010 sq. ft.	\$891-1362
38	Two Bedroom Two Bath	1011 sq. ft.	\$884-1362
62	Garages		\$90
Subsidized Housing			
10	One Bedroom		28.5-31% of income
18	Two Bedroom 1.5 Bath	1011 sq. ft.	28.5-31% of income
12	Two Bedroom Two Bath	1010 sq. ft.	28.5-31% of income

\*Subject to change

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# Sequoia Square

Leasing office and Property location:

247 SE 160<sup>th</sup> Avenue Portland, OR 97233 | 503.408.8886

Sequoia Square is a three-story garden-style community of flats and townhomes built in 2001. It serves residents with incomes between 30% and 60% of area median income. It consists of 62 single room occupancy (SRO), two, three and four-bedroom apartment homes and is located on SE 160<sup>th</sup> Avenue between East Burnside Street and SE Stark Street, one block from MAX.

## Neighborhood

SE Portland

## Income Guidelines

Applicants must have annual income between 30 and 60 percent of the area median income for their family size.

## Leasing Office

Located on Site

Managed by Affinity Property Management

## Transportation

MAX

Bus #20

## Schools

Glenfair Elementary

Haulon B Lee Middle School

Reynolds High School



## Amenities

Sequoia Square offers spacious apartments with patios, balconies, and dishwashers. The community has laundry facilities, a playground, a community room, a computer lab, and off-street parking. Sequoia Square is convenient to shopping, restaurants, and is located on a bus line and one block from a MAX light rail station.

Units	Type	Size	Rent Amount
10	SRO Units	245 sq. ft.	\$348-\$616
16	Two Bedroom One Bath Flat	822-875 sq. ft.	\$397-\$936
2	Two Bedroom One Bath Flat Accessible	850 sq. ft.	\$397-\$936
20	Two Bedroom One Bath Townhouse	853-875 sq. ft.	\$397-\$936
10	Three Bedroom 1.5 Bath Townhouse	1073 sq. ft.	\$557-\$1394
4	Four Bedroom Two Bath Townhouse	1322 sq. ft.	\$497-\$1687

\*Subject to change

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September 2019



# Tillicum North

Property location:

3001 NE Division Street, Gresham, OR 97030 | 503.280.3800

Tillicum North is a public housing townhome community with 18 three-bedroom homes, including two that have physical accommodations for accessibility. Located in Gresham, the townhomes were renovated in 2009 to include eco-friendly features such as Energy Star refrigerators.

Neighborhood  
Gresham

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

3045 NE Division Street  
Gresham, OR 97030  
Managed by Home Forward

## Transportation

Bus #20, #80,

## Schools

Hall Elementary School  
Gordon Russell Middle School  
Sam Barlow High School



## Amenities

Tillicum North features a playground, spaces for residents to garden, and some on-site parking. Townhomes have washer/dryer hookups and individual patios with storage spaces. This community is conveniently located near shops, services, and public transportation on NE Division Street. In addition to new refrigerators, the recent renovations retrofitted lighting and added bathroom humidistats. Exterior improvements included replacing playground wood chips with tiles, painting, and replacing window sills and corner trim.

Units	Type	Size	Rent Amount
16	Three bedroom	925-1000 sq. ft.	28.5 - 31% of income
2	Three bedroom accessible	925-1000 sq. ft.	28.5 - 31% of income

\*Subject to change

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Home Forward Board of Commissioners  
September 2019

# Tillicum South

Property location:

3045 SE Powell Valley Road, Gresham, OR 97080 | 503.280.3800

Tillicum South is a public housing townhome community with 12 three bedroom homes located in Gresham. In 2009, the property was renovated to provide several eco-friendly features, including new Energy Star refrigerators.

Neighborhood  
Gresham

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

3045 NE Division Street  
Gresham, OR 97030  
Managed by Home Forward

## Transportation

Bus #80, #81, #84

## Schools

Kelly Creek Elementary School  
Gordon Russell Middle School  
Sam Barlow High School



## Amenities

Tillicum South features park-like grounds, a playground, spaces for residents to garden, and some on-site parking. Townhomes have washer/dryer hookups and individual patios with storage space. This community is located on SE Powell Valley Rd. near shops, services and public transportation. The recent renovation made several improvements to increase energy-efficiency within the townhomes. On the exterior, play surfaces were improved, window sills and trim were replaced, and the townhomes were painted.

Units	Type	Size	Rent Amount
12	Three bedroom	925-1000 sq. ft.	28.5 - 31% of income

\*Subject to change

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September 2019

# Townhouse Terrace

Property location:

3001– 3135 SE 136<sup>th</sup> Avenue, Portland, OR 97236 | 503.280.3810

Townhouse Terrace is a public housing apartment community with 31 two and three bedroom townhomes, one of which has physical accommodations for accessibility. Located in outer Southeast Portland, it is near shopping and services on SE Division.

## Neighborhood

Powellhurst-Gilbert, Southeast Portland

## Income Guidelines

Applicants must have annual income that does not exceed 80 percent of the area median income for their family size.

## Leasing Office

12608 SE Foster Road  
Portland, OR 97236  
Managed by Home Forward

## Transportation

Bus #4, #9, #17

## Schools

Lincoln Park Elementary School  
Floyd Light Middle School  
David Douglas High School



## Amenities

This property was recently remodeled in 2010. Townhouse Terrace offers park-like grounds, a playground and limited on-site parking. Units in this community feature washer/dryer hookups, individual patios with storage space and small gardening spaces. This community is located in a residential neighborhood in between SE Stark and SE Division, near shops and services.

Units	Type	Size	Rent Amount
18	Two bedroom	752 sq. ft.	28.5 - 31% of income
1	Two bedroom accessible	560 sq. ft.	28.5 - 31% of income
12	Three bedroom	878 sq. ft.	28.5 - 31% of income

# Willow Tree Apartments

Property location:

311 NE Division Street, Gresham, OR 97030 | 503.328.9447

Willow Tree Apartments offers Eighteen two and three-bedroom flats and townhomes. Located just north of NE Division and Kelly Avenue, it is adjacent to Gresham High School, and close to MAX and a Head Start program.

**Neighborhood**  
Gresham

**Income Guidelines**

Applicants must have income that does not exceed 50 percent of the area median income for their family size.

**Leasing Office**  
311 SE Division Street  
Gresham, OR 97030  
Managed by Affinity Property Management

**Transportation**  
Max Light Rail  
Bus #4, #20

**Schools**  
Highland Elementary School  
Clear Creek Middle School  
Gresham High School



## Amenities

Willow Tree features apartments with dishwashers and additional storage, and has off-street parking. The property is located close to Gresham Station Shopping Center, Mount Hood Community College Head Start and a bus line, and is only two blocks from a MAX light rail station.

Units	Type	Size	Rent Amount
1	One Bedroom	508 sq. ft.	\$727-832
11	Two Bedroom	925-1000 sq. ft.	\$649-941
2	Three Bedroom	1140-1165 sq. ft.	\$857-1400
<b>Subsidized Housing</b>			
4	Three Bedroom	1140-1165 sq. ft.	28.5-31% of income

\*Subject to change

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Home Forward Board of Commissioners  
September 2019



# RESOLUTIONS



**MEMORANDUM**

To:	Board of Commissioners	Date:	September 17, 2019
From:	Jonathan Trutt, Director, Development & Community Revitalization 503.802.8507  Amanda Saul, Assistant Director for GO Bond Development 503.802.8552	Subject:	Authorize the Approval and Execution of the Documents Necessary to Enter into a \$2 Million Pre-Development Loan with the Portland Housing Bureau for SE Powell Development (A Portland Housing Bond Project) Resolution 19-09-01

The Board of Commissioners is requested to authorize Home Forward to enter into a \$2 million non-recourse pre-development loan with the Portland Housing Bureau (PHB) for 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 2016 Portland Housing Bond. Home Forward and PHB have been working together to develop 3000 SE Powell since 2017, first through an intergovernmental agreement (IGA) and subsequently through a Reservation of Funds (ROF). Under the IGA, Home Forward acted as PHB's development consultant. Under the ROF, both PHB and Home Forward will assume their more traditional roles—i.e. Home Forward will serve as 3000 SE Powell's developer and owner and PHB will provide project financing. The ROF outlines the conditions under which a new, approximately 180-unit affordable housing building will be developed, owned and asset managed by Home Forward and financed in part by the Portland Housing Bond.

The change in development approach at 3000 SE Powell was precipitated by the

constitutional amendment passed by Oregon voters last fall. This amendment allows 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 private developers for projects other than 3000 SE Powell.

PHB frequently provides affordable housing developers predevelopment loans, and Home Forward has applied for such funding for 3000 SE Powell. This loan will cover pre-development expenses including architecture/engineering fees, CM/GC pre-construction services, building permit fees, and tax credit fees. Staff estimates that 3000 SE Powell will incur approximately \$2.9 million of predevelopment expenses. The PHB pre-development loan will pay the first \$2 million of this total and Home Forward will fund, on a temporary basis, the remaining approximately \$900,000. The PHB pre-development loan will be paid off at closing with project funds. Home Forward's predevelopment expenditures will be reimbursed at closing with project funds.

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 September 2019 meeting.



## RESOLUTION 19-09-01

**RESOLUTION 19-09-01 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A PRE-DEVELOPMENT LOAN FROM THE PORTLAND HOUSING BUREAU FOR 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 a Reservation of Funds letter from the Portland Housing Bureau offering a 99-year lease on the land and funding for construction through a portion of the \$258.4 million Portland Housing Bond in exchange for developing, owning and asset managing a new 180-unit affordable housing building; and

**WHEREAS**, pursuant to the needs of the project, Home Forward staff recommend obtaining a \$2 million pre-development loan from the Portland Housing Bureau to cover pre-development expenses;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director to take all actions and sign all documents necessary to execute a Pre-Development Loan from PHB, in an amount not-to-exceed \$2 million, for the development of 3000 SE Powell Blvd.

**ADOPTED: SEPTEMBER 17, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Jenny Kim, For Chair



**MEMORANDUM**

To:	Board of Commissioners	Date:	September 17, 2019
From:	Jonathan Trutt, Director, Development and Community Revitalization 503-802-8507  Amanda Saul, Assistant Director for GO Bond Development 503-802-8552  Michael Fu, Project Manager Development and Community Revitalization 503-802-8499	Subject:	Authorize Resolution for the Issuance, Execution, Delivery and Sale of Revenue Bond in Connection with Permanent Loan Financing of the Alexis Property (15075 SE Stark Street) Resolution 19-09-02

The Board of Commissioners is requested to authorize the issuance, execution, delivery and sale of a Revenue Bond of Home Forward in the principal amount not to exceed five million two hundred fifty thousand dollars (\$5,250,000) to repay a portion of the Beneficial State Bank Line of Credit used for the acquisition of the Alexis Property.

This authorization will support the Home Forward Strategic Plan's One Portfolio Objective by ensuring this property is stable for generations to come and meets the needs of the people and neighborhood it serves.

Home Forward purchased the Alexis Property, located at 15075 SE Stark Street in Multnomah County, on April 5<sup>th</sup>, 2019 for \$7,750,000 (\$193,750/unit). The purchase of this 40-unit new construction apartment building enabled Home Forward to quickly create new affordable housing at a price point well below the cost of newly constructed

affordable housing. To facilitate this purchase, Home Forward utilized its Line of Credit (LOC) with Beneficial State Bank. The plan moving forward has been to repay this LOC with a mix of Home Forward equity and a permanent loan.

Home Forward staff engaged five lenders to furnish quotes/term sheets. Of the five, Umpqua Bank's offer of a direct purchase, tax-exempt loan was the most competitive. The \$5.25 million loan will have a fixed interest rate for a term of 11 years and a 35-year amortization period. The fixed interest rate is determined at loan closing, approximately in late September, but Umpqua Bank is underwriting currently at a 3% interest rate. The actual rate will be determined as 105 basis points over the Ten Year Constant Maturity Treasury. The minimum Debt Service Coverage Ratio (DSCR) is 1.15, and at the current loan principal the year 1 DSCR is 1.27 per Umpqua Bank's underwriting. This higher DSCR complements the annual \$300/unit replacement reserve in balancing the property's operating needs with the property delivering cash flow moving forward. To pay off the LOC, Home Forward will invest approximately \$2.5 million in equity towards the total project cost of the Alexis.

The loan has a 5,4,3,2,1 prepayment penalty. That is, in the first year the prepayment penalty is 5% of the outstanding principal, in year two the prepayment is 4% of the outstanding principal, and so on. After year 5, Home Forward has the ability to prepay without penalty. At the end of the loan term, staff projects that the Alexis could absorb a significant increase in interest rates without compromising the building's financial health.

Home Forward's bond counsel Allison Schwartzman of Foster Pepper, PLLC wrote the body of the accompanying resolution. The resolution is necessary for Home Forward to use its statutory authority to issue a tax-exempt revenue bond, which constitutes the debt to be purchased by Umpqua Bank. This is the technical structure underlying the \$5,250,000 permanent loan for the Alexis Property. In particular, the sections authorize the bond issuance, specify the type of bond, allowed transfers of the bond, bond payments, collateral for the bond, and the form and execution—including signors (Board Chair and Executive Director).

Section 9 designates this bond as a "Qualified Tax-Exempt Obligation," a designation under the Internal Revenue Code that allows the bank purchaser of this bond to take special deductions. The financial benefit of these deductions is passed along to Home Forward in the competitive interest rate pricing of this loan. To qualify as a "Qualified Tax-

Exempt Obligation,” Home forward must reasonably anticipate that the amount of tax-exempt governmental obligations that will be issued during a calendar year will not exceed \$10,000,000. Per our development pipeline, we will remain under this maximum in 2019.

The current LOC interest rate is 4.5% (variable at Prime - .75% as specified in the Wall Street Journal) and is non-amortizing. By re-financing a portion of this variable-rate short-term financing with low-interest permanent debt, Home Forward is stabilizing the Alexis property. The interest rate is determined as a spread over the Ten-Year Constant Maturity Treasury (TCM) and will rise and fall with the market until the rate is locked at closing.



## RESOLUTION 19-09-02

RESOLUTION 19-09-02 AUTHORIZES PROVIDING FOR THE ISSUANCE OF A REVENUE BOND OF HOME FORWARD IN A PRINCIPAL AMOUNT NOT TO EXCEED \$5,250,000, THE PROCEEDS OF WHICH WILL BE USED TO REFINANCE ALL OR A PORTION OF THE COSTS OF ACQUIRING A 40-UNIT APARTMENT COMPLEX KNOWN AS THE ALEXIS AND TO PAY COSTS OF ISSUING THE BOND; DETERMINING THE FORM AND TERMS OF THE BOND; AUTHORIZING THE EXECUTION AND DELIVERY OF THE BOND, A DEED OF TRUST, AND OTHER AGREEMENTS, DOCUMENTS AND CERTIFICATES; AUTHORIZING THE SALE AND DELIVERY OF THE BOND TO UMPQUA BANK; AUTHORIZING AND DIRECTING APPROPRIATE OFFICERS OF HOME FORWARD TO EXECUTE SUCH DOCUMENTS AS ARE USEFUL OR NECESSARY TO THE PURPOSES OF THIS RESOLUTION; AND DETERMINING RELATED MATTERS

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

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

**WHEREAS**, ORS 456.160 provides that, in the operation or management of housing projects, a “housing authority may rent or lease the housing only to persons of eligible income,” except if a substantial number of the housing units in such housing project are required to be rented or leased to persons of eligible income, or the authority acquires an existing housing unit that houses a tenant of eligible income;

**WHEREAS**, ORS 456.120 provides that a housing authority may “purchase, buy on contract, exchange, lease, lease back, obtain options upon, acquire by gift, grant, bequest, devise or otherwise any real or personal property or any interest therein and give its mortgage or trust deed conveying any real property or security agreement covering any real property or security agreement any personal property or any interest in either”;



**WHEREAS**, ORS 456.055(3) and 456.175 together provide that a housing authority may issue bonds, notes or other obligations in its discretion upon the resolution adopted by a majority vote of the commissioners for any of its corporate purposes;

**WHEREAS**, ORS 456.135 provides that a housing authority may delegate to one or more of its agents or employees such powers or duties as it deems proper;

**WHEREAS**, pursuant to Resolution No. 18-10-04, adopted by the Board of Commissioners Home Forward (the “Board”) on October 16, 2018, Home Forward issued its Revolving Line of Credit Note (the “Refunded Obligation”) in the original principal amount of not to exceed \$20,000,000 at any one time outstanding;

**WHEREAS**, Home Forward previously made a draw on the Refunded Obligation for the purpose of financing all or a portion of the costs of acquiring a 40-unit apartment complex located at 15075 Stark Street, in the City of Portland, Oregon, currently known as the Alexis Apartments, for the purpose of providing long term housing for low income persons residing in Portland, Oregon (the “Project”); and

**WHEREAS**, the Board deems it necessary and advisable and in the best interest of Home Forward to issue a revenue bond (the “Bond”) in the principal amount of not to exceed \$5,250,000 to provide all or part of the funds with which to refinance the draw on the Refunded Obligation used to finance the acquisition of the Project and to pay costs of issuing the Bond; and

**WHEREAS**, it is anticipated that Umpqua Bank will offer to purchase the Bond on the terms and conditions set forth herein;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Home Forward as follows:

Section 1.    Definitions. As used in this resolution, the following words have the following meanings:

“Access Laws Certificate and Indemnity” means the Access Laws Certificate and Indemnity to be made by Home Forward in favor of the Bank, including any supplements or amendments thereto made in conformity therewith.

“Act” means the Housing Authorities Law of the State of Oregon (ORS 456.055 to 456.235).

“Authorized Officers” means the Chair of the Board, the Executive Director of Home Forward, the Chief Administrative Officer of Home Forward, and their respective designees.

“Bank” means Umpqua Bank, as Registered Owner of the Bond, and any subsequent Registered Owner of the Bond.

“Board” means the Board of Commissioners of Home Forward.

“Bond” means the Housing Revenue Bond, 2019 (Alexis Apartments Project) of Home Forward, issued pursuant to, under the authority of and for the purposes provided in this resolution.

“Bond Documents” means the Access Laws Certificate and Indemnity, the Deed of Trust, the Hazardous Material Certificate and Indemnity, the Loan Agreement, the Reserve and Security Agreement, the Subordination Agreement and all other documents relating to the Bond executed by Home Forward.

“Bond Registrar” means the Executive Director of Home Forward.

“Code” means the Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

“Deed of Trust” means the Deed of Trust, Security Agreement, Assignment of Leases and Rents, and Fixture Filing, under which Home Forward will be the grantor and the Bank will be the beneficiary, granting a lien on Home Forward’s interest in the real

property and improvements and personal property constituting the Project and securing payment of the Bond, including any supplements or amendments thereto made in conformity therewith.

“General Revenues” means all revenues of Home Forward from any source (other than Project Revenues), but only to the extent that those revenues are available to pay debt service on the Bonds and are not now or hereafter pledged by law, regulation, contract, covenant, resolution, deed of trust or otherwise (including restrictions relating to funds made available to the Authority under the U.S. Housing Act of 1937), solely to another particular purpose.

“Hazardous Material Certificate and Indemnity” means the Hazardous Material Certificate and Indemnity to be made by Home Forward in favor of the Bank, including any supplements or amendments thereto made in conformity therewith.

“Home Forward” means Home Forward, a housing authority formed under the Act, and a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Oregon.

“Loan Agreement” means the Loan Agreement pertaining to the Bond to be entered into by Home Forward and the Bank, including any supplements or amendments thereto made in conformity therewith.

“Project” means, depending on the context, (1) the current refunding of the draw on the Refunded Obligation used to finance the acquisition of the 40-unit apartment complex located at 15075 Stark Street, in the City of Portland, Oregon, currently known as the Alexis Apartments, or (2) the Alexis Apartments.

“Project Revenues” means all amounts due to or received by Home Forward pursuant or with respect to the Project, including without limitation all lease payments, all payments on contractors’ bonds, insurance proceeds and condemnation awards, and all investment earnings thereon.

“Refunded Obligation” means the Revolving Line of Credit Note of Home Forward dated December 20, 2018, issued to Beneficial State Bank.

“Registered Owner” the registered owner of the Bond, registered as such on the registration books maintained by the Bond Registrar.

“Reserve and Security Agreement” means the Reserve and Security Agreement between Home Forward and the Bank, including any supplements or amendments thereto made in conformity therewith.

“Subordination Agreement” means one or more priority and/or subordination agreements to be among Home Forward, the Bank, and any other parties thereto, including any supplements or amendments thereto made in conformity therewith.

“Term Sheet” means, the term sheet to Home Forward from the Bank originally dated May 16, 2019, and revised on June 17, 2019, and June 19, 2019, as it may be further amended, describing certain terms under which the Bank proposes to purchase the Bond.

Section 2. Authorization of Project; Authorization of Bond. The Board declares the Project to be a “housing project” of Home Forward for purposes of the Act. The Board hereby determines that a substantial number of persons of eligible income in the area served by Home Forward cannot obtain housing for 30% or less of their income. Based on the foregoing determination, the Board hereby declares, on behalf of Home Forward, the need for additional housing for persons or families of lower income that can be addressed by Home Forward participating in the financing, development, ownership, operation and/or management of the Project, which may be a mixed income housing project. The Project shall continue to be rented to residents in accordance with the provisions of the Act.

For the purpose of carrying out the current refunding of the draw on the Refunded Obligation used to finance the cost of acquiring the Project, including administrative costs of such refunding, and to pay costs of issuing the Bond, Home Forward shall issue and sell the Bond in a principal amount of not to exceed \$5,250,000. Such Bond financing is declared and determined to be important for the feasibility of the Project. The Board finds that it is in the best interest of Home Forward to issue the Bond for the purposes set forth in this resolution.

Section 3. Description of the Bond. The Bond shall be issued in fully registered form as a single revenue bond designated the Housing Revenue Bond, 2019 (Alexis

Apartments Project) of Home Forward; shall be in a principal amount not to exceed \$5,250,000; shall be dated its date of delivery; shall be numbered R-1; and shall mature not more than 11 years from its date of issue. The Bond shall bear interest at a fixed rate determined on or prior to the date of issue equal to the sum of the 10-year United States Treasury Constant Maturity Index as published on the website of the Federal Reserve as of the business day prior to the date of determination. The interest rate on the Bond shall be subject to adjustment upon the occurrence of an event of default, determination of taxability, or failure to remain bank-qualified, as described in the Bond and the Loan Agreement. Principal of and interest on the Bond shall be payable in approximately equal monthly installments in an amount necessary to amortize the principal of and interest on the Bond over a period of 35-years. On the maturity date, all remaining outstanding principal balance of and accrued interest on the Bond shall be due and payable in full.

Home Forward reserves the right to prepay the Bond, in whole, at any time, upon provision of notice and prepayment of a prepayment premium, if any, each as required by the Loan Agreement. The Bank may in its sole discretion waive any prepayment premium. Interest on the Bond shall cease to accrue on the date such prepayment is received by the Registered Owner.

If the Bond is not paid when properly presented at its maturity date, Home Forward shall be obligated to pay interest on the Bond at then-applicable default rate of interest thereon from and after the maturity date until the Bond, both principal and interest, is paid in full, and the Bank shall have the right to exercise all remedies under the Bond Documents.

The Bond shall have such other provisions consistent with the purposes of this resolution as are set forth in the Term Sheet or as otherwise determined by the Authorized Officers, or each of them acting alone. The Authorized Officers, and each of them acting alone, are authorized to determine and approve the final terms of the Bond. The authentication of the Bond by the Bond Registrar and the execution of the Bond Documents by an Authorized Officer shall be conclusive evidence of approval by Home Forward of the terms set forth therein.

Section 4. Bond Registrar; Registration and Transfer of Bond. The Bond shall be issued only in registered form as to both principal and interest and shall be recorded on books or records maintained by the Bond Registrar (the “Bond Register”). The Executive

Director of Home Forward shall serve as Bond Registrar for the Bond. The Bond Register shall contain the name and mailing address of the Registered Owner of the Bond. The Bond Registrar is authorized, on behalf of Home Forward, to authenticate and deliver the Bond in accordance with the provisions of the Bond and this resolution, to serve as Home Forward's paying agent for the Bond and to carry out all of the Bond Registrar's powers and duties under this resolution.

The Bond may be assigned or transferred only (i) in whole (a) to a "qualified institutional buyer" as defined in Rule 144A promulgated under the Securities Act of 1933, as amended, or (b) to a successor to the business and assets of the Bank, (ii) if endorsed in the manner provided thereon and surrendered to the Bond Registrar, and (iii) upon the assignee or transferee delivering to Home Forward an executed Certificate of Transferee in the form attached to the Bond. The Bond Registrar shall not be obligated to exchange or transfer the Bond during the five days preceding any interest payment date, prepayment date or the maturity date.

Section 5. Payment of Bond. Both principal of and interest on the Bond shall be payable in lawful money of the United States of America and shall be paid by check mailed to arrive on or before each payment date, or in immediately available funds delivered on or before each payment date, to the Registered Owner at the address appearing on the Bond Register on the date payment is mailed or delivered. Upon the final payment of principal of and interest on a Bond, the Registered Owner shall surrender that Bond at the principal office of the Bond Registrar in Portland, Oregon, for destruction or cancellation in accordance with law.

Section 6. Security for the Bond. The Bond shall be a special obligation of Home Forward payable solely from Project Revenues and General Revenues of Home Forward. Payment of the Bond shall also be secured by the Deed of Trust and the other Bond Documents.

Home Forward reserves without limitation the right to issue other obligations, the principal of and interest on which are to be paid from the General Revenues on a parity of lien with the Bond. Home Forward may also pledge any specific revenues that would otherwise be General Revenues to the payment of other obligations, such payments to have priority over the payments to be made on the Bonds.

The Bond shall not be a debt of the City of Portland, the State of Oregon or any political subdivision thereof, and the Bond shall so state on its face. Neither the City of Portland, the State Oregon nor any political subdivision thereof shall be liable for payment of the Bond (other than Home Forward from the sources expressly pledged thereto), nor in any event shall the obligations of Home Forward thereunder be payable out of any funds or properties other than those of Home Forward expressly pledged thereto. The Bond shall not constitute indebtedness within the meaning of any constitutional or statutory debt limitation or restriction. Home Forward has no taxing power. None of the Commissioners, officers or employees of Home Forward shall be personally liable for the payment of the Bond.

Section 7. Form and Execution of Bond. The Bond shall be in a form consistent with the provisions of this resolution and state law, shall bear the manual or facsimile signatures of the Chair of the Board and Executive Director of Home Forward and shall be impressed with the seal of Home Forward or shall bear a facsimile thereof. The Bond shall not be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Bond bears a Certificate of Authentication manually signed by the Bond Registrar stating: "This Bond is the fully registered Housing Revenue Bond, 2019 (Alexis Apartments Project), of Home Forward described in the Bond Resolution." A minor deviation in the language of such certificate shall not void a Certificate of Authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose facsimile signature appears on the Bond ceases to be an officer of Home Forward authorized to sign bonds before the Bond bearing his or her facsimile signature is authenticated or delivered by the Bond Registrar or issued by Home Forward, the Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be binding on Home Forward as though that person had continued to be an officer of Home Forward authorized to sign bonds. The Bond also may be signed on behalf of Home Forward by any person who, on the actual date of signing of the Bond, is an officer of Home Forward authorized to sign bonds, although he or she did not hold the required office on the date of issuance of the Bond.

Section 8. Preservation of Tax Exemption for Interest on Bond. Home Forward covenants that it will take all actions necessary to prevent interest on the Bond from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bond or other funds of Home Forward treated as proceeds of the Bond at any time during the term of the Bond which would cause interest on the Bond to be included in gross income for federal income tax purposes. Home Forward also covenants that, to the extent arbitrage rebate requirements of Section 148 of the Code are applicable to the Bond, it will take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bond, including the calculation and payment of any penalties that Home Forward has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the Bond from being included in gross income for federal income tax purposes.

Section 9. Designation of Bond as “Qualified Tax-Exempt Obligation”. Home Forward has determined and certifies that (a) the Bond is not a “private activity bond” within the meaning of Section 141 of the Code; (b) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) which Home Forward and all entities subordinate to Home Forward (including any entity which Home Forward controls, which derives its authority to issue tax-exempt obligations from Home Forward or which issues tax-exempt obligations on behalf of Home Forward) will issue during the calendar year in which the Bond is issued will not exceed \$10,000,000; and (c) the amount of tax-exempt obligations, including the Bond, designated by Home Forward as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Bond is issued does not exceed \$10,000,000. Home Forward designates the Bond as a “qualified tax-exempt obligation” for the purposes of Section 265(b)(3) of the Code.

Section 10. Lost, Stolen or Destroyed Bond. In case the Bond shall be lost, stolen or destroyed after delivery to the Registered Owner, the Bond Registrar may execute and deliver a new Bond of like date and tenor to the Registered Owner upon the Registered Owner paying the expenses and charges of Home Forward and upon filing with the Bond Registrar evidence satisfactory to the Bond Registrar that such Bond was actually lost, stolen or destroyed and of the Registered Owner’s ownership thereof, and upon furnishing Home Forward with indemnity reasonably satisfactory to Home Forward.



Section 11. Redemption of the Refunded Obligation. The Authorized Officers, and each of them acting alone, are authorized and directed to give or cause to be given notices of redemption, at the times and in the manner required by the governing documents with respect to the Refunded Obligation, in order to effect the redemption prior to maturity of the Refunded Obligation, to be redeemed in accordance herewith.

Section 12. Authorization of Documents and Execution Thereof. The Board authorizes and approves the execution and delivery of, and the performance by Home Forward of its obligations contained in, the Bond, the Term Sheet, the Bond Documents and this resolution, and the consummation by Home Forward of all other transactions contemplated by this resolution in connection with the issuance of the Bond. The Board authorizes the Authorized Officers, and each of them acting alone, to negotiate and approve the Bond and the Bond Documents. The Chair of the Board and Executive Director of Home Forward are authorized to execute the Bond, the Executive Director of Home Forward, as Bond Registrar, is authorized to authenticate the Bond, and the Authorized Officers, and each them acting alone, are authorized to execute the Bond Documents and any other documents reasonably required to be executed in connection with the issuance of the Bond and to ensure the proper use and application of the proceeds of the Bond.

Section 13. Approval of Transaction. It is anticipated that the Bank will offer to purchase the Bond under the terms and conditions contained in this resolution and in the Term Sheet, including payment of all costs and expenses in connection with the issuance and delivery of the Bond, which may include, without limitation, an origination fee of 0.50% of the principal amount of the Bond, the Bank's legal fees, bond counsel fees, and costs of documentation. The Board finds that such offer is in the best interest of Home Forward, and therefore authorized the Authorized Officers, and each of them acting alone, to accept such offer on behalf of Home Forward.

Section 14. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board may in the absence of such person be taken by the duly authorized acting Chair of the Board. Any action authorized by this resolution to be taken by the Executive Director of Home Forward, may in his absence be taken by a duly authorized acting Executive Director of Home Forward. Any action authorized by this resolution to be taken by the Chief Administrative Officer of Home Forward, may in his or

her absence be taken by a duly authorized acting Chief Administrative Officer of Home Forward.

Section 15. Changes to Titles or Parties; Omission of Documents. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form. The Authorized Officers, and each of them acting alone, in their discretion may omit any agreement described herein which is determined not to be necessary or desirable in connection with the issuance of the Bond or sale of the Bond to the Bank.

Section 16. Ratification and Confirmation. Any actions of Home Forward or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 17. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provision of this resolution and shall in no way affect the validity of the other provisions of this resolution or the Bond.

Section 18. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward adopted at an open public meeting thereof this 17<sup>th</sup> day of September, 2019.

**ADOPTED: SEPTEMBER 17, 2019**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Jenny Kim, For Chair

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director and Secretary-Treasurer of Home Forward and keeper of the records of Home Forward, CERTIFY:

1. That the attached Resolution 19-09-02 (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of Home Forward, as adopted at a meeting of Home Forward held on September 17, 2019, and duly recorded in the minute books of Home Forward.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of Home Forward present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of September, 2019.

HOME FORWARD

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Michael Buonocore, Executive Director and Secretary

# STAFF REPORTS

**Procurement & Contracts Department**  
**MONTHLY CONTRACT REPORT**  
**Contracts Approved 07/01/19 - 08/31/19**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2278	0	Walsh Construction Co.	\$ 9,559.00	Repair in Shower E at Bud Clark Commons. Sole source because it might be warranty work (defects) that Walsh did while building BCC but we need to do this work to find out.	Property Management	8/9/2019	10/31/2019
C2307	0	Mcdonald & Wetle	\$ 220,163.00	Reroof at NW Tower Annex (West's LP signs contract)	DCR	8/22/2019	11/7/2019
C2314	0	Cascade Radon Inc.	\$ 6,080.00	Radon mitigation at Demar Downs	DCR	8/28/2019	12/31/2019
C2315	0	Cascade Radon Inc.	\$ 8,220.00	Radon mitigation at Stark Manor	DCR	8/28/2019	12/31/2019
C2316	0	Cascade Radon Inc.	\$ 8,060.00	Radon mitigation at Townhouse Terrace	DCR	8/28/2019	12/31/2019
C2317	0	Cascade Radon Inc.	\$ 5,515.00	Radon mitigation at Madrona Place	DCR	8/28/2019	12/31/2019
C2318	0	Cascade Radon Inc.	\$ 12,330.00	Radon mitigation at Celilo Court	DCR	8/28/2019	12/31/2019
C2319	0	Cascade Radon Inc.	\$ 8,060.00	Radon mitigation at Fir Acres	DCR	8/28/2019	12/31/2019
C2227	0	Otis Elevator	\$ 2,950.00	Elevator Modernization at Schunk 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>\$ 280,937.00</b>	<b>10</b>			

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2276	0	Environmental Works	\$ 8,995.00	Install radon mitigation system at NMW	IFSS	8/1/2019	9/19/2019
C2298	0	Pacific Furnishings	\$ 65,854.04	Furniture for NE Grand offices and community rooms	DCR	8/6/2019	10/31/2019
C2300	0	Otis Elevator	\$ 10,716.00	Elevator repair at BCC	Property Management	7/29/2019	9/26/2019
C2304	0	Regional Arts & Culture Council (RACC)	\$ 8,000.00	1600SF hand-painted mural at Schunk	DCR	8/8/2019	6/30/2020
C2305	0	Telesphere Inc	\$ 5,000.00	Low voltage work at Schunk	DCR	8/9/2019	10/31/2019
C2306	0	Allied Universal Security Services	\$ 5,376.00	Security Services at Eliot Square	Property Management	8/20/2019	9/7/2019
C2309	0	Stan the Hot Water Man	\$ 14,850.00	Replace water heater at Ruth Haefner	Property Management	8/12/2019	10/9/2019
C2311	0	Rose City Electric Co.	\$ 72,601.70	Rosenbaum heater replacement	DCR	8/20/2019	11/30/2019
C2321	0	Anderson Heating & Cooling	\$ 15,340.00	Replace water heater at Richmond Place	Asset Management	8/21/2019	10/31/2019
C2324	0	RichArt Family, Inc.	\$ 41,482.56	Replace electrical panels at Madrona (C2324, C2325, C2326 all part of same project)	DCR	8/20/2019	12/31/2019
C2325	0	IRS Environmental	\$ 16,770.00	Asbestos abatement at Madrona (C2324, C2325, C2326 all part of same project)	DCR	8/20/2019	12/31/2019
C2326	0	North Face Drywall LLC	\$ 29,812.20	Office drywall repair at Madrona (C2324, C2325, C2326 all part of same project)	DCR	8/20/2019	12/31/2019
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 Schrunck	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>\$ 571,309.50</b>				<b>20</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2280	0	Helping Hands Home Care NW	\$ 15,000.00	Provides bathing assistance and personal care services for CHSP	Community Services	8/16/2019	12/31/2019
C2292	0	Home Instead	\$ 20,000.00	Provides housekeeping and personal care for CHSP residents	Community Services	8/16/2019	12/31/2019
C2308	0	Center for Equity & Inclusion	\$ 200,000.00	on-call consulting services for equity and inclusion training for Home Forward staff	Executive	8/15/2019	8/31/2021
C2310	0	Central City Concern	\$ 64,840.00	Westwind Housing Specialist	Asset Management	8/26/2019	8/11/2020
C2328	0	Cascade Radon Inc.	\$ 1,800.00	Radon testing at Grand Ave Apartments	DCR	8/28/2019	12/31/2019
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>\$ 935,832.00</b>				<b>16</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
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>\$ 142,200.00</b>				<b>5</b>



AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
T1331	3	Ballard Spahr LLP	\$ 168,000.00	On-call legal services; amended to extend time and add funds	DCR	8/22/2019	7/31/2023
T1332	2	Kantor Taylor McCarthy PC	\$ 595,000.00	On-call legal services, extending time and adding funds	DCR	8/7/2019	7/31/2023
T1333	4	Foster Pepper LLC	\$ 271,000.00	On-call legal services, extending time and adding funds	DCR	8/9/2019	7/31/2023
T1806	3	Phil-Am Enterprises DBA Environmental Resources Inc	\$ 97,500.00	On-call Hazardous Material Abatement. IRFP 12/16-326; amended to add funds and extend duration of contract	Prop Mgmt	8/7/2019	1/31/2021
C1847	2	Central City Concern	\$ 291,686.00	Case Management & Care Coordination services at the Apartments at Bud Clark Commons; amended to extend services	Community Services	8/7/2019	6/30/2020
C1864	1	Open Online	\$ -	Amending contract to extend duration	Rent Assistance	8/9/2019	8/31/2020
C1911	3	Nancy Davis Consulting	\$ 10,000.00	Design & adopt Home Forward's new service delivery model; amended to add funds and time	Executive	8/22/2019	8/31/2020
C1940	13	MWA Architects Inc	\$ 7,064.00	Additional services at Schrunck	DCR	8/2/2019	5/31/2020
C1952	4	Universal Lawncare Maintenance	\$ 6,000.00	Landscaping Maintenance for 20 Master-Leased Properties; add property to scope	Asset Mgmt	8/20/2019	3/31/2020
C1960	7	LMC, Inc.	\$ 20,595.08	Change order for teal 2	DCR	8/7/2019	3/16/2020
C1964	7	LMC, Inc.	\$ 69,357.28	Amendment for Schrunck Tower Development, scope change	DCR	8/7/2019	3/16/2020
C1968	6	Walsh Construction Co.	\$ (348,783.00)	Medallion deductive change order - remove elevators	DCR	8/5/2019	10/30/2020
C1968	7	Walsh Construction Co.	\$ (451,003.00)	Williams deductive change order - remove elevators	DCR	8/5/2019	10/30/2020
C1984	4	LMC, Inc.	\$ 144,923.23	Add back scope	DCR	8/9/2019	3/16/2020
C2097	1	Innovative Changes	\$ 5,000.00	Financial workshops at Humboldt Gardens; amended to add time and funds	Community Services	8/16/2019	12/31/2019
C2126	6	LMC, Inc.	\$ 220,278.11	Schrunck Tower maintenance, CO, misc changes	DCR	8/7/2019	10/30/2019

GO2156	1	GTG Consultants, PC	\$ 10,500.00	Ellington, amending CAN contract to include electrical system investigation	DCR	8/12/2019	2/28/2020
C2184	1	ACC Cost Consultants LLC	\$ -	Seismic Upgrade at Fountain Place Apartments; amended to add time	DCR	8/7/2019	10/31/2019
C2187	1	W.B. Wells & Associates, Inc	\$ -	Surveying at Fountain Place; amended to add time	DCR	8/2/2019	2/28/2020
C2235	1	NW Enforcement	\$ 7,000.00	Security Services at NMW, add funds and extend duration	Executive	8/9/2019	2/28/2020
C2240	1	Geotechnical Resources, Inc. (GRI)	\$ 4,000.00	Additional infiltration testing and laboratory analysis at 3000 SE Powell	DCR	8/22/2019	12/31/2021
C2261	2	Pegasus Moving & Cleaning	\$ -	Packing and moving services for resident relocation; amended to extend contract duration	DCR	8/7/2019	12/31/2019
C2270	1	Treecology Inc.	\$ 704.00	Tree pruning at Dahlke Manor; amended to add prevailing wage	Property Management	8/12/2019	8/13/2019
C2297	1	Affordable Electric Inc.	\$ -	Replacing electrical panels in 20 units at Cambridge Court; amended to add time	Asset Management	8/28/2019	9/30/2019
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- Schrunck & 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>\$ 1,719,266.61</b>				<b>40</b>

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Subtotal</b>			<b>\$ -</b>				<b>0</b>
<b>Total</b>			<b>\$ 3,649,545.11</b>				<b>91</b>

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

Estimated Contract Amount	Description	Dept.	Solicitation Period
TBD (past contract amounted to be approx. \$900,000 over 3 years)	Financial Auditor	FAAM	September
\$200,000 per vendor (5 yr contract)	On-Call Painting Services	Prop Mgmt	September
at least \$100,000	Sewer replacement at The Ellington	DCR	September
\$38.2 million	CM/GC at Dekum	DCR	October
\$600,000	Window replacement at Gretchen Kafoury	DCR	October
\$1.5 million	Elevator Modernization - Grace Peck, Rosenbaum, Dahlke	DCR	Nov/Dec
TBD (past contracts amounted to be approx. \$1.2 million over 5 years)	Agency-wide Legal Services	Exec	Nov/Dec

**Statement of Revenues, Expenses, and Changes in Net Position**  
**Comparison of Budget and Actual**  
**Home Forward**  
**For the six month period ending June 30, 2019**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
Dwelling Rental	\$ 9,660,203.01	\$ 9,373,118.88	\$ 287,084	3.1%	\$ 18,945,472
Non-dwelling Rental	1,193,516	1,189,018	4,498	0.4%	2,405,318
<b>Total Rental Revenues</b>	<b>10,853,719</b>	<b>10,562,137</b>	<b>291,582</b>	<b>2.8%</b>	<b>21,350,790</b>
HUD Subsidies - Housing Assistance	47,130,748	50,785,067	(3,654,319)	-7.2%	102,395,661
HUD Subsidies - Admin Fee	3,963,972	3,784,761	179,211	4.7%	7,677,951
HUD Subsidies - Public Housing	4,118,278	3,639,089	479,189	13.2%	7,278,177
HUD Grants	4,300,869	2,948,345	1,352,524	45.9%	5,896,690
Development Fee Revenue, Net	5,692,569	6,276,464	(583,895)	-9.3%	19,569,585
State, Local & Other Grants	5,849,446	5,024,409	825,037	16.4%	10,041,210
Other Revenue	6,126,823	5,744,314	382,508	6.7%	11,492,578
<b>Total Operating Revenues</b>	<b>88,036,424</b>	<b>88,764,586</b>	<b>(728,162)</b>	<b>-0.8%</b>	<b>185,702,642</b>
<b>Operating Expenses</b>					
Housing Assistance Payments	52,317,115	56,026,141	3,709,026	6.6%	113,099,474
Administrative Personnel Expense	4,037,402	3,863,147	(174,254)	-4.5%	7,836,021
Other Admin Expenses	4,064,940	3,763,368	(301,573)	-8.0%	7,478,876
Program Personnel Expense	5,053,719	5,378,253	324,535	6.0%	10,843,126
Tenant Svcs Personnel Expense	1,215,889	1,334,313	118,424	8.9%	2,690,051
Other Tenant Svcs Expenses	2,521,155	1,017,554	(1,503,601)	-147.8%	2,003,258
Maintenance Personnel Expense	1,317,791	1,333,688	15,897	1.2%	2,689,754
Other Maintenance Expenses	3,025,914	4,643,615	1,617,701	34.8%	8,557,504
Utilities	2,337,296	2,330,016	(7,280)	-0.3%	4,677,533
Capitalized Labor	(2,641)	0	2,641	100.0%	0
Depreciation	3,984,966	4,217,264	232,298	5.5%	8,461,068
General	1,784,227	891,808	(892,419)	-100.1%	1,784,747
<b>Total Operating Expenses</b>	<b>81,657,774</b>	<b>84,799,167</b>	<b>3,141,393</b>	<b>3.7%</b>	<b>170,121,413</b>
<b>Operating Income (Loss)</b>	<b>6,378,650</b>	<b>3,965,643</b>	<b>2,413,007</b>	<b>60.8%</b>	<b>15,581,229</b>
<b>Other Income (Expense)</b>					
Investment Income	1,083,186	100,268	982,918	980.3%	197,411
Gain (Loss) on Sale of Assets	12,452,670	(680,103)	13,132,773	1931.0%	(790,186)
Interest Expense	(1,457,543)	(1,346,581)	(110,962)	-8.2%	(2,669,132)
<b>Net Other Income (Expense)</b>	<b>12,078,312</b>	<b>(1,926,417)</b>	<b>14,004,729</b>	<b>727.0%</b>	<b>(3,261,907)</b>
<b>Capital Contributions</b>					
HUD Nonoperating Contributions	1,315,503	3,383,066	(2,067,563)	-61.1%	6,822,707
Other Nonoperating Contributions	97,819	0	97,819	100.0%	0
<b>Net Capital Contributions</b>	<b>1,413,322</b>	<b>3,383,066</b>	<b>(1,969,744)</b>	<b>-58.2%</b>	<b>6,822,707</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 19,870,283.91</b>	<b>\$ 5,422,292.30</b>	<b>\$ 14,447,992</b>	<b>266.5%</b>	<b>\$ 19,142,029</b>

**PERFORMANCE SUMMARY**

- The period ending June 30, 2019 produced operating income of \$6.4 million; \$2.4 million more than budgeted.
- Total Net Position increased \$19.9 million; \$14.4 million more than budgeted

**Operating Revenue**  
**Home Forward**  
For the six month period ending June 30, 2019

Quarterly Report - **Unaudited**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
Dwelling Rental	\$ 9,660,203.01	\$ 9,373,119	\$ 287,084	3.1%	\$ 18,945,472
Non-dwelling Rental	1,193,516	1,189,018	4,498	0.4%	2,405,318
<b>Total Rental Revenues</b>	10,853,719	10,562,137	291,582	2.8%	21,350,790
HUD Subsidies - Housing Assistance	47,130,748	50,785,067	(3,654,319)	-7.2%	102,395,661
HUD Subsidies - Admin Fee	3,963,972	3,784,761	179,211	4.7%	7,677,951
HUD Subsidies - Public Housing	4,118,278	3,639,089	479,189	13.2%	7,278,177
HUD Grants	4,300,869	2,948,345	1,352,524	45.9%	5,896,690
Development Fee Revenue, Net	5,692,569	6,276,464	(583,895)	-9.3%	19,569,585
State, Local & Other Grants	5,849,446	5,024,409	825,037	16.4%	10,041,210
Other Revenue	6,126,823	5,744,314	382,508	6.7%	11,492,578
<b>Total Operating Revenues</b>	<b>\$ 88,036,424</b>	<b>\$ 88,764,586</b>	<b>\$ (728,162)</b>	-0.8%	\$ 185,702,642

## REVENUE ANALYSIS

- Total Operating Revenues of \$88.0 million were \$728 thousand unfavorable to budget for the six months period ending in June. Actual revenue was less than anticipated due to the following:
  - HUD Subsidies - Housing Assistance of \$47.1 million was \$3.7 million less than budgeted. There was \$2.2 million less than budgeted in HUD Operating Subsidy - Housing Assistance because our utilization continues to decrease more than anticipated in the budget. There was \$1.3 million less than budgeted in RAD Housing Assistance pending the completion of the RAD conversion of the East Group.
  - HUD Subsidies - Public Housing of \$4.1 million was \$479 thousand more than budgeted due to higher than budget proration and unbudgeted Asset Repositioning Fees from Section 18 conversions. This trend will continue for the year.
  - HUD Grants of \$4.3 million was \$1.4 million more than budget due primarily to \$1.2 million more than budget in Shelter Plus Care. This is due to higher than expected funding based on higher Fair Market Rent (FMR) rates and a larger than expected award for services provided by our partner agency. There will be a correspondingly higher than expected expense in Housing Payments.
  - Development Fee Revenue of \$5.7 million was \$584 thousand less than budget due to revenue not yet received of \$820 thousand for the GO bond relating to Powell and \$191 thousand less than budgeted for the North Group, LP. This was offset by receiving \$426 thousand earlier than budgeted for the East Group, LP.
  - State, Local & Other Grants of \$5.9 million was \$825 thousand more than budget mostly in Homeless Families grant from Multnomah County; \$644 thousand more than budgeted.
  - Other Revenue of \$6.1 million was \$382 thousand more than budget primarily due to higher than expected portability revenue, which was \$602 thousand more than budget, and property management fees, \$212 thousand more than budget. These were offset by lower than budgeted IFS maintenance fees.



**Operating Expense**  
**Home Forward**  
For the six month period ending June 30, 2019

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Expenses</b>					
Housing Assistance Payments	\$ 52,317,115	\$ 56,026,141	\$ 3,709,026	6.62%	\$ 113,099,474
Administrative Personnel Expense	4,037,402	3,863,147	(174,254)	-4.51%	7,836,021
Other Admin Expenses	4,064,940	3,763,368	(301,573)	-8.01%	7,478,876
Program Personnel Expense	5,053,719	5,378,253	324,535	6.03%	10,843,126
Tenant Svcs Personnel Expense	1,215,889	1,334,313	118,424	8.88%	2,690,051
Other Tenant Svcs Expenses	2,521,155	1,017,554	(1,503,601)	-147.77%	2,003,258
Maintenance Personnel Expense	1,317,791	1,333,688	15,897	1.19%	2,689,754
Other Maintenance Expenses	3,025,914	4,643,615	1,617,701	34.84%	8,557,504
Utilities	2,337,296	2,330,016	(7,280)	-0.31%	4,677,533
Capitalized Labor	(2,641)	0	2,641	100.00%	0
Depreciation	3,984,966	4,217,264	232,298	5.51%	8,461,068
General	1,784,227	891,808	(892,419)	-100.07%	1,784,747
<b>Total Operating Expenses</b>	<b>81,657,774</b>	<b>84,799,167</b>	<b>3,141,393</b>	<b>3.70%</b>	<b>170,121,413</b>
<b>Operating Income (Loss)</b>	<b>\$ 6,378,650</b>	<b>\$ 3,965,643</b>	<b>\$ 2,413,007</b>	<b>60.85%</b>	<b>\$ 15,581,229</b>

## EXPENSE ANALYSIS

- Total Operating Expenses of \$81.7 million were under budget by \$3.1 million.
  - Housing Assistance Payments of \$52.3 million were \$3.7 million less than budgeted due a higher than expected reduction of voucher utilization due to attrition. Waitlist pulls will resume in the next quarter.
  - Personnel Expenses of \$11.6 million were \$284 thousand favorable to budget.
    - Administrative - over budget by \$174 thousand primarily due to the timing of accrued compensated absences of \$382 thousand. This is offset by \$230 thousand less than budget due to vacancies.
    - Tenant Services - under budget by \$118 thousand due to vacancies.
    - Maintenance - under budget by \$16 thousand due to vacancies.
    - Program - under budget by \$324 thousand due to vacancies.
  - Other Admin Expenses of \$4.1 million were \$302 thousand unfavorable to budget with \$117 thousand more in additional Courtesy Patrol expenses and an additional \$180 thousand in Legal Expenses.
  - Other Maintenance Expense of \$3.0 million was \$1.6 million favorable to budget. There was \$1.3 million not yet spent on long-term maintenance projects at several properties. There was \$308 thousand not yet utilized for IFS specialized maintenance staff at several properties.

**Other Income/Expense**  
**Home Forward**  
For the six month period ending June 30, 2019

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Other Income (Expense)</b>					
Investment Income	\$ 1,083,186	\$ 100,268	\$ 982,918	980.29%	\$ 197,411
Gain (Loss) on Sale of Assets	12,452,670	(680,103)	13,132,773	1931.00%	(790,186)
Interest Expense	(1,457,543)	(1,346,581)	(110,962)	-8.24%	(2,669,132)
<b>Net Other Income (Expense)</b>	<b>12,078,312</b>	<b>(1,926,417)</b>	<b>14,004,729</b>	<b>726.98%</b>	<b>(3,261,907)</b>
<b>Capital Contributions</b>					
HUD Nonoperating Contributions	1,315,503	3,383,066	(2,067,563)	-61.12%	6,822,707
Other Nonoperating Contributions	97,819	0	97,819	100.00%	0
<b>Net Capital Contributions</b>	<b>1,413,322</b>	<b>3,383,066</b>	<b>(1,969,744)</b>	<b>-58.22%</b>	<b>6,822,707</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 19,870,284</b>	<b>\$ 5,422,292</b>	<b>\$ 14,447,992</b>	<b>266.46%</b>	<b>\$ 19,142,029</b>

## **OTHER INCOME/(EXPENSE) ANALYSIS**

- Net Other Income (Expense) reflects net expense of \$12.1 million, favorable to budget by \$14 million
  - Investment Income was \$1.1 million, \$983 thousand more than budgeted. There was \$553 thousand more than expected at several partner properties particularly \$444 thousand at the North Group, L.P. There is also \$349 thousand more than budgeted in interest on General Fund Investments due to increases in the prevailing interest rate.
  - Gain (Loss) on Sale of Assets had a positive variance of \$13.1 million from RAD conversion of East Group primarily due to a 12.5 million increase at Medallion Apartments.
- Capital Contributions of \$1.4 million was \$2.0 million unfavorable to budget.
  - HUD Non-operating Contributions of \$1.3 million were \$2.1 million unfavorable to budget. This is due to the timing of funds being used to support the 85 Stories property improvements - The North Group, L.P. received \$1.6 million of \$2.6 million budgeted in HUD development and modernization grants as of June. East Group, L.P. has not yet received \$826 thousand in budgeted grants.



**Statement of Net Position**  
**Home Forward**  
**As of June 30, 2019 and December 31, 2018**

Quarterly Report - **Unaudited**

	June 30, 2019	December 31, 2018	Incr (Decr)
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	\$ 59,766,991	\$ 55,273,010	\$ 4,493,982
Investments	279,096	275,903	3,193
Accounts Receivable, Net	4,190,728	4,225,867	(35,139)
Intra Agency Accounts Receivable	(16,236)	(50)	(16,186)
Prepaid Expenses	964,666	948,087	16,578
Current Portion of Notes Receivable-Partnerships	816,577	816,577	0
	<b>66,001,821</b>	<b>61,539,393</b>	<b>4,462,428</b>
<b>Restricted Assets</b>			
Cash and Cash Equivalents - Restricted	2,294,990	3,633,610	(1,338,620)
Family Self-Sufficiency Funds	2,437,909	2,285,910	151,999
Tenant Security Deposits	1,419,888	1,439,012	(19,124)
Residual Receipts Reserve	14,369	14,174	194
Funds held in Trust	14,097,411	13,537,222	560,190
Debt Amortization Fund	3,449,048	2,696,525	752,523
	<b>23,713,616</b>	<b>23,606,452</b>	<b>107,163</b>
<b>Noncurrent Assets</b>			
Due from Partnerships	1,258,883	5,401,639	(4,142,756)
Notes Receivable	162,837,180	134,539,053	28,298,128
Notes Receivable - Partnerships	123,606,174	128,175,196	(4,569,022)
Deferred Charges, Net	3,000	3,000	0
Investment in Partnerships	23,789,892	23,789,892	0
Land, Structures, Equipment, Net	132,264,790	131,594,260	670,530
	<b>443,759,920</b>	<b>423,503,039</b>	<b>20,256,881</b>
<b>Other Asset-Like Accounts</b>	<b>7,216,372</b>	<b>7,166,840</b>	<b>49,532</b>
<b>TOTAL ASSETS</b>	<b>\$ 540,691,729</b>	<b>\$ 515,815,725</b>	<b>\$ 24,876,004</b>

### **CHANGE IN ASSETS**

- Total Assets of \$540.7 million increased by \$4.1 million from December 31, 2018.
  - Current Assets increased \$4.5 million to \$66.0 million.
    - Cash and cash equivalents of \$59.8 million increased \$4.5 million mainly due to \$2.9M in payments from related partnerships and a \$1.9 million increase in Development from Developer Fee Reserves.
    - Cash and Cash Equivalents - Restricted decreased \$1.3 million to \$2.3 million relating to the use of bond funds for Lloyd Housing, L.P.
    - Funds held in Trust increased \$560 thousand to \$14.1 million in Replacement Reserves across several Affordable Housing properties.
    - Debt Amortization Fund increased \$753 thousand to \$3.4 million; increasing \$595 thousand at Lovejoy Fountain, \$375 thousand at Yards at Union Station.
  - Noncurrent Assets increased \$20.3 thousand to \$443.8 million.
    - Due from Partnerships decreased \$4.1 million to \$1.3 million across several Tax Credit Partnership properties including \$1.8 million at Multnomah Manor, \$787 thousand at Medallion Apartments and \$626 thousand at Williams Plaza.
    - Notes Receivables increased \$28.3 million to \$162.8 million primarily due to Development Fee payments of \$20.3 million for the East Group, L.P.
    - Notes Receivable – Partnerships decreased \$4.6 million to \$123.6 million primarily related to Square Manor.
    - Land, Structures, Equipment, Net increased \$670 thousand to \$132.2 million primarily at Lloyd Housing L.P.

**Statement of Net Position**  
**Home Forward**  
**As of June 30, 2019 and December 31, 2018**

Quarterly Report - **Unaudited**

	June 30, 2019	December 31, 2018	Incr (Decr)
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 2,525,298	\$ 2,934,217	\$ (408,919)
Accrued Interest Payable	6,078,747	5,972,900	105,848
Other Accrued Liabilities	25,369,132	25,278,695	90,437
Deferred Revenue	9,004,250	4,145,313	4,858,937
Tenant Security Deposits Payable	1,465,323	1,429,106	36,218
Family Self-Sufficiency Funds Payable	1,641,691	1,511,072	130,619
Line of Credit	7,766,216	1,493,219	6,272,997
Current Portion of Bonds Payable -Partnerships	816,576	816,576	0
Current Portion of Notes & Bonds Payable	2,974,101	2,974,101	0
	57,641,334	46,555,198	11,086,137
<b>Noncurrent Liabilities</b>			
Notes Payable	63,086,573	63,935,945	(849,372)
Bonds Payable	27,647,550	28,309,573	(662,023)
Bonds Payable - Partnerships	107,502,904	112,071,926	(4,569,022)
Other Liability-Like Accounts	3,374,170	3,374,170	0
	201,611,197	207,691,614	(6,080,417)
Net Assets (Deficit)	281,439,198	261,568,914	19,870,284
<b>TOTAL LIABILITIES AND NET ASSETS (DEFICIT)</b>	<b>\$ 540,691,729</b>	<b>\$ 515,815,725</b>	<b>\$ 24,876,004</b>

## **CHANGE IN LIABILITIES & NET POSITION**

- Current Liabilities of increased \$11.1 million to \$57.6 million.
  - Accounts Payable decreased \$409 thousand to \$2.5 million across several properties and programs. There is a decrease of \$229 thousand in Affordable Housing, \$110 thousand in Public Housing, and \$92 thousand in Resident Services.
  - Other Accrued Liabilities of \$25.4 million increased by \$90 thousand primarily due to a \$192 thousand increase in accrued compensated absences.
  - Line of Credit of \$7.8 million increased by \$6.3 million, primarily due to \$7.7 million in short term financing for the purchase of The Alexis, a 40-unit apartment building.
- Noncurrent Liabilities of \$201.6 million decreased by \$6.1 million.
  - Notes Payable of \$63.1 million decreased \$849 thousand across several properties particularly \$193 thousand at Lovejoy Station, \$100 thousand at St. Francis, and \$112 thousand at Fairview Oaks and Woods.
  - Bonds Payable of \$27.6 million decreased \$662 thousand across several properties including \$315 thousand at Pearl Court.
  - Bonds Payable – Partnerships of \$107.5 million decreased \$4.6 million primarily due to \$1.9 million at Gladstone Square and \$2.3 million at Multnomah Manor.
- Net Assets increased \$19.9 million to \$281.4 million.



**Statement of Revenues, Expenses, and Changes in Net Position**  
**Comparison of Budget and Actual**  
**Home Forward Development Enterprises**  
**For the six month period ending June 30, 2019**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
<b>Operating Expenses</b>					
Other Admin Expenses	\$ 260,521	\$ 485,520	\$ 224,999	46.3%	\$ 971,040
General	2,400	1,250	(1,150)	-92.0%	2,500
<b>Total Operating Expenses</b>	<b>262,921</b>	<b>486,770</b>	<b>223,849</b>	<b>46.0%</b>	<b>973,540</b>
<b>Operating Income (Loss)</b>	<b>(262,921)</b>	<b>(486,770)</b>	<b>223,849</b>	<b>-46.0%</b>	<b>(973,540)</b>
<b>Other Income (Expense)</b>					
Investment Income	548,949	547,434	1,515	0.3%	1,094,868
<b>Net Other Income (Expense)</b>	<b>548,949</b>	<b>547,434</b>	<b>1,515</b>	<b>0.3%</b>	<b>1,094,868</b>
<b>Capital Contributions</b>					
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 286,028</b>	<b>\$ 60,664</b>	<b>\$ 225,364</b>	<b>371.5%</b>	<b>\$ 121,328</b>

**PERFORMANCE SUMMARY**

- The six months ending June 30, 2019 generated a \$263 thousand operating loss, \$224 thousand favorable to budget.
- Total Net Position decreased \$286 thousand, \$226 thousand favorable to budget.



**Operating Revenue**  
**Home Forward Development Enterprises**  
For the six month period ending June 30, 2019

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
<i>Total Operating Revenues</i>	\$ -	\$ -	\$ -	0.00%	\$ -

**REVENUE ANALYSIS**

**Operating Expense**  
**Home Forward Development Enterprises**  
**For the six month period ending June 30, 2019**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Annual Budget</b>
<b>Operating Expenses</b>					
Other Admin Expenses	\$ 260,521	\$ 485,520	\$ 224,999	46.34%	\$ 971,040
General	2,400	1,250	(1,150)	-92.00%	2,500
<b>Total Operating Expenses</b>	<b>262,921</b>	<b>486,770</b>	<b>223,849</b>	<b>45.99%</b>	<b>973,540</b>
<b>Operating Income (Loss)</b>	<b>\$ (262,921)</b>	<b>\$ (486,770)</b>	<b>\$ 223,849</b>	<b>-45.99%</b>	<b>\$ (973,540)</b>

**EXPENSE ANALYSIS**

- Total Operating Expenses of \$263 thousand were \$225 thousand favorable to budget.
  - There was \$261 thousand in Contribution expense. Additional contribution expense will be made during the remainder of the fiscal year.
  - There was \$2 thousand in General Expenses.



**Other Income/Expense**  
**Home Forward Development Enterprises**  
**For the six month period ending June 30, 2019**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Other Income (Expense)</b>					
Investment Income	\$ 548,949.01	\$ 547,434.00	\$ 1,515.01	0.28%	\$ 1,094,868.00
<b>Net Other Income (Expense)</b>	548,949	547,434	\$ 1,515	0.28%	1,094,868
<b>Capital Contributions</b>					
<b>INCREASE (DECREASE) IN NET POSITION</b>	\$ 286,028	\$ 60,664	\$ 225,364	371.50%	\$ 121,328

**OTHER INCOME/(EXPENSE) ANALYSIS**

- Investment Income reflects interest earnings from Notes Receivable received from the disposition of Northwest Tower, Hollywood East, Gallagher Plaza and Sellwood Center.



**Statement of Net Position**  
**Home Forward Development Enterprises**  
**As of June 30, 2019 and December 31, 2018**

	June 30, 2019	December 31, 2018	Incr (Decr)
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	\$ 5,159,767	\$ 4,603,205	\$ 556,562
Accounts Receivable, Net	(1,050)	(1,000)	(50)
	<b>5,158,767</b>	<b>4,602,255</b>	<b>556,512</b>
<b>Restricted Assets</b>			
<b>Noncurrent Assets</b>			
Notes Receivable	40,477,844	40,748,378	(270,534)
	<b>40,477,845</b>	<b>40,748,379</b>	<b>(270,534)</b>
<b>Other Asset-Like Accounts</b>			
	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 45,636,612</b>	<b>\$ 45,350,634</b>	<b>\$ 285,978</b>

**CHANGE IN ASSETS**

- Total Assets of \$45.6 million show an increase of \$286 thousand from December 31, 2018.
  - Current Assets increased \$557 thousand to \$5.2 million.
  - Notes Receivable decreased \$271 thousand to \$40.5 million.

**Statement of Net Position**  
Home Forward Development Enterprises  
As of June 30, 2019 and December 31, 2018

UNAUDITED

	June 30, 2019	December 31, 2018	Incr (Decr)
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Accrued Liabilities	\$ 61,625	\$ 61,675	\$ (50)
	<b>61,626</b>	<b>61,676</b>	<b>(50)</b>
<b>Noncurrent Liabilities</b>			
Net Position (Deficit)	<b>45,574,986</b>	<b>45,288,958</b>	<b>286,028</b>
<b>TOTAL LIABILITIES AND NET POSITION (DEFICIT)</b>	<b>\$ 45,636,612</b>	<b>\$ 45,350,634</b>	<b>\$ 285,978</b>

**CHANGE IN LIABILITIES & NET POSITION**

- Current Liabilities decreased \$50 to \$62 thousand.
- Noncurrent Liabilities increased \$286 thousand to \$45.6 million.
- Net Position decreased by \$286 thousand to \$45.6 million.



# HOUSEHOLDS SERVED REPORT

# Households Served

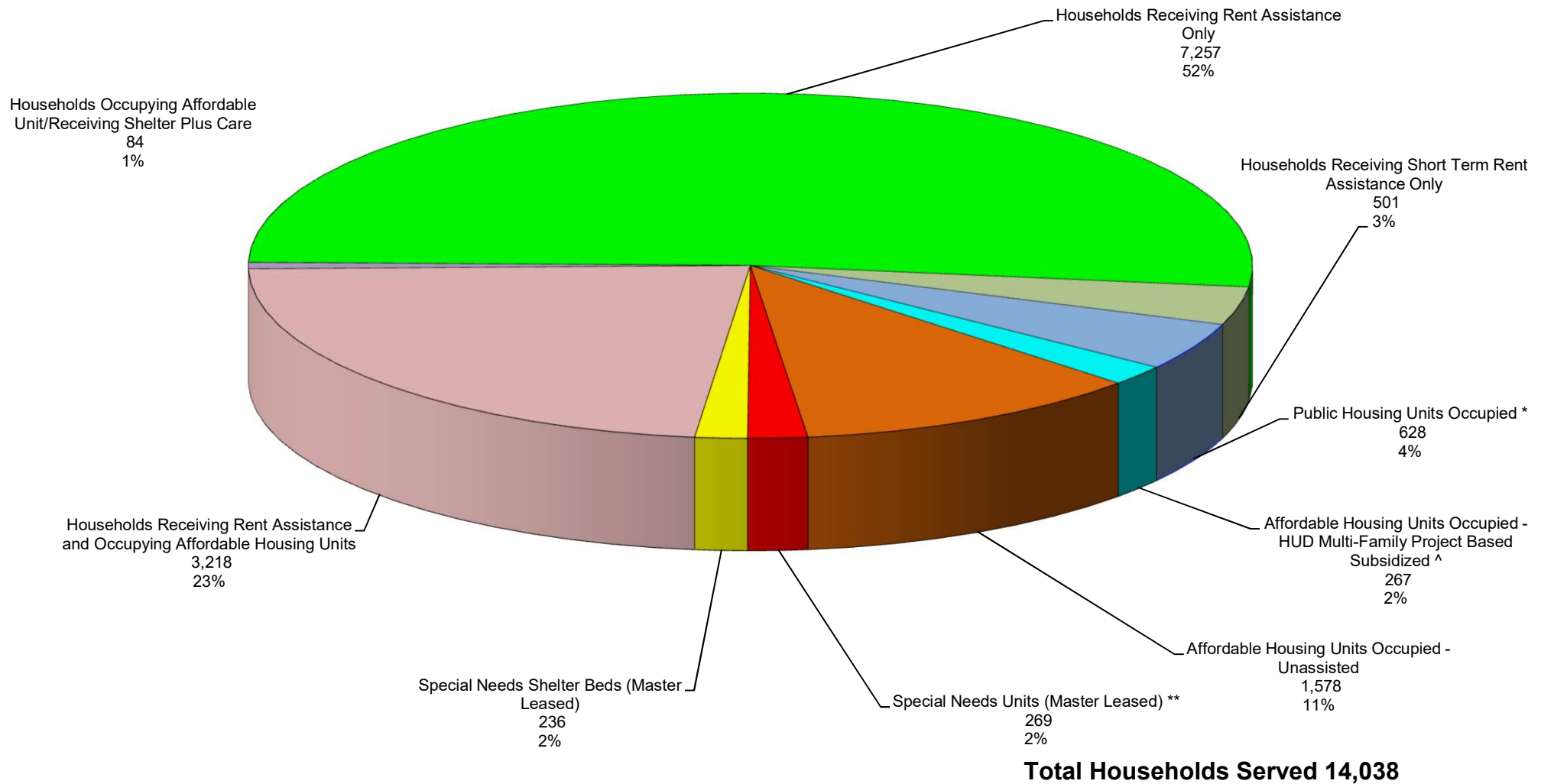
Households Served Through Housing Supports August 2019

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	10,475	7,451	1,764
Tenant Based Vouchers	5,159	5,159	
Project Based Vouchers	1,752	1,752	
Hi Rise Project Based Vouchers	540	540	
RAD Project Based Vouchers	979		
Section 18 Project Based Vouchers	281		
Single Room Occupancy (SRO)/MODS	378		378
Family Unification Program	105		105
Mainstream Vouchers	2		2
Veterans Affairs Supportive Housing (VASH)	623		623
Rent Assistance - PORT IN From Other Jurisdiction	656		656
Short Term Rent Assistance Programs	585	-	585
Shelter + Care	509		509
Locally Funded Short Term Rent Assistance	76		76
Earl Boyles	-	-	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	-	-	
New Doors	-	-	
Employment Opportunity Program	-	-	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
<b>Total Rent Assistance</b>	<b>11,060</b>	<b>7,451</b>	<b>2,349</b>
<b>Subsidized Housing Units</b>			
<b>Public Housing Units Occupied</b>	<b>628</b>	<b>628</b>	<b>-</b>
Traditional Public Housing units Occupied	628	628	
Affordable Housing Units Occupied (excluding PH subsidized)	5,147		4,866
Affordable Housing Units - Tenant Based Vouchers	463		463
Affordable Housing Units - Shelter + Care	84		84
Affordable Housing Units - Project Based Vouchers	793		793
Affordable Housing Units - Hi Rise Project Based Vouchers	540		540
Affordable Housing Units - RAD Project Based Vouchers	979		979
Affordable Housing Units Section 18 Project Based Vouchers	281		
Affordable Housing Units - HUD Multi-Family Project Based	267		267
Affordable Housing Units - VASH Vouchers	106		106
Affordable Housing Units - Family Unification Program	10		10
Affordable Housing Units - Section 8 Port In	46		46
Affordable Housing Units - Unassisted	1,578		1,578
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>6,280</b>	<b>628</b>	<b>5,371</b>
<b>Total Housing Supports Provided to Household</b>	<b>17,340</b>	<b>8,079</b>	<b>7,720</b>
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,218)		(3,218)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(84)		(84)
<b>Total Households Served</b>	<b>14,038</b>	<b>8,079</b>	<b>4,418</b>

## Notes:

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

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



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

\* Includes Local Blended Subsidy

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

# DASHBOARD REPORT

## Property Performance Measures

Occupancy	Number of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage	Unit Mix						
						Studio/SRO	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	Total
Public Housing	17	645	645	17	97.4%	8	323	186	122	6	0	645
Affordable Owned	27	2,471	2,471	79	96.8%	919	719	621	182	30	0	2,471
Tax Credit Partnerships	20	2,863	2,863	108	96.2%	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>187</b>	<b>96.5%</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>204</b>	<b>96.6%</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>6,484</b>	<b>6,484</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 Isld	Hispanic/ Latino
Public Housing Residents	113	18.1%	2.8	2.1	7.0%	11.0%	1.0%	3.2%	4.8%	8.5%	0.8%	0.2%	0.9%	3.0%
0 to 10% MFI	265	42.4%	1.6	1.4	33.0%	9.4%	17.1%	17.9%	8.5%	25.8%	1.5%	1.5%	0.6%	4.5%
11 to 20%	138	22.1%	2.1	1.7	14.4%	7.7%	8.3%	5.8%	3.4%	12.0%	0.8%	1.8%	0.2%	3.9%
21 to 30%	82	13.1%	2.8	2.1	4.3%	8.8%	2.9%	2.4%	3.0%	5.8%	0.2%	0.5%	0.2%	3.4%
31 to 50%	23	3.7%	2.7	2.2	2.2%	1.4%	0.5%	0.3%	0.8%	1.8%	0.0%	0.3%	0.0%	0.8%
51 to 80%	4	0.6%	3.5	2.5	0.3%	0.3%	0.2%	0.2%	0.2%	0.2%	0.0%	0.3%	0.0%	0.0%
Over 80%	625	9.8%	2.6	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	5,375	41.1%	9.6	1.3		1.8%	12.4%	13.1%	18.7%	1.9%	1.0%	0.6%	3.8%	2.0%
11 to 20%	3,826	29.2%	2.0	1.3		3.7%	14.0%	9.0%	14.2%	1.3%	1.2%	0.4%	2.6%	0.5%
21 to 30%	2,071	15.8%	2.3	1.4		2.1%	4.8%	4.5%	7.8%	0.6%	0.8%	0.2%	1.7%	0.3%
31 to 50%	1,440	11.0%	2.6	1.4		1.2%	2.1%	3.3%	4.9%	0.3%	0.7%	0.2%	1.5%	0.2%
51 to 80%	274	2.1%	2.6	1.3		0.2%	0.3%	0.7%	0.8%	0.1%	0.2%	0.1%	0.2%	0.0%
Over 80%	96	0.7%	2.5	1.3		0.1%	0.2%	0.3%	0.3%	0.0%	0.0%	0.0%	0.1%	0.0%
All	11,156	100.0%	3.6	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	538
Denials	7
New rentals	4
Vacates	4
Evictions	0
# of work orders received	556
# of work orders completed	514
Average days to respond	16.2
# of work orders emergency	0
Average response hrs (emergency)	

## Rent Assistance Performance Measures

### Utilization and Activity

	Current Month Status						Current Month Activity				Calendar Year To Date				
	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	6,192	5,159	83%	\$794	-643,411	3,065	0	5	10	448	85%	\$805	-3,917,289	19	196
Project Based Vouchers	2,650	2,588	98%	\$796	22,587			18	10	78	93%	\$797	-572,710	430	172
VASH Vouchers	855	623	73%	\$741	-102,250			4	2	45	76%	\$741	-610,363	68	25
FUP Vouchers	188	105	56%	\$986	-68,454			13	1	23	57%	\$1,001	-423,427	39	9
Mainstream Vouchers	99	2	2%	\$714	-70,163			7	0	8	1%	\$159	-571,293	9	0
RAD Project Based Vouchers	1,015	979	96%	\$597	-4,697			115	1	61	98%	\$81	-3,526,929	278	63
SRO/MOD Vouchers	400	378	95%	\$448	-8,781			1	51	100	96%	\$440	-75,873	65	228
All Vouchers	11,399	9,834	86%	\$760	0			163	75	763	87%	\$716	-9,697,883	908	693

# Home Forward - Dashboard Report For August 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	1026	40.5%	1.7	1.8	31.5%	9.0%	18.2%	16.5%	13.5%	20.7%	1.0%	3.1%	0.2%	2.2%
11 to 20%	2,557	22.8%	2.1	2.0	14.8%	7.8%	9.5%	6.5%	7.0%	12.6%	0.4%	1.1%	0.2%	1.3%
21 to 30%	1,443	16.8%	2.9	2.3	6.9%	9.8%	3.1%	3.8%	7.6%	6.8%	0.4%	0.7%	0.1%	1.2%
31 to 50%	1,069	3.7%	3.0	2.6	1.3%	2.5%	0.3%	0.5%	1.8%	1.4%	0.1%	0.2%	0.0%	0.2%
51 to 80%	246	0.3%	2.9	2.4	0.2%	0.1%	0.0%	0.1%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%
Over 80%	20	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	6,361	100%	2.7	2.3	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	782	18.4%	1.9	1.5	13.6%	4.8%	8.2%	5.4%	4.1%	11.8%	0.4%	0.6%	0.3%	1.3%
11 to 20%	1,420	10.4%	2.9	2.1	5.0%	5.4%	2.8%	1.8%	3.1%	4.3%	0.4%	0.3%	0.2%	2.2%
21 to 30%	595	2.5%	2.9	2.3	1.1%	1.3%	0.3%	0.2%	0.7%	0.8%	0.1%	0.0%	0.1%	0.7%
31 to 50%	354	0.4%	3.4	2.7	0.2%	0.2%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.1%
51 to 80%	86	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%	12	0.4%	3.9	2.8	42.9%	57.0%	21.4%		28.6%	71.4%				42.9%
All	3,249	32%	3.1	2.3	72%	28%	48%	54%	37%	89%	1%	1%	0%	47%

## 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	509	\$474,787	344
Short Term Rent Assistance	76	\$62,679	825

## Resident Services

### Resident Programs

	Housing Program Served	Households Served/	Monthly Funding Amount	Average Funds per Participant
Congregate Housing Services * as of previous month	Public Housing	146	\$78,901	\$540.41

	Public Housing				# Notice/Violation Meetings	# Housing Stability Meetings
		# Services	# of Programs	# Event Attendees		
Resident Services Coordination		789	192	4017	118	118

	# 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
Lloyd Housing	240	Dec-17	Oct-20	Construction	\$74,112,444	\$308,802
North Group Rehab Project	350	Dec-18	Oct-21	Construction	\$101,323,805	\$289,496
East Group Rehab Project	315	Jun-19	Dec-19	Construction	\$79,925,247	\$253,731

**Capital Improvement**

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