

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, March 17, 2020  
At 6:15 pm  
Via a Conference Call  
Dial-in Number: 1.206.800.4749  
Conference ID: 539499834



**MEMORANDUM**

To: Community Partners

Date: March 10, 2020

From: Michael Buonocore, Executive  
Director

Subject: Home Forward Board of  
Commissioners March Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, March 17, 2020 via a conference call. The call-in information is as follows:

Dial-in Number: 1.206.800.4749

Conference ID: 539499834

The commission meeting is open to the public.

# AGENDA



## BOARD OF COMMISSIONERS MEETING

HOME FORWARD  
135 SW ASH STREET  
PORTLAND, OREGON

VIA CONFERENCE CALL  
DIAL-IN NUMBER: 1.206.800.4749  
CONFERENCE ID: 539499834

MARCH 17, 2020 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 February 18, 2020 Board of Commissioners Meeting

### CONSENT CALENDAR

Following Reports and Resolutions:			
20-03	Topic	Presenter/POC	Phone #
01	Authorize Submission of Home Forward's Twentieth Year Moving To Work Report	Taylor Smiley Wolfe	503.802.8506
02	Authorize Submission of Seventh Amendment to Moving To Work Agreement	Taylor Smiley Wolfe	503.802.8506

03	Authorize Renewal of Cecelia and Trouton Partnerships Letters of Credit	Peter Beyer Tonya Evans	503.802.8538 503.802.8437
04	Authorize the Submission of Low Income Housing Tax Credits and Funding Applications for Fairfield Apartments Preservation	Amanda Saul Michael Fu	503.802.8552 503.802.8499
05	Authorize Execution of Site Control Documentation for the Fairfield Apartments	Amanda Saul Michael Fu	503.802.8552 503.802.8499

### THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The next Board Work Session will be on Wednesday, April 8, 2020 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, April 21, 2020 at 6:15 PM. This meeting will take place at the Multnomah County Building, 501 SE Hawthorne Blvd, in the Commissioners Board 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 97214  
February 18, 2020

**COMMISSIONERS PRESENT**

Vice Chair Matthew Gebhardt, Treasurer Jenny Kim, Chair Emeritus Miki Herman, Commissioners Richard Anderson, TomiRene Hettman, Vivian Satterfield, David Widmark

**STAFF PRESENT**

Elise Anderson, April Berg, Peter Beyer, Michael Buonocore, Ian Davie, Tonya Evans, Dena Ford-Avery, Carolina Gomez, Biljana Jesic, Don King, Nora Mattingly, Amanda Saul, Taylor Smiley Wolf, Aimee Smith, April Soles, Celia Strauss, Jonathan Trutt

**COUNSEL PRESENT**

Sarah Stauffer Curtiss

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

**PUBLIC COMMENT**

Geri Miller, Celilo resident since 1999, provided public comment to the board of commissioners expressing concern about property management, identifying concerns that buildings are in despair, including maintenance, landscaping, exterior paint and windows. Miller requested increased security including on-site property management, security camera, and property improvements including new windows and paint. Miller shared a photo board of before and after photos highlighting her concerns. Miller extended an invitation to the board of commissioners to walk the property and requested when they may expect a response.

Chair Emeritus Miki Herman responded that a member of Home Forward would follow-up with these concerns accordingly.

## MEETING MINUTES

### Minutes of the January 21, 2020 Board of Commissioners Meeting

Chair Emeritus Miki Herman requested a motion authorizing approval of the minutes to the January 21, 2020 Board of Commissioners Meeting.

There being no discussion, Commissioner Richard Anderson moved to approve a motion for approval, and Commissioner David Widmark seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

### MISSION MOMENT – Leadership Academy

Biljana Jesic introduced the Youth Leadership Academy. She thanked Commissioners Herman and Satterfield for their support of the academy. With funding received from the City of Portland, and partnership from Ideas42, an international organization that values behavioral science, Home Forward started the Youth Leadership Academy at New Columbia. The project intentionally started with a small cohort to identify best practices. Youth participants provided ongoing feedback to improve the process.

Megan Ashlock reported that Youth Leadership Academy consisted of three units: financial, employment and education, through a 16-week curriculum containing outings and discussion groups. Within the finance unit, outings included creating a budget on a wage and how to grocery shop, and identify the differences between credit and debit. The education unit involved tours of PSU and OHSU, all of the youth (except for one) participants were able to graduate as part of participation in this program.

Lizbeth Arriola Ramirez shared that the Youth Leadership Academy showed her life skills that will be necessary throughout her life; she especially valued the finance unit and hoped that the program may continue forward.



Naima Tetteh imparted that the education curriculum influenced her future by helping her identify career goals. The program was fun, challenging and invaluable and said Ashlock was a great teacher. She especially valued touring the PSU and OHSU campuses.

Commissioner Vivian Satterfield was excited for their participation in the program and that she could be part of the employment session alongside representatives from SEI, and Kitty Miller. She noted the sharp keen questions of participants and allowed her to reflect on her own experiences. Additionally, Satterfield expressed gratitude for the opportunity to participate in the project, especially how leadership held youth truths as adult truths.

Commissioner TomiRene Hettman thanked the Youth Leadership Academy for leading the charge of teaching youth invaluable life skills. By empowering the young people, we are teaching them that they have inherent power.

Chair Emeritus Miki Herman said this makes her heart sing. Herman thanked the Youth Leadership Academy members for their presentation and openness. She related her experience in the corporate world and encouraged them to keep up the critical work.

## **RESOLUTIONS**

### **RESOLUTION 20-02-01 Authorize Home Forward Business Continuity Plan**

Caroline Gomez, Director Integrated Facility Services and Safety introduced Don King, Facilities and Safety Manager who requested approval from the Board of Commissioners to adopt the Business Continuity Plan. Preparation of the plan included interviews with all department directors and a consultant. This Plan considers how a natural, human-caused, or public health disaster could affect our employees, participants, community, and workplace. Ultimately, this Plan provides useful and easy-to-implement information to assist our agency to be successfully prepared for any type of disaster, including the various stages of a potential disaster. This process identified interdependencies within Home Forward while gauging each department's readiness to respond to an event that may occur

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve the Business Continuity Plan. Commissioner Richard Anderson moved to approve and Treasurer Jenny Kim seconded the motion.

**The vote was as follows:**

**Vice Chair Matthew Gebhardt – Aye**

**Treasurer Jenny Kim—Aye**

Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

#### RESOLUTION 20-02-02 Authorize Execution of Ground Lease Option for Killingsworth Housing

Development Director, Jonathan Trutt presented the resolution to authorize Home Forward to execute a ground lease option for a development with Portland Community College and Oregon Housing and Community Services (OHCS). OHCS requires that a developer demonstrate the option of site control. This ground lease option would demonstrate site control for the purposes of an application for OHCS funding for approximately 100 units of affordable housing at the corner of NE 42<sup>nd</sup> Avenue and NE Killingsworth Street in Northeast Portland. As a placeholder name, we are using “Killingsworth Housing”. Portland Community College would like to retain control of the property and extend a ground lease of a 50-year term. Portland Community College intends to build an opportunity center on the site, in addition to the affordable housing opportunity.

Commissioner Vivian Satterfield appreciated the engagement of the Cully neighborhood, and looks forward to tracking the opportunity in the future and external facing opportunities.

Trutt identified that Portland Community College is deep in the community engagement and Home Forward looks forward to increasing their participation.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-02. Commissioner Jenny Kim moved to approve and Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

## **RESOLUTION 20-02-03 Authorize Contract for Professional Design Services for Killingsworth Housing**

Jonathan Trutt said that in conjunction with Resolution 20-02-02, the Board of Commissioners is requested to authorize Home Forward to execute a contract for professional design services with Hacker Architects for the design and engineering of a new multi-family residential building to be co-located with Portland Community College's new Metropolitan Workforce Training Center (Metro Center) at NE 42nd Avenue and NE Killingsworth Street in Northeast Portland.

Hacker Architect was selected after a review of 12 applications received. This is a new partner for Home Forward, but not for Portland Community College. We anticipate an overall site plan and this could blossom into a larger contract.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-03. Commissioner TomiRene Hettman moved to approve the motion and Commissioner David Widmark seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

## **RESOLUTION 20-02-04 Authorize Construction Manager/General Contractor Services for the Redevelopment of Dekum Court**

Development Director Jonathan Trutt presented the resolution to authorize execution of a contract for construction management and general contracting (CM/GC) services with Walsh Construction Co. for the redevelopment of the Dekum Court public housing site. Home Forward received two responses for a general contractor for the site and selected Walsh Construction. The respondent demonstrated a stronger emphasis in equity. Trutt also identified community meetings have been held to facilitate architecture including interviewing residents about what they do and do not like about their homes. Twelve of forty households at the site attended the meeting. Home Forward intends to continue these meetings through the design process.

Chair Emeritus Miki Herman asked if residents expected their comments to be wholly accepted.

Trutt noted that these are early discussions not promises, here are the things we heard, and here are the things that are in the design, and here are the things that are not in the design and why. The goal is to be truly engaging. Herman said this was a good process.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-04. Commissioner Richard Anderson moved to approve the motion, and Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

#### **RESOLUTION 20-02-05 Authorize Design Amendment for Design/Build Services Contract for Group 7**

Jonathan Trutt requested of the Board of Commissioners to authorize the Executive Director or his designee to execute an amendment to the design/build contract between Home Forward and LMC Construction, Inc. for the design phase to rehabilitate Carlton Court, Celilo Court, Demar Downs, Eastwood Court, Fir Acres, Stark Manor, and Townhouse Terrace Apartments (Group 7). Trutt said we have wrapped up Group 5, Group 6 is clicking along and Group 7 is akin to Group 6. There is more design work to be done and this is the standard step within design build contracts. LMC Construction Inc.'s design subcontractor is the design team of Bergsund DeLaney Architecture & Planning.

Commissioner Vivian Satterfield asked that Home Forward staff ensure that Celilo Court residents are aware of planned improvements.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-05. Treasurer Jenny Kim moved to approve the motion, and Vice Chair Matthew Gebhardt seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

#### **RESOLUTION 20-02-06 Authorize Bond Inducement for SE Powell Development**

Amanda Saul, Assistant Director for General Obligation Bonds, said the Board of Commissioners is requested to approve an Inducement Resolution that declares its intention to issue and sell revenue bonds of Home Forward in a principal amount of not to exceed \$37 million. The bond issuance is a technical requirement for generating Low Income Housing Tax Credits (LIHTC) in the 4% LIHTC program. Home Forward intends to serve as the revenue bond issuer, for the development site commonly referred to as SE Powell, which requires this inducement resolution. SE Powell will be developed by Home Forward and deliver 210 units of low-income housing.

For this project, construction loan is intended to close in mid-June, 2021. The goal of the resolution is to note intention to induce bonds valued at half of the construction cost.

Commissioner Richard Anderson inquired if interest rates improve if there is intention to issue the bonds earlier. Saul answered that once funding partners are selected this is an option.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-06. Commissioner Richard Anderson moved to approve the motion and Commissioner Vivian Satterfield seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

## **RESOLUTION 20-02-07 Authorize Contract Amendment for Professional Design Services for SE Powell Development**

Amanda Saul requested the Board of Commissioners to amend the professional design services contract with Holst Architecture, subsequent to an addition of the adjacent site. With the site and program now defined, the design team has amended their scope and fee proposal to reflect the larger site (from 1.15 acres to 2.5 acres), a larger housing program (from 180 units to 210 units), a second schematic design phase, and some additional subconsultant services (traffic engineer, acoustical engineer) that are now known to be necessary. Consequently, requiring additional work for Holst Architecture to include this expansion. In closing, Saul added that the resolution had been reviewed by the READ Committee.

There being no further discussion Chair Emeritus Miki Herman requested a motion to approve Resolution 20-02-07. Vice Chair Matthew Gebhardt moved to approve the motion, and Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Vice Chair Matthew Gebhardt – Aye  
Treasurer Jenny Kim—Aye  
Chair Emeritus Miki Herman—Aye  
Commissioner Richard Anderson —Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Vivian Satterfield—Aye  
Commissioner David Widmark—Aye

## **ADJOURN**

There being no further business, Chair Emeritus Miki Herman adjourned the meeting at 6:58 PM.

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

ADOPTED: MARCH 17, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

# CONSENT CALENDAR





## MEMORANDUM

To:	Board of Commissioners	Date:	March 17, 2020
From:	Taylor Smiley Wolfe, Director of Policy and Planning 503.802.8506	Subject:	Authorization to Submit Moving to Work Twentieth-Year Annual Report Resolution 20-03-01

The Board of Commissioners is requested to authorize Home Forward to submit the Moving to Work (MTW) Twentieth-Year Annual Report to the Department of Housing and Urban Development (HUD).

As a housing authority with MTW designation, Home Forward is obligated to submit an annual report detailing its progress toward objectives proposed in its prior year's annual MTW plan. This year's report corresponds to Home Forward's fiscal year 2019 (January 1, 2019 – December 31, 2019). The report demonstrates that Home Forward continues to utilize its MTW flexibilities to reduce costs, increase housing choices for low-income families, and help move households toward self-sufficiency.

As prescribed by HUD Form 50900, the report includes certifications that Home Forward serves primarily the same population as it would absent the MTW flexibility. These certifications are included in the report and are incorporated into the resolution.

## ATTACHMENT

FY2019 Annual Moving to Work Report



## RESOLUTION 20-03-01

**RESOLUTION 20-03-01 AUTHORIZES HOME FORWARD STAFF TO SUBMIT THE MOVING TO WORK TWENTIETH -YEAR ANNUAL REPORT, WITH CERTIFICATIONS, TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**WHEREAS**, Home Forward is obligated by its Moving to Work (MTW) agreement with HUD to submit an annual report detailing its progress toward objectives proposed in its prior year's annual MTW plan; and

**WHEREAS**, as part of its MTW reporting obligation, Home Forward certifies that more than 75% of families assisted by the Agency are very low-income families; that it continues to assist substantially the same total number of eligible low-income households as would have been served without MTW authority; and that it maintains a comparable mix of households as would have been served had the agency not participated in the MTW demonstration.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Home Forward that staff is directed to submit this approved Moving to Work Twentieth Year Annual Report to the Department of Housing and Urban Development.

**ADOPTED: MARCH 17, 2020**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Damien R. Hall, Chair



**homeforward**

hope. access. potential.

**YEAR 20**

# Moving to Work

**ANNUAL REPORT**

Original Submission:

**March 30, 2020**

HUD Approval Received:

**TBD**

## **Home Forward Board of Commissioners**

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

## **Home Forward Executive Staff**

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



YEAR 20

# FY2019 Moving to Work ANNUAL REPORT

January 1, 2019 – December 31, 2019

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# Section I. Introduction

Moving to Work (MTW) is a demonstration program that offers public housing authorities (PHAs) the opportunity to design and test innovative, locally designed housing and self-sufficiency strategies for low income families by allowing exemptions from existing public housing and tenant-based Housing Choice Voucher rules. The program also permits PHAs to combine operating, capital, and tenant-based assistance funds into a single agency-wide funding source, as approved by the U.S. Department of Housing and Urban Development (HUD). 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 families earning low-incomes.

Home Forward has been designated an MTW agency since 1998. In 2016, we signed a new agreement with HUD that will ensure our participation in the program until 2028, providing a long horizon to implement, test, and assess new initiatives and approaches to our work in support of the MTW program's goals.

Our Fiscal Year 2019 Moving to Work Report details how Home Forward has used this Moving to Work flexibility to achieve these goals and allowing us to respond quickly and specifically to the needs of our community.

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

Home Forward's mission is to assure that the people of the community are sheltered. Home Forward continues to promote, operate, and develop affordable housing that engenders stability, self-sufficiency, self-respect and pride in its residents and represents a long-term community asset.

Our Moving to Work designation, permitting regulatory flexibility, is the foundation to providing efficient and collaborative means to successfully house people of our community.

Home Forward has adopted a 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 community partners. Our strategic plan works towards our mission while our MTW status helps us meet these long-term goals.

One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and the neighborhoods it serves.

One Resource: There are deeper connections and continuity between the types of housing assistance we provide that allow us to meet the evolving needs of the people we serve.

One Agency: We build our skills and work together in ways that help us constantly evolve and improve our ability to serve our community.

One Community: The people we serve, our partners and the public see us as open, supportive and responsive to their needs, even when our resources are constrained.

One System: We leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty.

While Home Forward works towards housing our community with MTW flexibility, we also strive to hold ourselves accountable to our community, partners, and funders. Our goals reflect the significance and importance of serving our community, currently and for generations to come.

## **Overview of the Agency's MTW Goals and Objectives for the Year**

Of the fifteen ongoing activities included in Home Forward's 2019 MTW Report, fourteen have been implemented and are achieving their goals, and one has not been implemented.

Home Forward's ongoing MTW activities continue to increase housing choice in our challenging rental market. During the past fiscal year, Home Forward received HUD approval to further expand our Housing Choice Voucher payment standard activity (Activity 13: Broaden range of approved payment standards) up to 160% of HUD's established Fair Market Rents to ensure voucher holders have the opportunity to reside in all of the neighborhoods we serve. The vacancy rate in the Portland metro region is up around 3.7% after hovering between 1-2% for a number of years while private market rents increase, on average, by 10.5%<sup>[1]</sup>. Our broader payment standard range allows us to tailor payment standards more closely to the reality of the market in different neighborhoods. The number of families in FY2019 living in high opportunity neighborhoods increased by over 1,400 households from FY2016.

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<sup>[1]</sup> Fall 2019 The Apartment Report published by MultiFamily NW, The Association Promoting Quality Rental Housing, reporting period Spring 2019-Fall 2019

Based in part on Home Forward's MTW status and the flexibility it provides, A Home For Everyone, a regional coalition of jurisdictional and community partners that we are a part of, received certification from the U.S. Interagency Council on Homelessness' of meeting the White House Mayors Challenge to End Veterans Homelessness<sup>[2]</sup>. We were the first west coast community to receive this certification.

To help voucher holders find homes during our community's declared housing crisis, we committed funds through our Moving To Work single-fund flexibility that was matched by the City of Portland to help new voucher holders with housing search expenses. The Voucher Success Fund's two pilot programs, the Security & Success Loan and Housing Search Advocates, have decreased average lease-up time from 77 to 52 days and have increased lease up for participants to over 90%, compared to around 78% for general voucher holders.

Using single-fund flexibility, Home Forward continues to partner with a local non-profit, Metropolitan Public Defenders, to provide legal consulting to participants and residents. The Record Relief and Expungement program helps reduce barriers for communities that are historically and currently disproportionately affected by the criminal justice system. To date, 758 participants, residents, and people on our waitlists have benefitted from this innovative program. This Home Forward pilot project is now being replicated locally and recognized nationally.

The new Tenant-Based Voucher Set Aside Policies were not implemented in FY2019 because we are not currently distributing vouchers due to market pressures and prorated federal funding. Home Forward expects to resume allocating these vouchers in FY2020.

Our Alternative Initial Housing Assistance Payment (HAP) Policy was never implemented. The policy was designed to attract new landlords to the program by making the lease up process easier but once we began vetting the activity for implementation, it became clear that it would be too administratively burdensome and confusing for participants and landlords to administer. This activity is now considered closed.

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<sup>[2]</sup> The challenge asks communities to get to "functional zero" which means veterans experiencing homelessness are housed within 90 days of identification, no veterans are searching for housing in a 90-day period, and that the number of veterans entering housing exceeds the number becoming homeless.

## Overview of Home Forward's MTW Activities

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Home Forward has aligned its self-sufficiency programs into one consolidated, locally tailored program.	
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Home Forward has created a local blended subsidy program, blending Section 8 and public housing funds to subsidize units.	
06 Alternate inspection requirements for partner-based programs .....	59
Home Forward uses alternate inspection standards for programs where we contract our resources to be administered by partners.	
07 Landlord self-certification of minor repairs.....	61
In cases where we deem it appropriate, Home Forward may accept an owner's certification that repairs have been made.	
08 Inspection and rent reasonableness at Home Forward-owned properties .....	63
Home Forward sets rent reasonableness and inspects the unit when a voucher holder selects a unit we own.	
09 Measures to improve the rate of voucher holders who successfully lease up.....	65
Home Forward has implemented measures to improve landlord acceptance of Section 8 vouchers in the community.	
10 Local Project-Based Voucher program.....	69
Home Forward has created a local project-based voucher program that is tailored to meet the needs of our community.	
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Home Forward has aligned the utility allowance adjustment process for public housing and Section 8.	
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Home Forward will allow the initial inspection to take place after the effective date of the rental contract.	
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Home Forward will have the flexibility to establish payment standards between 80% and 120% of Fair Market Rents.	
14 Program Based Assistance.....	81
Home Forward has designed a program that offers time limited rent assistance to help families access and/or retain stable housing.	
15 Tenant-Based Voucher Set Aside Policies .....	84
Home Forward sets aside vouchers with limited preferences which are aligned with supportive services for increased success.	
16 Affordable Housing General Obligation Bond Project Based Voucher Allocation .....	87
Home Forward allocated up to 400 project-based vouchers to support the 2016 Portland Housing General Obligation Bond.	
17 Mod Rehab and Mod Rehab SRO Rent Assistance Demonstration Rent Reform.....	89
Home Forward implemented a reform of rent calculations for Mod Rehab single room occupancy units.	
18 Transfer of Project-Based Voucher Contract to Support Local Preservation or Development of Affordable Housing.....	91
Home Forward will have the flexibility to permit property owners under a PBV contract to transfer their contract to another site.	

## Overview of Non-MTW Activities

Home Forward's goals and objectives for FY2019 also included a number of activities that do not require MTW flexibility but are key to continuing to be innovative in the ways we serve our community.

### Regional Efforts

Home Forward worked closely with our three neighboring housing authorities, as well as with the three local Workforce Investment Boards. The goal was to identify and pursue strategies that are regional in nature and increase residents' abilities to view the Portland Metro area as a single region with respect to housing, jobs, and education. We have several activities under this umbrella:

- **Sharing jurisdiction with Clackamas County** – In July 2012, Home Forward and the Housing Authority of Clackamas County (HACC) began testing the impact of sharing jurisdictions. Sharing jurisdictions has allowed families with vouchers from either housing authority the flexibility to use their voucher within Multnomah or Clackamas County without going through the portability process. While this effort did not require MTW authority, Home Forward pursued this activity with the hope of increasing administrative efficiency by reducing workload related to portability, as well as increasing housing choice for families. Effective July 31, 2015, 144 Home Forward families were living in Clackamas County with 56% of those living in low-poverty areas and 126 Housing Authority of Clackamas County participants had taken advantage of the shared jurisdiction and moved to Multnomah County. In October 2015, HUD determined the agreement was making HACC out of compliance with HUD regulations due to HACC not being an MTW agency; therefore, Home Forward's payments standards were outside HACC's allowable range and a higher threshold of gross income was used to determine affordability for the family share. Home Forward worked with HACC to dissolve the Memo of Understanding (MOU), which previously allowed participants to lease up in each other's jurisdiction without accessing portability. Beginning April 2016, Home Forward and HACC exchanged approximately 10 files each month and the household had to recertify their income and family composition, sign new leases, and have their unit inspected. The Housing Authority of each family's residing jurisdiction then absorbed the household. Home Forward households that choose to remain in Clackamas County are going through the portability process and vice versa.

All families were absorbed by their respective Housing Authority by June 2017. Home Forward continues to work with Clackamas County Housing Authority for cross-agency HQS inspections. A Memorandum of Understanding (MOU) was signed in April 2016 and renewed in 2018. The MOU allows either housing authority (the Issuing Housing Authority) to request initial, annual, re-inspections and landlord guarantee inspections from the other PHA (the Host Housing Authority). This mutually beneficial relationship is critical to the success of both PHA's Housing Choice Voucher program.

- **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 help reduce participants' combined housing and transportation costs and assist them in identifying housing locations with affordable transit options to further Fair Housing goals. Since April 2014, each housing authority introduced the transportation toolkit to participants as a part of transfer briefings or attend the initial program orientation.

- Expanding employment and training for housing authority residents – Home Forward, in partnership with the three other local housing authorities and the three local Workforce Investment Boards in our region, received a \$5.5 million, multi-year Workforce Innovation Fund grant from the Department of Labor in 2012 to provide training and employment opportunities to housing authority residents. This grant built upon a model that Home Forward and Worksystems, Inc. had been operating for several years. Home Forward received \$1.1 million to fund case management staff to support 270 residents as they accessed training and employment opportunities through the local WorkSource system in high demand occupations. Funds were also available to provide employment supports (such as assistance with transportation and childcare) for participating families. This grant funded project ended in April 2016.

We will continue to consider ways to partner and collaborate with our regional housing authorities and other community providers to maximize resources and efficiency in programs to help our residents and participants increase opportunity in housing, jobs, and education.

### **A Home for Every Veteran**

In January 2015, the Executive Committee of a Home for Everyone adopted a plan (A Home for Every Veteran) that aimed to achieve the goal of functionally ending veteran homelessness. This plan was rooted in a belief that local initiative coupled with a meaningful increase in federal supports for affordable housing can result in a system that has the capacity to ensure that when veterans in our community experience homelessness it is rare, brief and one-time. On December 9th, 2016, the United States Interagency Council on Homelessness (USICH) together with the US Department of Housing and Urban Development and the Department of Veteran Affairs confirmed the City of Portland and Multnomah County were the first community on the west coast to meet the USICH criteria and benchmarks for functionally ending Veteran homelessness. While this certification does not mean there are no Veterans experiencing homelessness in our community, it does mean that we have a system with 1) the capacity to quickly identify and engage Veterans experiencing homelessness; 2) the ability to ensure that every newly discovered veteran living on the streets is offered immediate access to shelter and crisis services, while permanent stable housing and appropriate supports are being secured; and 3) the ongoing capacity to place Veterans into permanent housing at a faster pace than new Veterans are becoming homeless in our community.

Home Forward, across departments, committed to working with our jurisdictional and community partners to achieve the goal of A Home for Every Veteran:

- Increased supply and utilization of Veterans Affairs Supportive Housing Vouchers (VASH): Home Forward started with 70 VASH vouchers in 2009. This number has steadily increased over the last eight years. With the addition this year of 60

additional tenant-based VASH and 6 project-based VASH, we now have 591 authorized VASH vouchers, including 6 project-based VASH. Our average utilization for the year for VASH is 86%. Our utilization of VASH started the year at 91% but dropped with the addition of VASH vouchers in June. Our ability to aggressively utilize VASH vouchers in the face of increasingly challenging market conditions is the result of significant effort, investment and coordination amongst our jurisdictional and community partners. Home Forward continues to provide security deposit assistance, and Multnomah County 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.

With the addition in FY2019 of 191 VASH vouchers, we now have 855 authorized VASH vouchers, including 30 project-based VASH. Our average utilization for the year for VASH is 75%. Our utilization of VASH started the year at 87% but dropped with the addition of VASH vouchers in April.

- Access to Units in our Affordable Housing Portfolio for Veterans with Tenant-Based Subsidies: The bulk of new housing resources in our community for Veterans have been in the form of tenant-based subsidies that require Veterans to find units where they can utilize the assistance. In response to A Home for Every Veteran, Home Forward committed to provide priority access to 50 units within our affordable housing portfolio, as they became vacant, for veterans with VASH vouchers or other veteran assistance, such as Supportive Services for Veteran Families. We surpassed our initial commitment, opening nearly 100 units to Veterans through this effort.
- Prioritized Access to Low-Barrier Permanent Supportive Housing: Home Forward created prioritized access for five units at the Apartments at Bud Clark Commons. These units provide a necessary resource for highly vulnerable Veterans experiencing homelessness who would be unlikely to find success in less supported housing environments.
- Permanent Housing Assistance for Veterans ineligible for VASH: Home Forward implemented a limited preference for our Housing Choice Voucher program for veteran households ineligible for VA health care. This preference for fifty households is matched with resources from the City of Portland to provide supportive services for the assisted Veterans.
- Increased Project-Based VASH: Home Forward awarded Project-based VASH vouchers to seven new developments (114 total units). These Project-Based VASH will use vouchers from our current allocation of 855, but the projects will create additional low-barrier units for Veterans. These units will begin coming online in FY 2018. Additionally, Home Forward successfully competed for six new Project-Based VASH for an existing Catholic Charities property. Four of these units are on-line, and the remainder are anticipated to lease up in calendar year 2020 (as turnover at the property makes units available.)

Home Forward awarded VASH vouchers to an additional three new developments, bringing the total number to 114 units awarded. Units began coming online in FY2018.

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

**City of Portland GO Bond:** In November 2016, Portland voters passed the city's first housing bond, dedicating \$258.4 million to create 1,300 units of permanently affordable homes. In early 2017, the Portland Housing Bureau began acquiring properties to transform into affordable homes for Portlanders. 2019 saw the most progress under the Bond so far, with nine new projects announced, another moving into predevelopment, and two more that are already providing hundreds of homes for Portlanders.

Over the next several years the Portland Bond will meet the following goals: 1424 new units, 600 units for households at or below 30% of Area Median Income (AMI), 658 family sized units, 313 Permanent Supportive Housing units. Most of the 400 vouchers Home Forward has dedicated to Bond funded units have been allocated to projects.

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 2019, four 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
  - d) Prescott – vacant house and land
- 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 180 - 210 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 December 2018, 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. During Summer 2019, outreach updates to residents began and a design team was selected during Fall 2019. It is anticipated that construction of Phase 1 (the first forty replacement units) will occur during Summer 2022. After completion of Phase 1 construction, existing residents will move into their new units by Summer 2022. Demolition of the former Dekum Court will begin Fall 2022 and the construction of 160 units during Phase 2 will follow with an anticipated completion date of Spring 2024.

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 December 2018, 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 was held during Spring 2019 and the Local Implementation Strategy was approved by the Metro Council during Fall 2019.

### **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 new apartments are now located in a transit-oriented location in the central city. A groundbreaking event in January 2017 marked the beginning of construction. A grand opening celebration was held in Fall 2019 with lease up underway. The name of the building (The Louisa Flowers) honors an early African American woman and her family who were Oregon Black Pioneers and lived approximately 10 blocks away from the new apartment building.

Rents are 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 have been assigned Section 8 project-based vouchers to assist with rental subsidy for those recovering from domestic violence. An enhanced outreach process during lease up has included an “equity navigator” position staffed by the third party property management company who has been assisting with the application process.

## Public Housing Strategy

Home Forward operates 644 apartment homes as public housing, a specific subset of affordable housing that receives federal operating subsidy and capital funding. The buildings, and the deep rent subsidies they provide, are an important resource for Home Forward and the people we serve. Unfortunately, given waning federal support, mounting capital needs, and growing demand for affordable housing, the public housing program itself severely limits our ability to reinvest in these homes and meet the preservation challenges each apartment community faces. The reality is that the ongoing viability of this community resource is in jeopardy.

It is in the best interests of our residents, and the properties they call home, for Home Forward to pursue a transition from public housing subsidy to a type of Section 8 rent assistance for all of Home Forward's public housing communities. Section 8 provides more stable operating funding and allows Home Forward to use a conventional real estate model that leverages equity and debt to make vital and significant capital improvements. The process to convert public housing properties to Section 8 began with our **85 Stories** effort to preserve our ten high-rise public housing communities. The ten high-rises provide 1,232 housing units, which account for almost half of Home Forward's total public housing supply. They serve some of our most vulnerable community members: seniors and persons with disabilities. The buildings are well located and worthy of preservation. In May 2012, the critical needs in these ten high-rise buildings totaled \$80 million in capital improvements. If these properties were to continue to provide safe, decent and affordable homes, work needed to begin soon and to continue at an accelerated pace.

Several important policies continue to guide us as we undertake this complex and challenging initiative. We have developed these policies because of 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

Home Forward has formulated a financing strategy for the improvements, grouping the work into multiple phases with the most critical needs addressed first.

**Phase 1:** HUD approved our proposal to change the operating subsidy at four of the buildings from public housing to project-based Section 8 funding. This subsidy change occurred in September 2013 and transfer to the LIHTC partnership (and the accompanying affordable housing lease up) was completed during FY2015. Construction completed in FY2016 at each of the first four properties: Northwest Tower & Annex, Gallagher Plaza, Hollywood East, and Sellwood Center.

**On-going Phases:** We are continuing our plans to make the change for the rest of our public housing portfolio. Home Forward is proposing two options to convert the public housing properties to Section 8 rent assistance: HUD's Section 18 demolition and disposition process or the Rental Assistance Demonstration (RAD), which could transition properties to project-based vouchers.

Home Forward submitted RAD applications for six properties (285 units) in May 2015 and received approval for RAD conversion in September 2015. An additional application for 31 properties (1,008 units) was submitted in July 2015 and HUD-issued CHAPs (Commitments to Enter into a Housing Assistance Payment) were received in August and October 2016.

Although the six remaining high-rise properties originally received RAD approval, Home Forward plans to include these properties with another three properties to submit Section 18 disposition proposals. The total unit count for the nine Section 18 properties equals 802 units. As of March 31, 2017, HUD and Home Forward remain in negotiations regarding the Section 18 disposition applications and anticipate resolution during summer 2017.

Two of the six properties that received RAD approval in September 2015 are Bud Clark Commons (130 units) and Madrona Place (45 units). We propose to project-base 100% of the units at these properties since the units serve Qualifying Families. Bud Clark Commons provides permanent supportive housing for highly vulnerable, formerly homeless individuals, as screened by four medical clinics using a vulnerability index tool. Services include advocacy and case management; medical, mental health and substance abuse treatment; and vocational, employment, money management and life skills training. Madrona Place is a family property with many Spanish-speaking households that include a large number of children as well as many single parent households. Home Forward provides a .5 FTE Resident and Community Service Coordinator with services focused on housing stability, increasing economic opportunity, and creating a sense of community for the entire family.

## Remaining RAD Conversions Schedule

AMP (PH units)	Property Name	Total Public Housing Units in CHAPS	Converted 2018	Conversion FY19	Conversion Post FY19	85 Stories Group
OR002000237	Powellhurst	34		34		Group 6
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
OR002000122	Townhouse Terrace	32			32	Group 7
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
OR002000138	Eliot Square	30	30			Group 5
OR002000142	Celilo Court	28			28	Group 7
OR002000152	Harold Lee Village	10		10		Group 6
OR002000153	Floresta	20		20		Group 6
OR002000203	Maple Mallory	48	48			Group 5
OR002000232	Bel Park	10	10			Group 5
OR002000236	Winchell Court	10	10			Group 5
OR002000332	Camelia Court	14	14			Group 5
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

## Remaining RAD 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
OR002000113	Tamarack Apts.	120	120	Group 5
OR002000115	Holgate House	80	80	Group 8
OR002000117	Schrunk Rivertower	118	118	Group 5
OR002000118	Williams Plaza	101	101	Group 6
OR002000139	Medallion Apts.	90	90	Group 6
OR002000140	Ruth Haefner Plaza	73	73	Group 8

## Section II. General Housing Authority Operating Information

### A. Housing Stock Information

#### i. Actual New Project Based Vouchers

Tenant-based vouchers that the MTW PHA project-based 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) was 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 NEWLY PROJECT-BASED		STATUS AT END OF PLAN YEAR**	RAD?	DESCRIPTION OF PROJECT
	Planned *	Actual			
The Rose	57	57	Leased/Issued	Yes	
Biltmore Hotel	75	75	Leased/Issued	Yes	
Kenton Neighborhood	18	0	Leased/Issued	No	
NE 8th/Alberta Alive	25	0	Committed	No	
St. Mark's	20	0	Committed	No	
King Park Apts.	20	0	Committed	No	
N. Williams	40	0	Committed	No	
Butte Hotel	0	37	Leased/Issued	No	
Ankeny Square	0	100	Leased/Issued	Yes	
Sally McCracken	0	92	Leased/Issued	Yes	
Rosewood	0	21	Leased/Issued	Yes	
	255	382	<b>Planned/Actual Total Vouchers Newly Project-Based</b>		

\* Figures in the "Planned" column should match the corresponding Annual MTW Plan. \*\* Select "Status at the End of Plan Year" from: Committed, Leased/Issued

#### Please describe differences between the Planned and Actual Number of Vouchers Newly Project-Based:

Home Forward completed the RAD Phase II conversion of Single Room Occupancy Mod Rehab properties at four additional buildings: Butte Hotel, Ankeny Square, Sally McCracken, and Rosewood.

New construction is still in progress at the following properties: Argyle Gardens, King Park Apartments, and N. Williams. Home Forward expects these buildings to be Leased/Issued during calendar year 2020.

Subsidy layering reviews are taking place at NE 8th/Alberta Alive and Findley Commons. If approved, these buildings will become Leased/Issued during calendar year 2020.

**ii. Actual 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 was in place by the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS		STATUS AT END OF PLAN YEAR**	RAD?	DESCRIPTION OF PROJECT
	Planned*	Actual			
Tamarack	120	120	Leased/Issued	Yes	Section 18 RAD Conversion
Schrunk Riverview Tower	118	118	Leased/Issued	Yes	
Camelia Court	14	14	Leased/Issued	Yes	
Eliot Square	30	30	Leased/Issued	Yes	
Maple Mallory	48	48	Leased/Issued	Yes	
Bel Park	10	10	Leased/Issued	Yes	
Winchell Court	10	10	Leased/Issued	Yes	
Beatrice Morrow	20	20	Leased/Issued	No	Portland Housing Bureau PBV NOFA of 2015, awarded 2016, Home Forward RFP award process
NW Raleigh	40	40	Leased/Issued	No	
Woody Guthrie	15	15	Leased/Issued	No	
The Jade	12	12	Leased/Issued	No	
RiverPlace	80	0	Committed	No	
72nd Foster	20	20	Leased/Issued	No	
NE Grand	20	20	Leased/Issued	No	
Garfield	28	0	Committed	No	New construction with Do Good Multnomah/NW Ventures. Will include 28 Project-Based VASH
585		477	<b>Planned/Actual Total Existing Project-Based Vouchers</b>		

\* Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

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

**Please describe differences between the Planned and Actual Existing Number of Vouchers Project-Based:**

Garfield is new construction, still in progress

**iii. Actual Other Changes to MTW Housing Stock in 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.

**ACTUAL OTHER CHANGES TO MTW HOUSING STOCK IN THE PLAN YEAR**

N/A

**iv. General Description of All Actual Capital Expenditures During the Plan Year**

Narrative general description of all actual capital expenditures of MTW funds during the Plan Year.

**GENERAL DESCRIPTION OF ALL ACTUAL CAPITAL EXPENDITURES DURING THE PLAN YEAR**

<u>Community</u>	<u>Activity</u>	<u>Scattered Sites Sales Proceeds</u>	<u>Capital Fund</u>	<u>Asset Reposit ioning Fee</u>	<u>MTW Funds</u>	<u>% of Cap Fund</u>	<u>Total Expended</u>	<u>% of Total Expend ed</u>
PHA Wide	15% Administrative Allowance		\$973,529			10.04%	\$973,529	10.04%
Dekum Court	Sewer Line Repairs		\$24,501			0.25%	\$24,501	0.25%
Dekum Court	Abatement		\$10,427			0.11%	\$10,427	0.11%
Tamarack	Emergency Sewer Repairs		\$34,675			0.36%	\$34,675	0.36%
Tamarack	Flooring Abatement		\$20,278			0.21%	\$20,278	0.21%
Dahlke Manor	Appliances		\$20,256			0.21%	\$20,256	0.21%
Dahlke Manor	Asbestos Abatement		\$8,000			0.08%	\$8,000	0.08%
Holgate House	Appliances		\$5,507			0.06%	\$5,507	0.06%
Holgate House	Door Entry System		\$9,000			0.09%	\$9,000	0.09%
Schrunk Riverview Tower	Abatement		\$14,482			0.15%	\$14,482	0.15%
Schrunk Riverview Tower	Elevator Repair		\$50,000			0.52%	\$50,000	0.52%
Williams Plaza	Flooring Abatement		\$10,000			0.10%	\$10,000	0.10%
Williams Plaza	Appliances		\$16,703			0.17%	\$16,703	0.17%
Williams Plaza	Roofing Re-coat		\$4,000			0.04%	\$4,000	0.04%
Townhouse Terrace	New Fence		\$5,000			0.05%	\$5,000	0.05%
Lexington Court	New Fence		\$6,000			0.06%	\$6,000	0.06%
Demar Downs	Garbage Enclosure Repair		\$36,196			0.37%	\$36,196	0.37%
Medallion	Abatement		\$15,722			0.16%	\$15,722	0.16%
Medallion	Appliances		\$12,639			0.13%	\$12,639	0.13%
Ruth Haefner	Flooring and Abatement		\$24,000			0.25%	\$24,000	0.25%
Ruth Haefner	Roof Repair		\$5,000			0.05%	\$5,000	0.05%
Ruth Haefner	Door Entry System		\$20,000			0.21%	\$20,000	0.21%
Celilo Court	Sidewalk Repair		\$15,000			0.15%	\$15,000	0.15%



Celilo Court	Windows Replacement		\$10,280			0.11%	\$10,280	0.11%
Celilo Court	Parking Lot Restriping		\$5,100			0.05%	\$5,100	0.05%
Floresta	Office Furnace Replacement		\$6,000			0.06%	\$6,000	0.06%
Maple Mallory	Radon Mitigation		\$60,000			0.62%	\$60,000	0.62%
Maple Mallory	Boiler Replacement		\$9,000			0.09%	\$9,000	0.09%
Winchell Court	Radon Mitigation		\$30,000			0.31%	\$30,000	0.31%
Powellhurst	Sewer Line Repairs		\$5,000			0.05%	\$5,000	0.05%
Camelia Court	Radon Mitigation		\$30,000			0.31%	\$30,000	0.31%
Various Properties	PH Discretionary Project Funds		\$571,405			5.89%	\$571,405	5.89%
*Various Properties	Major Systems Upgrades - 85 Stories Projects		\$7,626,339			78.67%	\$7,626,339	78.67%
<b>Total Capital Expenditures Budget</b>			<b>\$9,694,039</b>			<b>100%</b>	<b>\$9,694,039</b>	<b>100%</b>

## B. LEASING INFORMATION

### i. Actual Number of Households Served

Snapshot and unit month information on the number of households the MTW PHA actually served at the end of the Plan Year.

NUMBER OF HOUSEHOLDS SERVED THROUGH:	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS SERVED**	
	Planned^^	Actual	Planned^^	Actual
MTW Public Housing Units Leased	11,172	9,256	931	984
MTW Housing Choice Vouchers (HCV) Utilized	103,524	101,934	8,627	9,094
Local, Non-Traditional: Tenant-Based	1,839	2,292	116	191
Local, Non-Traditional: Property-Based	60	60	5	5
Local, Non-Traditional: Homeownership	0	0	0	0
<b>Planned/Actual Totals</b>	<b>116,145</b>	<b>113,542</b>	<b>9,679</b>	<b>10,274</b>

\* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

\*\* "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 (as shown in the Annual MTW Plan).

^^ Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

**Please describe any differences between the planned and actual households served:**

Higher than expected households served on MTW Public Housing Units Leased as a result of unit turnover. Higher than expected households served on MTW HCV is the result of additional SRO/MOD RAD Phase II conversions, Mainstream voucher award, and additional project-based voucher leasing.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS TO BE SERVED*	
		Planned^^	Actual	Planned^^	Actual
Tenant-Based	Assistance/14	1,389	1,733	116	191
Property-Based	Assistance/14	60	60	5	5
Homeownership	N/A	N/A	N/A	N/A	N/A
Planned/Actual Totals		1,449	1,793	121	196

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

^^ Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

HOUSEHOLDS RECEIVING LOCAL, NON-TRADITIONAL SERVICES ONLY	AVERAGE NUMBER OF HOUSEHOLDS PER MONTH	TOTAL NUMBER OF HOUSEHOLDS IN THE PLAN YEAR
14 Program Based Assistance / Client Services	Less Than 1	2

**ii. Discussion of Any Actual Issues/Solutions Related to Leasing**

Discussion of any actual issues and solutions utilized in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ACTUAL LEASING ISSUES AND SOLUTIONS
MTW Public Housing	Due to the shortage of subsidized units throughout the county, we continue to have long waiting lists and subsequently have no issues leasing units. We consistently maintain a 98% occupancy rate.
MTW Housing Choice Voucher	Several years of a tight rental market have made 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.

	<p>With the current rental market's low vacancy rates, participants continue to face barriers in utilizing their voucher; 84.2% of voucher holders were able to successfully utilize their voucher. Of those successfully able to utilize their voucher, 76.8% were able to do so in the initial 120 days provided by Home Forward. In 2019, HUD adopted new Fair Market Rents that allowed Home Forward to increase payment standards in an attempt to increase leasing success. Additionally, Home Forward continued two pilot programs to help participants pay for Security Deposits; one program is a tenant education class, which provided a one-time payment toward a security deposit, and the other is a loan program available to households making more than 30% AMI.</p> <p>Home Forward contracts with social service agencies who have an expertise in housing placement. The goal is to provide housing search and placement assistance for households who would otherwise have lost their voucher and to shorten the housing search time by overcoming potential barriers to lease up. Limited financial assistance is available for application fees or security deposit assistance.</p>
<b>Local, Non-Traditional</b>	There were no issues utilizing funds in our Local, Non-Traditional Programs. Due to escalating rent increases outpacing income gains, we are seeing households need longer periods of assistance in order to stabilize resulting in fewer unduplicated households being served.

## C. WAITING LIST INFORMATION

### i. Actual Waiting List Information

Snapshot information on the actual status of MTW waiting lists at the end of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
MTW Public Housing	Site-based	13,799	Opened*	Yes
MTW Housing Choice Voucher	Community-Wide	2,498	Opened*	No
MTW Housing Choice Voucher	Site-Based	18,555	Opened*	Yes
Traditional MTW Program	Other	0	Closed	No
Traditional MTW Program	Site-Based	0	Closed	No

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

285 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).

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

Please describe any actual 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.

WAITING LIST NAME	DESCRIPTION OF ACTUAL CHANGES TO WAITING LIST
MTW Public Housing	Both waiting lists were opened from October 24, 2019 through October 28, 2019. The MTW HCV Site-Based waitlist opening applied to those buildings which Home Forward owns and manages. A total of 9,048 households submitted applications during this waitlist opening.
MTW Housing Choice Voucher (site-based)	

## D. INFORMATION ON STATUTORY OBJECTIVES AND REQUIREMENTS

**i. 75% of Families Assisted Are Very Low Income**

HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW PHA are very low income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA should provide data for the actual families housed upon admission during the PHA's Plan Year reported in the "Local, Non-Traditional: Tenant-Based"; "Local, Non-Traditional: Property-Based"; and "Local, Non-Traditional: Homeownership" categories. Do not include households reported in the "Local, Non-Traditional Services Only" category.

INCOME LEVEL	NUMBER OF LOCAL, NON-TRADITIONAL HOUSEHOLDS ADMITTED IN THE PLAN YEAR
80%-50% Area Median Income	0
49%-30% Area Median Income	196
Below 30% Area Median Income	0
<b>Total Local, Non-Traditional Households Admitted</b>	<b>196</b>

Note: Households are required to be at or below 50% area median income to be eligible to receive assistance through Home Forward's local, non-traditional program. Referrals are made through partner agencies who verify eligibility, but Home Forward doesn't track household income levels and our partner agencies don't provide income data when submitting data for the households they serve as part of these programs.

**ii. Maintain Comparable Mix**

HUD will verify compliance with the statutory requirement that MTW PHAs continue to serve a comparable mix of families by family size by first assessing a baseline mix of family sizes served by the MTW PHA prior to entry into the MTW demonstration (or the closest date with available data) and compare that to the current mix of family sizes served during the Plan Year.

BASELINE MIX OF FAMILY SIZES SERVED (upon entry to MTW)					
FAMILY SIZE	OCCUPIED PUBLIC HOUSING UNITS	UTILIZED HCVs	NON-MTW ADJUSTMENTS*	BASELINE MIX NUMBER	BASELINE MIX PERCENTAGE
1 Person	1,411	1,964	0	3,375	42.4%
2 Person	410	1,296	0	1,706	21.4%
3 Person	342	925	0	1,267	15.9%
4 Person	232	608	0	840	10.5%
5 Person	136	292	0	428	5.4%
6+ Person	97	254	0	351	4.4%
<b>TOTAL</b>	<b>2,628</b>	<b>5,339</b>	<b>0</b>	<b>7,967</b>	<b>100.0%</b>

\* "Non-MTW Adjustments" are defined as factors that are outside the control of the MTW PHA. An example of an acceptable "Non-MTW Adjustment" would include demographic changes in the community's overall population. If the MTW PHA includes "Non-MTW Adjustments," a thorough justification, including information substantiating the numbers given, should be included below.

Please describe the justification for any "Non-MTW Adjustments" given above:

MIX OF FAMILY SIZES SERVED (in Plan Year)				
FAMILY SIZE	BASELINE MIX PERCENTAGE**	NUMBER OF HOUSEHOLDS SERVED IN PLAN YEAR^	PERCENTAGE OF HOUSEHOLDS SERVED IN PLAN YEAR^^	PERCENTAGE CHANGE FROM BASELINE YEAR TO CURRENT PLAN YEAR
1 Person	42.4%	5,703	55.5%	31.1%
2 Person	21.4%	1,845	18.0%	-16.1%
3 Person	15.9%	1,001	9.7%	-38.7%
4 Person	10.5%	758	7.4%	-30.0%
5 Person	5.4%	454	4.4%	-17.7%
6+ Person	4.4%	508	4.9%	12.3%
<b>TOTAL</b>	<b>100%</b>	<b>10,269</b>	<b>100%</b>	

\*\* The "Baseline Mix Percentage" figures given in the "Mix of Family Sizes Served (in Plan Year)" table should match those in the column of the same name in the "Baseline Mix of Family Sizes Served (upon entry to MTW)" table.

^ The "Total" in the "Number of Households Served in Plan Year" column should match the "Actual Total" box in the "Actual Number of Households Served in the Plan Year" table in Section II.B.i of this Annual MTW Report.

^^ The percentages in this column should be calculated by dividing the number in the prior column for each family size by the "Total" number of households served in the Plan Year. These percentages will reflect adjustment to the mix of families served that are due to the decisions of the MTW PHA. Justification of percentages in the current Plan Year that vary by more than 5% from the Baseline Year must be provided below.

**Please describe the justification for any variances of more than 5% between the Plan Year and Baseline Year:**

A number of factors have created slight changes to the mixes of family sizes we serve. We increased our project-based vouchers, primarily in partnership with community agencies serving highly vulnerable people. We have also completed RAD conversions on the majority of our existing Single Room Occupancy/Mod Rehab program, which added over 350 1-person households in this plan year.

In addition, Home Forward's demographics relating to family size on the waitlist versus households leaving have changed, and as units turnover, smaller households sizes are selected from the waitlist as they make up a larger majority of waitlist households than in previous years. In 2019, 44% of households that left Home Forward were 1-person households, and 1-person households made up a combined 70% on all waitlists. There continues to be a large number of 6+ person households represented on Public Housing and HCV waitlists that account for the increase in larger family size from the established baseline.

**iii. Number of Households Transitioned to Self-Sufficiency in the Plan Year**

Number of households, across MTW activities, that were transitioned to the MTW PHA's local definition of self-sufficiency during the Plan Year.

MTW ACTIVITY NAME/NUMBER	NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY*	MTW PHA LOCAL DEFINITION OF SELF SUFFICIENCY
Rent Reform/01	590	Households that has earned or permanent income that results in area median income (AMI) above 50% and/or has voluntarily exited housing assistance
GOALS/02	30	
MOD Rehab RAD/17	11	
	30	<b>(Households Duplicated Across MTW Activities)</b>
	631	<b>Total Households Transitioned to Self Sufficiency</b>

\* Figures should match the outcome reported where metric SS#8 is used in Section IV of this Annual MTW Report.

## Section III. Proposed MTW Activities

All proposed activities that are granted approval by HUD are reported on in Section IV as "Approved Activities."

# Section IV. Approved MTW Activities

## A. Implemented Activities

### 01 RENT REFORM

Approved FY2012, Implemented FY2012, Amended FY2014 & FY2015

In FY2012, Home Forward implemented a large-scale reform of rent calculation methods, applicable to all MTW public housing and Housing Choice voucher households, as well as VASH 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 will have triennial income re-certifications. We define those aged 55 and older as “senior”, 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 will have 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 will be 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 will be 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 Housing Choice voucher 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-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 now automatically set to match Housing Choice voucher payment standards. There will be 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 Housing Choice voucher 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. (FY2017 Modification)
- When a Housing Choice voucher 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 Housing Choice voucher 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. (FY2015 Modification)*
- The earned income disallowance is eliminated.
- All Family Self-Sufficiency (FSS) participants are included in the rent reform calculation.
- Home Forward will use actual past income to determine annual income for participant families. (FY2015 Modification)

- All income sources used to determine a household's public housing rent or Housing Choice voucher assistance will be 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 will not be 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 will be used to determine initial eligibility. Home Forward will allow households to self-certify assets with a net value of \$5,000 or less. (FY2015 Modification)
- All earned income of full-time students age 18 and over will be excluded from the rent calculation, unless they are the head, co-head or spouse of the household.
- Student financial assistance will be considered only for the purpose of determining eligibility. Student financial assistance will not be used to determine annual income for rent and subsidy calculation.
- All adoption assistance payments will be excluded from the rent calculation.
- Households will 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. Housing Choice voucher 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 will have 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 Housing Choice voucher households, as well as VASH voucher holders, are on the rent reform calculation. The earliest group of work-focused households transitioned to the third level of rent payment beginning in FY2017 and are now subject to the \$200 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.

### Activity Metrics

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	FY2011: \$140,228	FY2019: \$128,656	\$91,726	Outcome Achieved

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	FY2011: 5,340 hours	FY2019: 3,740	3,493	Outcome Achieved
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%	FY2019: 7.5%	5.5%	Outcome Achieved
Increase in tenant share of rent (Standard Metric: CE#5)				
Total annual tenant share of rent	FY2012: \$25,342,942	FY2019: \$31,669,284	\$37,550,246	Outcome Achieved
Increase in household income (Standard Metric: SS#1)				
Average earned income of households	FY2011: \$3,324	FY2019: \$3,458	\$5,797	Outcome Achieved
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	FY2019: 525 heads of households	882 heads of household	Outcome Achieved
Percent of work-focused households who: 6) Other (defined as having an increase in earned income)	FY2011: 16% of work-focused households	FY2019: 16% of work-focused households	16% of work-focused households	Outcome Achieved
Households Removed from Temporary Assistance for Needy Families (TANF) (Standard Metric: SS#4)				
Number of households receiving TANF assistance	FY2012: 1,859 households receiving TANF (17.7%)	FY2019: 1,780 households receiving TANF (16.5%)	1,335	Outcome Achieved
Reducing the per unit subsidy costs for participating households (Standard Metric: SS#6)				
Average amount of subsidy per household	FY2012: \$524 per household	FY2019: \$776	\$721	Outcome Achieved
Households transitioned to self-sufficiency (Standard Metric: SS#8)				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 550 households	590 households	Outcome Achieved
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	FY2019: 0 households	0 households	Outcome Achieved
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 (defined as low poverty census tracts where poverty is below 17.1%)	FY2013: 3,092 (28.4%) households lived in better neighborhoods	FY2019: 3,283 households	3,129 households	Outcome Not Achieved

### Agency Specific Metrics

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Maintain stability for seniors and people with disabilities				
Shelter burden (rent <sup>1</sup> + utility allowance divided by gross income) for seniors and people with disabilities	Before implementation, shelter burden was 27%	FY2019: Shelter burden will remain below 29%	28%	Outcome Achieved

<sup>1</sup> For purposes of these metrics, Housing Choice Voucher rents are calculated with gross rent capped at payment standard.

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Increased contribution to rent				
Total tenant payment (rent <sup>2</sup> + utility allowance) for work-focused households	Before implementation: Section 8 average - \$267 Public housing average - \$249	FY2019: Section 8 average - \$346 Public housing average - \$301	Section 8 average - \$574 Public housing average - \$458	Outcome Achieved
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	FY2019: 18% MFI	22.1% MFI	Outcome Achieved

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.

### Hardship Requests

At the time of implementation, Home Forward offered a "phase-in" hardship for households who had high medical or childcare costs or had a large number of dependents. On an annual basis, those households have the opportunity to apply for an extension to the phase-in hardship, which if approved, reduces their rent portion in proportion to the amount of expenses or the number of dependents. From January 2019 through December 2019 (FY2019), 18 households requested an extension of the phase-in hardship, and 16 of those were approved. The annual cost to the agency of the phase-in hardship is approximately \$12,900.

Households may apply for a hardship review if their total monthly shelter burden costs exceeds 50% of the total monthly income used to determine their rent subsidy. In FY2019, 369 households applied for a hardship review and 251 requests were granted. The annual cost to the agency of these hardship requests is approximately \$164,916.

### MTW Flexibility:

Home Forward has used our MTW flexibility to structure our rent reform calculation with a number of aspects that differ from the standard calculation (described above). This includes eliminating deductions, changing the percentage of income used to calculate rent, simplifying

the calculation and moving to triennial reviews save significant staff time. Additionally, Home Forward has exercised its authority to amend the definition of an elderly family to age 55. This supports the statutory objective of creating incentives for self-sufficiency by ensuring that households defined as work-focused can be reasonably expected to increase employment and earnings over time.

#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

The Portland metro area had an average increase of 8% in rents and a vacancy rate average of 4.4%, with some areas in the metro area experiencing vacancy rates below 3.5% during FY2019. In an effort to keep pace with the rental housing market and to ensure our voucher holders are able to find housing throughout our community, Home Forward raised payment standards twice during 2019. This has raised the average subsidy for our households and is necessary to continue to provide stable housing in this market. At this time, we are not considering a change of strategy, but will continue to maintain our payment standard structure to reflect the market as much as possible.

## 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).
- 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.

### **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

- 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 funding is available, a safety net of \$1,500 (either in lump sum or \$250/month for six months) will be provided through MTW flexible funds for public housing families graduating from the site-based programs who move to non-subsidized units. The same safety net will be provided for Section 8 participants who give up their voucher prior to reaching zero assistance. Due to sequestration funding cuts, this safety net has not yet been announced or made available to families.
- When a public housing resident reaches ceiling rent, or a housing assistance payment for a voucher participant drops to zero, deposition into the family's managed savings account will cease. Families can continue to participate 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.
- 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 (Notice of Funding Availability).

## Activity Metrics

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: \$512,070	\$598,850 <sup>1</sup>	Outcome Not Acheived
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.				

<sup>1</sup> Home Forward uses our MTW flexibility to include coordinators at our site-based programs in our overall GOALS FSS program. This is shown here as an increase in staffing costs and hours, since we're now able to include these costs under the combined program. In addition to site-based coordinators, there are 8 traditional coordinators supported via HUD-funded FSS coordinator funds.



Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Total time to complete task	FY2017: 18,509	FY2019: 18,509	17,235 <sup>1</sup>	Outcome Achieved
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%	FY2019: 2%	2%	Outcome Achieved
Increase in resources leveraged (Standard Metric: CE#4)				
Amount of funds leveraged	FY2017: \$190,507	FY2019: \$190,507	\$215,675 <sup>1</sup>	Outcome Achieved
Increase in household income (Standard Metric: SS#1)				
Average earned income of households	FY2017: \$12,472	FY2019: \$12,472	\$19,903	Outcome Achieved
Increase in household savings (Standard Metric: SS#2)				
Average amount of escrow of households	FY2017: \$2,295	FY2019: \$2,295	\$4,529	Outcome Achieved
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>1</sup>				
Number of heads of households:	FY2017:	FY2019:	FY2019:	
1) Employed full-time	187	187	164	Outcome Not Achieved
2) Employed part-time <sup>2</sup>	120	120	91	Outcome Not Achieved
3) Enrolled in an educational program	129	129	56	Outcome Not Achieved
4) Enrolled in a job-training program	81	81	56	Outcome Not Achieved
5) Unemployed	155	155	154	Outcome Achieved
6) Other (defined as having completed an education or job training program)	54	54	57	Outcome Not Achieved

<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.

<sup>2</sup> Home Forward did not track full-time vs part-time employment prior to implementation. For the purposes of this baseline metrics, all employed households were counted as employed full-time. We have updated these metrics with the part-time employment statistics.

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Increase in positive outcomes in employment status (Standard Metric: SS#3) <sup>1</sup>				
Percentage of work-able households:	FY2017	FY19	FY19	
1) Employed full-time	40%	40%	40%	Outcome Achieved
2) Employed part-time <sup>5</sup>	27%	27%	22%	Outcome Not Achieved
3) Enrolled in an educational program	28%	28%	14%	Outcome Not Achieved
4) Enrolled in a job-training program	18%	18%	15%	Outcome Not Achieved
5) Unemployed	33%	33%	38%	Outcome Not Achieved
6) Other (defined as having completed an education or job training program)	12%	12%	14%	Outcome Achieved
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	FY2019: 61 households	50 households	Outcome Achieved
Households assisted by services that increase self-sufficiency (Standard Metric: SS#5)				
Number of households enrolled in GOALS	FY2017: 462 households enrolled	FY2019: 462 households enrolled	526 households	Outcome Achieved
Reducing per unit subsidy costs for participating households (Standard Metric: SS#6)				
Average amount of subsidy per household	FY2017: \$671 per household	FY2019: \$671 per household	\$733	Outcome Not Achieved
Increase in tenant share of rent (Standard Metric: SS#7)				
Tenant share of rent	FY2017: \$1,926,589	FY2019: \$1,926,589	\$2,672,125	Outcome Achieved
Households transitioned to self-sufficiency (Standard Metric: SS#8)				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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)	FY2017: 27 households	FY2019: 27 households	30 household	Outcome Achieved

## ADDITIONAL METRICS

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Increase in average income for exiting participants				
Increase in average participant earned income between enrollment and exit	FY2017: \$19,441	FY2019: \$19,441	\$18,704	Outcome Not Achieved
Increase in average savings for exiting participants				
Increase in average participant managed savings account balance at exit from GOALS	FY2017: \$4,688	FY2019: \$4,688	\$5,862	Outcome Achieved
Increase in positive outcomes for exiting participants				
Percentage of households:	For FY2017:	FY2019:	By FY2019:	
1) Employed full-time	36%	36%	51%	Outcome Achieved
2) Employed part-time	31%	31%	23%	Outcome Not Achieved
3) Enrolled in educational program	29%	29%	10%	Outcome Not Achieved
4) Enrolled in job training program	16%	16%	10%	Outcome Not Achieved
5) Unemployed	33%	33%	26%	Outcome Achieved
6) Other (defined as having completed an educational or job training program)	18%	18%	15%	Outcome Not Achieved
Exiting participants removed from TANF				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Percent of households giving up TANF at exit	FY2017: 47% of exiting households	FY2019: 47% of exiting households	50% <sup>1</sup>	Outcome Achieved

### MTW Flexibility:

Home Forward has used MTW flexibility to create an economic opportunity program that is tailored to serve our community. Aspects that use MTW flexibility are described above, and include use of a strike point escrow system, use of the rent reform calculation for participants, and modifications to the graduation process.

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

### Actual Changes to Metrics/Data Collection

Baselines were updated with the Amended FY2017 MTW Annual Report. These changes were not included in the FY2019 MTW Annual Plan as the Plan had already been submitted. The baselines here reflect those changes. Benchmarks have been set to the FY2017 baseline.

### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

### Challenges in Achieving Benchmarks and Possible Strategies

The overall average enrollment earned income in FY2019 was higher than the previous years, making the difference between an enrollment and exit earned income smaller. Of all exited participants, 73% increased their earned income. Of all participants who entered the program at zero earned income, 53% of them increased their earned income. Even though the amount of earned income may seem less than an average compared to the benchmark, the overall percentage of participants with higher earnings increased.

In addition, Home Forward experienced a higher cost in staff wages. Previously, we leveraged staff wages with other funding sources; however, some of those funds are no longer available and the cost for the agency increased. In addition, the annual wage increases overall were higher than anticipated.

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<sup>1</sup> Households are required to give up TANF benefits in order to graduate. The percentage of households is pulled down due to families exiting the program without graduating.

### 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.

Home Forward has utilized the LBS program for 284 units at three properties. This includes 130 units at Bud Clark Commons, 45 units at Madrona Place, and 109 units at Stephens Creek Crossing. As part of our Public Housing Conversion Strategy, Bud Clark Commons and Madrona Place received RAD (Rental Assistance Demonstration) approval in September 2015. One of the first steps in the RAD conversion process is the Commitment to enter into a Housing Assistance Payment (CHAP), which was completed in October 2015 for these two properties. Stephens Creek Crossing was also included in the July 2015 RAD application and will convert only after HUD has confirmed a feasible conversion plan for Home Forward’s entire public housing portfolio.

#### 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

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 239 units made available	239 units made available	Outcome Achieved
Units of housing preserved (Standard Metric: HC#2)				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Number of housing units preserved for households at or below 80% AMI	Before implementation, 0 units preserved	FY2019: 45 units preserved after full implementation	45 units preserved	Outcome Achieved
Increase in resident mobility (Standard Metric: HC#5)				
Number of households living in better neighborhoods (defined as low poverty census tracts where poverty is below 17%)	Before implementation, 0 households	FY2019: 109 households	109 LBS households located in better neighborhoods	Outcome Achieved
Increase in resources leveraged (Standard Metric: CE#4)				
Amount of funds leveraged	Before implementation, \$0	FY2019: \$11,145,307	\$11,145,307 in leveraged debt, equity and increased services	Outcome Achieved

### 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 continued 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. This supports the objective to increase efficiencies in Federal expenditures.

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 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.

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 06 ALTERNATE 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 requirements, and lead-based paint visual assessment requirements required by 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.

**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

**Activity Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	Before implementation, \$35,500	FY2019: \$0	\$0	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	Before implementation, 500 hours	FY2019: 0 hours	0 hours	Outcome Achieved
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%	FY2019: Less than 5%	Less than 1%	Outcome Achieved

**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.



#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 07 LANDLORD SELF-CERTIFICATION OF MINOR REPAIRS

Approved FY2013, Implemented FY2013

In many cases, units may fail an initial or annual 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.

In FY2019 inspectors continued to use the option for landlords to self-certify minor repairs rather than completing a reinspection. The option continued to be used at the inspector's discretion. Out of 1,637 reinspections, 16 were completed with a landlord self-certification for minor repairs.

### 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

### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	Before implementation, \$140,092	FY2019: \$112,790	Less than \$104,414 to complete re-inspections	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	Before implementation, 1,326 hours	FY2019: 1,046 hours	821 hours	Outcome Achieved
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%	FY2019: Less than 3%	Less than 1%	Outcome Achieved

### MTW Flexibility:

This activity uses alternate criteria – in the form of an owner's written certification – to verify the correction of deficiencies in a unit that failed its initial or annual Housing Quality Standards inspection as a result of four or fewer minor (as defined by Home Forward) deficiencies. This policy increases efficiencies and saves the agency the cost of these re-inspections.

#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 08 INSPECTIONS AND RENT REASONABLENESS AT HOME FORWARD-OWNED PROPERTIES

Approved FY2013, Implemented FY2013

Home Forward owns over 4,000 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.

### 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

### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	Prior to implementation, \$17,750	FY2019: \$0	\$0	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	Prior to implementation, 370 hours	FY2019: 0 hours	0 hours	Outcome Achieved
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%	FY2019: Less than 5%	3.80%	Outcome Achieved

### 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

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 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 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 discriminating against renters who have vouchers and offers landlords access to a state-managed Landlord Guarantee Fund for financial damages when a voucher holder vacates a unit.

Home Forward has two additional initiatives focused on improving landlord participation and the leasing success of voucher holders:

- 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 unannounced vacate) and the owners have not received proper notice of the intent to vacate. In FY2019, \$13,445 in vacancy loss payments were provided for 16 units. The average payment was \$509.
- The Landlord Incentive Payment targets 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. In FY2019, 134 new landlords received incentive payments, totaling \$26,800.

In the last few years, 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 preventing discrimination against voucher holders, 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 most recently increased payment standards in December 2019 – the second increase this fiscal year.

We have implemented a variety of policy changes (which do not require MTW flexibility) to make the voucher program more appealing to landlords. 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

### **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

- Posting tools for landlords on our website so landlords can assess whether their unit is likely to pass rent reasonable and affordability tests

Finally, we are working to provide more support for voucher holders themselves. Our participant orientation places an increased focus on housing search, tenant rights and responsibilities, and opportunity neighborhoods, in hopes of helping voucher holders be better prepared for their housing search.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 180 households	134 households	Outcome Not Achieved

#### Additional Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Improve voucher success rate				
Issued voucher success rate	FY2009: 74%	FY2019: 80%	84%	Outcome Achieved
Decrease in lease-up time				
Average number of days for a voucher holder to lease up	Before implementation, 51 days	FY2019: 50 days	61 days	Outcome Not Achieved

#### 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.

#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

During FY2019 the rental market remained extremely competitive. According to The Apartment Report, Fall 2019 edition, the vacancy rate in our jurisdiction at that time was around 4.4% with an annualized 8% increase to rents in the Portland metro area from Fall 2018. Since Home Forward starting tracking metro area rent increases in 2011, rents have increased 68.2% (Spring 2011 – Fall 2019).

In an effort to improve the lease-up rate and give participants as much choice as possible in the rental market, the payment standards were increased in April and December 2019 after a previous payment standard increase in October 2018. Home Forward continues to issue vouchers with an initial 120 days to search, in recognition of the competitive market and the length of time it is taking to lease up.



## 10 LOCAL PROJECT-BASED VOUCHER PROGRAM

Approved FY2012, Implemented FY2012, Amended FY2015

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 79 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 MTW flexibility to place project-based vouchers at these buildings, as well as through service providers and jurisdictional partners, has ensured that affordable housing remains available to some of the most vulnerable households in our community.

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. Some of the original project-based voucher contracts expired in the past few years, 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.

### **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

### **Activity Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 1,500 units made available	1,592 units	Outcome Achieved

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 654 units preserved	654 units preserved	Outcome Achieved
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	FY2019: 28 months	23.5 months	Outcome Achieved
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	FY2019: 900 households	1,063 households	Outcome Not Achieved
Increase in Resident Mobility (Standard Metric: HC#5)				
Number of households able to move to a better unit and/or neighborhood of opportunity (defined as low poverty census tracts where poverty is below 17%)	FY2011: 93 households	FY2019: 400 households	234 households	Outcome Not Achieved
Agency Cost Savings (Standard Metric: CE#1)				
Total cost of task in dollars	Prior to implementation: \$30,720	FY2019: \$19,656	\$19,492	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	Prior to implementation, 917 hours	FY2019: 500 hours	476 hours	Outcome Achieved
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				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Average error rate in completing task	FY2015: 2%	FY2019: Less than 5%	3.80%	Outcome Achieved
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	FY2019: \$5,404,344	\$6,082,391	Outcome Achieved

### 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 regarding 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 allowance 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 160%) of Fair Market Rents for service-enriched buildings entering into new project-based voucher contracts, 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.

#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

The decrease in resident mobility to low-poverty census tracts reflects the overall affordability trends that have impacted the Portland metro area for the past several years. Since the baseline year of FY2013 to FY2019, Multnomah County low-poverty census tracts has decreased from 98 to 96. With the latest ACS data, 9 census tracts went from being categorized as high-poverty to low-poverty, while 13 went from low-poverty to high-poverty. While low-poverty census tracts increased, this coupled with an average 10% increase in rents and the low vacancy rate of an average 4% in the Portland metro area, has contributed to decreasing housing choice and resident mobility to access low-poverty census tract neighborhoods in FY2019. At this time, we are not considering a change of strategy, but will continue to maintain our payment standard structure to reflect the market as much as possible.

## 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.

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.

### MTW authorization:

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

### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	Before implementation, \$8,000 per year	FY2019: \$0	\$0	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete task	Before implementation, approximately 393 hours	FY2019: 0 hours	0 hours	Outcome Achieved

### 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.

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

### 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, as defined by HUD for the geographic area in which the housing authority is operating. Multnomah County is a large geographic area with rents that differ throughout several submarkets. When 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. 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 lower-poverty, higher-opportunity areas. Home Forward received HUD approval to amend our activity in FY2017 to set payment standards between 80%-160% of Fair Market Rents (FMR) without prior HUD approval; an increase in previous MTW flexibility of FMR range of 80%-120%.

**MTW authorization:**  
Attachment C, Section D(2)(a) – Rent Policies and Term Limits

**Statutory objective:**  
Increase housing choice for low-income families

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, we also modified this activity in FY 2017 to allow us to apply updated payment standards at a participant's interim review.

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.



**Activity Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Increase in resident mobility (Standard Metric: HC#5)				
Number of households living in better neighborhoods (defined as low poverty census tracts where poverty is below 17%) <sup>1</sup>	FY2013: 1,896 (30%) households lived in better neighborhoods	FY2019: 2,600 (30%) households	2,391 households	Outcome Not Achieved
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	FY2019: \$66,300,000	\$69,860,000	Outcome Not Achieved

**Additional Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Average Housing Assistance Payment Expense				
Average annual HAP expense by household	FY2014: \$6,690	FY2019: \$8,134	\$9,648	Outcome Not Achieved

**MTW Flexibility:**

Home Forward used 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 establish 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). During FY2019, 19 exception payment standards were approved. Home Forward may also choose to reduce payment standards in areas with lower market rents.

**Actual Non-Significant Changes**

<sup>1</sup> Data will be collected from YARDI, Home Forward's database, which tracks the census tract and Payment Standard used for each household.

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

The metric of total cost was not met, due to payment standard increases in April and December 2019, which is reflected in the metric of total Housing Assistance Payments spent. Increasing the payments standards has been necessary to allow participants flexibility in the current rental market in Multnomah County. At this time, we are not considering a change of strategy, but will continue to maintain our payment standard structure to reflect the market as much as possible. According to the Apartment Report, there are indications that housing supply has increased enough that rent increases may slow down and possibly stabilize. According to market indicators, Portland continues to see a slow-down of rent increases and a stabilization of housing supply, both of which will help the overall agency cost savings.

## 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 Housing Choice Voucher waiting list in fall 2016, 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 merges two past single-fund MTW activities: Short Term Rent Assistance and Agency Based Assistance. This 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, that are administered by the Rent Assistance Department but do not operate like traditional vouchers. The funds 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. Funds may be contracted to partner agencies to administer or may be administered by Home Forward on behalf of partner agencies. In both cases, partner agencies are responsible for identifying participating families and determining the amount and duration of the rental assistance, with some guidance from Home Forward.

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), former foster youth as part of the New Doors program, survivors of domestic violence, and families with an adult who has recently been released from prison.

### MTW authorization:

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

Attachment D – Use of MTW Funds

### Statutory objective:

Increase housing choice for low-income families

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.

*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.

Program Based Assistance is a local, non-traditional rental subsidy program. Home Forward will comply with PIH Notice 2011-45 when administering this activity.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 5 units	5 units	Outcome Achieved
Increase in Resident Mobility (Standard Metric: HC #5)				

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity	Before implementation, 0 households	FY2019: 27 unduplicated households	42 households	Outcome Achieved
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	FY2019: 76 unduplicated households	120 households	Outcome Achieved

### 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.

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 15 TENANT-BASED VOUCHER SET ASIDE POLICIES

Approved FY2017, Not Yet Implemented FY2017

Home Forward has not yet implemented this activity. During this past fiscal year we focused on opening the waitlists for our Housing Choice Vouchers and fully utilizing the existing set-asides, administered through the Housing Choice Voucher waitlist. Vouchers available under the existing set-asides have all been issued. Escalating costs and funding uncertainty in the Housing Choice Voucher program led us delay continuing those set asides under this activity or initiating new partnerships and MOUs. We anticipate implementing this activity in the future.

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.

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. We currently have two set aside programs under this umbrella:

- 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 will 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

### MTW authorization:

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

### Statutory objective:

Reduce cost and achieve greater cost effectiveness in Federal expenditures

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.

#### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	FY2016: \$875	FY2019: \$0	\$0	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	FY2016: 29.5 hours	FY2019: 0 hours	0 hours	Outcome Achieved
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	FY2019: 0 months	0 months	Outcome Achieved

#### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

#### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

#### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.



## 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.

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.

**MTW authorization:**  
Attachment C, Section D(7)(b) – Local  
Competitive Process

**Statutory objective:**  
Additional Units of Housing Made  
Available

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.

**Activity Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Additional units of housing made available (Standard Metric: HC#1)				
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	FY2019: 400 units	68 units	Outcome Not Achieved

**Actual Non-Significant Changes**

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

**Actual Changes to Metrics/Data Collection**

No changes have been made to benchmarks, metrics or data collection methodology.

**Actual Significant Changes**

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

**Challenges in Achieving Benchmarks and Possible Strategies**

City of Portland continues to work through building acquisition and construction for projects under the General Obligation bond. As projects are identified, Home Forward works with the City to determine appropriate allocation of project-based vouchers. Home Forward still projects 57-70 new project-based vouchers to be deployed each year.

## 17 MOD REHAB AND MOD REHAB SRO RENT ASSISTANCE DEMONSTRATION RENT REFORM

Home Forward implemented its comprehensive Rent Reform activity in FY2012. 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.

### **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

- 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-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.
- 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.

**Activity Metrics:**

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
Agency cost savings (Standard Metric: CE#1)				
Total cost of task	FY2018: \$1,660	FY2019: Less than \$1,660	\$978	Outcome Achieved
Staff time savings (Standard Metric: CE#2)				
Total time to complete the task	FY2018: 80 hours	FY2019: Less than 80 hours	47	Outcome Achieved
Decrease in error rate of task execution (Standard Metric: CE#3)				
Average error rate in completing task	FY2018: 7.5%	FY2019: 7.5% or less	0%	Outcome Achieved
Increase in tenant share of rent (Standard Metric: CE#5)				
Total annual tenant share of rent	FY2018: \$17,344	FY2019: \$17,344	\$13,162	Outcome Not Achieved
Increase in household income (Standard Metric: SS#1)				
Average earned income of households	FY2018: \$1,228	FY2019: \$1,228	\$2,102	Outcome Achieved
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: 32 households	FY2019: 32 households	56 households	Outcome Achieved
Percent of work-focused households who: (6) Other	FY2018: 32 households	FY2019: 32 households	56 households	Outcome Achieved
Households Removed from Temporary Assistance for Needy Families (TANF) (Standard Metric: SS#4)				
Number of households receiving TANF assistance	FY2018: 1 households	FY2019: 0 households	0 households	Outcome Achieved

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: 0 households	11 households	Outcome Achieved

#### **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.

#### **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 0 hardship requests for this activity during FY2019.

#### **Actual Non-Significant Changes**

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

#### **Actual Changes to Metrics/Data Collection**

No changes have been made to benchmarks, metrics or data collection methodology.

#### **Actual Significant Changes**

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

## Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## 18 TRANSFER OF PROJECT-BASED VOUCHER CONTRACT TO SUPPORT LOCAL PRESERVATION OR DEVELOPMENT OF AFFORDABLE HOUSING

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.

Home Forward proposes to create a local Project-Based Contract Transfer 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:

### **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 add or preserve affordable housing in the community;
- 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.

### Activity Metrics:

Metric	Baseline	Benchmark	Final Outcome	Outcome Achieved?
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	FY2019: \$0	\$0	Outcome Achieved
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	FY2019: 0 hours	0 hours	Outcome Achieved
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	FY2019: 0 households	0 households	Outcome Achieved

### 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.

### Actual Non-Significant Changes

Home Forward made no planned or unplanned non-significant changes to this activity in FY2019.

### Actual Changes to Metrics/Data Collection

No changes have been made to benchmarks, metrics or data collection methodology.

### Actual Significant Changes

Home Forward made no planned or unplanned significant changes to this activity in FY2019.

### Challenges in Achieving Benchmarks and Possible Strategies

Home Forward had no challenges in achieving our benchmarks for this activity in FY2019.

## Not Yet Implemented Activities

All Home Forward MTW activities have been implemented.

## Closed Out Activities

No Home Forward MTW activities were closed out in FY2019.

### Activities Closed in Previous Years

Name of Activity	Year Approved	Year Implemented	Year Closed Out	Reason for Close Out
Alternate Rent Calculation for Public Housing Units at Rockwood Station, Martha Washington, and Jeffrey	FY2011	FY2011	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	FY2010	FY2010	FY2012	This activity was discontinued on April 1, 2012 with the implementation of Rent Reform.
Limiting Portability in Higher Cost Areas	FY2013	Never implemented	--	Home Forward determined that the administrative costs to manage this activity would offset the proposed savings.
04 Bud Clark Commons	FY2010	FY2010	FY2014	Home Forward has determined that operations at Bud Clark Commons do not utilize MTW flexibility.
05 Biennial Inspections	FY2008	FY2008	FY2015	The FY2014 Appropriations Act allows all housing authorities to conduct inspections on a biennial basis. This activity no longer requires MTW flexibility.

Name of Activity	Year Approved	Year Implemented	Year Closed Out	Reason for Close Out
12 Alternative Initial Housing Assistance Payment Policy	FY2015	--	FY2017	Home Forward determined that the policy may be an administrative burden and may cause unintentional delays in household lease-ups.

# Section V. Sources and Uses of Funding

## Sources and Uses of MTW Funds

### Actual Sources and Uses of MTW Funding for the Fiscal Year

Home Forward submits its unaudited and audited information in the prescribed FDS format through the Financial Assessment System – PHA (FASPHA), or its successor system.

### Describe the Activities that Used Only MTW Single Fund Flexibility

#### **Replacement Housing Factor Funds /Demolition or Disposition Transitional 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 utilized 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 the RHF or DDTF funds to repay construction financing. This would be done without formally pledging the future RHF or DDTF funds to the lender as collateral.

In September 2013, Home Forward proceeded with the disposition of four high-rise properties as part of our High Rise Preservation Initiative. The properties are Hollywood East, Sellwood Center, Northwest Tower and Gallagher Plaza, consisting of 654 public housing units. Home Forward anticipated receiving RHF or DDTF funds for these units, and may utilize its MTW authority to determine the future use of these funds based upon the amount of the award and timing in which funds are received.

As of FY 2019, Home Forward received two (2) years of DDTF funds in the Capital Fund Program Grant and anticipates receiving three more years of DDTF funds for these public housing units. Home Forward may utilize its MTW authority to

determine the future use of these funds based upon the amount of the award and timing in which funds are received. To date, none of the DDTF funds have been expended.

### **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, as well as provide sufficient operating reserves for prudent financial management. 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:

- Aligned Partner Network/Housing Works: Aligned Partner Network 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 PBA, 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.

In 2012, our local Workforce Investment Board (WIB) received a 3-year, \$5.5 million Workforce Innovation Fund grant in partnership with Home Forward and the other local housing authorities and WIBs in the Portland Metro area to pilot a program called Housing Works. This demonstration grant expanded on an existing partnership between Home Forward and the local WIB. Over the last three years, Home Forward received \$1.1 million to work with our Workforce Investment Board to serve 270 Home Forward residents with intensive training and employment services. As part of this grant, Home Forward contributed to the cost of a staff position that is shared between the WIB and Home Forward. This "liaison" provides technical assistance to Home Forward staff as they support clients in navigating the WorkSource system and helps build the partnership between the two organizations.

The Housing Works program ended on April 30, 2016, one month past the fiscal year end for this report. The program offered unified, seamless service delivery to participant where training and employment services were delivered using a coaching approach tailored to the needs of individual participants. Service components included access to coaching; career and resource planning; ongoing access to career pathways; trainings linked to high-growth industries; job preparation; job-attachment services; and employment retention services.

The program served 314 individuals, of whom 145 earned industry-recognized credentials; 62 completed internships; 70 obtained employment that were not employed prior to entering the program; 48% of participants remained

employed for at least 9 months. All participants had access to support service funds, which provided financial support to participants to reduce and/or remove identified barriers to successful job training completion, job search and retention. The Housing Works team created and strengthened partnerships with local community colleges, the local WorkSource system, and other local job-training providers in the region. This regional alliance, also involving three other local housing authorities, created new opportunities and will continue to collaborate in meaningful ways that benefit the organizations and our mutual participants.

\*Aligned Partner Network is Worksystems, Inc. new name for what was previously called Action for Prosperity

- Families Forward: Families Forward is the umbrella name for our 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. This initiative ties to our strategic plan under One System. We leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty.
  - 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 Housing Works/Aligned Partner Network (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.
  - Education Initiatives: Last year Home Forward deepened connections with systems partners focused on early education and chronic absence. After utilizing data sharing agreements with the six school districts in the county to obtain and analyze school attendance data, we learned that Home Forward students are struggling with chronic school absence significantly more than the general population of students in Multnomah County. Home Forward continues to work with a cross sector group of partners (county human services, school districts, DHS, non-profits) to amplify the community-wide attendance campaign and develop universal and site-based strategies for improving attendance.

Focus groups were conducted summer of 2016 across the county to get the insights of parents and caregivers on the challenges they face raising young children to be ready for kindergarten and getting kids to school every day, along with their ideas for what would help (from Home Forward and our partners). This input guides how we engage our partners in the work and how we adapt as a system to better support parents and their children to thrive. As a result, we are piloting alignment with our community schools system (called Schools Uniting Neighborhoods), with a specific focus on attendance and early childhood (Pre-school – 3<sup>rd</sup> grade), and the county library system, with a specific focus on early literacy.

- Aging at Home Strategies: Home Forward continues to develop and implement initiatives to increase independence and community at our properties that serve seniors and people with disabilities. Priority strategies include:
  - Focus on maintaining (through RAD conversion), strengthening and expanding the Congregate Housing Service Program in partnership with Impact Northwest, Multnomah County Aging, Disability and Veteran's Services, and Oregon State Department of Human Services.
  - Participating in Housing with Services, a systems alignment approach to improving the health outcomes, reducing health care costs, and to promoting community inclusion and self-determination for seniors and people with disabilities living in subsidized housing, which includes Cedar Sinai Park, Care Oregon, Cascadia and other partners.
  - Partnering with housing and healthcare partners to create cross-sector training modules to establish safe and secure discharge planning and ease transition back into independent housing. This initiative also strengthens communication and collaboration between housing and healthcare agencies.
  - Working with community clinics and coordinated care organizations to conduct on-site outreach and navigation events to ensure seniors are connected to healthcare and maximize available benefits and resources.
  - Partnerships with local nursing programs to bring triage and assessment services to Home Forward properties. Community health nursing students develop and launch health programming tailored to specific population health issues and social determinants of health within them.
- Staff Trainings: To support Home Forward's Strategic Plan to strengthen our relationship with the people we serve, Home Forward developed new trainings for staff. Several trainings were offered during FY2019 that focused on safety in the workplace, managing stress, neurology-based trainings on leadership and resiliency, service focused (including de-escalation, trauma-informed approach) and supervisor specific trainings.
- Neighbor-to-Neighbor Grant Program: Home Forward has created a pilot grant program for resident groups from our public or affordable housing communities. Resident groups submit applications for grant funds to improve their community livability, build resident leadership, and reinforce community values. Past resident-led projects have



included exercise classes, afterschool tutoring, social events, community gardens and the creation of a soccer field and youth sports team.

- Security Deposit Assistance: Home Forward uses single-fund flexibility to offer security deposit assistance to two populations in our community: participants leasing up with Veterans Affairs Supportive Housing (VASH) vouchers, and 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 leasing up in units requiring deposits. 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: Since May 2016, Home Forward has contracted 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. This partnership grew out of concern that in the current, competitive rental market, and with recent changes in Oregon landlord/tenant law, voucher holders needed more education about how to be successful applicants and tenants. In FY 2019, 54 participants took the class and received the deposit assistance.

- Landlord Incentive Fund: Home Forward has implemented a landlord incentive program to attract new landlords to the Housing Choice Voucher (HCV) program and increase the number of units available to voucher holders. In the first year, Home Forward issued 460 payments of \$100 each, 35% of which went to landlords who were new to the HCV program. Starting in FY2017, we focused the fund more specifically to landlords new to the program. 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. This past fiscal year 134 landlords received the fund. This aligns with Oregon State Housing Bill 2639, which prohibits discrimination against renters and recruits new landlords to the Housing Choice Voucher program.
- 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 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 residents. The advocates can recommend residents 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 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. To date, no funds have been utilized for this transfer program, but the program remains an option for households needing to transfer due to domestic violence.

- Voucher Success Fund: Home Forward successfully launched 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 Voucher 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.
- Record Relief & Criminal Expungement: Home Forward collaborates 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 used 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 has completed the requirements for a Landlord e-Center or Housing Provider Portal which will allow landlords and participants to electronically communicate with Home Forward. Home Forward will deploy the first module in early June (FY2018), providing landlords the ability to view their current units as well as financial and rental histories. Our overall objective is to improve processes and reduce the time required to lease an apartment or home to a voucher holder.
- MTW Operating Reserve: The U.S. Department of Housing and Urban Development (HUD) is required to control disbursement of funds to Public Housing Authorities (PHAs) in such a way as to ensure that PHAs do not receive federal funds before funds are needed. Currently, any Home Forward excess subsidy reserves are held by HUD and are distributed upon request to cover eligible MTW expenditures. Should the Federal cash management requirements change, Home Forward will set aside funds each year, as determined by the Board of Commissioners, towards building an Operating Reserve sufficient to fund four months of Operating Expenses plus one month of Housing Assistance Payments.

## Local Asset Management Plan

Has the PHA allocated costs within statute during the plan year?

☐

No

Has the PHA implemented a local asset management plan (LAMP)?

Yes

or

☐

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. It shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?

Yes

or

☐

In the body of the Report, PHAs should provide a narrative updating the progress of implementing and operating the Local Asset Management Plan during the fiscal year.

Home Forward's Local Asset Management Plan has been implemented with two exceptions. Help Desk services are not billed as fees to programs but are allocated based on program FTE. Work by Home Forward Development staff for Public Housing Capital projects are charged directly to the project on a cost reimbursement basis rather than via a cost recovery fee.

## Section VI. Administrative

### A. Reviews, Audits and Inspections

Public Housing – The chart below lists the Public Housing properties that had REAC inspections in FY2019.

Property	Score
Lexington Court	91
Cora Park	96
Celilo Court	93
Dekum Court	88
Fir Acres	86

Annual Program/Financial A-133 Audit – Home Forward’s Board of Commissioners accepted and approved the independent audit findings for FY2018 (covering the period of April 1, 2018 to December 31, 2019) in June 2019. There were no financial statement findings, questioned costs, or compliance findings.

### B. Evaluation Results

As mentioned in the section on Single-Fund Flexibility Activities, Home Forward participated in Housing Works: A Regional Workforce-Housing Alliance, which was awarded a Workforce Innovation Fund grant in 2012 by the US Department of Labor. A full evaluation is a required element of the grant. Home Forward contributed Moving to Work Initiative Funds to the program in the form of staff time, as well as co-funding the cost of the liaison position from 2013-2016.

The partnership behind the program consisted of a consortium of workforce investment boards (WIBs) and public housing authorities across Multnomah, Washington, and Clackamas counties in Oregon, and Clark County in Washington. The lessons learned from various prior regional workforce development efforts have been applied in building the model for this program. The program brought to scale a pilot that Home Forward and Worksystems, Inc. tested several years ago with funds from the Paul G. Allen Family Foundation and expands the geographic span of activities, increasing the number of housing authority residents and industries served, and aligning the formula funding from the lead agencies.

The Housing Works program was designed to provide residents the opportunity to enhance their skills to gain and retain employment in high-demand industries and to increase their employment income. Participants accessed case management and supports across each stage of the program: career and resource planning; skill development and occupational skills training; job preparation and soft skills development; job attachment services; and employment retention services. This multi-faceted program was also crafted to create system

changes in the WIBs and housing authorities by aligning policies and encouraging the co-investment of resources. The approach to workforce development in this model was substantially altered to incorporate a role for housing authorities as case managers and coaches to assist participants in navigating the array of workforce services and supports. The essential components of this model that speak to systems change consist of growing organizational capacity to more fully align resources and policy; co-investment of resources; and unified service delivery that is seamless to participants.

The final program evaluation by Public Policy Associates, Inc. will be published in May of 2017.

C. MTW Statutory Requirement Certification  
{Signed Board Resolution here}

## D. MTW Energy Performance (EPC) Flexibility Data

Not applicable



# Appendix

## 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 has operated a property/project-based management, budgeting, accounting, and reporting system for the past five years. 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 Assistant Directors, as well as the Deputy Director 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
- Integrated Facilities Services – includes maintenance staff for specialized maintenance services including those supporting maintenance for Public Housing units
- Resident Services – Family Self Sufficiency staff including those supporting Public Housing residents
- 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.

- Integrated Facilities Services: Integrated Facilities Services is the operating group for Home Forward's specialized maintenance services. IFS 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 require engaging central procurement. The Procurement staff is 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.
    - 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
- Pension Liability (GASB 68)
- Deferred Inflows of Resources – Pension (GASB 68)

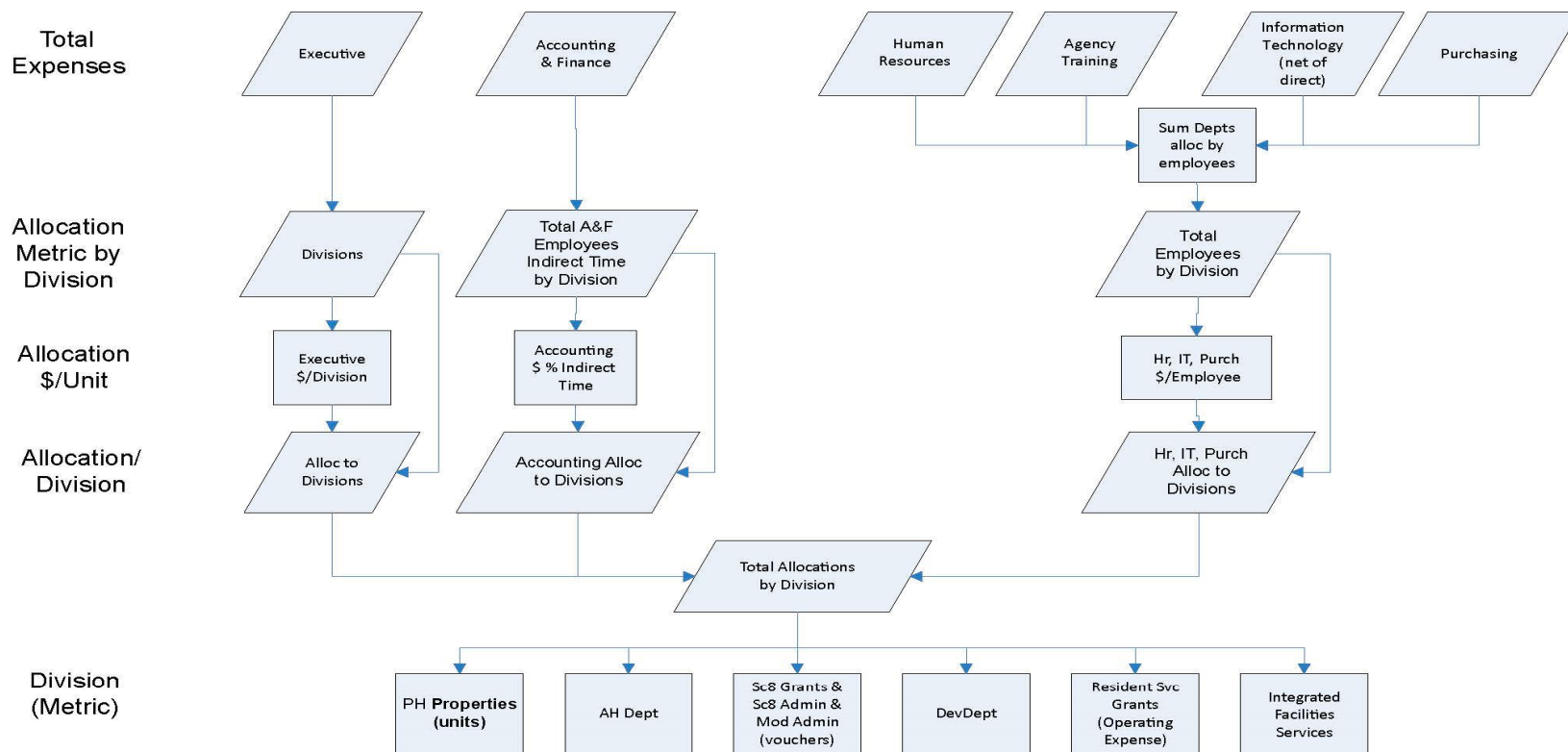
- Deferred Outflows of Resources – Pension (GASB 68)
- Unrestricted and Restricted Net Assets

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

## Process Flow Diagram



**APPENDICES Appendix 1  
Recommended Relocation Plan Contents**

**Appendix 2  
Sample RAD General Information Notice (GIN)**

**Appendix 3  
Sample RAD Notice of Relocation (for relocation anticipated for a year or less)**

**Appendix 4  
Sample RAD Notice of Relocation (for relocation anticipated for more than a year)**

**Appendix 5  
Sample Notice of Eligibility for URA Relocation Assistance (for residents who have been temporarily relocated for more than a year)**



## **Appendix 1: RECOMMENDED RELOCATION PLAN CONTENTS**

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While written Relocation Plans are not required under RAD or URA, the Department strongly encourages PHAs to document their relocation planning process and procedures in a written Relocation Plan. The following provides suggested content for Relocation Plans.

### **I. Project Summary**

The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, number of units, configuration, occupancy information, and funding sources).

The basic components of a plan include:

- A general description of the project and the site, including acquisition, demolition, rehabilitation, and construction activities and funding sources;
- A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site;
- Information on occupancy (including the number of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temporarily relocated);
- Information on relocation needs and costs (including the number of residents who plan to relocate with Section 8 assistance);
- General moving assistance information;
- Temporary move assistance (including information on the duration of temporary moves);
- Permanent move assistance; and
- Appeals process.

### **II. Resident Return and Re-occupancy Policies**

For residents that will be temporarily relocated, the plan should include the criteria that will be used to determine the priority for residents to re-occupy units at the project after rehabilitation, demolition, and/or construction is completed. For example, if units will come online in stages, the plan should outline how the PHA will determine when each resident will return to the project. PHAs should ensure that any written return or re-occupancy policy is compliant with related RAD requirements, such as the right-to-return policy and the “no re-screening upon conversion” policy, as described in the RAD Notice.

### **III. Summary of Moving Costs**

The plan should include a summary of moving costs, identified by move types, including the following:

### Temporary Moves

- Number of and cost amount for two-way moves (i.e., a move to another unit and then a return move) within the same building/complex.
- Number of and cost amount for two-way moves to a unit not in the same building/complex, carried out by the PHA.
- Number of and cost amount for two-way moves to a unit not in the same building/complex not carried out by the PHA.

### Permanent Moves

- Number of and cost amount for one-time moves into another unit in the same building/complex.<sup>15</sup>
- Number of and cost amount for one permanent move to a unit not within the same building/complex, carried out by the PHA.

PHAs should note that if a residential move is carried out by the PHA at no cost to the resident, this per-household estimate must include the required dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the most current dislocation allowance:  
[http://www.fhwa.dot.gov/real\\_estate/practitioners/uniform\\_act/relocation/moving\\_costschedule.cfm](http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_costschedule.cfm)
- Number of and cost amount for one permanent move to a unit not within the same building/complex that is not carried out by the PHA.

## IV. Temporary Relocation Assistance

The PHA will assist residents who are required to move temporarily. At the Initiation of Negotiations (ION), the PHA will send a RAD Notice of Relocation to residents who will be relocated. Appendices 3 and 4 of this Notice contain sample RAD Notices of Relocation to be provided to residents that will be temporarily relocated.

The plan should detail the temporary relocation assistance the PHA will provide for residents (Paragraph 2-7 of HUD Handbook 1378). This assistance includes:

- Temporary Housing - The PHA will provide temporary housing that is decent, safe, and sanitary on a nondiscriminatory basis for residents who are relocated temporarily. The PHA will also pay for reasonable increased housing costs that the resident incurs in connection with the temporary relocation.

NOTE: If a resident's relocation exceeds one year, the PHA must then issue a *Notice of Relocation Eligibility* (49 CFR 24.203(b)) to the resident and offer the resident permanent

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<sup>15</sup> A resident who moved to another unit in the same building/complex may be considered a displaced person under URA if the resident moves from the building/complex permanently and was not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move within the same building/complex and/or if other conditions of the move within the building/complex were not reasonable.

relocation assistance and payments at URA levels. The PHA must provide this notice to affected residents as soon as the temporary relocation exceeds one year.

- **Packing and Moving Assistance** - Since most residents prefer to pack their own personal possessions and items of value, they should be provided packing instructions, boxes, markers, and tape for the move. If assistance in packing is needed, the PHA should provide the resident with information on how to request this assistance. The PHA is responsible for covering all reasonable moving expenses incurred in connection with temporarily relocating a resident. The PHA may reimburse the resident's out-of-pocket moving expenses and/or directly carry out the move.
- **Payment for Temporary Relocation Moving Expenses** - The plan should also indicate how the PHA intends to provide or reimburse for moving services and expenses. The PHA can choose to do one or more of the following:
  - Undertake the moves itself, using force account labor or a moving company;
  - Use PHA's contractor or moving company;
  - Carry out moves with employees of the PHA;
  - Reimburse residents for all actual and reasonable moving costs.

NOTE: The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will not incur any reasonable out-of-pocket moving expenses. Failure to do so may result in the resident not being fully reimbursed.

- **Utility Costs** - The PHA is responsible for covering the expenses relating to disconnection and reconnection of necessary utilities. If the resident has telephone, cable service or Internet access, the PHA is responsible for covering the expenses involved in transferring existing service. The PHA may also pay utility deposits, if required at the temporary relocation housing (HUD Handbook 1378, paragraph 2-7(A)(3)). If a resident is temporarily relocating from a public housing unit to a non-public housing unit, the resident must be reimbursed for reasonable increases in utility costs even if the PHA utility allowance is lower than the actual costs to the resident.

## **V. Permanent Relocation Assistance**

Based on the local housing resources available, the PHA should identify the replacement housing options that will be available to meet the housing needs of residents to be permanently relocated. Replacement housing options for residents that meet the definition of a "displaced person" (49 CFR 24.2(a)(9)) under the URA include, but are not limited to:

- Other Public Housing;
- Section 8 Project-Based Voucher unit;
- Section 8 Housing Choice Voucher unit;
- Homeownership housing;

- Private-market rental housing (affordable, non-subsidized).<sup>16</sup>

The plan should describe each type of replacement housing projected to be available, including:

1. Number of units, by bedroom size, expected to be available, and discussion of whether available units will meet dwelling requirements of relocated residents;
2. General area or location of unit(s);
3. Criteria for receiving relocation assistance; and
4. Any other information that might benefit residents in their consideration of housing choices.

The plan should include a description of the permanent relocation assistance the PHA will provide to residents. This assistance includes:

- Availability of Comparable Replacement Housing – Under URA, no displaced resident will be required to move unless at least one comparable replacement dwelling (49 CFR 24.2(a)(6)) is made available at least 90 days before the required move (49 CFR 24.203(c)). Comparable replacement dwellings must contain the accessibility features needed by displaced persons with disabilities (49 CFR 24.2(a)(8)(vii); 49 CFR part 24, Appendix A, §24.2(a)(8)(vii)). If the comparable replacement dwelling is not subsidized housing, the PHA should contact the RAD staff for advice on replacement housing payment requirements.
- Referral to Housing Not Located in an Area of Minority Concentration - Whenever possible, minority persons shall be given reasonable opportunities to relocate to decent, safe, and sanitary replacement dwellings that are within their financial means and not located in areas of minority concentration (49 CFR 24.205(c)(2)(ii)(D)). However, this policy does not require a PHA to provide a person a larger payment than is necessary to enable a person to relocate to a comparable replacement dwelling unit.
- Permanent Relocation Moving Expenses from Public Housing to Public Housing - The PHA may choose one of the following options for covering the expenses involved in moving public housing residents that are relocated into other public housing:
  - Undertake the move itself, using force account labor or a moving company. Residents should incur no moving costs under this option, but if such expenses are incurred, the PHA is responsible for reimbursing the resident for any such actual and reasonable expenses. In such case, the resident is also entitled to a dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the current dislocation allowance and is available at:  
[http://www.fhwa.dot.gov/real estate/practitioners/uniform act/relocation/moving co st schedule.cfm](http://www.fhwa.dot.gov/real%20estate/practitioners/uniform%20act/relocation/moving%20cost%20schedule.cfm)

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<sup>16</sup> Every effort should be made to find another subsidized unit as replacement housing for a resident relocating from subsidized housing so that the resident will continue receiving the housing subsidy as long as it is needed.

NOTE: Residents who prefer to pack their own personal possessions and items of value may be provided packing instructions, boxes, markers, and tape for their move. If a resident needs assistance in packing, they should contact the PHA. It is the responsibility of the PHA to pack and move all of their belongings and household goods, if so desired.

- Allow the resident to elect one of the following choices:
  - 1) The PHA will reimburse the resident for the cost of all actual reasonable and necessary moving and related expenses (49 CFR 24.301), such as:
    - Transportation of the resident and personal property. This may include reimbursement at the current mileage rate for personally owned vehicles that need to be moved. Transportation costs for a distance beyond 50 miles are not eligible, unless the PHA determines that relocation beyond 50 miles is justified.
    - Packing, crating, uncrating, and unpacking of personal property.
    - Storage of personal property for a period not to exceed 12 months, unless the PHA determines that a longer period is necessary.
    - Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
    - Insurance for the replacement value of the property in connection with the move and necessary storage.
    - The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
  - 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49 CFR 24.302), available at:  
[http://www.fhwa.dot.gov/real\\_estate/practitioners/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm)
- Permanent Relocation Moving Expenses for All Other Moves – Under URA, residents who are permanently displaced, except for those residents displaced from public housing and moving to other public housing, are entitled to the assistance described in the brochure *Relocation Assistance To Residents Displaced From Their Homes*, available in English at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16280.doc](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16280.doc) and in Spanish at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16281.doc](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16281.doc). Residents may choose moving assistance from one of the following two options.
  - 1) The PHA will reimburse the resident for the cost of all actual reasonable moving and related expenses (49 CFR 24.301).
  - 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49

CFR 24.302), available at:

[http://www.fhwa.dot.gov/real\\_estate/practitioners/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm).

- Replacement Housing Payment - In addition to covering moving expenses, displaced residents may be entitled to a replacement housing payment (RHP). This payment is intended to cover the increase, if any, in monthly housing costs for a 42-month period.

When calculating the RHP, the PHA must consider the comparable replacement housing unit offered to the resident. Since the PHA is not required to pay an RHP amount that exceeds the amount of RHP calculated for the offered comparable replacement dwelling, residents are cautioned to work closely with the PHA prior to their move.

- Accessible Housing for Persons with Disabilities - Under the URA, persons with disabilities who will be permanently displaced must be relocated to a replacement dwelling that contains the accessibility features they need (49 CFR 24.2(a)(8)(vii); 49 CFR Appendix A, 24.2(a)(8)(vii)). A person with disabilities who has been relocated must be offered a comparable replacement dwelling unit that contains accessible features comparable to the housing from which the tenant has been displaced or relocated. This is so even if the tenant has paid for the acquisition and/or installation of accessible features in the housing from which he or she has been relocated; in such instances, the recipient must ensure that the replacement housing contains comparable accessible features or provide relocation assistance to the tenant in an amount that covers the cost of acquiring and/or installing comparable accessible features. Under the URA, an agency may use project funds to remove architectural barriers for displaced owners and tenants with disabilities or take other last resort housing measures if comparable replacement dwelling units are not available within the monetary limits prescribed under the URA regulations (49 CFR 24.404(c)(vii); HUD Handbook 1378, Paragraph 3-8).

## VI. Relocation Budget

Based on the results of the planning process, the PHA should create a relocation budget that includes the following six components:

- 1) The cost of administering the plan and providing assistance and counseling.
- 2) Reasonable moving expenses for a person with disabilities, which may include the cost of moving assistive equipment that is the personal property of the residents, the furnishings and personal belonging of a live-in aide, and/or other reasonable accommodations (HUD Handbook 1378, Paragraph 3-2).
- 3) The cost of the physical move of the residents' belongings. (It is suggested that the move costs be broken down by average cost per move type multiplied by the number of moves.)  
NOTE: This physical move cost total should be based on the move scenarios anticipated

or projected by the resident survey.

- 4) The cost estimated to pay for projected increases in monthly housing costs for temporary relocation.
- 5) The cost estimated to pay for the replacement housing payment (RHP) (42-month period for URA or 60-month period if section 104(d) applies).
- 6) Contingency costs estimated for carrying out the relocation process necessary to complete the proposed project. (The PHA should state where these costs are indicated in the application, or attach any other information required by HUD, to support these costs.)

## **VII. Appeal Process**

If a resident disagrees with the PHA's decision as to the resident's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal to the PHA. The Relocation Plan should describe the specific appeal procedures to be followed consistent with 49 CFR 24.10 (and 24 CFR 42.390 if section 104(d) is involved). At a minimum, the resident will have 60 days to file an appeal with the PHA after receiving written notification of a claim or ineligibility determination.

## **VIII. Certification**

The plan should contain a certification of compliance with the URA and, if applicable, section 104(d).

## **Technical Assistance**

The PHA should direct questions on this Notice's relocation assistance requirements to their RAD Transaction Manager or [email rad@hud.gov](mailto:email_rad@hud.gov).

## Appendix 2: SAMPLE RAD GENERAL INFORMATION NOTICE (GIN)

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### PHA LETTERHEAD

#### RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE (GIN)

[Date]

Dear [Resident Name],

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that [the proposed acquisition, rehabilitation or demolition, may require you to be relocated (temporarily or permanently) from your unit]. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition



to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property in the future, you will be informed in writing. [PHA] will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, [PHA] may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: [Name, Title, Address, Phone, Email Address]. This letter is important to you and should be retained.

Sincerely,

[Name]

[Title]

NOTES:

1. Files must indicate how this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378)
2. This is a sample GIN. PHAs should revise it to reflect project-specific circumstances.
3. PHAs may provide residents with HUD brochure "Relocation Assistance To Residents Displaced From Their Homes" available at:  
<http://www.hud.gov/offices/cpd/library/relocation/publications/1042.pdf>.

**Appendix 3: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for a year or less)**

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**THIS IS A GUIDE FORM.  
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.**

PHA Letterhead

(date)

Dear *[Resident Name]*,

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On *[date]*, the *[Public Housing Authority]* (PHA) notified you of proposed plans to *[acquire/ rehabilitate/demolish]* the property you currently occupy at *[address]*. On *[date]*, HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. *[In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property]* (Displacing Agency) intends to acquire the property you currently occupy. **This is a Notice of Intent to Acquire.]**

In order for PHA to complete the project, you will need to be relocated for *[anticipated duration of relocation]*. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation payments and assistance.

However, **you do not need to move now.** This notice informs you that a decent, safe, and sanitary dwelling unit, listed below, has been made available to you and you will be required to move by *[insert date at least 30 days after the date of this notice]*.

If your temporary relocation exceeds one year and you qualify as a "displaced person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

The relocation assistance to which you are entitled includes:

☐ **Payment for Moving Expenses.** You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary

move. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.]*

☐ The location of your temporary replacement unit is *[address]*. This temporary housing has been determined to be decent, safe and sanitary.

☐ *List appropriate relocation advisory services and any other services and assistance provided.]*

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact *[Name, Title, Address, Phone, Email Address]* before you make any moving plans. He/she will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled.

**Remember, do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

\_\_\_\_\_  
Print name:

Title:

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*

#### Appendix 4: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for more than a year)

**THIS IS A GUIDE FORM.  
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.**

PHA Letterhead

(date)

Dear [Resident Name],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [date], the [Public Housing Authority] (PHA), notified you of proposed plans to [acquire/ rehabilitate/demolish] the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. *[In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property] (Displacing Agency) intends to acquire the property you currently occupy. This is a Notice of Intent to Acquire.]*

In order for PHA to complete the project, you will need to be relocated for [anticipated duration of relocation]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now.** If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). *[Note to PHA: These time periods may start running as of the date of this Notice if the notice of relocation includes such information on the temporary and/or comparable replacement dwelling options, as applicable. In such circumstance, add applicable sentences to adequately notify the resident. For example: This notice informs you that a temporary unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [date no sooner than 30 days after notice]. This notice informs you*

that a comparable unit, listed below, has been made available to you and, if you choose this option, you will be required to move by *[date no sooner than 90 days after notice]*.

If you choose temporary relocation, your relocation exceeds one year and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

If you choose to receive temporary relocation assistance, this assistance will include:

☐☐☐ Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.]*

☐☐☐ The location of your temporary replacement unit is *[address]*. This temporary housing has been determined to be decent, safe and sanitary.

☐☐☐ *[List appropriate relocation advisory services and any other services and assistance provided.]*

If you elect to receive permanent relocation assistance, this assistance will include:

☐☐☐ Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.

☐☐☐ Payment for Moving Expenses. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.]*

☐☐☐ Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

☐☐☐ *[PHA: list here any permanent relocation assistance offered, such as a Housing Choice Voucher.]*

- ☐ Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

	Address	Rent & Utility Costs	Contact Info
1.			
2.			
3.			

We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] *[PHAs should note that, at the agency's discretion, a down-payment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).]* Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

**Remember. do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

\_\_\_\_\_  
Print name:

Title:

Enclosure/s

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*

**Appendix 5: SAMPLE NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE**  
(For residents who have been temporarily relocated for more than a year)

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***THIS IS A GUIDE FORM.***  
***IT SHOULD BE REVISED TO REFLECT THE CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [Resident]:

The property you formerly occupied at [address] is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. You have been temporarily relocated from that property since [date.] Your temporary relocation has exceeded one year.

It has been determined that you qualify as a "displaced person" according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You are eligible for relocation assistance and payments under the URA.

**You may choose to remain temporarily relocated and return to a unit in the RAD project once it is completed.** It is currently estimated that you may return to the RAD project by [date]. If you choose to remain temporarily relocated, you will stay at your current location until the RAD project is completed.

Alternatively, you may choose permanent relocation assistance and payments for which you are eligible, as listed below. If you choose permanent relocation assistance, you give up your right to return to the completed RAD project. However, **you do not need to move now.** If you choose permanent relocation assistance instead of exercising your right to return to the completed RAD project, you will not be required to move sooner than 90 days from the date that at least one comparable replacement unit has been made available to you. [Alternatively: You will not be required to move sooner than 90 days from the date of this notice, which informs you of a comparable replacement unit that has been made available for you].

**This is your Notice of Eligibility for relocation assistance.**

**The effective date of your eligibility is [insert date that relocation exceeds one year.]**

**NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h).** All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.



The relocation assistance to which you are entitled includes:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.]* This is in addition to any amounts received to reimburse for any reasonable out-of-pocket expenses incurred in connection with the temporary move.
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- *[PHA list here any other relocation assistance offered the resident, such as Housing Choice Voucher .]*

Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

	Address	Rent & Utility Costs	Contact Info
1.			
2.			
3.			

We believe that the unit located at [address] is most representative of the original unit you occupied in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is \$[amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns. Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately \$ [42 x \$Amount], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a downpayment assistance payment which is equal to your maximum

replacement housing payment, [\$ amount] *[PHAs should note that, at the agency's discretion, a downpayment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).]* Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe, and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for any applicable relocation payments.

**Remember. do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

---

Print Name:  
Title:

Enclosure/s

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.*





## MEMORANDUM

To:	Board of Commissioners	Date:	March 17, 2020
From:	Taylor Smiley Wolfe, Director of Policy and Planning 503.802.8506	Subject:	Authorize Home Forward to Execute the Seventh Amendment to Amended and Restated Moving to Work Agreement Resolution 20-03-02

The Board of Commissioners is requested to authorize the execution of the Seventh Amendment to the Amended and Restated Moving to Work Agreement.

When the Moving to Work (MTW) program began in 1999, each MTW Public Housing Authority had a unique Agreement with HUD regarding the conditions of its participation and exceptions to regulations. In 2006, HUD developed a new MTW agreement that expanded and standardized the authorizations granted to MTW agencies. Home Forward's Amended and Restated Moving to Work Agreement authorized in 2009, replaced the original MTW Agreement and allows for further amendments upon mutual agreement by Home Forward and HUD. HUD has extended the existing 2006 MTW Agreement for all MTW Public Housing Authorities through fiscal year 2028. Six amendments to the Agreement have been authorized to date.

Attachment C to Home Forward's MTW Agreement outlines Statements of Authorization that give Home Forward authority to pursue locally driven policies, procedures, and programs to develop more efficient ways to provide housing assistance and incentives related to self-sufficiency. We approved our Sixth Amendment to our Moving to Work Agreement in September 2017.

The Seventh Amendment (Attachment A) makes technical changes to Attachment C. Section D. “Authorizations Related to Section 8 Housing Choice Voucher” of Home Forward’s MTW Agreement (Attachment B). This technical amendment provides clearer language around allowing Moving to Work agencies to issue vouchers for units in agency owned properties. Specifically, these changes clarify that Home Forward is allowed to waive independent entity requirements and independent inspection requirements for RAD units in properties that Home Forward owns. Staff is requesting board approval to adopt this technical amendment so that it may be in place and acted upon by HUD as soon as this matter is resolved.

#### ATTACHMENTS

Attachment A. Seventh Amendment to the Amended and Restated Moving to Work Agreement

Attachment B. Home Forward’s Moving to Work (MTW) Agreement



## RESOLUTION 20-03-02

**RESOLUTION 20-03-02 AUTHORIZES HOME FORWARD STAFF TO ADOPT THE “SEVENTH AMENDMENT TO AMENDED AND RESTATED MOVING TO WORK AGREEMENT AMENDING ATTACHMENT C (STATEMENTS OF AUTHORIZATIONS) FOR THE AMENDED AND RESTATED MOVING TO WORK AGREEMENT BETWEEN U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND HOME FORWARD”**

**WHEREAS**, Attachment C to Home Forward’s Moving to Work Agreement describes the activities that Home Forward may carry out under the Moving to Work (MTW) Demonstration program; and

**WHEREAS**, existing language in the previous Attachment C does not address circumstances under which we convert a property to Rental Assistance Demonstration (RAD) voucher but do not transition the property to a separate legal entity; and

**WHEREAS**, Home Forward desires to update the language to clarify that certain authorizations apply in cases where the property does not transition to a separate legal entity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward that the Chair, Executive Director, or Designee of Home Forward is authorized to enter into and execute “Seventh Amendment to Amended and Restated Moving to Work Agreement Amending Attachment C (Statement of Authorizations) for the Moving to Work (MTW) agreement Between U.S. Department of Housing and Urban Development and Home Forward”.

**ADOPTED: MARCH 17, 2020**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

**SEVENTH AMENDMENT  
TO  
AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
BETWEEN  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
AND  
HOUSING AUTHORITY OF PORTLAND (HOME FORWARD)**

This Seventh Amendment to the Moving to Work (“MTW”) Agreement (“Agreement”) is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development (“HUD”) and Housing Authority of Portland (Home Forward) (“Agency”) and is effective on the date of execution by HUD following execution by the PHA. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

This Amendment replaces the language in authorizations D.1.f., D.5., D.7.a. and D.7.d of Attachment C as follows:

**1. Section D.1.f. of Attachment C is replaced with the following language:**

f. The Agency is authorized to determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations and shared living facilities, subject to HUD’s subsidy layering requirements. The Agency may also waive the independent entity requirements for PHA-owned units. If the Agency chooses to use this authorization, it will need to provide a transition plan to both the affected residents and HUD prior to the end of the demonstration. *This authorization waives certain provisions of Sections (8)(o)(11) and 8(p) of the 1937 Act and 24 C.F.R. 983.53-54, and 982 Subparts H and M as necessary to implement the Agency's Annual MTW Plan.*

**2. Section D.5. of Attachment C is replaced with the following language:**

**5. Ability to Certify Housing Quality Standards**

The Agency is authorized to certify that housing assisted under MTW will meet housing quality standards established or approved by HUD. The certification form will be approved or provided by HUD. The agency is also authorized to perform HQS inspections on PHA-owned HCV and PBV units in lieu of the independent inspection requirements. *This authorization waives certain provisions of Section 8(o)(8) and 8(o)(11) of the 1937 Act, 24 C.F.R. 982.352(b), and 24 C.F.R. 982, Subpart I as necessary to implement the Agency's Annual MTW Plan.*

**3. Section D.7.a of Attachment C is replaced with the following language:**

a. The Agency is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the Agency that are not public housing, subject to HUD's requirements regarding subsidy layering. If the Agency chooses to project-base Section 8 assistance at such properties, the Agency recognizes and accepts that such units would no longer be eligible for operating subsidy provided under Section 9(e) of the 1937 Housing Act or for future capital funds provided under section 9(d) for those units if it chooses to use this authorization. Project-based assistance for such owned units does not need to be competitively bid, nor are the owned units subject to any required assessments for voluntary conversion. The Agency may also waive the independent entity requirements for PHA-owned units. *This authorization waives certain provisions of Sections 8(o)(11) and 8(o)(13)(B and D) of the 1937 Act and 24 C.F.R. 982.1, 982.102 and 24 C.F.R. Part 983, as necessary to implement the Agency's Annual MTW Plan.*

**4. Section D.7.d. of Attachment C is replaced with the following language:**

d. All units that receive project-based Section 8 assistance must meet either (i) existing HQS standards established by the Secretary or (ii) a local standard for communities receiving project-based Section 8 assistance developed by the Agency and approved by the Secretary pursuant to this MTW Agreement, as applicable. The agency is authorized to perform HQS inspections on PHA-owned HCV and PBV units in lieu of the independent inspection requirements. *This authorization waives certain provisions of Sections 8(o)(8) and 8(o)(11) of the 1937 Act, and 24 C.F.R. 983.103(f) and 24 C.F.R. 982 Subpart I as necessary to implement the Agency's Annual MTW Plan.*

IN WITNESS WHEREOF, the parties have caused this Amendment to Attachment C to be executed by their duly authorized representatives.

HOUSING AUTHORITY OF PORTLAND (HOME FORWARD)

By: \_\_\_\_\_

Name: Michael Buonocore

Its: Executive Director

Date:

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By: \_\_\_\_\_

Name: R. Hunter Kurtz

Its: Assistant Secretary, Public and Indian Housing

Date:





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING  
OFFICE OF PUBLIC HOUSING INVESTMENTS

Mr. Steve Rudman  
Executive Director  
Housing Authority of Portland  
135 SW Ash Street  
Portland, OR 97204

Dear Mr. Rudman:

Enclosed please find an executed copy of HAP's Amended and Restated Moving to Work Agreement. Thank you for your continued interest in the Department's programs and in the MTW demonstration program. If you have any questions, please contact me at 202-402-2488.

Sincerely,

A handwritten signature in black ink, which appears to read "Ivan Pour", is positioned above the typed name.

Ivan Pour  
Program Director  
Moving to Work Demonstration Program  
Office of Public Housing Investments

### Amended and Restated Moving to Work Agreement

This Amended and Restated Moving to Work Demonstration Agreement (Restated Agreement) is entered into on this 5<sup>th</sup> day of 3/2009 by and between the United States of America through the U.S. Department of Housing and Urban Development (HUD) and the **Housing Authority of Portland** (Agency). The term of this Agreement shall begin on the Date of Execution by HUD and shall continue until the end of the Agency's 2018 Fiscal Year, subject to meeting the evaluation criteria described in Section IV, unless such term is otherwise extended by HUD; and

WHEREAS, Section 204 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134) (1996 Appropriations Act) establishes the statutory framework known as the Public Housing/Section 8 Moving to Work (MTW) demonstration program; and

WHEREAS, Section 204(a) of the 1996 Appropriations Act provides that public housing agencies that administer Section 8 and public housing (Agencies) and the Secretary of HUD (Secretary) shall have the flexibility to design and test various approaches for providing and administering housing assistance that: 1) reduce cost and achieve greater cost effectiveness in Federal expenditures; 2) give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and 3) increase housing choices for low-income families (the three statutory objectives); and

WHEREAS, pursuant to Section 204(a) of the 1996 Appropriations Act, HUD may permit Agencies to combine funds appropriated under sections 8 and 9 of the 1937 Act, and may exempt Agencies from provisions of the 1937 Act and implementing regulations thereunder pertaining to Public and Indian Housing and section 8 voucher assistance; and

WHEREAS, the Secretary determined that the Agency satisfies the Secretary's selection criteria and selected the Agency to participate in MTW; and

WHEREAS, on 13<sup>th</sup> day of January 1999, HUD and the Agency executed an MTW Agreement, and on the 28<sup>th</sup> day of January 2001, HUD and the Agency executed an MTW Extension, and on 28<sup>th</sup> day of March 2003, HUD and the Agency executed an MTW Amendment, and on the 30<sup>th</sup> day of March 2006, HUD and the Agency executed an MTW Extension, (collectively known as the Original MTW Agreement) governing the terms and conditions under which HUD authorizes the Agency to participate in MTW; and

WHEREAS, the parties have previously entered into one or more Annual Contributions Contracts (ACCs) setting forth the terms and conditions under which the Agency participates in the public housing and/or Section 8 Housing Choice Voucher programs administered by HUD; and

WHEREAS, the parties agree to execute this Restated Agreement, which hereby amends and replaces any Original MTW Agreement between HUD and the Agency; and

Amended and Restated Moving to Work Agreement  
Housing Authority of Portland

WHEREAS, it is a goal of the MTW demonstration to design and test innovative methods of providing housing and delivering services to low-income families in an efficient and cost effective manner, and HUD and the Agency agree to fully cooperate with each other in order to make the demonstration a success;

NOW, THEREFORE, in reliance upon and in consideration of the mutual representations and obligations hereunder, the parties do agree as follows:

## **I. Statutory Authorizations**

- A. This Restated Agreement amends and replaces the Original MTW Agreement between HUD and the Agency. This Restated Agreement waives certain provisions of the United States Housing Act of 1937, as amended (1937 Act), and HUD's implementing requirements and regulations thereunder, as are set forth in the Statement of Authorizations (Attachment C), and the Legacy and Community-Specific Authorizations (Attachment D) only to the extent they are necessary to implement the Agency's Annual MTW Plan. Except as noted in Section I.B. below, this Restated Agreement supersedes the terms and conditions of one or more ACCs between the Agency and HUD, to the extent necessary for the Agency to implement its MTW demonstration initiatives as laid out in the Agency's Annual MTW Plan, as approved by HUD.
- B. Notwithstanding the preceding authority waiving certain provisions of the 1937 Act as necessary to implement the Agency's Annual MTW Plan, the following provisions of the 1937 Act, as otherwise applicable, shall continue to apply to the Agency and/or assistance received pursuant to the 1937 Act:
  1. The terms "low-income families" and "very low-income families" shall continue to be defined by reference to Section 3(b)(2) of the 1937 Act (42 U.S.C. § 1437a(b)(2));
  2. Section 12 of the 1937 Act (42 U.S.C. § 1437j), as amended, shall apply to housing assisted under the demonstration, other than housing assisted solely due to occupancy by families receiving tenant-based assistance; and
  3. Section 18 of the 1937 Act (42 U.S.C. § 1437p, as amended by Section 1002(d) of Public Law 104-19, Section 201(b)(1) of Public Law 104-134, and Section 201(b) of Public Law 104-202), governing demolition and disposition, shall continue to apply to public housing notwithstanding any use of the housing under MTW.
- C. This Restated Agreement only waives certain provisions of the 1937 Act and its implementing regulations. Other federal, state and local requirements applicable to public housing shall continue to apply notwithstanding any term contained in this Restated Agreement or any Authorization granted thereunder. Accordingly, if any requirement applicable to public housing, outside of the 1937 Act, contains a provision that conflicts or is inconsistent with any authorization granted in this Restated Agreement, the MTW Agency remains subject to the terms of that requirement. Such requirements include, but are not limited to, the following: Appropriations Acts,

competitive HUD notices of funding availability under which the Agency has received an award, state and local laws, Federal statutes other than the 1937 Act, and OMB Circulars and requirements (including regulations promulgated by HUD thereunder in 24 C.F.R. part 85).

- D. The MTW Agency is authorized to conduct activities in accordance with the Statement of Authorizations (Attachment C) and in accordance with the Legacy and Community-Specific Authorizations (Attachment D), as applicable. In the event of a conflict between Attachment C and Attachment D, the authorizations in Attachment D will supersede those in Attachment C.

## II. Requirements and Covenants

- A. The amount of assistance received under sections 8 or 9 of the 1937 Act by an Agency participating in the demonstration shall not be diminished by the Agency's participation in the MTW demonstration.
- B. The Agency agrees that any HUD assistance that the Agency is authorized to use under the MTW demonstration shall be used in accordance with the Agency's Annual MTW Plans, as may be applicable. The Agency hereby certifies that the Agency's governing board has approved this Restated Agreement, and each Annual MTW Plan issued prior to the date hereof, as applicable, and that a copy of each such board approval has been provided to HUD.
- C. The Agency shall hold at least one public hearing per Annual MTW submission, and make the Annual MTW Plan available for public comment for at least thirty (30) days. The Agency agrees to take into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided.
- D. The Agency shall: (i) ensure that at least 75 percent of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act, (ii) assist substantially the same total number of eligible low-income families under MTW, as would have been served absent the demonstration, and (iii) maintain a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under the demonstration.
- E. When providing public housing, the Agency will ensure that it is safe, decent, sanitary, and in good repair, according to an inspection protocol established or approved by the Secretary. This in no way precludes the Agency from modifying its own inspection protocol as authorized in Attachments C and/or D as long as such protocol meets the housing quality standards established or approved by the Secretary.<sup>1</sup>

<sup>1</sup> Agencies are still subject to state and local building codes, and housing codes, and state and local public housing law on inspections.

- F. The Agency agrees to keep project level budgeting and accounting, report financial statements in the Financial Data Schedule (FDS)<sup>2</sup>, and abide by project level management reviews and fees. The Agency will conform to OMB Circular A-87 and the HUD definition of reasonable fees as defined in 24 CFR part 990, and HUD's Financial Management Guidebook 7475.1 and Supplement, as they may be amended.
- G. HUD will not score the Agency under HUD's Public Housing Assessment System (PHAS) or HUD's Section Eight Management Assessment Program (SEMAP), or their successor systems, unless the Agency elects to be scored. If the Agency elects to be scored, the agency will continue to be scored for the duration of the demonstration.
- H. The Agency agrees to cooperate fully with HUD and its contractors in the monitoring and evaluation of the MTW demonstration, to keep records, and to submit reports and other information to HUD as described in the Restated Agreement.
- I. The Agency shall comply with the requirements of the National Environmental Policy Act (NEPA) and other related federal laws and authorities identified in 24 C.F.R. Part 50 or Part 58, as applicable.
- J. The Agency will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 C.F.R. § 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency must make reasonable accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.
- K. The Agency will comply with the terms of any applicable court orders or Voluntary Compliance Agreements that are in existence or may come into existence during the term of the Agreement. The Agency further agrees that it will cooperate fully with any investigation by the HUD Office of Inspector General or any other investigative and law enforcement agencies of the U.S. Government.
- L. Unless otherwise provided herein, this Restated Agreement does not apply to Section 8 assistance that is required:
  - 1. To meet existing contractual obligations of the Agency to a third party (such as Housing Assistance Payment contracts with owners under the Agency's Section 8 Housing Choice Voucher program);
  - 2. For payments to other public housing authorities under Section 8 portability billing procedures; or
  - 3. To meet particular purposes for which HUD has expressly committed the assistance to the Agency.

<sup>2</sup> The Agency agrees to comply with FDS submission requirements, including the requirement to submit project level financial data in the FDS.

The aforementioned covenants made by the Agency are not exclusive, as the Agency must also comply with all requirements applicable to public housing other than both those provisions of the 1937 Act, as amended from time to time, and its implementing regulations specifically waived by the Authorizations contained in this Restated Agreement.

### III. Rent Reform Initiatives

The Agency shall establish a reasonable rent policy that is designed to encourage employment and self-sufficiency by participating families, consistent with the purpose of this demonstration. In developing its rent policy, the Agency must adopt a policy for addressing hardship cases. To meet the Department's purposes of evaluating the MTW demonstration, Agencies may randomly assign new participants into the MTW group, which will provide an alternate program/rent structure, and into a control group, which will continue to operate under the 1937 Act requirements, and collect useful participant data at the point of random assignment.

### IV. Evaluation

- A. HUD will consider the following criteria when evaluating whether this Agency shall continue in the MTW Demonstration:
  1. The Agency is in compliance with this Restated Agreement.
  2. The Annual MTW Plans and Reports have been satisfactorily completed and submitted in a timely manner, consistent with this Restated Agreement; and
  3. The Agency has demonstrated, through the Annual MTW Plan and Report, that it has used its MTW designation (i.e., engaged in MTW Activities), as set forth in Section 204 of the 1996 Appropriations Act.
- B. If, after the evaluation during FY 2011 and FY 2014, HUD determines that the Agency fails to meet the above criteria, HUD can terminate this Restated Agreement.

### V. Amendments and Continuation of Activities

- A. Amendment of this Restated Agreement. This Restated Agreement may be further amended upon mutual agreement of the Agency and HUD. Proposed amendments by the Agency to the Restated Agreement shall be submitted in writing to HUD's Office of Public and Indian Housing, or its successor, only after the Agency has conducted a public hearing, considered comments from the hearing in drafting the proposed amendment, and obtained an approval from the Agency's Board of Commissioners or Directors, as applicable. HUD will respond to the Agency in writing to either approve and execute or disapprove the amendment request. The Statement of Authorizations (Attachment C) may be unilaterally amended by HUD only in order to add to the existing authorizations. The Legacy and Community-Specific Authorizations (Attachment D) may be amended upon mutual agreement between HUD and the Agency. In the event of a conflict between Attachment C and Attachment D, the authorizations in Attachment D supersede the authorizations in Attachment C.
- B. Amendment of the Annual MTW Plan. Amendments to the Annual MTW Plan only need to be made if the proposed MTW activity falls outside the scope of the HUD-

approved Annual MTW Plan. An MTW activity is defined as an activity that an Agency participating in the MTW demonstration is authorized to undertake only by means of invoking an authorization included in Attachment C or Attachment D of this Restated Agreement, as opposed to an activity that a non-MTW agency could undertake pursuant to the conventional public housing and Section 8 Housing Choice Voucher programs' statutory and regulatory requirements. Proposed amendments by the Agency to the Annual MTW Plan shall be submitted in writing to HUD's Office of Public and Indian Housing, or its successor, only after the Agency has conducted a public hearing, considered comments from the hearing in drafting the proposed amendment, and obtained an approval from the Agency's Board of Commissioners or Directors, as applicable. HUD will respond in writing to either approve or disapprove the amendment request.

The letter requesting any amendment to the Annual MTW Plan should include the following information in relation to the proposed MTW Activity:

1. Description of the proposed activity;
2. Description of how the activity relates to at least one of the three statutory objectives;
3. Identification and discussion of the anticipated impact of the proposed MTW activity on the stated objective;
4. Description of the baselines and benchmarks that the Agency will use to measure the performance and progress of the MTW activities;
5. Description of the data collection process and metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives; and
6. The specific provision of the 1937 Act or regulation that is waived under MTW that authorized the Agency to make this change, when applicable.

C. Continuation of Activities.

1. Not later than one year prior to expiration of this Restated Agreement, the Agency shall submit a transition plan to HUD. It is the Agency's responsibility to plan in such a manner that it will be able to end all features of the MTW Plan upon expiration of the Agreement, as HUD cannot guarantee that it will be able to extend any features of the Plan. The transition plan shall describe plans for phasing out of such authorizations/features. The plan shall also include any proposals of authorizations/features of the Restated Agreement that the Agency wishes to continue beyond the expiration of the Restated Agreement. The Agency shall specify the proposed duration, and shall provide justification for extension of such authorization/features. HUD will respond to the Agency in writing in a timely manner. Only authorizations/features specifically approved for extension shall continue beyond the term of the MTW Restated Agreement. The extended features shall remain in effect only for the duration and in the manner specified in the approved transition plan.

2. HUD will review and respond to timely-submitted transition plans within 75 days or they are deemed approved. To the extent that HUD has questions or feedback within this 75-day period, HUD will transmit such information within a sufficient time period for the Agency to respond and for HUD to approve a transition plan within 75 days of submission of the plan.

## VI. Funding

- A. Funding Methodology. During the term of the MTW demonstration, HUD will provide the Agency with public housing operating subsidies, and modernization or capital funds (including development and replacement housing factor funds), and with tenant-based Section 8 assistance, as provided in Attachment A. If the Agency's Attachment A does not describe the funding methodology for any of these funding streams, the Agency's funding will be calculated according to standard HUD calculations of Agency benefits.
- B. Funding Disbursements. The Agency will receive its public housing operating subsidy and Section 8 tenant-based funding in accordance with the following calculation and disbursement requirements:
  1. Operating Fund subsidies
    - a. HUD shall calculate the allocation of Operating Fund subsidies to the Agency in accordance with Attachment A.
    - b. The Agency may use these funds for any eligible activity permissible under Section 9(e)(1) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.
  2. Capital Funds and Other Grants
    - a. HUD shall calculate the allocation of Capital Fund grants (including replacement housing factor fund grants) to the Agency in accordance with Attachment A. Capital Funds will be disbursed in accordance with standard HUD procedures for the disbursement of public housing Capital Fund Grants.
      - (i) In requisitioning grant funds, the Agency will not be required to provide line item detail, but will request the funds using a single MTW line item; provided however, that the Agency may not accelerate draw downs of funds in order to fund reserves.
      - (ii) The Agency may use these funds for any eligible activity permissible under Section 9(d)(1) of the 1937 Act, or if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use these funds for any eligible activity permissible under



Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.

- (iii) The Agency is subject to the requirements of Section 9(j) of the 1937 Act with respect to its Capital Fund Grants.

b. Section 8 Tenant-Based Assistance

- (i) HUD shall calculate the allocation of Section 8 Housing Choice Voucher funding to the Agency in accordance with Attachment A.
- (ii) The Agency may use tenant-based Section 8 funds included in the MTW block grant for any eligible activity permissible under Section 8(o) of the 1937 Act or, if the Agency proposes to use the funding as part of a block grant in its Annual MTW Plan, it may use the funds for any eligible activity permissible under Section 8(o), 9(d)(1) and 9(e)(1) consistent with this MTW Restated Agreement.

- c. The Agency may submit for HUD consideration and approval alternative schedules for disbursement of public housing operating subsidy and Section 8 tenant-based funding to reduce the number of transactions and to address the time lag between making Housing Assistance Payments (HAP) for the large number of Section 8 participants from other jurisdictions (portables) and reimbursement by those jurisdictions. An Agency's request for consideration and approval of an alternative schedule for disbursement shall be subject to certain administrative limitations, such as only one request will be allowed per year.

## VII. Administrative Responsibilities

### A. Annual MTW Planning and Reporting.

#### 1. Annual MTW Plans

- a. If the Agency has ten percent or more of its housing stock in MTW, the Agency will prepare and submit an Annual MTW Plan, in accordance with Attachment B, or equivalent HUD form as approved by OMB, in lieu of the Five (5) year and Annual Plans required by Section 5A of the 1937 Act.
- b. If the Agency has less than ten percent of its housing stock in MTW, the Agency will continue to complete the Five-Year and Annual Plans required by Section 5A of the 1937 Act. The Agency will also complete a Supplemental Annual MTW Plan, based on Attachment B, or equivalent HUD form as approved by OMB. Only information not included in either the Five-Year Plan or the Annual Plan will need to be included in the Supplemental Annual MTW Plan (herein also referred to as the Annual MTW Plan).

- c. Three (3) copies of the Annual MTW Plan shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.
- d. The Annual MTW Plan is due not later than seventy-five (75) days prior to the start of the Agency's fiscal year, unless otherwise approved by HUD, except in the first year of this Restated Agreement the Agency may submit an amendment to its MTW Plan if it wants to implement initiatives prior to the due date of the subsequent MTW Plan.
- e. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Plan.
- f. The Annual MTW Plan will be submitted to HUD only after:
  - (i) The Agency has provided for citizen participation through public hearing and other appropriate means and is approved by the Board of Commissioners or Directors, as applicable, and
  - (ii) The Agency has taken into account public comments on the program design, including comments from current tenants/participants, to the extent such comments were provided. To document the foregoing, the Agency will submit with the Annual MTW Plan documentation that at least one public hearing was held, that the Plan was available for public comment for at least thirty (30) days, and that the Agency took no less than fifteen (15) days between the public hearing and the 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. The Agency will submit these documents to HUD in accordance with Attachment B, or equivalent HUD form as approved by OMB, and will keep these documents on file for HUD review.
- g. HUD shall notify the Agency in writing if HUD objects to any provisions or information therein. When the Agency submits its Annual MTW Plan seventy-five (75) days in advance of its fiscal year, HUD will respond to the Agency within seventy-five (75) days. If HUD does not respond to the Agency within seventy-five (75) days after an on-time receipt of the Agency's Annual MTW Plan, the Agency's Annual MTW Plan is approved and the Agency is authorized to implement that Plan. If HUD does not receive the Agency's Annual MTW Plan seventy-five (75) days before the beginning of the Agency's fiscal year, the Agency's Annual MTW Plan is not approved until HUD responds. Reasons that HUD may object to a provision or information in the Annual MTW Plan include, but are not limited to, the following:

- (i) The information required in Attachment B, or equivalent HUD form as approved by OMB, is not provided or is deemed insufficient;
  - (ii) The Agency's planned MTW activities are not permissible under MTW Authority or are inconsistent with requirements outside the 1937 Act<sup>3</sup>;
  - (iii) The Agency's planned MTW activities do not have a clear connection to the statutory goal of the MTW demonstration, which is to provide Agencies with the flexibility to design and test various approaches for providing and administering housing assistance that: (a) reduce cost and achieves greater cost effectiveness in Federal expenditures; (b) give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (c) increase housing choices for low-income families; or
  - (iv) There are other good cause factors, such as material misrepresentation, in the submission.
- h. Once HUD approves an MTW Activity, the activity shall remain approved as long as it is included in the Agency's Annual MTW Plan submissions subsequent to the initial approval of the MTW Activity. The approval shall remain in effect until such time as the Agency proposes to modify the activity, initiative, or program.

## 2. Annual MTW Reports

- a. The Agency will prepare Annual MTW Reports, which will compare the Agency's activities with its Annual MTW Plan. The Annual MTW Report will provide the information necessary for HUD to assess the Agency's activities, in both regular operations and in activities authorized by MTW.
- b. Three (3) copies of the Annual MTW Report shall be submitted to HUD: one copy will be provided to HUD Headquarters in hard-copy, one copy to HUD Headquarters in electronic format (i.e., PDF, or Word), and one copy to the Agency's local HUD Field Office.
- c. The Annual MTW Report will be submitted to HUD for its review annually, no later than ninety (90) days after the end of the Agency's fiscal year.
- d. Attachment B of this Restated Agreement, or equivalent HUD form as approved by OMB, provides a detailed description of the required elements of the Annual MTW Report.

<sup>3</sup> Even if HUD approves a MTW Plan that is inconsistent with an external requirement, such as a state law requirement, the Agency is still subject to the external requirement.

- e. HUD shall notify the Agency in writing if HUD requires additional information or clarifications to the information provided in the Annual MTW Report.
  - f. All HUD forms and other reporting mechanisms required by this Restated Agreement, including any required certifications, will, where appropriate, be included in either the Annual MTW Plan or the Annual MTW Report.
3. HUD reserves the right to request, and the Agency agrees to provide, any information required by law or required for sound administration of the public housing and Section 8 Housing Choice Voucher programs.

**B. Other Data Submission Requirements.**

- 1. The Agency will submit HUD-50058 data and/or HUD-50058 MTW (or their replacement forms) data to HUD's Public and Indian Housing Information Center (PIC) system, or its successor. (Note that the use of the HUD-50058 MTW form is restricted to the MTW agencies that have implemented MTW Activities that prevent use of the standard 50058 form.) These submissions will be in compliance with HUD's 50058 and/or 50058 MTW submission requirements for MTW public housing authorities. The Agency will maintain current building and unit information in the development module of the PIC Inventory Management System (IMS).
- 2. The Agency will provide basic data about the Agency (e.g., address, phone number, e-mail address, etc.) to HUD through the PIC/IMS system, or its successor system.
- 3. The Agency will complete an annual audit pursuant to the Office of Management and Budget (OMB) Circular A-133 (including the Compliance Supplement, as determined by the auditor to be relevant to MTW). The A-133 Audit must be submitted to HUD in accordance with HUD regulations; a separate copy of the most recently completed audit must be submitted to the Office of Public Housing Investments, or its successor Headquarters Office responsible for national oversight of the MTW demonstration.
- 4. The Agency will provide data to HUD through FDS, or its successor system, as required by the Public Housing Assessment System (PHAS) regulations and procedures as they may be amended.
- 5. The Agency will provide HUD with an electronic version of the Admissions and Continued Occupancy Policy and Administrative Plan upon HUD's request.
- 6. The Agency will provide HUD with a Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant by including this as a supplement to Attachment B, or equivalent HUD form as approved by OMB.

In addition to the reporting requirements listed above, the Agency is required to comply with any and all HUD reporting requirements that are not specifically waived by HUD.

- C. Annual MTW Monitoring Site Visit. HUD and/or its contractors will conduct at least one formal Site Visit to the Agency each year. The purpose of these visits will be to confirm reported Agency activities, to review the status and effectiveness of the Agency's MTW strategies, and to identify and resolve outstanding MTW related issues. The Agency shall give HUD and/or its contractors unimpeded access to all requested sources of information including access to files, access to units, and an opportunity to interview Agency staff and assisted residents.
- D. Single Point of Contact. HUD and the Agency shall each appoint a liaison as a single point of contact in implementing the Restated Agreement.

### **VIII. Termination and Default**

- A. If the Agency violates this Restated Agreement, HUD is authorized to take any corrective or remedial action described in this Article VIII for Agency default. HUD will give the Agency written notice of any default. The Agency will have the opportunity to cure such default within 30 days of the date of said notice, or to demonstrate within said time period, by submitting substantial evidence satisfactory to HUD, that it is not in default. If the default is not susceptible to being cured within said 30 day period, the Agency will demonstrate, to HUD's satisfaction, that the Agency has taken actions necessary to cure the default and that the default is curable within 90 days from the date of the default notice. Additionally, the Agency must covenant to prosecute such cure diligently and complete such cure within the 90 day period, unless HUD, in its sole judgment, determines that immediate action is necessary, and therefore has discretion to institute the remedies under Section VIII.C. of this Restated Agreement.
- B. The following are reasons that HUD may declare the Agency in default of this Restated Agreement:
  - 1. The Agency has not corrected HUD identified performance deficiencies within a reasonable period of time;
  - 2. Material misrepresentation in the application process that led to the Original MTW Agreement or this current Restated Agreement;
  - 3. Use of funds subject to this Restated Agreement for a purpose other than as authorized by this Restated Agreement;
  - 4. Material noncompliance with legislative, regulatory, or other requirements applicable to this Restated Agreement;
  - 5. Material breach of this Restated Agreement; and/or
  - 6. Material misrepresentation in the Annual MTW Plan or Report submission by the Agency.

C. If the Agency is in default, HUD may, among other remedies, undertake any one or all of the following remedies:

1. Suspend payment or reimbursement for any MTW activities affected;
2. Suspend the Agency's authority to make draws or receive or use funds for affected activities;
3. Change the method of payment to the Agency;
4. Require additional reporting by the Agency on the deficient areas and the steps being taken to address the deficiencies;
5. Require the Agency to prepare and follow a HUD-approved schedule of actions and/or a management plan for properly completing the activities approved under this Restated Agreement;
6. Suspend the MTW waiver authorization for the affected activities;
7. Prohibit payment or reimbursement for any MTW Activities affected by the default;
8. Require reimbursement by the Agency to HUD for amounts used in violation of this Restated Agreement;
9. Reduce/offset the Agency's future funding;
10. Terminate this Restated Agreement and require the Agency to transition out of MTW;
11. Take any other corrective or remedial action legally available; and/or
12. Implement administrative or judicial receivership of part or all of the Agency.

D. The Agency may choose to terminate this Restated Agreement at any time. Upon HUD's receipt of written notification from the Agency and a copy of a board resolution approving termination, termination will be effective. The Agency will then begin to transition out of MTW, and will work with HUD to establish an orderly phase-out of MTW activities, consistent with Section IV C of this Restated Agreement.

This Agreement, including all Attachments, is effective upon execution, except as otherwise provided herein.

HOUSING AUTHORITY OF PORTLAND

BY: 

ITS: Executive Director

Date: 3.5.09

UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT

BY: 

ITS: Assistant Secretary

Date: 12.20.07

Portland

## Attachment A

### Calculation of Subsidies

During the term of the MTW demonstration, HUD will provide the agency with operating subsidy, modernization funds, and Section 8 assistance as described below.

#### Definitions in this Attachment

**Initial Year** = The first Agency fiscal year in which the Agency begins operating under its MTW authority, which may be the same year as that in which the Agreement is executed.

**Base Year** = The most recently completed Agency fiscal year prior to the Initial Year.

**MTW Units** = Units authorized for participation in MTW activities, as provided in Section 1 of the Appendix to this Agreement.

#### 1. Operating Subsidy

##### A. Formula

Each year, the agency will calculate Operating Subsidy, in accordance with instructions provided by HUD. The intent of these instructions is as follows:

- **Utility subsidy.** The agency's utility consumption is frozen for the life of the demonstration based on the three-year rolling-base in effect in the base year. Each year thereafter, the agency multiplies this frozen consumption by utility rates that are in effect at the time of budget submission. The agency is held harmless for any changes in utility prices (resulting in year-end adjustments for actual utility rates) but takes the risk/reward for any change in consumption. Any reduction in utility rates that result from administrative actions taken by the agency will be shared equally with HUD in accordance with regulations in effect upon execution of this agreement. Alternately, a PHA may choose to keep the full savings in prices if it elects to freeze both consumption and price in the base year for utilities.
- **Non-utility subsidy.** The agency will receive under MTW an amount equal to the non-utility subsidy eligibility in the base year assuming 97 percent occupancy. This amount is then adjusted annually by both the



simplified delta and the Allowable Expense Level (AEL) inflation factor. Dwelling rental, non-dwelling rental, and add-ons are fixed in the base year, with the following adjustments.

- *Occupancy percentage.* In the base year, occupancy is calculated as 97 percent. Each year thereafter, a PHA may request an add-on for vacancies beyond the control of the PHA. If approved, these vacant units will be funded at the base year dwelling rental income, multiplied by the cumulative AEL inflation factors.
- *Add-ons.* Transition funding for demolished units, long-term vacant unit funding, and funding for deprogrammed units will not be fixed in the base year but will be treated as add-ons each subsequent year. Additionally, if a PHA fixes a Family Self-Sufficiency (FSS) add-on into the base year, it must continue to maintain an equivalent level of effort throughout the demonstration for FSS-type activities.
- *Simplified delta.* In the first year, the simplified delta (.005) is multiplied by the actual amount entered on line 2a of the HUD-52723 from the base year. The resulting figure is then carried forward to the next year and multiplied again by the simplified delta. This procedure is to be followed in years three through five.

#### **B. Unit Months Available (UMAs)**

UMAs cannot exceed those UMAs established on the Performance Funding System (PFS) worksheet for the initial year of the demonstration. An agency may draw down additional UMAs up to the number of units under Annual Contributions Contract (ACC) as of August 21, 1996, provided that the agency did not receive Section 8 replacement housing for these units and provided that the agency remains accountable for serving substantially this number of households.

#### **C. Subsidy pro-ration**

Each agency will be subject to the same subsidy proration as non-MTW agencies. Hence, if the Congress appropriates only 97 percent of PFS eligibility, an agency will receive only 97 percent of its block grant operating subsidy for that year.

#### **D. Demolition**

For any units demolished during the demonstration period, an agency will have three options:

- Retain the UMAs by serving the same number of eligible families and not receive transitional funding or Section 8 replacement housing;
- Apply for Section 8 replacement housing. Once received, the agency will no longer be eligible for transitional funding and will reduce its UMAs; or
- Receive transitional funding, but not Section 8 funding. The UMAs will then be reduced as the transitional funding becomes effective.

#### **E. Mandatory year-end adjustments**

Mandatory year-end adjustments will be performed for: actual utility rates and any change in UMAs. An agency may also request a year-end adjustment for any vacancies beyond the agency's control that were not budgeted for and if the subsidy pro-ration projection provided by HUD was later modified.

#### **F. Financial reporting**

An agency will submit a consolidated year-end financial statement for all MTW program activities and all other reports that HUD may require.

### **2. Comprehensive Grant Program**

- a) An Agency's formula characteristics and grant amount will continue to be calculated in accordance with current law as of the date of execution of this Agreement.
- b) For modernization funds provided in years prior to the execution of this Agreement, an agency may submit, and HUD will approve, a request to reprogram, by grant year, any unobligated funds for eligible MTW purposes. Such request will be made in accordance with current procedures governing amendments to the Annual Plan under the current Comprehensive Grant Program, except that no public consultation will be necessary prior to submission of the request.

- c) All funds programmed for MTW purposes will be recorded and drawn down from MTW-designated line items on relevant HUD forms.

### 3. Section 8 Tenant Based Assistance

#### Units Eligible for Inclusion in Flexible Block Grant

- a) Conversion of existing Section 8 certificates and vouchers to Moving to Work units will be conducted according to instructions provided by HUD. A list of Section 8 units eligible for inclusion in the block grant ("MTW units") upon execution of this Agreement will be provided by HUD along with the instructions.
- b) The number of MTW units will not be adjusted throughout the duration of the demonstration unless: 1) any units under ACC that are not available upon execution of this Agreement become available for MTW purposes upon renewal or as otherwise authorized by HUD or 2) the Agency receives incremental Section 8 units, which the Agency may choose to convert into the block grant or to operate as a separate program, as provided in law.

#### Calculation of Annual Subsidy

##### Initial year of MTW Participation:

- a) For the certificate and voucher programs, respectively, divide Total Funds Required by the Number of Unit Months, as provided in year-end settlement data for the base year. Combine the sum of these calculations in a weighted average to calculate a weighted, base year per unit cost. Multiply this amount by the inflation factor established for the calculation of renewals to arrive at an inflation-adjusted, MTW program per unit cost (MTWPUC) for the initial year.
- b) Multiply the MTWPUC by the total number of MTW units and the number of months [MTWPUC x MTW Units x 12] to arrive at a total MTW subsidy amount to be disbursed that year.

##### Second and Subsequent Years of MTW Participation:

- a) Multiply the total MTW subsidy established in the previous year (excluding reserves) by the annual inflation factor established for the calculation of renewal

of Section 8 contracts to arrive at the current year's inflation-adjusted Section 8 MTW subsidy.

#### Reserves

- a) An amount equal to two months' program costs ( $\text{MTWPUC} \times \text{MTW units} \times 2$ ) will be made available from existing Agency reserves for use as project reserves for MTW-eligible units.
- b) There will not be a year-end settle-up of annual funds provided for MTW units. All funds provided through this calculation will remain available for authorized purposes.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-5000

OFFICE OF THE ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

FEB -3 2003

Mr. Steve Rudman  
Executive Director  
Housing Authority of Portland  
135 SW Ash Street, Suite 600  
Portland, OR 97204-3540

Dear Mr. Rudman:

RE: Change in Tenant-Based Subsidy Calculation for Housing Choice Vouchers  
Administered Under Moving to Work (MTW) Flexible Block Grant Funding  
Project # OR002MTO001

This letter affirms the U.S. Department of Housing and Urban Development's (HUD) concurrence with the Housing Authority of Portland (HAP) request to amend HAP's Moving to Work Agreement with HUD, based on a demonstrated increase in costs for tenant-based rental assistance at rates beyond current funding levels. The amendment provides for:

1. A conversion of the annual subsidy calculation for Section 8 tenant-based rental assistance units administered under HAP's Moving to Work flexible block grant, from a static base year per unit cost adjusted for inflation each year, to an adjustable annual per unit cost (PUC) methodology, as currently used in the standard Housing Choice Voucher program. HUD will include in the PUC calculation all vouchers HAP administers under its MTW program.
2. A one-time reimbursement representing the difference between the Portland Housing Authority's FY2002 actual cost (for housing assistance payments to owners for leased MTW units, plus associated administrative fees) and the FY2002 MTW subsidy amount from HUD attributable to those units.
3. The retention by HAP of any remaining funds in the HAP-held two-month project reserve created when the MTW program was established, for approved purposes, which shall not be restored by HUD under the actual cost methodology.
4. The restoration of HUD-held project reserves equal to one month's program costs in accordance with Notice PIH 2002-6.
5. The determination that new incremental units and previously excluded or subsequently awarded special purpose units that convert to MTW upon expiration of the initial funding period will be included in the calculation of HUD-held project reserves.
6. The reinstitution of a year-end settlement process in the MTW program. Settlement is necessary to determine prior year and future year actual program costs, based on calculations of

total housing assistance payments, less any MTW adjustments, plus imputed administrative fees and allowable miscellaneous fees.

Please submit a statement of your FY2002 HAP/UAP costs, by month, for your MTW voucher units, and the enclosed checklist identifying amounts attributable to any non-standard costs to the following address:

Deborah Hernandez, Acting Director  
Office of Voucher Programs  
451 7<sup>th</sup> St., S.W., Room 4232  
Washington, D.C. 20410

HUD will determine PUCs based on FY2002 actual program costs and allowable fees, minus any excess costs resulting from HAP's use of non-standard MTW income exclusions or deductions, modifications to subsidy calculations, or non-housing assistance payments charged to housing assistance (see enclosed checklist). HUD will use these PUCs to determine FY2003 renewal and incremental funding amounts, and also to make the necessary one-time funding adjustment for the difference between MTW funds paid-to-date based on FY 2002 data and MTW funds that would have been paid out pursuant to the actual cost methodology described herein.

Once HUD provides the actual FY2002 PUCs, HAP shall submit revised budgets and requisitions, including: 1) Form HUD-52673, *Estimate of Required Annual Contributions*, 2) Form HUD-52672, *Annual Contributions Estimates Section 8 Housing*, and, 3) Form HUD-52663, *Requisition for Partial Payment of Annual Contributions for the FY 2003 year*.

Enclosed for your approval and signature is Amendment Number 1 to the MTW Agreement, which amends Attachment A, Calculation of Subsidies in accordance with this notification. After obtaining a board resolution approving the amendment, sign and date it, and return it to HUD at the following address:

Milan Ozdinec  
Deputy Assistant Secretary  
Office of Public Housing Investments  
451 7<sup>th</sup> St., SW, Room 4130  
Washington, D.C. 20410

The MTW amendment will have an effective date retroactive to the beginning of HAP's FY 2003 on April 1, 2002. You may contact Mr. Ozdinec at 202-401-8812, ext. 4166, if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L.", with a stylized flourish at the end.

Michael M. Liu  
Assistant Secretary

Enclosure

## AMENDMENT NO. 1 TO MTW AGREEMENT

Between

U.S. Department of Housing and Urban Development

And

Housing Authority of Portland

*This document amends the Moving to Work Agreement signed January 13, 1999 (hereinafter the "MTW Agreement"), entered into by and between the U. S. Department of Housing and Urban Development (HUD) and the Housing Authority of Portland (HAP), and is effective as of HAP's FY 2003 (beginning April 1, 2002).*

*HUD and HAP hereby agree to amend the Moving to Work Demonstration Agreement as follows:*

### Attachment A – Calculation of Subsidies

Section 3, Page 4, Section 8 Tenant Based Assistance is hereby amended to read:

#### **Units Eligible for Inclusion in Flexible Block Grant**

Add item c):

Incremental voucher funding placed under ACC on or after April 1, 2002 will be incorporated into HAP's MTW unless such use violates the terms of the appropriation. Previously excluded special purpose voucher increments expiring on or after April 1, 2002, and special purpose voucher increments placed under ACC on or after April 1, 2002, may convert to MTW upon expiration of the initial funding period if no violation of appropriations requirements will result. HUD will make provision for the ACC reserve account for these increments, from existing reserves, in accordance with current reserve policies.

Section 3, Pages 4 and 5, Section 8 Tenant Based Assistance

#### **Calculation of Annual Subsidy**

##### Second and Subsequent Years of MTW Participation:

Add item b):

Funding for new and renewal voucher increments placed under ACC on or after April 1, 2002 and administered under HAP's MTW program will be calculated in accordance with the actual per-unit cost (PUC) funding methodology applicable to non-MTW housing authorities, as described below and in 24 CFR 982.102. The base, initial, and subsequent year methodologies for calculating the MTW Flexible Block Grant annual subsidies for Section 8 Tenant Based Assistance as described in sections a) and b) under Initial year of MTW Participation, and section a) of this section (MTW PUC) are terminated and replaced with the following actual per-unit cost funding methodology:



Second and Subsequent Years of MTW Participation

- b) From the effective date of this amendment, the flexible block grant funding methodology described in section a) above is replaced by the following:

For HAP's FY 2003, the Department will derive actual per-unit costs as follows:

- 1) HAP will determine the total housing assistance payments made for all tenant-based voucher programs during HAP's FY2002 (the "base year").
- 2) HAP and the Department will determine any adjustments to HAP's total housing assistance payments for the base year resulting from HAP's exercise of its MTW authority to permit non-standard MTW income exclusions or deductions, modifications to the standard subsidy calculations, and/or non-housing assistance payments charged as housing assistance. The cost of these MTW subsidy initiatives will be deducted from HAP's total housing assistance payments costs for the base year.
- 3) HAP will determine the number of unit months leased under all tenant-based voucher programs during the base year. The Department will calculate the on going administrative fee that HAP would have earned for these units under the actual cost-based funding methodology.
- 4) HAP will determine amounts paid during the base year for other administrative fees such as hard-to-house fees for large families and families with a disabled member, and for lead-based paint clearance testing and risk assessment fees.
- 5) The Department will total housing assistance payments, less the cost of any MTW subsidy initiatives, plus the imputed administrative fee and allowable miscellaneous fees for the base year. The Department will divide this total by the number of unit months leased during the base year to derive an average monthly per-unit cost.
- 6) The Department will multiply the monthly per unit cost by 12 months to obtain an annual per unit cost. This per-unit cost will be adjusted in accordance with the annual adjustment factor to determine the funding required by HAP for its FY2003.

For HAP's FY2004 and subsequent fiscal years, HAP will provide:

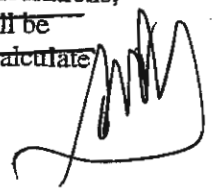
- 1) Cost information to the Department on the Year-End Statement, Form HUD-52681, and
- 2) Information on the cost of non-standard MTW exclusions, deductions, modifications to subsidy calculations and/or non-housing assistance payments charged to housing assistance payments, in the form required by HUD.

Section 3, Page 5

After section on Second and Subsequent Years of MTW Participation, add:

**Amount of Budget Authority**

For HAP's FY2004 and subsequent fiscal years, the annual budget authority (ABA) for all of HAP's MTW voucher units will be calculated in accordance with the actual per-unit cost funding methodology described in 24 CFR 982.102 or other applicable statutory methodology. ~~However, the cost of any HAP MTW subsidy initiatives (non-standard MTW exclusions or deductions, modifications to subsidy calculations, and/or non-housing assistance payments charged as housing assistance) will be subtracted from HAP's total housing assistance payment expense used to calculate the actual per-unit cost for renewal funding.~~



Section 3, Page 5

**Reserves**

Replace existing a) and b) as follows:

- a) Subject to the availability of appropriations, an amount equal to one month of program costs to be held by HUD as project reserves will be restored in accordance with Notice PIH 2002-6, and will be based on actual costs reported for the entire voucher program for the fiscal year ending March 31, 2002.
- b) Subject to the availability of appropriations, beginning with HAP's fiscal year ending March 31, 2003, HAP will be eligible for the restoration of project reserves in accordance with Notice PIH 2002-6 or subsequent HUD policy.
- c) Tenant-based subsidy funds provide to HAP for the Moving to Work program through March 31, 2002 are available for authorized purposes and will not be included in the calculation of HAP's project reserves under Notice PIH 2002-6.

Section 3, Page 5

After the section on Reserves, items a), b) and c), add the following section:

**Year-End Settlement**

Add item b) from original MTW agreement and modify as follows:

- b) *Through HAP's FY 2002 (ending March 31, 2002), [t]here will not be a year-end settle-up of annual funds provided under the flexible block grant funding methodology for its MTW voucher units. All funds provided through this calculation will remain available for authorized purposes.*

Add item c) as follows:



c) For HAP's FY2003 (beginning April 1, 2002) and subsequent fiscal years, HAP will be required to conduct a year-end settle-up of funds provided under the actual per-unit cost funding methodology for its MTW voucher units. HAP agrees to maintain complete and accurate internal documentation of standard and non-standard program costs, in a manner that permits a speedy and effective audit by HUD.

**Section 3, Page 5**

Following item b), add:

**One-Time Reimbursement**

For the HAP's fiscal year ending March 31, 2002, HUD will provide a one-time reimbursement for the difference between actual costs to administer the tenant-based rental assistance units and the annual MTW subsidy attributable to those units.

This Amendment is effective upon execution, except as otherwise provided herein.

THE HOUSING AUTHORITY OF PORTLAND

By *Howard Shapiro*

Chair of the HAP Board

Date of Execution by Agency 2/26/03

UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT

By *Michael R.*

Its Assistant Secretary

Date of Execution by HUD 3/28/03

## MTW HOUSING CHOICE VOUCHER ACTUAL COST FUNDING CHECKLIST

MTW sites that have elected to use the standard or "actual cost" voucher funding formula are required to include the following information with their Year-End Statement. Information provided by the PHA will be used to adjust the actual per-unit HAP costs used to calculate the PHA's MTW renewal funding.

### 1. Average Per-Unit Cost

Please provide the following information regarding your HAP payments for the preceding fiscal year. If you have been using the actual cost method for one year or more, these costs should be the same as those reported on your Year-End Statement.

Number of units/months assisted	
Total HAP payments	
Average HAP payment (B/A)	

### 2. Income Exclusions/Disregards

Voucher program regulations require the inclusion of all income received by all members of the assisted household -- with the exception of those exclusions specified in 24 CFR 5.609(c) (amounts not included as annual income), and 24 CFR 5.617 (self-sufficiency incentives for persons with disabilities) -- in the calculation of the households' annual income. Costs attributable to the PHA's use of additional income exclusions or disregards will be deducted from the HAP payment total used to calculate the PHA's allowable per-unit cost.

During the preceding fiscal year, did the PHA assist MTW authorities with income exclusions or disregards -- other than the standard federal voucher regulations -- in calculating the annual income of all voucher-assisted households? If so, describe the income exclusions or disregards.

Please list the households that have received income exclusions and indicate the average exclusion per household.

Was any exclusion or disregard used for the preceding fiscal year? If so, what was the total amount of the exclusions or disregards?

Estimate the increase in MTW HAP payments during the preceding fiscal year that resulted from the use of additional exclusions. Show how you arrived at this figure.

### 3. Deductions

*Voucher program regulations provide for certain mandatory deductions from the annual income of assisted households. These deductions are listed at 24CFR 5.611. Costs attributable to the PHA's use of additional deductions will be deducted from the HAP payment total used to calculate the PHA's allowable per-unit cost.*

During the preceding fiscal year, has the PHA allowed any additional deductions from income in calculating the households' HAP? If so, describe the deductions.

How many households have qualified for these deductions, and what is the average deduction per family?

Are the additional deductions in place for the entire fiscal year? If not, when did they end, and the PHA plans to use them again?

What amount did the PHA pay in payments during the preceding fiscal year that is subject to the PHA's additional deductions? Show how you arrived at this figure.

#### 4. Subsidy Calculation

Voucher program regulations at 24 CFR 982.505 describe the method to be used for calculating the HAP payment. If the PHA has used some variation on this formula, any increased costs attributable to these changes will be deducted from the HAP payment total used to calculate the PHA's allowable per-unit cost.

During the preceding fiscal year, has the PHA used any formula other than the one described in the Housing Choice Voucher program regulations to calculate the HAP payment? If so, describe the formula(s):

How many non-subsidized households have the PHA calculated the HAP payment for? Describe the HAP payment for these non-subsidized households compared to the amount that would have been paid using the standard HAP calculation.

Was the PHA's formula for calculating the HAP payment for non-subsidized households the same as the PHA's formula for calculating the HAP payment for subsidized households?

Estimate the increase in the PHA's total HAP payment during the preceding fiscal year that is attributable to the use of the modified HAP formula. Show the calculation of the figure.

## 5. FSS Enhancements

*Voucher program regulations at 24 CFR 984.305(b) describe the method to be used for calculating the escrow amount for FSS participants. If the PHA has used some variation on this formula, or has approved the use of additional credits, any increased costs attributable to these changes may be deducted from the HAP payment total used to calculate the PHA's allowable per-unit cost. (Allowing additional families to enroll in FSS and/or establish escrow accounts will not affect the PHA's per-unit cost, provided that the enrollment of these families is consistent with the PHA's MTW Agreement.)*

During the preceding fiscal year, has the PHA used any formula other than the one described in FSS program regulations to calculate the FSS escrow? Also, describe the formula used.

How many households are contributing to escrow accounts under the formula, and how do the amounts credited to these households under your formula compare with the amount that would have been credited under the standard FSS formula?

Were there any formulas and/or additional credits in place for the entire fiscal year? If not, when and how did the PHA start in its use of the formula/credits?

Calculate the increase in VOUCHER payments during the preceding fiscal year that is attributable to the use of the formula and/or additional FSS credits. How do you determine the amount?

## 6. Program Enhancements and Fund Transfers

*Under the MTW program, public housing and tenant-based assistance funds are generally fungible: that is, they can be transferred from one activity or program to another without HUD approval. However, if HAP funds have been used to provide voucher program enhancements – such as security deposit assistance, owner guarantees, or services to families, or have been transferred to the PHA's public housing program, the amounts used for these non-HAP purposes will not be included in the "actual per-unit HAP costs" used to calculate the agency's MTW renewal funding.*

During the preceding fiscal year, has the PHA included HAP expense amounts in the  
voucher program, public housing, or other program? If not, why not? If yes, under which program  
category? Has the PHA included HAP expense amounts in the cost of the public housing  
program, or other program? If so, describe the services or programs for which the  
amounts were used.

FOR EACH USE, HOW MUCH WAS CHARGED AS HAP EXPENSE DURING THE YEAR?



**Form 50900: Elements for the Annual MTW Plan and Annual MTW Report**

**Attachment B**

**to  
AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
BETWEEN  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
AND  
AGENCY**

The information on this form is being collected so the Department is able to respond to Congressional and other inquiries regarding outcome measures obtained and promising practices learned throughout the Moving to Work (MTW) demonstration. The information reported through this form is not confidential. Respondents will report outcome information to accurately evaluate the effects of MTW policy changes on residents, the Agency's operations and the local community. The estimated burden per year per Agency is 81 hours. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The Agency may not conduct or sponsor, and are not required to respond to, a collection of information unless that collection displays a valid OMB control number. All MTW Agencies will provide the following required elements in their Annual MTW Plans and Reports, consistent with the requirements of Section VII of the standard Amended and Restated Agreement, and will follow the following order and format.

Annual MTW Plan	Annual MTW Report
Introduction	
A. Table of Contents, which includes all the required elements of the Annual MTW Plan; and	A. Table of Contents, which includes all the required elements of the Annual MTW Report; and

B. Overview of the Agency's MTW goals and objectives for the year, including new and ongoing MTW activities. An MTW activity is defined as any activity the Agency is engaging in that requires MTW flexibility to waive statutory or regulatory requirements.	B. Overview of the Agency's ongoing MTW goals and objectives.
<b>II. General Housing Authority Operating Information</b>	
A. Housing Stock Information:	A. Housing Stock Information:
Number of public housing units at the beginning of the year;	Number of public housing units at the end of the Plan year, discuss any changes over 10%;
General description of any planned significant capital expenditures by development (>30% of the Agency's total budgeted capital expenditures for the fiscal year);	Description of any significant capital expenditures by development (>30% of the Agency's total budgeted capital expenditures for the fiscal year );
Description of any new public housing units to be added during the year by development (specifying bedroom size, type, accessible features, if applicable);	Description of any new public housing units added during the year by development (specifying bedroom size, type, accessible features, if applicable);
Number of public housing units to be removed from the inventory during the year by development specifying the justification for the removal;	Number of public housing units removed from the inventory during the year by development specifying the justification for the removal;
Number of MTW Housing Choice Vouchers (HCV) units authorized;	Number of MTW HCV authorized at the end of the Plan year, discuss any changes over 10%;
Number of non-MTW HCV units authorized; and	Number of non-MTW HCV authorized at the end of the Plan year, discuss any changes over 10%;
Number of HCV units to be project-based during the Plan year, including description of each separate project.	Number of HCV units project-based during the Plan year, including description of each separate project; and
	Overview of other housing managed by the Agency, eg., tax credit, state-funded, market rate.
B. Leasing Information, Planned -- this information is estimated and may be subject to change during the Plan year.	B. Leasing Information - Actual

Attachment B

Anticipated total number of MTW PH units leased in the Plan year;	Total number of MTW PH units leased in Plan year;
Anticipated total number of non-MTW PH units leased in the Plan year;	Total number of non-MTW PH units leased in Plan year;
Anticipated total number of MTW HCV units leased in the Plan year;	Total number of MTW HCV units leased in Plan year;
Anticipated total number of non-MTW HCV units leased in the Plan year; and	Total number of non-MTW HCV units leased in Plan year;
Description of anticipated issues relating to any potential difficulties in leasing units (HCV or PH).	Description of any issues related to leasing of PH or HCVs; and
Optional in Plan: Number of project-based vouchers in-use at the start of the Plan year.	Number of project-based vouchers committed or in use at the end of the Plan year, describe project where any new vouchers are placed (include only vouchers where Agency has issued a letter of commitment in the Plan year).
<b>C. Waiting List Information</b>	
Description of anticipated changes in waiting lists (site-based, community-wide, HCV, merged); and	Number and characteristics of households on the waiting lists (all housing types) at the end of the plan year; and
Description of anticipated changes in the number of families on the waiting list(s) and/or opening and closing of the waiting list(s).	Description of waiting lists (site-based, community-wide, HCV, merged) and any changes that were made in the past fiscal year.
<b>III. Non-MTWRelated Housing Authority Information (Optional)</b>	
A. List planned sources and uses of other HUD or other Federal Funds (excluding HOPE VI); and	A. List planned vs actual sources and uses of other HUD or other Federal Funds (excluding HOPE VI); and
B. Description of non-MTW activities proposed by the Agency.	B. Description of non-MTW activities implemented by the Agency.
<b>IV. Long-term MTW Plan (Optional)</b>	
Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.	

VI. Proposed MTW Activities: HUD approval requested (Provide the list of items below grouped by each MTW activity.)	
A. Describe each proposed MTW activity;	A. Describe any activities that were proposed in the Plan, approved by HUD, but not implemented, and discuss why these activities were not implemented.
B. Describe how each proposed activity relates to at least one of the three statutory objectives;	(All proposed activities that are granted approval by HUD will be reported on in Section VI as "ongoing activities.")
C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective;	
D. Describe baselines, proposed benchmarks, and metrics to assess outcomes, include anticipated schedules;	
E. Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives;	
F. Cite the authorization(s) detailed in Attachment C or D of this Restated Agreement that give the Agency the flexibility to conduct the activity. Every reasonable effort will be made by the Agency to reference the complete and correct statute or regulation application to a particular initiative; however, failure to cite the correct or entire statute or regulation will not be grounds for disapproval of such initiative in an Annual MTW Plan nor will such failure invalidate the use of the MTW authority necessary to implement and support the initiative; and	
G. Provide the following information for any rent reform initiatives:	
• Agency's Board approval of policy;	
• Impact Analysis;	
• Annual reevaluation of rent reform initiative;	
• Hardship case criteria;	
• Transition period; and	

Documentation of public hearing (may be same as Annual Plan hearing).	
VI. Ongoing MTW Activities: Sub approval previously granted. (Provide the listed items below a journal for each MTW activity)	
A. List activities continued from the prior plan year(s); specify the Plan Year in which the activity was first identified and implemented;	A. List activities continued from the prior Plan year(s); specify the Plan Year in which the activity was first identified and implemented;
B. Provide an update on the status of the activity.	B. Provide detailed information on the impact of the activity and compare against the proposed benchmarks, and metrics to assess outcomes, including if activity is on schedule. For rent reform initiatives, describe the result of any hardship requests. [The Agency will need to develop benchmarks and evaluation metrics for all ongoing MTW activities. For MTW activities that were implemented prior to the execution of this Amended and Restated Agreement, the Agency does not have to provide this information for past years. The Agency will establish the benchmarks and metrics in the first year that it Reports under this new format.];
C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations; and	C. If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges, and, if possible, identify potential new strategies that might be more effective;
D. Describe if the Agency is using outside evaluators.	D. If benchmarks or metrics have been revised; identify any new indicator(s) of activities status and impact (e.g. after 2 years of rent reform only 6 hardship cases);
	E. If data collection methodology has changed, describe original data collection methodology and any revisions to the process or change in data collected;
	F. If a different authorization from Attachment C or D was used than was proposed in the Plan, provide the new authorization and describe why the change was necessary; and

	G. Cite the specific provision(s) of the Act or regulation that is waived under MTW (as detailed in Attachment C or D of this Restated Agreement) that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity. With respect to requirements related to statutory or regulatory cites, the following is agreed: Every effort will be made by the Agency to reference the complete and correct statute or regulation application to a particular initiative; However, failure to cite to the correct or entire statute or regulation will not be grounds for disapproval of such initiative in an Annual Plan nor will such failure invalidate the use of the MTW authority necessary to implement and support the initiative.
VI. Sources and Uses of Funding	
A. List planned sources (Operating, Capital, HCV) and uses of MTW funds;	A. List planned vs actual sources (Operating, Capital, and HCV) and uses of MTW Funds (excluding HOPE VI). Provide a narrative description of any major changes from the approved MTW Plan;
B. List planned sources and uses of State or local funds;	B. List planned vs actual sources and uses of State or local funds;
C. If applicable, list planned sources and uses of the COCC;	C. If applicable, list planned vs actual sources and uses of the COCC;
D. If using a cost allocation or fee-for-service approach that differs from 1937 Act requirements, describe the deviations and the reasons therefore; and	D. If using a cost allocation or fee-for-service approach that differs from 1937 Act requirements, describe the actual deviations that were made during the Plan year; and
E. List or describe use of single-fund flexibility, if applicable, describe uses across traditional program lines or special circumstances in support of an MTW activity.	E. List or describe planned vs actual use of single-fund flexibility.
F. Optional - List reserve balances at beginning of the Plan year.	F. Optional - List planned vs actual reserve balances at the end of the plan year.

G. Optional - In Plan Appendix, provide planned sources and uses by AMP.	G. Optional - In plan appendix, provide planned vs actual sources and use by AMP.
<b>VII. Administrative</b>	
The Agency will provide the following:	
A. Resolution signed by the Board of Commissioners, or other authorized PHA official if there is no Board of Commissioners, adopting the Annual MTW Plan Certification of Compliance (provided at the end of this Attachment B); and	A. Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits, physical inspections, or other oversight and monitoring mechanisms, if applicable;
B. Description of any planned or ongoing Agency-directed evaluations of the demonstration, if applicable.	B. Results of latest Agency-directed evaluations of the demonstration, as applicable;
	C. Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant, as an attachment to the Report; and
	D. Certification that the Agency has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

**Annual Moving to Work Plan**  
**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 Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning \_\_\_\_\_, 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 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 PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment 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 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.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The 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.
7. The 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 8.
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The 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.

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10. The 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.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the 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.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The 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 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The 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.
18. 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 PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

PHA Name	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

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT C

STATEMENT OF AUTHORIZATIONS

TO  
 AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
 BETWEEN  
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 AND  
 AGENCY

**A. General Conditions**

1. This Statement of Authorizations describes the activities that the Public Housing Authority (Agency) may carry out under the Moving to Work (MTW) Demonstration program, subject to the terms and conditions of the Amended and Restated Moving to Work Demonstration Agreement (Restated Agreement) between the Agency and the U.S. Department of Housing and Urban Development (HUD).
2. Unless otherwise provided in Attachment D of the Restated Agreement, the Agency's MTW Demonstration Program applies to all of the Agency's public housing assisted units (including Agency-owned properties and units comprising a part of mixed-income, mixed finance communities) tenant-based Section 8 voucher assistance (hereinafter referred to as the "Housing Choice Voucher Program"), Section 8 project-based voucher assistance under Section 8(o) and Homeownership units developed using Section 8(y) voucher assistance.
3. The purpose of the Statement of Authorizations is to delegate to the Agency the authority to pursue locally driven policies, procedures and programs with the aim of developing better, more efficient ways to provide housing assistance and incentives to self-sufficiency to low, very-low, and extremely low-income families. The authorizations listed in this Attachment C are granted fully without requiring any additional HUD authorizations, as necessary to implement the activities described in the Annual MTW Plan. The Agency may proceed with activities based upon these authorizations once the activity has been included in the Annual MTW Plan, in accordance with Attachment B, and HUD has approved the Plan and activities. HUD will review and approve these documents to ensure that the Annual MTW Plan has provided meaningful citizen participation, taking into account comments from a public hearing and any other comments on the proposed program, as well as providing for, receiving, and meaningfully considering comments from current and prospective residents who would be affected. HUD will also review in order to ascertain that these activities are within the MTW authorizations provided by HUD.
4. The Agency reaffirms that it will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency

must make reasonable modifications and accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

**B. Authorizations Related to Both Public Housing and Section 8 Housing Choice Vouchers**

**1. Single Fund Budget with Full Flexibility**

*This authorization waives certain provisions of Sections 8 and 9 of the 1937 Act and 24 C.F.R. 982, and 990 as necessary to implement the Agency's Annual MTW Plan.*

- a. The Agency may combine funding awarded to it annually pursuant to Section 8(o), 9(d) and 9(e) of the 1937 Act into a single, authority-wide funding source ("MTW Funds"). However, section 9(d) funds are still subject to the obligation and expenditure deadlines and requirements provided in section 9(j) despite the fact that they are combined in a single fund. The funding amount for the MTW Funds may be increased by additional allocations of housing choice vouchers to which the Agency is entitled over the term of the Agreement. Special purpose vouchers will not be included in the MTW Funds during their initial term, though some may be included in the MTW Funds upon renewal.
- b. The Agency may use MTW Funds for any eligible activity under Sections 9(d)(1), 9(e)(1) and Section 8(o) of the 1937 Act. Within the scope of the permissible eligible activities, the Agency can carry out the purposes of the MTW Demonstration Program to provide flexibility in the design and administration of housing assistance to eligible families, to reduce cost and achieve greater cost effectiveness in Federal expenditures, to give incentives to families with children where the head of household is working, 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 to increase housing choices for low-income families, through activities that would otherwise be eligible under sections 8 and 9 of the 1937 Act, including, but not limited to, the following activities:
  - i. Provision of Capital funds or operating assistance to housing previously developed or operated pursuant to a contract between HUD and the Agency or newly acquired or developed pursuant to section ii below.
  - ii. The acquisition, new construction, reconstruction or moderate or substantial rehabilitation of housing (including, but not limited to, assisted living, or other housing as deemed appropriate by the Agency, in accordance with its mission), or commercial facilities consistent with the objectives of the demonstration. Such activities may include but are not limited to real property acquisition, site improvement, development of utilities and utility services and energy efficiency systems, conversion, demolition, financing, administration and planning costs, relocation and other related activities; provided, however, that prior HUD

approval is required for the development of any incremental public housing units, pursuant to Section 9(g)(3) of the 1937 Act.

- iii. The provision of housing or employment-related services or other case management activities, such as housing counseling in connection with rental or homeownership assistance, energy auditing, activities related to the provision of self-sufficiency and other services, employment counseling, education, training and other services related to assisting tenants, owners, contractors, and other persons or entities participating or seeking to participate in other housing or training and educational activities assisted pursuant to this section.
- iv. The provision of management services, including preparation of work specifications, loan processing, inspections, tenant selection, management of tenant and project-based rental assistance and management of housing projects or other facilities or operations developed under this program.
- v. The provision of safety, security, and law enforcement measures and activities appropriate to protect residents of housing from crime.
- vi. The provision of Housing Choice Voucher assistance or project-based rental assistance (under Section 8(o)), alone or in conjunction with other private or public sources of assistance.
- vii. The preservation of public housing and/or Housing Choice Voucher units currently serving people of low income or the acquisition and/or development of new units for people of low income, provided that all rehabilitation and construction is done in accordance with the requirements of Section 504 of the Rehabilitation Act and where applicable, the design and construction requirements of the Fair Housing Act.
- viii. If the Agency chooses to establish single fund flexibility, the Agency is authorized to use housing assistance payments for purposes other than payments to owners, so long as these purposes are consistent with other eligible uses of section 8 and section 9 funds.
- c. These activities may be carried out by the Agency, by an entity, agent, or instrumentality of the Agency, a partnership, a grantee, contractor, or other appropriate party or legal entity.
- d. The Agency's expenditures must comply with OMB Circular A-87, which provides basic guidelines for the use of federal funds, and with this MTW Agreement.
- e. The Agency may use capital funds (including development and replacement housing factor funds) in accordance with this Agreement.

2. Partnerships with For-Profit and Non-Profit Entities

The Agency may partner with for-profit and non-profit entities, subject to 24 C.F.R. Part 85 and 941.602(d), including, mixed-income, mixed-finance development partners and third party management companies, as well as affiliates and instrumentalities of the Agency ("Agency Partners"), to implement and develop all or some of the initiatives that may comprise the Agency's MTW Demonstration Program. The Agency may, with respect to MTW eligible activity and when working with or partnering with such partners, make available to Agency Partners the least restrictive regulatory requirements allowable based on Agency's participation in the MTW Demonstration Program and that agreements with Agency Partners may reflect the implementation of less restrictive regulatory requirements. *This authorization waives certain provisions of Sections 13 and 35 of the 1937 Act and 24 C.F.R. 941 Subpart F as necessary to implement the Agency's Annual MTW Plan.*

3. Definition of Elderly Family

The Agency is authorized to amend the definition of elderly to include families with a head of household or family member who is at least 55 years old, and must be in compliance with the all Fair Housing Requirements, in particular the Housing for Older Persons Act of 1995. *This authorization waives certain provisions of Section 3 (b)(3) and (G) of the 1937 Act and 24 C.F.R. 5.403 as necessary to implement the Agency's Annual MTW Plan.*

4. Transitional/Conditional Housing Program

The Agency may develop and adopt new short-term transitional housing programs, consistent with an eligible use of section 8 and 9 funds, with supportive services in one or more buildings in collaboration with local community-based organizations and government agencies. Successful participants in these programs will be eligible for transfer to the Agency's public housing or housing choice voucher programs. The Agency will ensure that these programs do not have a disparate impact on protected classes, and will be operated in a manner that is consistent with the requirements of Section 504 of the Rehabilitation Act. More specifically, under no circumstances will residents of such programs be required to participate in supportive services that are targeted at persons with disabilities in general, or persons with any specific disability. In addition, admission to any of the programs developed under this section will not be conditioned on the presence of a disability or a particular disability. This section is not intended to govern the designation of housing that is subject to Section 7 of the 1937 Act. *This authorization waives certain provisions of Sections 3, 4, 5, 8, and 9 of the 1937 Act and 24 C.F.R. 941, and 960 Subpart B as necessary to implement the Agency's Annual MTW Plan.*

5. Investment Policies

Subject to HUD approval, the Agency is authorized to adopt investment policies consistent with state law to the extent such policies are in compliance with applicable OMB circulars and other federal laws. The Agency shall invest only in securities authorized under state law that will allow the flexibility to invest productively and efficiently. *This authorization waives certain provisions of Section 6(c)(4) of the 1937 Act and 24 C.F.R. 982.156 as necessary to implement the Agency's Annual MTW Plan.*

### **C. Authorizations Related to Public Housing Only**

#### **1. Site Based or Geographic Area Waiting List System**

The Agency is authorized to implement a locally designed waiting list system in lieu of the specific procedural requirements of 24 C.F.R. Part 903 provided that it provides applicants with a reasonable choice of location in accordance with title VI of the Civil Rights Act, the Fair Housing Act, and other applicable civil rights requirements. The Agency may implement additional site-based waiting lists under this MTW Agreement. Such additional site-based waiting lists will be developed, at the Agency's option, to address various situations, including, but not limited to the following: (1) any existing or new or mixed-income, mixed finance communities; (2) any on-site and/or off-site public housing replacement units developed in support of the Agency's redevelopment or HOPE VI efforts, if any; (3) any specially designated public housing or project-based communities; and (4) combining or separating waiting lists for Section 8 tenant-based or project-based assistance, public housing rental communities, homeownership opportunities, and mixed-income, mixed-finance communities. *This authorization waives certain provisions of Section 6(r) of the 1937 Act and 24 C.F.R. 903.7 as necessary to implement the Agency's Annual MTW Plan.*

#### **2. Local Preferences and Admission and Continued Occupancy Policies and Procedures**

The Agency is authorized to develop and adopt local preferences and admission policies and procedures for admission into the public housing program in lieu of HUD statutes, regulations or other requirements based in the 1937 Act so long as the families assisted qualify as low income, and that the total mix of families assisted meets the requirements of part I.C of the Amended and Restated MTW Agreement. The Agency is required to revise the Admissions and Continued Occupancy Policy (ACOP), to implement changes in public housing occupancy policy as a result of the MTW program. Regardless of changes to the Agency's adopted ACOP policies and procedures, the Agency must comply with Sections I(B)(1) and II(D) of this Agreement. The Agency is subject to state and local preferences law. *This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R. 960.206 as necessary to implement the Agency's Annual MTW Plan.*

#### **3. Deconcentration Policy**

The Agency is authorized to develop and adopt a local policy designed to provide for deconcentration and income mixing in public housing communities. *This authorization waives certain provisions of Section 16(3)(B) of the 1937 Act and 24 C.F.R. 903.2 as necessary to implement the Agency's Annual MTW Plan.*

#### **4. Initial, Annual and Interim Income Review Process**

The Agency is authorized to restructure the initial, annual and interim review process in the public housing program in order to affect the frequency of the reviews and the methods and process used to establish the integrity of the income information provided. In addition, the Agency is expressly authorized to adopt a local system of income verification in lieu of the current HUD system. For example, the Agency may implement alternate time frames for validity of verification or adopt policies for verification of income and assets through sources other than those currently allowed under the 1937 Act. *This authorization waives certain provisions of sections 3(a)(1) and 3(a)(2) of the 1937*

*Act and 24 C.F.R. 966.4 and 960.257, as necessary to implement the Agency's Annual MTW Plan.*

5. Use of Public Housing as an Incentive for Economic Progress

The Agency is authorized to modify current public housing occupancy policies to use housing as an incentive for making economic progress, as long as Section II.C. of the MTW Agreement is adhered to. Such modifications may include revising maximum income limits for admission or continued occupancy. Families denied admission or continued occupancy shall continue to be entitled to the right to an informal hearing. *This authorization waives certain provisions of Section 6(c) of the 1937 Act and 24 C.F.R. 960.201, as necessary to implement the Agency's Annual MTW Plan.*

6. Incentives for Underutilized Developments

The Agency is authorized to develop and offer incentives that will attract applicants to developments, or portions thereof, which have been difficult to market. *This authorization waives certain provisions of Section 3(a)(2) and 3(a)(3)(A) of the 1937 Act and 24 C.F.R. 960 subpart B as necessary to implement the Agency's Annual MTW Plan.*

7. Simplification of the Development and Redevelopment Process for Public Housing

*This authorization waives certain provisions of Sections 4, 5, 9, 24, 32 and 35 of the 1937 Act and 24 C.F.R. 941 as necessary to implement the Agency's Annual MTW Plan.*

- a. The Agency may, at its own discretion, allow any authorizations and regulatory relief granted to the Agency pursuant to this MTW Agreement to inure to the benefit of the Agency's Partners with respect to MTW eligible activities, and HUD hereby agrees to the amendment of any and all evidentiaries necessary to implement the least restrictive regulatory requirements allowable.
- b. The Agency is authorized to establish reasonable low-income homeownership programs, such as a lease-to-own program, that are not limited by the existing public housing homeownership requirements, provided that units can only be sold to current public housing residents and that any disposition of current public housing units must be approved in advance by HUD. Any disposition application will be submitted and processed in accordance with this Agreement.

8. Streamlined Demolition and Disposition Procedures

The Agency may choose to follow HUD's "Streamlined Processing Instructions for Disposition, Demolition, and Disposition/Demolition Applications from MTW Agencies."

9. Simplification of Property Management Practices

The Agency is authorized to simplify property management practices as follows:

- a. The Agency is authorized to deploy a risk management approach in establishing property and system inspection protocols and frequencies in lieu of the HUD requirements of annual inspections by Agencies, as long as these protocols assure that housing units assisted under the demonstration meet housing quality standards approved or established by the Secretary. *This authorization waives certain provisions of Section 6 (f) of the 1937 Act and 24 C.F.R. 902-Subpart B as necessary to implement the Agency's Annual MTW Plan.*



- b. The Agency is authorized to develop and adopt a new form of local lease and establish community rules, grievance procedures, tenant self-sufficiency requirements and reasonable tenant fees based on proven private management models (subject to State and local laws), provided that no-cause evictions are not permitted. *This authorization waives certain provisions of Section 6 (l) of the 1937 Act and 24 C.F.R. 966 Subparts A and B as necessary to implement the Agency's Annual MTW Plan.*

**10. Special Admissions and Occupancy Policies for Certain Public Housing Communities**

The Agency is authorized to involve a broad spectrum of community stakeholders, including advocacy groups, in a process to explore and adopt reasonable restrictions for occupancy of specific public housing buildings in the Agency's inventory. Buildings, or portions of buildings (floors, units), may be designated as Smoke-Free, Pet-Free or Assisted Living (or other similar reservations). The Agency may establish admissions preferences in order to establish these special occupancy requirements. A key goal of this initiative will be to ensure that the Agency is able to maintain and improve the quality of life in the Agency communities. These reservations or policies must not have a disparate impact on protected classes and must be operated in a manner that is consistent with the requirements of Section 504 of the Rehabilitation Act. Any such designations or policies will include adequate safeguards for the disabled, including protections for disabled persons who are Agency residents and those seeking housing assistance. Residents can voluntarily participate in any of the services provided. Once adopted, the designations or policies will be updated and reviewed as part of the Annual MTW Plan and Report submitted by the Agency for HUD's review. In particular, the Agency will review the demographic make-up of its current resident population and applicants to assess the need for and support any changes to its designations or policies. *This authorization waives certain provisions of Sections 3, 6, 7, 16, and 31 of the 1937 Act and 24 C.F.R. 945 subpart C, 960 Subparts B, D, E and G as necessary to implement the Agency's Annual MTW Plan.*

**11. Rent Policies and Term Limits**

The Agency is authorized to determine family payment, including the total tenant payment, the minimum rent, utility reimbursements and tenant rent. The Agency is authorized to adopt and implement any reasonable policies for setting rents in public housing including but not limited to establishing definitions of income and adjusted income, or earned income disallowance that differ from those in current statutes or regulations. The Agency is authorized to adopt and implement term limits for its public housing assistance. Such policies must include provisions for addressing hardship cases. *This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 C.F.R. 5.603, 5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.*

**12. Design Guidelines**

The Agency is authorized to establish reasonable and modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities that will replace HUD guidelines with guidelines that reflect local marketplace conditions for quality construction in its locality so long as all units meet housing quality standards approved by the Secretary. *This authorization waives certain provisions of Sections 4, 5, and 9 of the 1937 Act and 24 C.F.R. 941.202, 941.203, 941.401, and 941.403 as*

*necessary to implement the Agency's Annual MTW Plan.*

13. Site Acquisition

The agency is authorized to acquire sites without prior HUD approval, provided that the agency certifies that HUD site selection requirements have been met. *This authorization waives certain provisions of 24 C.F.R. 941.401 as necessary to implement the Agency's Annual MTW Plan.*

14. Commercial Business Venture

The Agency is authorized to enter into commercial business ventures as part of its neighborhood revitalization or affordable housing strategies or other strategies designed to serve as catalysts for revitalization of public housing or surrounding communities. Any venture must be consistent with eligible uses of funds under Sections 8 and 9 of the 1937 Act. *This authorization waives certain provisions of 24 C.F.R. 941 subpart F as necessary to implement the Agency's Annual MTW Plan.*

15. Available Property

The Agency is authorized to make available public housing property including dwelling and non-dwelling spaces and vacant land for the purpose of providing services, programs and capital improvements that benefit residents and program participants. *This authorization waives certain provisions of Section 9 of the 1937 Act and 24 C.F.R. 990 Subpart B as necessary to implement the Agency's Annual MTW Plan.*

16. Total Development Cost (TDC) limits

The agency is authorized to establish reasonable cost formulas for development and redevelopment activities that will replace HUD's TDC limits in order to reflect local marketplace conditions for quality construction in its locality. *This authorization waives certain provisions of Section 6(b) of the 1937 Act and 24 C.F.R. 941.306 as necessary to implement the Agency's Annual MTW Plan.*

**D. Authorizations Related to Section 8 Housing Choice Vouchers Only**

1. Operational Policies and Procedures

The Agency is authorized to determine the following basic operational policies and procedures for all Section 8 assistance the Agency is provided under section 8(o) of the 1937 Act:

- a. The Agency is authorized to determine the term and content of Housing Assistance Payment (HAP) contracts to owners during the term of the MTW demonstration. However, any revised HAP contract must include language noting that the funding for the contract is subject to the availability of Appropriations. *This authorization waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 C.F.R. 982.162 as necessary to implement the Agency's Annual MTW Plan;*
- b. The Agency is authorized to determine the length of the lease period, when vouchers expire and when vouchers will be reissued. *This authorization waives certain provisions of Sections 8(o)(7)(a), 8(o)(13)(F) and 8(o)(13)(G) of the 1937 Act and 24 C.F.R. 982.303, 982.309 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan;*

- c. The Agency is authorized to define, adopt and implement a reexamination program that differs from the reexamination program currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516 as necessary to implement the Agency's Annual MTW Plan;*
- d. The Agency is authorized to determine a damage claim and/or vacancy loss policy and payment policy for occupied units that differs from the policy requirements currently mandated in the 1937 Act and its implementing regulations. Damage and vacancy authority are subject to state and local laws. *This authorization waives certain provisions of Section 8(o)(9), of the 1937 Act and 24 C.F.R. 982.311 as necessary to implement the Agency's Annual MTW Plan;*
- e. The Agency is authorized to determine the percentage of housing voucher assistance that it is permitted to project-base, and criteria for expending funds for physical improvements on those units that differs from the percentage and criteria requirements currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(13) of the 1937 Act and 24 C.F.R. 983 as necessary to implement the Agency's Annual MTW Plan;*
- f. The Agency is authorized to determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations, as well as shared living facilities. If the Agency chooses to use this authorization, it will need to provide a transition plan to both the affected residents and HUD prior to the end of the demonstration. *This authorization waives certain provisions of Section 8(p) of the 1937 Act and 24 C.F.R. 983.53-54 and 982 Subparts H and M as necessary to implement the Agency's Annual MTW Plan; and*
- g. The Agency is authorized to establish its own portability policies with other MTW and non-MTW housing authorities. *This authorization waives certain provisions of Section 8(r) of the 1937 Act and 24 C.F.R. 982 Subpart H as necessary to implement the Agency's Annual MTW Plan.*

## 2. Rent Policies and Term Limits

- a. The Agency is authorized to adopt and implement any reasonable policy to establish payment standards, rents or subsidy levels for tenant-based assistance that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. The Agency is authorized to adopt and implement any reasonable policies to calculate the tenant portion of the rent that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to implement the Agency's Annual MTW Plan;*

- b. The Agency is authorized to determine contract rents and increases and to determine the content of contract rental agreements that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13) of the 1937 Act and 24 C.F.R. 982.308, 982.451 and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan;*
- c. The Agency is authorized to develop a local process to determine rent reasonableness that differs from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(10) of the 1937 Act and 24 C.F.R. 982.507 as necessary to implement the Agency's Annual MTW Plan;* and
- d. The Agency is authorized to implement term limits for HCV units designated as part of the MTW demonstration. *This authorization waives certain provisions of Sections 8(o)(7) and 8(o)(13)(F)-(G) of the 1937 Act and 24 C.F.R. 982 Subpart L and 983 Subpart E as necessary to implement the Agency's Annual MTW Plan.*

### 3. Eligibility of Participants

- a. The Agency is authorized to determine income qualifications for participation in the rental assistance program that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations, as long as the requirements that i) at least 75 percent of those assisted under the demonstration are "very low-income" as defined in section 3(b)(2) of the 1937 Act, ii) substantially the same number of low-income persons are assisted under the demonstration as would be without the MTW authorizations contained herein, and iii) a comparable mix of families are assisted under the Agreement as would have been otherwise in Section I.C. of the MTW Agreement are met. *This authorization waives certain provisions of Sections 16(b) and 8(o)(4) of the 1937 Act and 24 C.F.R. 5.603, 5.609, 5.611, 5.628, and 982.201 as necessary to implement the Agency's Annual MTW Plan;* and
- b. The Agency is authorized to adopt and implement any reasonable policy for verifying family income and composition and for determining resident eligibility that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of 24 C.F.R. 982.516 and 982 Subpart E, as necessary to implement the Agency's Annual MTW Plan.*

### 4. Waiting List Policies

The Agency is authorized to determine waiting list procedures, tenant selection procedures and criteria and preferences, including authorizing vouchers for relocation of witnesses and victims of crime that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Sections 8(o)(6), 8(o)(13)(J) and 8(o)(16) of the 1937 Act*

and 24 C.F.R. 982 Subpart E, 982.305 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

5. Ability to Certify Housing Quality Standards

The Agency is authorized to certify that housing assisted under MTW will meet housing quality standards established or approved by HUD. The certification form will be approved or provided by HUD. *This authorization waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982, Subpart I as necessary to implement the Agency's Annual MTW Plan.*

6. Local Process to Determine Eligibility

The Agency is authorized to adopt a local process for determining whether units meet certain eligibility requirements, provided such requirements are part of the 1937 Act. *This authorization waives certain provisions of Section 8(o)(13) of the 1937 Act and 24 C.F.R. 983 Subpart D as necessary to implement the Agency's Annual MTW Plan.* This includes, but is not limited to, the following:

- a. The minimum expenditure requirement and the timing of rehabilitation and construction of units.
- b. The type of funds that may be used to rehabilitate or construct units.
- c. Procedures to determine whether or not units meet the Agency's requirements regarding rehabilitation and construction, including what information is required to be submitted by owners to the Agency.

7. Establishment of an Agency MTW Section 8 Project-Based Program

The Agency is authorized to develop and adopt a reasonable policy and process for project-basing Section 8 tenant-based leased housing assistance, which includes the components set forth below:

- a. The Agency is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the Agency that are not public housing, subject to HUD's requirements regarding subsidy layering. If the Agency chooses to project-base Section 8 assistance at such properties, the Agency recognizes and accepts that such units would no longer be eligible for operating subsidy provided under Section 9(e) of the 1937 Housing Act or for future capital funds provided under section 9(d) for those units if it chooses to use this authorization. Project-based assistance for such owned units does not need to be competitively bid, nor are the owned units subject to any required assessments for voluntary conversion. *This authorization waives certain provisions of Sections 8(o)(13)(B and D) of the 1937 Act and 24 C.F.R. 982.1, 982.102 and 24 C.F.R. Part 983 as necessary to implement the Agency's Annual MTW Plan;*
- b. The Agency is authorized to establish a reasonable competitive process or utilize an existing local competitive process for project-basing leased housing assistance at units that meet existing Housing Quality Standards, or any standards developed by the Agency pursuant to this MTW Agreement and approved by the Secretary, and that are owned by non-profit, or for-profit housing entities. *This authorization waives certain provisions of 24 C.F.R. 983.51 as necessary to implement the*

*Agency's Annual MTW Plan;*

- c. The Agency is authorized to duly adopt, according to the requirements of local law, alternate standards for determining the location of existing, newly constructed or substantially rehabilitated housing to receive subsidy; provided, however, *that in lieu of the Site Selection Standards currently set forth in 24 C.F.R. Section 983.57*, the agency will comply with the following requirements:
  - i. The Agency will comply with the Fair Housing Act and Title VI of the Civil Rights Act of 1964, and implementing regulations thereto, in determining the location of newly constructed or acquired public housing units.
  - ii. Units may be located in the agency's jurisdiction, including within, but not limited to, the following types of urban areas: (1) an area of revitalization that has been designated as such by the governing jurisdiction, including Redevelopment Areas and Enhanced Enterprise Communities, (2) an area where public housing units were previously constructed and were demolished, (3) a racially or economically impacted area where the agency plans to preserve existing affordable housing, (4) in connection with a HOPE VI or other HUD funded master planned development, (5) in areas where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units in the area, or (6) relocating units to an area with a lower concentration of public housing units.
  - iii. Conduct a housing needs analysis indicating that there is a real need for the housing in the area; and
  - iv. When developing or substantially rehabilitating six or more Section 8 project-based units, the agency will: (1) advise current residents of the subject properties and representative community groups in the vicinity of the subject property by letter to resident organizations and by public meeting, of the agency's revitalization plan; and (2) certify to HUD in its Annual MTW Report that the comments from Residents and representative community groups have been considered in the revitalization plan. Documentation evidencing that the agency has met the stated requirements will be maintained at the housing authority and submitted to HUD in its Annual MTW Report.
- d. All units that receive project-based Section 8 assistance must meet either (i) existing HQS standards established by the Secretary or (ii) a local standard for communities receiving project-based Section 8 assistance developed by the Agency and approved by the Secretary pursuant to this MTW Agreement, as applicable. *This authorization waives certain provisions of Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982 Subpart I as necessary to implement the Agency's Annual MTW Plan.*

## 8. Homeownership Program

- a. The Agency is authorized to establish reasonable Section 8 homeownership programs that are not limited by the existing Section 8 homeownership requirements. *This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan; and*
- b. The Agency is authorized to permit current public housing residents who are on a merged waiting list to obtain a Section 8 homeownership voucher. *This authorization waives certain provisions of Sections 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.*

## E. Authorizations Related to Family Self Sufficiency

The Agency is authorized to operate any of its existing self-sufficiency and training programs, including its Family Self-Sufficiency (FSS) Program and any successor programs exempt from certain HUD program requirements. These may include those requirements governing program size or participation, including whether to establish escrow accounts and other rent incentives and whether to establish mandatory self-sufficiency participation requirements. If the Agency receives dedicated funding for an FSS coordinator, such funds must be used to employ a self-sufficiency coordinator. In developing and operating such programs, the Agency is authorized to establish strategic relationships and partnerships with local private and public agencies and service providers to leverage expertise and funding. However, notwithstanding the above, any funds granted pursuant to a competition must be used in accordance with the NOFA and the approved application and work plan. *This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R. 984 as necessary to implement the Agency's Annual MTW Plan.*

## ATTACHMENT D

LEGACY AND COMMUNITY-SPECIFIC AUTHORIZATIONS

TO  
 AMENDED AND RESTATED MOVING TO WORK AGREEMENT  
 BETWEEN  
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 AND THE  
 HOUSING AUTHORITY OF PORTLAND

This Attachment D describes and authorizes activities which may be implemented by the Housing Authority of Portland (the "Agency") pursuant to the Amended and Restated MTW Agreement between the Agency and HUD dated MARCH 5, 2009, ~~2008~~, which together with any and all attachments, exhibits, and appendices thereto is hereinafter referred to as the "Amended and Restated Agreement." Notwithstanding any other provision of this Amended and Restated Agreement the Agency is authorized as follows:

Use of MTW Funds

The Agency and HUD acknowledge that Section 204(a) of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134) provides that an agency participating in the MTW demonstration program may combine public housing operating and capital funds provided under Section 9 of the U.S. Housing Act of 1937 (the "1937 Act") and voucher program funds provided under Section 8 of the 1937 Act "to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary may approve."

The Agency and HUD further acknowledge that the terms of the agreement under which the Agency participated in the MTW demonstration program prior to the Amended and Restated MTW Agreement (the "Original MTW Agreement") did not state that the use of such combined public housing operating and capital funds and voucher program funds (collectively, "MTW Funds") was restricted to those uses specified in Sections 8 and 9 of the 1937 Act.

The Agency and HUD hereby agree that they do not intend for the Amended and Restated MTW Agreement to limit or restrict the authority to use MTW Funds as provided by the Original MTW Agreement, that notwithstanding any language to the contrary, those provisions in this Agreement or its attachments that restrict the use of funds to Sections 8 and 9 are repealed, and the Agency may use MTW Funds to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work, whether or not any such use is authorized by Sections 8 or 9 of the 1937 Act, provided such uses are consistent with other requirements of the MTW statute [i.e., including but not limited to the requirements to maintain a comparable mix of families and serve substantially the same number of families as would have been assisted if the Agency were not in the MTW demonstration, assuring that housing assisted under the demonstration meets housing quality standards



established or approved by the Secretary, that at least 75 percent of the families assisted be very low income families, that the agency has established a reasonable rent policy that is designed to encourage employment and self-sufficiency by participating families, that the requirements of sections 12 of the 1937 Act are applied to any housing assisted under the demonstration other than housing assisted solely because of occupancy by families receiving tenant-based assistance, and that Section 18 of the 1937 Act shall continue to apply to public housing notwithstanding the use of any use of the housing under the demonstration] and have been proposed in an Agency's Annual MTW Plan and approved by HUD.

Notwithstanding the above, such funds remain Federal funds, and are subject to any and all other Federal requirements outside of the 1937 Act (e.g., including but not limited to Appropriations Acts, competitive HUD notices of funding availability under which the Agency has received an award, state and local laws, Federal statutes other than the 1937 Act, and OMB Circulars and requirements), as modified from time to time.

#### **A. Administrative Issues.**

##### **1. Adoption of State of Oregon Investment Policies.**

The Agency is authorized to adopt State of Oregon Investment Policies that will allow the Agency the flexibility to invest its financial resources productively and efficiently, provided that these policies are consistent with applicable federal law and OMB circulars. The Agency shall invest only in securities authorized under the Oregon State Housing Authority Law described in ORS 456.120 and ORS 294.035.

##### **2. Suspension of Current Evaluation and Reporting Requirements.**

The Agency is designated a high performing agency under the current Public Housing Assessment System (PHAS) regulation. The Agency will continue its designation as a high performing agency until such time as the Department adopts a new PHAS regulation and the Agency can be fully scored under that regulation. At that time the Agency will no longer be designated a high performer. Thereafter, should the Agency wish to obtain high performer status, it must elect to be scored under the new PHAS regulation. The Agency may propose an alternative evaluation methodology in lieu of the PHAS regulation for approval by the Department. Such a methodology shall at a minimum incorporate the indicators set forth in Section 6(j) of the 1937 Act, and shall utilize a third party to assess performance.

##### **3. Mixed Finance Flexibilities.**

During the term of this Agreement, HAP is authorized to continue to implement its mixed finance program under all of the same terms and conditions applicable during its MTW Demonstration. As such, all HUD waivers and approvals obtained during the MTW Demonstration that allow the Agency to implement its mixed finance program consistent with the purposes of the MTW Demonstration shall continue to apply, including, but not necessarily limited to, the following:

- The use of the Construction Manager General Contractor (CMGC) form of construction contracting permissible under state law for public agencies, provided

however that, if the CMGC undertakes any construction work itself, it must participate in a public bidding process;

- The Agency must ensure that the requirements contained in the General Conditions for Construction Form or General Conditions for Non-Construction Form (Form 5370 and Form 5370-C) are included in any solicitations for bids related to any construction or non-construction contractor that will be made by the Agency and paid for with assistance under this demonstration. Such conditions must be in any construction or non-construction contract entered into by the Agency. If a construction or non-construction contract is solicited by the Agency's Developer, Form 5370 and Form 5370-C are recommended but not required. The Developer may use any General Conditions form that has been approved by the American Institute of Architects.

#### 4. Utility Costs.

The Agency is authorized to devise more cost effective methods of controlling and reducing utility costs in housing authority paid units and, specifically, to terminate the practice of establishing a surcharge for excess utilities in those units as outlined in 24 CFR 965.506. To the extent that these changes result in an increase in rent paid by residents, the Agency will assure that the procedures regarding rent policies in the Amended and Restated Agreement are followed.

### **B. Authorizations Related to Both Public Housing and Section 8 Housing Choice Vouchers.**

#### 1. Single Fund Budget with Full Flexibility.

In addition to the items in Section B.1.b. of the Statement of Authorizations (Attachment C), the following are added: "ix. The operation, development or preservation of locally-developed housing programs." HAP is further authorized to maintain a reasonable operating reserve consistent with sound public and private housing management practices, however, no replacement reserve may be maintained.

#### 2. Rent Structure and Rent Reform.

The Agency may adopt and implement any reasonable policies for setting rents for public housing, or rents or subsidy levels for tenant-based assistance, notwithstanding the U.S. Housing Act of 1937, provided that the Agency submits the policy to HUD annually, and upon any material change to the policy, and provided that:

- a. The Agency's board approves of the policy, and any material changes, and approves an analysis of the impact of the policy on current households, and on households on the waiting list, including an analysis of the severity of rent burdens on such households that would have rent burdens greater than 30 percent of adjusted income;
- b. The Agency reevaluates its rent and subsidy level policies annually, including preparing a revised impact analysis;
- c. The Agency adopts a policy for addressing hardship cases;

- d. The Agency provides a reasonable transition period for rent increases for existing tenants; and
- e. A public hearing is held regarding the policy.

The rent policy, or any material changes to the rent policy, will be effective upon submission to HUD of a board resolution as provided above.

### 3. Local Unit Based Subsidy Program.

The Agency is authorized to develop a Local Unit-based Subsidy Program that incorporates reasonable policies and procedures for unit-basing the Agency's single fund budget. Approved activities include, but are not limited to the following:

- a. Agency is authorized to unit-base single fund budget subsidy at buildings owned by Agency or a subsidiary of Agency that meet HQS standards, subject to HUD requirements regarding subsidy layering.
- b. Agency is authorized to establish a protocol for negotiating contracts for unit-basing single fund budget subsidy for units that meet HQS standards and that are owned by non-profit, or for-profit housing entities in Portland. The protocol will establish criteria for the selection and approval of housing entities with which to negotiate standard unit-based contract terms and conditions and a plan for publicizing the availability of such assistance within the for profit and nonprofit development community. The protocol will establish a reasonable competitive process for selecting unit-based units.
- c. As part of its criteria for the selection and approval of units and housing providers, the Agency may adopt selection criteria for units to be included in the unit-based subsidy program based upon the following factors:
  - The Agency may determine the types of units that may receive local unit-based subsidy, which may include units not permitted under Sections 8 or 9 of the 1937 Act or its implementing regulations.
  - The Agency may determine the minimum expenditure requirement and the timing of rehabilitation and construction of units.
  - The Agency may determine the type of funds that may be used to rehabilitate or construct units.
  - The Agency may adopt its own procedures to determine whether or not units meet the Agency's requirements regarding rehabilitation and construction including what information is required to be submitted by owners to the Agency.
  - The Agency shall ensure that all local unit-based subsidy units that are undergoing rehabilitation as well as any newly constructed units, which are constructed, as part of the local unit-based subsidy program shall comply with the requirements set forth in 24 CFR § 8.22, 8.23, and 8.32. In addition, where applicable, any newly

constructed units which are part of the local unit-based subsidy program will also comply with the design and construction requirements of the Fair Housing Act.

**C. Authorizations Related to Public Housing Only.**

**1. Mixed Income Program.**

The Agency is authorized to create a mixed income program in Public Housing as follows:

- a. A portion of the families in a public housing development will receive housing choice voucher assistance.
- b. The assisted families may use their vouchers to continue living in their public housing units or rent private housing elsewhere.
- c. ACC funds attributable to public housing will be applied to purposes authorized under MTW.
- d. When vacated by families, improvements may be made to the units if needed to make them attractive to unassisted families.
- e. Rent from the unassisted families will be used to offset costs of the development.

**2. Site-Based or Geographic Waiting Lists.**

The waiting list(s) described in Attachment C, Section C.1 may include, without limitation, site-based or geographic area waiting list(s).

**D. Authorizations Related to Section 8 Housing Choice Vouchers Only**

**1. Establishment of a Local Section 8/Housing Choice Voucher Program.**

The Agency may be authorized to determine the following for a Local Section 8/Housing Choice Voucher Program: The content of contract rental agreements.

**2. Revise Section 8 Inspection Procedures.**

Subject to HUD approval, the Agency is authorized to revise its tenant-based Section 8 inspection procedures with respect to owners of single-room occupancy buildings who have a record of high performance on previous inspections, and in newly constructed buildings. The Agency is further authorized to devise a system, which shall be approved by HUD, of monitoring and quality control in an effort to attract landlords to the program, increase participants' choice of units and location, and reduce the Agency inspection costs.

**E. Authorizations Related to Family Self Sufficiency.**

Nothing in Section E of Attachment C. *Statement of Authorizations*, shall limit the following components of the Agency's family self-sufficiency program: 1) the requirement that residents must leave public housing or Section 8 housing at graduation in order to access their escrow; and 2) the establishment of term limits for residents participating in the self-sufficiency program.

**FIRST AMENDMENT  
TO THE  
MOVING TO WORK AGREEMENT**

This First Amendment to the Moving to Work (MTW) Agreement ("Agreement") is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development ("HUD") and Housing Authority of Portland ("Agency") and is effective as of the effective date of the MTW Agreement, as defined below. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

**AGREEMENT**

1. **Termination.** Termination of the Agreement by HUD in accordance with Section IV of the MTW Agreement may only occur in accordance with the default and cure provisions of Section VIII of the Agreement, as modified by this First Amendment. The second sentence of Section VIII of the Agreement is deleted and replaced with the following: "HUD will give the Agency written notice of any default which shall identify with specificity the measures which the Agency must take to cure the default."
2. **Remedies and Due Process.** HUD must follow all applicable statutory and regulatory requirements relating to any defaults and enforcement actions pertaining to this Agreement.
3. **Evaluation of MTW Demonstration.** If developed by HUD, HUD's evaluation plan for the MTW Demonstration may be reviewed by the Agency in advance of implementation by HUD. The Agency has thirty (30) days to review the evaluation criteria and any objections to the evaluation will be forwarded to HUD for further consideration.
4. **Extension of Successful Demonstration Initiatives.** HUD will consider extending successful demonstration activities beyond the term of the MTW demonstration where legally permissible. To the extent that MTW activities will not continue past the term of the demonstration, the Agency shall fully cooperate with HUD in developing and implementing a transition plan for terminating the Agency's MTW demonstration program and providing for the continued administration of the public housing and Section 8 programs, as applicable.
5. **Section I.E.** Section I.E. of the Agreement is deleted.
6. **Local Asset Management Program Within MTW.** Section II.F. of the Agreement is deleted and the following is substituted in lieu thereof:

**F. Local Asset Management Program.**

1. The Agency may design and implement a local asset management program for its Public Housing Program and shall describe such program in its Annual MTW Plan (or in its Annual MTW Report, if the Agency deems it appropriate). For purposes of this

Agreement, the term "Public Housing Program" means the operation of properties owned or subsidized by the Agency that are required by the U.S. Housing Act of 1937 (42 U.S.C. 1437, et seq.) to be subject to a public housing declaration of trust in favor of HUD. The Agency's local asset management program shall include a description of how it is implementing property-based management, budgeting, accounting, and financial management and any deviations from HUD's asset management requirements, as described below. The Agency may use the Annual MTW Report to provide information on asset management fees, including documentation in support of fees, allocation methodologies, indirect cost rates, and related items in support of the Agency's local asset management program for its Public Housing Program. The Agency agrees that as part of its local asset management program it will adopt cost accounting and financial reporting methods that comply with OMB Circular A-87 (regarding cost allocation, and hereinafter, "A-87"), OMB Circular A-133 (regarding audit requirements), and generally accepted accounting practices ("GAAP").

2. HUD and the Agency agree that the following principles and understandings apply to the Agency's local asset management program for its Public Housing Program:
  - a. Costs incurred by the Agency under this Agreement must be necessary and reasonable, meet the statutory objectives of the MTW program, and be consistent with the single-fund budget authority described in this Agreement.
  - b. Under A-87, there is no universal rule for classifying costs as either direct or indirect. A cost may be direct with respect to some specific service or function, but indirect with respect to the final cost objective.
  - c. Costs shall be accorded consistent treatment. A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost; each item of cost will be treated consistently in like circumstances as either a direct or indirect cost.
  - d. Costs shall be determined in accordance with GAAP.
  - e. Costs must be adequately documented, as agreed upon by HUD and the Agency.
  - f. Requirements under 24 CFR 990.280 (b) (5) and other HUD guidance pertaining to excess cash flow for purposes of fungibility among projects will not apply to the Agency. The Agency will retain full authority to move MTW funds and project cash flow among projects, without limitation, under its local asset management program.
  - g. The Agency agrees that in designing its local asset management program for its Public Housing Program, it will use HUD's asset management requirements (such as the chart of accounts, balance sheet, and direct/indirect cost determinations) as a starting point; provided, however, that the Agency may, in its discretion, deviate from such requirements if it describes such deviations and the reasons for such deviations in its local asset management program.

- h. HUD shall modify the systems and reports described in Section 2 below, to accommodate any differences between HUD asset management requirements and the Agency's local asset management program.
  - i. If the Agency implements a fee-for-service approach, then HUD shall consider the Agency's fee income to be de-federalized.
3. **Period of Experimentation.** The Agency may use its local asset management program to test and develop accounting practices designed to support and complement the fungibility of public housing and voucher funds that may be combined under the MTW demonstration program ("MTW Funds") and the programmatic flexibility provided under the MTW program. This period of experimentation for its Public Housing Program shall be available to the Agency until the negotiated rule making authorized in 24 CFR 990 is completed and a rule adopted. At that time, HUD and the Agency shall mutually determine the effect of said rulemaking on such cost accounting system, and how such a system can be continued.
4. **Identification of Cost Approach Under A-87.** The local asset management program will describe the Agency's cost accounting system. Cost accounting options available to the Agency include:
- a. **Fee-for-service methodology.** The Agency may establish a fee-for-service methodology that:
    - i. Is consistent with 24 CFR Part 990 (with respect to operating funds for the Public Housing Program), uses property level management, accounting, and budgeting, and establishes a Central Office Cost Center (COCC);
    - ii. With such justification as is required by A-87, allows for fees that exceed the levels set forth by HUD asset management requirements with respect to operating funds for the Public Housing Program;
    - iii. Allows the Agency to apply local determinations with respect to front line, prorated, and shared resources, fee costs, and other aspects of such requirements, to meet the objectives of the MTW program. Such determinations, when they differ from HUD's requirements, must be specifically noted in the Agency's local asset management program;
    - iv. In making local determinations with respect to front line and fees, the Agency acknowledges that cost must be treated in a consistent manner; and
    - v. When fees established by the Agency exceed HUD guidelines the Agency agrees to justify such fees and that the Agency's annual audit shall include a review and test of fee reasonableness.
  - b. **Indirect cost rate methodology.** In accordance with A-87, the Agency may elect to establish a cost allocation methodology, instead of a fee-for-service methodology, to allocate direct and indirect costs and establish an indirect cost rate.



The cost allocation plan along with the indirect cost rate shall be described in the local asset management program. The Agency agrees to justify the indirect cost rate established and that the Annual Audit shall include a review and test of the rate's reasonableness.

5. **Establishment of Cost Objectives under MTW**

- a. **Multiple cost objectives.** If the Agency establishes multiple cost objectives (such as separate cost objectives for public housing properties, vouchers, capital funds, and services) under its MTW agreement, it may elect to use a fee-for-service methodology for one objective and an indirect cost rate methodology for other objectives, provided that the same cost objective may not use both a fee-for-service and a cost allocation/indirect cost rate methodology.
- b. **Option for a Single Cost Objective.** In accordance with A-87, the Agency may propose in the Annual MTW Plan that its MTW program is a single cost objective and may establish a cost accounting plan that uses a single indirect cost rate for the entire MTW program, which may include operating funds provided for the Public Housing Program. In doing so, the Agency agrees to provide a description of the cost accounting plan as part of its local asset management program, including how the indirect cost rate is determined (such as the grouping of costs and distribution base), and how that rate is applied across major functions. Use of such a single cost objective is subject to the Annual MTW Plan or Report approval process.

7. **Financial Reporting.** The Agency agrees to describe how it has assigned costs as part of its local asset management program in its Annual MTW Plan. The Agency agrees that irrespective of the cost accounting method selected above, a project-level accounting system will be used to track costs at the asset management property level. Any differences between the local asset management program and HUD's asset management requirements will be described in its Annual MTW Plan and Report in order to facilitate recording of actual property costs and submission of such cost information to HUD.

The Agency agrees to submit information to HUD through the following reporting systems, provided that HUD, in cooperation with the Agency, shall modify such systems, as necessary, so that they are capable of accepting reports from the Agency, as to both form and content, in a manner that is consistent with the Agency's authorizations under this Agreement and with the implementation of MTW:

- (a) PIH Information Center (PIC);
- (b) Voucher Management System (VMS);
- (c) HUD Financial Data Schedule (FDS) on an annual basis; and
- (d) The Annual Audit, with necessary supplemental schedules.

All such reporting shall be to the extent necessary for the Agency to report MTW activities consistent with the MTW Agreement. Should a report not be modified for MTW the Agency will continue to submit information through the Annual MTW Plan and Report.

The Agency may, in satisfaction of the annual audit requirement, submit its independently audited Comprehensive Annual Financial Report (CAFR), prepared consistent with its MTW financial structure and GAAP, and including supplemental un-audited balance sheets and income and expense statements for public housing properties.

All reporting under this section shall be subject to and shall not interfere with the Agency's right to combine and use public housing operating funds, public housing capital funds, and Section 8 voucher funds for the activities and in the manner described in the MTW Agreement.

HUD shall not limit through any asset management requirements or otherwise, including through any other provision of this Addendum or the MTW Agreement to the extent there is a conflict with this Attachment D, the Agency's ability (as provided in the MTW Agreement), to use a single fund budget as an authority-wide funding source for MTW activities.

#### **8. Other Reporting.**

**Annual Plan and Report Under Attachment B.** HUD affirms that it has obtained Office of Management and Budget ("OMB") approval for the information collection currently required by Attachment B to the Agency's Original MTW Agreement (HUD Form 50900, OMB Control Number 2577-0216; and hereafter, "Original Attachment B"). The Agency is not required to use the Attachment B to this Agreement (hereafter, "Revised Attachment B"), until such time as HUD has obtained approval from OMB of such Revised Attachment B.

Subject to the paragraph immediately above, the Agency agrees to submit information in accordance with Revised Attachment B for the fiscal year following such OMB approval; provided, however, that:

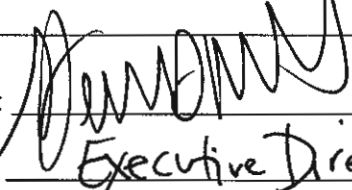
- i. if OMB does not approve a Revised Attachment B at least 120 days prior to the date for submission of the MTW Plan, then the Agency may defer compliance with Revised Attachment B until submission of the Annual MTW Plan and Report in the subsequent fiscal year;
- ii. the Annual MTW Report for a given fiscal year will use the same form of Attachment B as was used for that fiscal year's Annual MTW Plan; and
- iii. the Agency and HUD agree to use the first submission of Revised Attachment B to identify any problems and potential improvements in its use, as to both form and substance, and that HUD and the Agency will work together to modify Revised Attachment B, as necessary, in order to improve it as an information tool for subsequent fiscal years. The Agency and HUD further agree that Revised Attachment B may require modifications in subsequent years of the MTW Agreement and that HUD will facilitate a process to solicit comments from the Agency and modify Revised Attachment B as necessary.

**CFDA Number.** HUD affirms that it has received a Catalog of Federal Domestic Assistance ("CFDA") number from OMB for the MTW program. HUD will create a corresponding compliance supplement to assist auditors in performing the required audits of the Agency. HUD will develop such compliance supplement in consultation with the Agency and shall direct, and hereby does direct, any auditor of the Agency to consider such supplement and other related

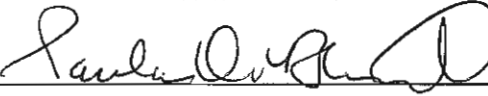
supplements and OMB Circulars in determining the compliance requirements that could have a direct and material effect on the Agency's participation in the MTW program. The MTW compliance supplement issued by HUD shall have an effective date that provides the Agency with sufficient notice for implementation.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

THE HOUSING AUTHORITY OF

By:   
 Its: Executive Director  
 Date: 3.5.09

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By:   
 Its: Assistant Secretary  
 Date: 3/9/09

**SECOND AMENDMENT TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF PORTLAND**

This Second Amendment to the Amended and Restated Moving to Work (“MTW”) Agreement dated March 5, 2009 (“Agreement”) is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development (“HUD”) and the Housing Authority of Portland (“Agency”) and is effective as of the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment A of the Agreement is amended as follows:

**Repeal of Amendment 1 of Attachment A:**

On January 13, 1999, HUD and the Agency executed an MTW Agreement, including an Attachment A, titled “Calculation of Subsidies.” On March 28, 2003, HUD and the Agency executed an MTW Amendment (Amendment No. 1) which amended Section 3 of Attachment A. This Second Amendment repeals Section 3 (pages 4 and 5) of Attachment A as amended and in its entirety and the following is substituted in lieu thereof.

**Attachment A – Calculation of Subsidies**

**Section 3, pages 4 and 5, Section 8 Tenant Based Assistance**

**3. Section 8 Tenant Based Assistance**

**Units Eligible for Inclusion in Flexible Block Grant**

- a) Incremental voucher funding placed under ACC on or after April 1, 2002 will be incorporated into HAP's MTW unless such use violates the terms of the appropriation. Previously excluded special purpose voucher increments expiring on or after April 1, 2002, and special purpose voucher increments placed under ACC on or after April 1, 2002, may convert to MTW upon expiration of the initial funding period if no violation of appropriations requirements will result.

**Calculation of Subsidies for Reinstatement of MTW Flexible Block Grant**

- a) **Initial funding for calendar year 2010 MTW Flexible Block Grant will be calculated according to the following criteria:**

1. The housing assistance baseline was calculated pursuant to the 2004 Appropriations Act using verified leasing cost data and adjusted by the Annual Adjustment Factors (AAF) as published by HUD for the Housing Choice Voucher (HCV) program.
2. The baseline was adjusted by HUD for incremental vouchers issued from January 1, 2004 through December 31, 2009.
3. 2009 Housing Assistance Payment (HAP) eligibility baseline to be used for future funding eligibility calculations was calculated by HUD, and agreed to by the Housing Authority of Portland, to be \$53,343,882. (See Appendix A)
4. For 2010 and future years, HAP eligibility will be based on the 2009 eligibility amount in #3 above, adjusted by the annual published renewal funding AAF and subject to applicable prorations.
5. First time renewal of new voucher increments – Funding will be provided for the first time renewal of new voucher increments, based on the then-current MTW per unit cost. Funding will also be added to the base for prior year first time renewals not represented in the base for 12 months.

HOUSING AUTHORITY OF PORTLAND

By [Signature]  
Chair of the HAP BoardDate of Execution by Agency 6/14/10UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENTfor By [Signature]  
Its Assistant SecretaryDate of Execution by HUD 7/19/2010

**THIRD AMENDMENT TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF PORTLAND**

This Third Amendment to the Amended and Restated Moving to Work ("MTW") Agreement dated March 5, 2009 ("Agreement") is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development ("HUD") and the Housing Authority of Portland ("Agency") and is effective as of the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment A to the Agreement is amended as follows:

**The following language is added to the end of Section 3 of Attachment A to the MTW Agreement:**

For purposes of the Housing Choice Voucher Program (HCVP) administrative fee funding, the Initial Year is calendar year 2011 (January 1, 2011 through December 31, 2011).

Administrative Fee eligibility will be based on voucher leasing during the base period, defined as the calendar year immediately preceding the initial year. For the initial period (CY), the fee eligibility will be calculated by applying the current year's administrative fee rates to that base period's leasing. For subsequent years, the fees will be based upon applying each subsequent year's administrative fee rates to the base period's leasing. This methodology will apply only to those vouchers for which administrative fees are not already included in a combined calculation of both housing assistance and administrative fees. In every year, fee eligibility will be pro-rated at the same level as applies to all other agencies. Administrative fees for vouchers added to the agency's inventory after the base period will be paid according to each year's appropriation requirements.

HOUSING AUTHORITY OF PORTLAND

By [Signature]  
Chair of the HAP Board

Date of Execution by Agency 09/21/2010

UNITED STATES DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT

for By [Signature]  
Sandra B. Henriquez  
Its \_\_\_\_\_

Date of Execution by HUD 1/18/11

**FOURTH AMENDMENT TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF PORTLAND**

This Fourth Amendment to the Amended and Restated Moving to Work ("MTW") Agreement dated March 5, 2009 ("Agreement") is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development ("HUD") and the Housing Authority of Portland ("Agency") and is effective as of the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment D to the Agreement is amended as follows:

**The following language is added to Section A. of Attachment D to the MTW Agreement:**

**5. Use of Replacement Housing Factor Funds for Development**

The Agency and HUD acknowledge that Section B(1)(a) of Attachment C of this Agreement regarding the ability to combine funds awarded annually pursuant to Section 8(o), 9(d) and 9(e) of the U.S. Housing Act of 1937 ("1937 Act") into a single, authority-wide funding source ("MTW Funds") is inclusive of replacement housing factor ("RHF") funds provided for at 24 CFR 905.10(i) provided the conditions detailed below are met. The Agency may exercise one of the following options in the administration of RHF funds.

- 1) Option 1: The Agency may administer its RHF awards outside of its MTW Funds. These funds must be used in accordance with RHF requirements and may accumulate under an approved RHF Plan or be subject to the two-year obligation and four year expenditure deadlines. The Agency would be eligible for second increment RHF funds, which would be administered outside of the agency's MTW Funds.
- 2) Option 2: The Agency may combine its first increment RHF funds in its MTW Funds and use the funds for any purpose allowable in this Agreement and approved in an MTW Plan, as detailed in Section B(1)(e) of Attachment C of this Agreement. Obligation and expenditure requirements of Section 9(j) of the 1937 Act still apply to these funds. If administering first increment RHF funds in this way, the Agency forgoes eligibility for second increment RHF funds.
- 3) Option 3: If the Agency combines its first increment RHF funds in its MTW Funds pursuant to Option 2, but wants to receive a second increment of RHF funds, while the Agency may use the funds for any purpose allowable in this Agreement and approved in an MTW Plan, the Agency must spend a portion of its MTW Funds for construction of new public and/or affordable housing. The amount of MTW Funds the Agency must spend on construction of new public and/or affordable units must be equal to or greater than the total amount of RHF funds included in the MTW Funds. In addition, the number of new public and/or affordable units it constructs must be equal to or greater than the number of public housing units the Agency would have developed if it had not included its RHF funds in its MTW Funds. This is referred to as the "Proportionality Test." [For example, if an Agency deposits \$500,000 of RHF funds in its MTW Block Grant, the Agency must spend at least \$500,000 of its MTW Block Grant funds on the construction of new public and/or affordable housing. The specific number of new public and/or

affordable housing units that must be constructed is determined by dividing \$500,000 by the Total Development Cost (TDC) limit applicable to the type of new units being developed. For example, if the Agency is developing 2-bedroom townhomes and the TDC for these types of units is \$220,000, the Agency must construct a minimum of three new 2-bedroom townhomes (\$500,000 divided by \$220,000 = 2.7.) This calculation must be done for each year that RHF funds are received by the PHA and included in the MTW Block Grant.]

- i) The applicable TDC will be either the HUD TDC limit for the year in which construction of the units commences or an alternate TDC approved by HUD as part of the MTW approval process.
- ii) The new public and/or affordable units required to be developed may be developed directly by the Agency or developed through a Mixed-Finance transaction.
- iii) Any project which includes construction of public housing units must be approved by HUD following either the Development process (units owned by the Agency) or the Mixed-Finance process (units owned by an entity other than the Agency).
- iv) The Agency must show significant progress on construction of the new public and/or affordable units required during the first increment of RHF funds in order to receive the second increment of RHF funds.
- v) If an Agency chooses to include second increment RHF funds in its MTW Block Grant, then second increment RHF funds will be subject to the Proportionality Test and the same requirements as first increment funds regarding the amount of MTW Block Grant funds that must be spent on the construction of new public and/or affordable housing and the number of units which must be constructed.
- vi) Leveraging requirements still apply to the second increment RHF funds.
- vii) The 2-year obligation and 4-year expenditure deadlines are still applicable to both the first and second increment RHF funds deposited into the MTW Block Grant.
- viii) The new units constructed must be consistent with the MTW Statute and Agreement. In order to develop affordable (non-public housing) units, an Agency must have received prior HUD authority to implement local, non-traditional activities.
- ix) Prior to implementing Option 3, an Agency must amend their MTW Agreements to allow for deposit of RHF Funds in the MTW Block Grant and the receipt of second increment RHF Funds (a standard HUD Amendment must be used).
- x) Prior to implementing Option 3, an Agency must include the development of the new public and/or affordable units in their MTW Plan and include RHF funds in Section 7, the Sources and Uses Chart.
- xi) As long as the Agency has included in its MTW Plan the construction of the new public and/or affordable units and its intention to combine RHF funds in the MTW Block Grant and receive second increment RHF funds, the Agency does not need to submit an RHF Plan to HUD. However, the MTW Plan must include the information required in an RHF Plan, as prescribed by HUD.



affordable housing units that must be constructed is determined by dividing \$500,000 by the Total Development Cost (TDC) limit applicable to the type of new units being developed. For example, if the Agency is developing 2-bedroom townhomes and the TDC for these types of units is \$220,000, the Agency must construct a minimum of three new 2-bedroom townhomes (\$500,000 divided by \$220,000 = 2.7.) This calculation must be done for each year that RHF funds are received by the PHA and included in the MTW Block Grant.]

- i) The applicable TDC will be either the HUD TDC limit for the year in which construction of the units commences or an alternate TDC approved by HUD as part of the MTW approval process.
- ii) The new public and/or affordable units required to be developed may be developed directly by the Agency or developed through a Mixed-Finance transaction.
- iii) Any project which includes construction of public housing units must be approved by HUD following either the Development process (units owned by the Agency) or the Mixed-Finance process (units owned by an entity other than the Agency).
- iv) The Agency must show significant progress on construction of the new public and/or affordable units required during the first increment of RHF funds in order to receive the second increment of RHF funds.
- v) If an Agency chooses to include second increment RHF funds in its MTW Block Grant, then second increment RHF funds will be subject to the Proportionality Test and the same requirements as first increment funds regarding the amount of MTW Block Grant funds that must be spent on the construction of new public and/or affordable housing and the number of units which must be constructed.
- vi) Leveraging requirements still apply to the second increment RHF funds.
- vii) The 2-year obligation and 4-year expenditure deadlines are still applicable to both the first and second increment RHF funds deposited into the MTW Block Grant.
- viii) The new units constructed must be consistent with the MTW Statute and Agreement. In order to develop affordable (non-public housing) units, an Agency must have received prior HUD authority to implement local, non-traditional activities.
- ix) Prior to implementing Option 3, an Agency must amend their MTW Agreements to allow for deposit of RHF Funds in the MTW Block Grant and the receipt of second increment RHF Funds (a standard HUD Amendment must be used).
- x) Prior to implementing Option 3, an Agency must include the development of the new public and/or affordable units in their MTW Plan and include RHF funds in Section 7, the Sources and Uses Chart.
- xi) As long as the Agency has included in its MTW Plan the construction of the new public and/or affordable units and its intention to combine RHF funds in the MTW Block Grant and receive second increment RHF funds, the Agency does not need to submit an RHF Plan to HUD. However, the MTW Plan must include the information required in an RHF Plan, as prescribed by HUD.

- xii) The Agency must include in its annual MTW Report an update on the amount of RHF funds included in the MTW Block Grant, the amount of funds spent on construction of new public and/or affordable housing, the number of units being constructed, and the status of construction. The Agency must show significant progress on construction of units during the first increment of RHF funds in order to receive second increment RHF funds.

Notwithstanding the above, such funds remain Federal funds, and are subject to any and all other Federal requirements outside of the 1937 Act (e.g., including but not limited to Appropriations Acts, competitive HUD notices of funding availability under which the Agency has received an award, state and local laws, Federal statutes other than the 1937 Act, and OMB Circulars and requirements), as modified from time to time.

IN WITNESS WHEREOF, the parties have caused this Fourth Amendment to be executed by their duly authorized representatives.

HOUSING AUTHORITY OF PORTLAND

By *Havitt Cormack*

Chair of the HAP Board

Date of Execution by Agency 3.19.13

UNITED STATES DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT

By *[Signature]*

Its Assistant Secretary

Date of Execution by HUD 05/09/2013

**FIFTH AMENDMENT TO**  
**MOVING TO WORK AGREEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOUSING AUTHORITY OF PORTLAND**

This Fifth Amendment to the Amended and Restated Moving to Work Agreement ("Fifth Amendment") is entered into as of SEPTEMBER 26, 2013 by and between the United States of America through the U.S. Department of Urban Development ("HUD") and the Housing Authority of Portland (the "Agency"). Reference is made to that certain Amended and Restated Moving to Work Agreement entered into by HUD and the Agency on March 5, 2009 (the "MTW Agreement"), including, without limitation, Attachment A thereof ("Attachment A"). Unless otherwise defined in this Fifth Amendment, any capitalized term used herein shall have the meaning ascribed to it in the MTW Agreement.

HUD and the Agency hereby agree as follows:

1. Section 1.B. of Attachment A is hereby deleted and replaced with the following:

"UMAs cannot exceed those UMAs under ACC at the time of this Amendment, determined to be 33,084 (representing 2,757 units). The Agency may remove units in accordance with Section 18 of the United States Housing Act of 1937 and in accordance with the additional requirements set forth in Section 1.D., and subsequent to June 21, 2013, draw down UMAs up to 33,084 provided that the Agency does not receive Section 8 replacement housing for units removed from inventory and provided that the Agency remains accountable for serving substantially this number of households."

2. This Fifth Amendment is effective with respect to funds for federal fiscal year 2013 and future federal fiscal years through the end of the Agency's fiscal year ending in 2018.

HOUSING AUTHORITY OF PORTLAND

By Harriet Cormack

Chair of the HAP Board

Date of Execution by Agency 9/4/13

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By [Signature]  
Its **Assistant Secretary**  
**Public and Indian Housing**

Date of Execution by HUD 09/26/2013



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

OCT 20 2017

Mr. Michael Buonocore  
Executive Director  
Home Forward  
135 Southwest Ash Street  
Portland, OR 97204

Subject: Fully Executed Sixth Amendment to MTW Agreement for Purposes of the Rental Assistance Demonstration

Dear Mr. Buonocore:

Enclosed you will find a copy of the executed Sixth Amendment to Home Forward's (HF) Standard MTW Agreement, which was signed by Ms. Dominique Blom, General Deputy Assistant Secretary for the U.S. Department of Housing and Urban Development, on October 19, 2017. This amendment adopts language that will convert operating funding to HF's voucher account for applicable public housing properties converting to the Rental Assistance Demonstration and provide transitional funding options for public housing demolitions.

Please contact John Concannon at (202) 402-2275 if you have any questions.

Sincerely,

Marianne Nazzaro  
Moving to Work Program Director  
Office of Public Housing Investments

Enclosure

cc: Laure Rawson, Portland Field Office

**SIXTH AMENDMENT**  
**TO**  
**AMENDED AND RESTATED MOVING TO WORK AGREEMENT AMENDING**  
**ATTACHMENT A (CALCULATION OF SUBSIDIES) FOR THE**  
**RENTAL ASSISTANCE DEMONSTRATION (RAD)**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**HOME FORWARD**

This Sixth Amendment to the Moving to Work ("MTW") Agreement ("Agreement") is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development ("HUD") and Home Forward ("Agency") to amend the Agency's Attachment A dated October 16, 2008 and extended on April 14, 2016 through the Agency's fiscal year 2028, and is effective on the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

Attachment A is amended as follows:

1. The following is added to the **Definitions** section:

**RAD Adjustment Factor:** The Agency's annual operating subsidy eligibility amount will be reduced by application of the RAD Adjustment Factor each year. An amount is calculated for each project or portion of a project (RAD Project) converted under the RAD Notice through the end of each calendar year immediately preceding the funding year by multiplying each RAD Project's Operating Subsidy component of the RAD contract rent calculation on a per unit month (PUM) basis (as determined by HUD) by the number of units converted under the RAD Notice. For each RAD project, the product of the foregoing calculation will then be inflated using OCAF for each year after the Operating Subsidy funding year from which the RAD rent is calculated. The resulting amount for each RAD project will then be summed. The sum will then be annualized by being multiplied by 12 to derive the RAD Adjustment Factor.

2. The following language is added at the end of Section 1. A:

The RAD Adjustment Factor will then be subtracted from Agency's annual operating subsidy eligibility calculated in accordance with the foregoing formula in this Attachment A. The RAD Adjustment Factor will be calculated each year, and subtracted from the Agency's annual operating subsidy eligibility as part of the annual operating subsidy process.

3. Section 1.B., titled “Unit Months Available (UMAs)” is replaced as follows:

UMAs cannot exceed those 33,084 UMAs established pursuant to the Fifth Amendment, and as later adjusted pursuant to Attachment A. UMAs will be reduced by the number of units converted under the RAD Notice. The Agency may draw down additional UMAs up to 33,084 UMAs, provided that the Agency did not receive Section 8 replacement housing, or that these units have not converted under the RAD Notice; and, provided that the Agency remains accountable for serving substantially the same number of households.

For purposes of calculating the non-utility portion of the operating subsidy calculation only, the number of unit months for units converted under the RAD Notice and included in the RAD Adjustment factor (calculated by multiplying the number of units by 12) shall be included as part of the calculation.

4. Section 1.D. is replaced as follows:

For any units demolished during the term of this agreement, except for those units demolished in connection with a RAD conversion, the Agency will have the following options:

- Retain the UMAs by serving the same number of eligible families and not receive transitional funding or Section 8 replacement housing;
- Apply for Section 8 replacement housing. Once received, the Agency will no longer be eligible for transitional funding and will reduce its UMAs; or
- Receive transitional funding, but not Section 8 funding. The UMAs will then be reduced as the transitional funding becomes effective.

The Agency may include in its Operating Subsidy calculation eligibility for transition funding for disposition, except for units disposed of in connection with a RAD conversion, based upon 24 CFR 990, beginning in 2014.

5. Section 1.G. is added as follows:

In the event that all of the Agency’s public housing units are converted under RAD or otherwise removed from inventory (e.g. removed via Section 18), operating subsidy will cease to be provided under this Attachment beginning with the first Calendar Year (CY) after RAD conversion or demolition or disposition of the final public housing unit.

6. Section 3 of Attachment A is amended by replacing the language under the heading “Second and Subsequent Years of MTW Participation” with the following:

- a. Multiply the total MTW renewal funding eligibility established in the previous year (excluding reserves) by the annual inflation factor established for the calculation of renewal of Section 8 contracts, and subject to the applicable proration factor percentage, to arrive at the current year’s inflation-adjusted Section 8 MTW funding. In each

subsequent year, the renewal inflation factors will be applied to the prior year's per unit funding eligibility prior to proration, adjusted by the applicable pro-ratio factor for that subsequent year. In addition, any vouchers received as part of a RAD conversion shall be added to the Section 8 ACC via funding of \$1 for the remainder of the CY in which they are awarded. HUD will issue a new increment of voucher funding in the first full Calendar Year following a RAD conversion. These amounts will be renewed in subsequent years based on the per unit funding of the increment award, adjusted via the renewal inflation factor and the applicable proration factor percentage.

- b. Administrative fees for RAD vouchers will be earned per each year's posted administrative fee rates and RAD vouchers under lease each month. Fees for RAD vouchers will be prorated at the same level that applies to all non-MTW agencies.

IN WITNESS WHEREOF, the parties have caused this Amendment to Attachment A to be executed by their duly authorized representatives.

HOME FORWARD

By: 

Name: Michael Buonocore

Its: Executive Director

Date: 9/29/17

UNITED STATES DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

By: 

Name: Dominique Blom

Its: General Deputy Assistant Secretary

Date: 10/19/17



## MEMORANDUM

To: Board of Commissioners

Date: March 17, 2020

From: Peter Beyer, Chief Financial Officer  
503.802.8538

Subject: Authorize Renewal of the Cecelia  
Partnership and the Trouton  
Partnership Credit Enhancement  
Arrangements/Letters of Credit  
Resolution 20-03-03

Tonya Evans, Director of Asset  
Management  
503.802.8437

The Board of Commissioners is requested to approve a resolution authorizing the Executive Director to renew the Cecelia Limited Partnership's and Trouton Limited Partnership's credit enhancement facilities provided by Bank of America (BoFA) under the current terms for a period of three (3) years each. This is a continuation of the Letter of Credit (LOC), which has been in place, and required, under the original financing terms of each limited partnership.

As part of the permanent financing for Cecelia Limited Partnership and Trouton Limited Partnership at New Columbia, Home Forward issued variable rate revenue bonds in the mid-2000s. Per the original terms of the bond issuance, Home Forward was required to enhance the security of its credit obligations and to provide additional guarantees and did so in the form of a Letter of Credit (LOC) for each Limited Partnership issued by BoFA. At the time of bond issuance, Home Forward also entered into a Credit Swap Agreement, a financial instrument that hedges what would otherwise be variable interest rate risk with BoFA for a low, fixed rate of interest.

The maturity date on the variable rate revenue bonds is December 1, 2034 for Cecelia Limited Partnership and April 1, 2037 for Trouton Limited Partnership. The Trouton Limited



Partnership's LOC expires on April 10, 2020, and the Cecelia Limited Partnership's LOC expires on May 12, 2020.

In 2009, due to market conditions, Home Forward received a letter from BofA terminating the automatic renewal provision contained in the original LOCs. Therefore, Home Forward is required to renew Letters of Credit upon the expiration of each term. Absent doing so would cause a mandatory bond redemption and violate the Limited Partnership agreement. This exposure amounts to approximately \$2.9 million for the Cecelia Limited Partnership and \$4.8 million for the Trouton Limited Partnership, which would fall to Home Forward as the sole General Partner.

On February 19, 2020, BofA offered to renew the LOC under the same terms and conditions currently in effect, which are outlined below:

- Tenure: 3 years
- Interest Rate: 140 basis points (1.40% per annum)
- Renewal Fees: No fees except processing costs
- Security: No change to pledged security
- Closing Expenses: All reasonable closing costs (estimated at \$5,000 per renewal for BofA's legal counsel)
- Termination Fee: None

As existing terms are both reasonable and acceptable under current market conditions, we will continue to meet debt coverage requirements, keep associated transaction costs to a minimum, and avoid penalties associated with pursuing alternative lenders.



## RESOLUTION 20-03-03

RESOLUTION 20-03-03 AUTHORIZES THE BOARD OF COMMISSIONERS OF HOME FORWARD AUTHORIZING HOME FORWARD TO OBTAIN EXTENSIONS OF THE STATED EXPIRATION DATES OF THE LETTERS OF CREDIT SUPPORTING PAYMENT OF THE HOUSING AUTHORITY OF PORTLAND VARIABLE RATE DEMAND REVENUE BONDS, 2004 (NEW COLUMBIA – CECELIA PROJECT) AND HOUSING AUTHORITY OF PORTLAND VARIABLE RATE DEMAND REVENUE BONDS, 2005 (NEW COLUMBIA – TROUTON PROJECT); AUTHORIZING THE EXECUTION OF AMENDMENTS TO THE RELATED REIMBURSEMENT AGREEMENTS AND RELATED DOCUMENTS; AND DETERMINING RELATED MATTERS

**WHEREAS**, pursuant to Resolution No. 04-03-09 adopted March 16, 2004, the Housing Authority of Portland, now known as Home Forward (the “Issuer”) issued its \$14,000,000 original principal amount Variable Rate Demand Revenue Bonds, 2004 (New Columbia – Cecelia Project) (the “Cecelia Bonds”);

**WHEREAS**, payment of debt service on the Cecelia Bonds is supported by a letter of credit (the “Cecelia Letter of Credit”) issued by Bank of America, N.A., which is currently scheduled to expire on May 8, 2020;

**WHEREAS**, it is necessary that the Cecelia Letter of Credit be extended from time to time so that the Cecelia Bonds may remain outstanding;

**WHEREAS**, pursuant to Resolution No. 05-03-09 adopted March 15, 2005, the Issuer issued its \$24,730,000 original principal amount Variable Rate Demand Revenue Bonds, 2005 (New Columbia – Trouton Project) (the “Trouton Bonds”);

**WHEREAS**, payment of debt service on the Trouton Bonds is supported by a letter of credit (the “Trouton Letter of Credit”) issued by Bank of America, N.A., which is currently scheduled to expire on April 10, 2020;

**WHEREAS**, it is necessary that the Trouton Letter of Credit be extended from time to time so that the Trouton Bonds may remain outstanding;

**WHEREAS**, it is anticipated that Bank of America, N.A. will offer to extend the stated expirations dates of each of the Cecelia Letter of Credit and the Trouton Letter of Credit;

**WHEREAS**, ORS 456.135 authorizes the Issuer to delegate to one or more of its agents and employees such powers as it deems proper;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Home Forward as follows:

1. Authorization of Extensions of Cecelia Letter of Credit. The Chair of the Board of Commissioners of the Issuer, the Executive Director of the Issuer, the Chief Administrative Officer of the Issuer, and their respective designees (each, an “Authorized Officer” and together, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Issuer (acting on its own behalf and/or in its capacity as general partner of Cecelia Limited Partnership, an Oregon limited partnership of which the Issuer is the sole general partner), to negotiate, execute, deliver and file (to the extent required), and to cause the Issuer and/or Cecelia Limited Partnership to perform its duties under, all instruments that any Authorized Officer, in his or her discretion, deems necessary, desirable or appropriate in order to obtain extensions of the terms of the Cecelia Letter of Credit to any date up to and including the final maturity of the Cecelia Bonds which may include, without limitation, amendments to the Reimbursement Agreement pertaining to the Cecelia Letter of Credit to extend the scheduled expiration date of the Cecelia Letter of Credit and to incorporate such other changes as are accepted by any Authorized Officer. An Authorized Officer’s execution of documents in connection with the extension of the scheduled expiration date of the Cecelia Letter of Credit will constitute conclusive evidence of his or her approval of terms set forth therein and the approval by the Issuer of such terms.
2. Authorization of Extensions of Trouton Letter of Credit. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Issuer (acting on its own behalf and/or in its capacity as general partner of Trouton Limited Partnership, an Oregon limited partnership of which the Issuer is the sole general partner), to negotiate, execute, deliver and file (to the extent required), and to cause the Issuer and/or the Trouton Limited Partnership to perform its duties under, all instruments that any Authorized Officer, in his or her discretion, deems necessary, desirable or appropriate in order to obtain extensions of the terms of the Trouton Letter of Credit to any date up to and including the final maturity of the Trouton Bonds which may

include, without limitation, amendments to the Reimbursement Agreement pertaining to the Trouton Letter of Credit to extend the scheduled expiration date of the Trouton Letter of Credit and to incorporate such other changes as are accepted by any Authorized Officer. An Authorized Officer's execution of documents in connection with the extension of the scheduled expiration date of the Trouton Letter of Credit will constitute conclusive evidence of his or her approval of terms set forth therein and the approval by the Issuer of such terms.

3. Execution of Duties and Obligations. The Board authorizes and directs the Authorized Officers, and each of them acting alone, to cause the Issuer (whether acting on its own behalf, its capacity as general partner of the Cecelia Limited Partnership, or in its capacity as general partner of the Trouton Limited Partnership, as applicable) to fulfill the Issuer's duties and obligations, and cause the Cecelia Limited Partnership and the Trouton Limited Partnership to fulfill such partnership's duties and obligations, under the various agreements authorized by this resolution.
4. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board, the Issuer's Executive Director, or the Issuer's Chief Administrative Officer, may, in the absence of such person, be taken by the duly authorized acting Chair of the Board, acting Executive Director of the Issuer, or acting Chief Administrative Officer of the Issuer, respectively.
5. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.
6. Ratification and Confirmation. Any actions of the Issuer or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED: MARCH 17, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damien R. Hall, 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 20-03-03 (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 March 17, 2020, 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 March, 2020.

HOME FORWARD

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Michael Buonocore, Executive Director and  
Secretary



## MEMORANDUM

To:	Board of Commissioners	Date:	March 17, 2020
From:	Amanda Saul, Assistant Director for GO Bond Development, Development 503.802.8554  Michael Fu, Project Manager 503.802.8499	Subject:	Authorize the Submission of Low Income Housing Tax Credits and Funding Applications for Fairfield Apartments Preservation Resolution 20-03-04

The Board of Commissioners (“the Board”) is requested to approve a resolution authorizing the Executive Director, and/or any designee of the Executive Director, to execute and deliver such documents as may be required to enable Home Forward to submit to Oregon Housing and Community Services (“OHCS”) applications for Low Income Housing Tax Credits (“LIHTC”) and all other potential OHCS and non-OHCS funding resources, including but not limited to OHCS Weatherization Grants, OHCS GHAP, Oregon Affordable Housing Tax Credits (OAHTCs), Gap Funding Resources from Portland Housing Bureau (PHB), for the preservation of the Fairfield Apartments development.

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.

The Fairfield Apartments is an 82-unit, single-room occupancy (SRO) development located at 1103-1121 SW Harvey Milk Street in Downtown Portland. PHB owns the property and it is home to some of Portland’s most vulnerable residents. Financial assistance for 80 of the Fairfield’s 82 units comes from an annually renewed HUD Mod Rehab contract that qualifies for conversion to a long-term contract through HUD’s Rental Assistance

Demonstration (RAD) program.

In January 2018, the Fairfield Apartments entered into Home Forward's asset management portfolio via the Intergovernmental Agreement (IGA) between Home Forward and PHB whereby Home Forward asset manages PHB's properties. Given Home Forward's extensive development capacity and expertise in the RAD conversion process, in December of 2019, PHB requested Home Forward to submit funding applications to OHCS for the preservation of the Fairfield Apartments. Home Forward therefore plans to respond to OHCS's 2020 Funding Round with a proposal for the long-term stabilization of the Fairfield Apartments with Low Income Housing Tax Credits (LIHTC). This application is due on April 24, 2020.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at the March 6, 2020 meeting.



## RESOLUTION 20-03-04

RESOLUTION 20-03-04 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE AND DELIVER SUCH DOCUMENTS RELATED TO THE SUBMISSION OF APPLICATIONS TO OREGON HOUSING AND COMMUNITY SERVICES DEPARTMENT (“OHCS”) OR OTHER FUNDING SOURCES SEEKING RESOURCES INCLUDING BUT NOT LIMITED TO LOW INCOME HOUSING TAX CREDITS FOR THE PRESERVATION OF THE FAIRFIELD APARTMENTS AND AUTHORIZING HOME FORWARD OFFICIALS TO EXECUTE DOCUMENTS RELATED TO FUNDS AWARDED BY OHCS OR OTHER FUNDING SOURCES FOR THE FAIRFIELD APARTMENTS LOCATED AT 1103-1121 SW HARVEY MILK STREET, PORTLAND, OREGON

**WHEREAS**, Home Forward is a public body corporate and politic of the State of Oregon and is empowered by ORS 456.005 to 456.725 (“Housing Authority Laws”) to purchase any real property and to accept grants, loans or any other form of financial assistance from any source public or private for the purpose of developing a housing project; and

**WHEREAS**, Home Forward seeks to encourage the provision of long term housing for low-income persons residing in the City of Portland (“City”); and

**WHEREAS**, Home Forward has asset managed the Fairfield Apartments since 2018 and seeks to preserve this resource for the benefit of the populations it serves and the surrounding community, to improve the quality of this housing stock and to provide housing and supportive service opportunities for the Fairfield Apartment’s residents; and

**WHEREAS**, Home Forward has the capacity, experience and ability to complete the successful preservation of the Fairfield Apartments; and

**WHEREAS**, Section 456.135 of the Oregon Revised Statutes provides that an authority may delegate to one or more of its agents or employees such powers or duties as it deems proper;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director, or his designee, to execute and



deliver such documents related to the submission of all applications to the State of Oregon Housing and Community Services (OHCS) and other affordable housing funding sources seeking resources including but not limited to OHCS Weatherization Grants, OHCS GHAP, Oregon Affordable Housing Tax Credits (OAHTCs), Gap funding resources from PHB, or Low Income Housing Tax Credits, for the preservation of the Fairfield Apartments located at 1103-1121 SW Harvey Milk Street;

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of Home Forward authorizes the Executive Director, or his designee, to execute any document related to the submission of applications to OHCS and other affordable housing funding sources for the preservation of the Fairfield Apartments located at 1103-1121 SW Harvey Milk Street.

**ADOPTED: MARCH 17, 2020**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Damien R. Hall, Chair



## MEMORANDUM

To:	Board of Commissioners	Date:	March 17, 2020
From:	Amanda Saul, Assistant Director for GO Bond Development, Development & Community Revitalization 503.802.8552	Subject:	Authorize Execution of Site Control Documentation for the Fairfield Apartments Resolution 20-03-05
	Michael Fu, Project Manager 503.802.8499		

Staff requests that the Board of Commissioners authorize Home Forward to execute site control documentation for the Fairfield Apartments. This documentation would demonstrate site control for the purposes of an application for Oregon Housing and Community Services (OHCS) funding for the long-term preservation of 82 units of single room occupancy (SRO) housing at the corner of SW 11th and SW Harvey Milk Street in Downtown Portland ("Fairfield Apartments") currently owned by Portland Housing Bureau (PHB).

Eighty of the Fairfield Apartment's 82 SRO units are covered by a Project-Based Section 8 contract currently administered by Home Forward. At the March 2020 Board of Commissioners Meeting, Resolution 20-XX-XX will also authorize staff to submit applications for affordable housing funding sources for the Fairfield Apartments on behalf of PHB. Site control is a threshold requirement for all OHCS funding applications.

This action supports Home Forward's 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.

OHCS accepts the following forms of site control as sufficient to meet the threshold requirement:

- (1) A recorded deed or conveyance showing the Applicant is the owner of the site,
- (2) A valid purchase and sale agreement,
- (3) A valid option to purchase,
- (4) A valid option for a long-term lease, satisfactory to OHCS, and
- (5) Other evidence satisfactory to OHCS.

The exact form of site control will be determined in conjunction with PHB staff and counsel. If the project is funded by OHCS, the Board of Commissioners will have an opportunity to review site control terms prior to execution.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at the March 6, 2020 meeting.



## RESOLUTION 20-03-05

**RESOLUTION 20-03-05 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE SITE CONTROL DOCUMENTATION FOR A SITE OWNED BY PORTLAND HOUSING BUREAU LOCATED AT 1103-1121 SW HARVEY MILK STREET IN PORTLAND, OREGON**

**WHEREAS**, Portland Housing Bureau (PHB) owns an approximately 0.18 acre site located at the corner of SW 11<sup>th</sup> Avenue and SW Harvey Milk Street in Portland (the “Site”); and

**WHEREAS**, the Site currently houses an 82 unit Single Resident Occupancy (“SRO”) building with a Mod Rehab HUD Contract on 80 of the 82 units; and

**WHEREAS**, PHB has requested Home Forward submit an affordable housing funding application to Oregon Housing and Community Services for the preservation of the Site; and

**WHEREAS**, the Site Control Documentation will afford Home Forward the opportunity to develop, own and operate 82 affordable apartments on the Site; and

**WHEREAS**, Home Forward staff plans to apply to Oregon Housing and Community (OHCS) for affordable housing funding in April, 2020; and

**WHEREAS**, OHCS funding applications require proof of site control; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director, or his designee, to execute site control documentation for the Site; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director, or his designee, to take all additional steps

necessary to obtain site control of the Site that Home Forward will develop, own, and operate as affordable housing.

**ADOPTED: MARCH 17, 2020**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

# STAFF REPORTS

**Procurement & Contracts Department  
MONTHLY CONTRACT REPORT  
Contracts Approved 01/01/20 - 02/29/20**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2327	0	LMC, Inc.	\$ 115,290.00	Programming phase Design-Build for Group 7 pink properties: Fir acres, townhouse terrace, stark manor, eastwood court, carlton court, demar downs, celilo court, madrona	DCR	10/3/2019	12/31/2022
C2360	0	JR Johnson, Inc	\$ 106,350.10	Emergency shower repair at BCC. Has wages because the shelter portion is owned by Home Forward, and that's where the shower repair is occurring	Property Management	11/4/2019	2/28/2019
C2387	0	Dougherty Concrete Construction	\$ 10,000.00	Replace front entry steps at Sellwood Center	Prop Mgmt	1/13/2020	6/30/2020
C2406	0	Buffalo Welding	\$ 8,436.00	Handrail height extensions at Sellwood, Gallagher and Hollywood East	DCR	1/15/2020	8/16/2020
C2419	0	Kennedy Restoration	\$ 13,294.40	BCC flood emergency mitigation, unit 817	DCR	1/16/2020	3/31/2020
C2368	0	Buffalo Welding	\$ 7,834.00	Amending scope for railing work at Northwest Tower Annex Roof	DCR	1/31/2020	3/31/2020
C2451	0	JR Johnson, Inc	\$ 7,080.00	Build back/repair services at BCC following flood in unit 819 (Dec 2019 emergency declaration)	Property Management	2/7/2020	4/30/2020
C2471	0	River City Environmental Inc	\$ 4,086.40	Excavation at Dekum	Property Management	2/20/2020	2/28/2020
C2473	0	All Aspects Renovations	\$ 962.86	Repair living room drywall and replace bathroom floor at Stark Manor	Property Management	2/25/2020	3/25/2020
C2472	0	Northwest Waterproofing LLC	\$ 18,506.00	Waterproofing Holgate House	Prop Mgmt	2/26/2020	4/20/2020
<b>Subtotal</b>			<b>\$ 291,839.76</b>	<b>10</b>			

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2343	0	Kings Service	\$ 1,800.00	Cleaning exterior portions of Cascadia Condominium	DCR	10/7/2019	12/31/2019
C2404	0	Allied Universal Security Services	\$ 23,040.00	Security services at Sellwood	Prop Mgmt	1/2/2020	12/31/2020
C2426	0	Telesphere Inc	\$ 7,435.00	Install new network cables at Schrunck Tower	DCR	1/9/2020	2/28/2020
C2413	0	Tekology Inc.	\$ 12,583.00	Security cameras at The Alexis	Property Management	1/10/2020	2/6/2020
C2401	0	Waste Management	\$ 24,683.04	Garbage services at Nathaniel's Way, Carriage Hill, and Project Open Door	Property Management	1/13/2020	12/22/2022
C2430	0	MercuryPDX	\$ 10,000.00	Mail Service for NMW	FAAM	1/21/2020	1/14/2021
C2429	0	Diana's Cleaning Professional Services	\$ 74,880.00	Custodial Services at NMW	IFSS	1/22/2020	2/13/2021
C2435	0	ValleyScapes Landscape Solutions	\$ 6,180.00	Landscaping at NW Tower	Property Management	1/28/2020	12/31/2020
C2214	0	Allied Universal Security Services	\$ 289,117.73	Security Services for HWE, NW Tower, NW Tower Annex, Sellwood [Former US Security contract]	Prop Mgmt	2/3/2020	8/14/2020
C2441	0	Diana's Cleaning Professional Services	\$ 28,800.00	Custodial services of 1st floor bathroom	IFSS	2/3/2020	2/2/2022
C2450	0	I&E Constrution	\$ 3,500.00	Investigative openings at Sequoia Square	DCR	2/6/2020	5/31/2020
C2456	0	NW Enforcement	\$ 7,425.00	Security services at Powell Project	Asset Management	2/7/2020	3/31/2021
C2442	0	NW Enforcement	\$ 4,950.00	Security services at Prescott House	Asset Management	2/11/2020	11/15/2020
C2466	0	Environmental Works	\$ 3,750.00	Radon mitigation at Lexington Head Start building	DCR	2/12/2020	6/30/2020
C2443	0	ManageMowed Landscape Management	\$ 49,200.00	Landscaping at Dekum, Carlton, Celilo	Property Management	2/18/2020	2/10/2021
C2467	0	Portland Mechanical Contractors	\$ 8,520.00	HVAC maintenance service at NW tower	Property Management	2/18/2020	2/11/2022
<b>Subtotal</b>			<b>\$ 555,863.77</b>	<b>16</b>			



PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2346	0	Partner Engineering & Science	\$ 2,600.00	Fountain Place property condition report	DCR	10/7/2019	12/31/2019
C2382	0	Clair Company	\$ 60,000.00	Special inspection services at Fountain Place	DCR	11/20/2019	5/30/2021
C2399	0	Ideas42	\$ 90,000.00	Program consultation, design and outcome measurement	Executive	1/3/2020	12/31/2020
C2391	0	Michael Mangum Enterprises	\$ 46,902.93	Youth violence prevention at New Columbia and Humboldt Gardens	Community Services	1/8/2020	12/31/2020
C2427	0	Metropolitan Public Defenders	\$ 130,000.00	Expungement and legal services for HF residents and participants; Rule 46-0340	Homeless Initiatives	1/9/2020	12/31/2020
C2423	0	Trash for Peace	\$ 5,200.00	Environmental education, community garden support, and community building services for Humboldt, SCC, New Columbia	Community Services	1/10/2020	12/31/2020
C2409	0	Stoel Rives LLP	\$ 500,000.00	Agency wide Legal Services; General Counsel, Procurement & Contracts, Real-Estate & Litigation; Rule 46-0340	Procurement	1/14/2020	12/31/2024
C2414	0	CSG Advisors, Inc.	\$ 15,000.00	Financial Consultant for 85 Stories Group 7 RFP	DCR	1/14/2020	6/30/2020
C2420	0	Victory Project PDX	\$ 405,313.00	Provides meals for CHSP; Rule 46-0340	Community Services	1/14/2020	12/31/2020
C2421	0	Pegasus Moving & Cleaning	\$ 264,864.00	Provides housekeeping, meal set up and delivery service for CHSP; Rule 46-0340	Community Services	1/14/2020	12/31/2020
C2425	0	CliftonLarsonAllen LLP (CLA)	\$ 595,100.00	Financial Audit Services	FAAM	1/16/2020	1/5/2023
C2424	0	Trash for Peace	\$ 33,000.00	Environmental education at: Rockwood Station, Humboldt Gardens, Dekum Court, Madrona Place, Fairview Oaks, Gateway Park, Gladstone Square, Eliot Square, and BCC	Community Services	1/17/2020	12/31/2020
C2238	0	Glumac	\$ 4,000.00	Additional scope for smoke control at NE Grand; system retesting	DCR	1/23/2020	2/28/2020
C2431	0	Transition Projects, Inc.	\$ 72,100.00	Resident Services at Peter Paulson, Gretchen Kafoury, and St. Francis; Rule 46-0340	Community Services	1/24/2020	12/31/2020
C2436	0	John Keating	\$ 50,000.00	On- call grant writing, consultation, and fund development	Community Services	1/24/2020	12/31/2021

C2422	0	Friendly House Inc.	\$ 60,000.00	Health and wellness programs at Dahlke, Grace Peck, Holgate House, Rosenbaum, and Unthank; Rule 46-0340	Community Services	1/27/2020	12/31/2020
C2433	0	Epic Land Solutions	\$ 49,975.00	Resident relocation at Powellhurst Woods	DCR	1/29/2020	8/30/2020
C2438	0	Kennedy Restoration	\$ 2,087.79	Bio-Cleaning at Williams Plaza for black water flood emergency	Property Management	2/3/2020	3/31/2020
C2444	0	Cascade Radon Inc.	\$ 1,050.00	Radon testing at Fountain Place	DCR	2/3/2020	6/1/2020
C2449	0	Carlson Testing, Inc.	\$ 400.00	Special inspection at Schrunck cell antenna	DCR	2/4/2020	3/31/2020
C2453	0	Environmental Works	\$ 2,715.00	Post mitigation radon testing at Tamarack	DCR	2/6/2020	4/30/2020
C2440	0	QEDLAB Qualified Envelope Diagnostics, Inc.	\$ 1,350.00	storefront window testing at the new Community Building at Tamarack Apartments	DCR	2/7/2020	5/30/2020
C2434	0	Pegasus Moving & Cleaning	\$ 49,825.00	Resident relocation at Alderwood	DCR	2/10/2020	9/30/2020
C2469	0	Rhodes Perry Consulting	\$ 25,000.00	Policy development and training services to support transgender and non-binary employees	HR	2/18/2020	8/31/2020
C2465	0	Elizabeth Bradley (E.B.) Ferdig	\$ 1,275.00	Weekly yoga classes at BCC	Property Management	2/20/2020	6/30/2020
C2476	0	Cascade Radon Inc.	\$ 900.00	Testing at Carlton, Celilo, and Townhouse Terrace	DCR	2/28/2020	8/31/2020
<b>Subtotal</b>			<b>\$ 2,468,657.72</b>				<b>26</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2416	0	Forensic Building Consultants	\$ 25,260.00	Building enclosure condition assessment at Kelly Place	DCR	1/6/2020	1/2/2022
C2417	0	Forensic Building Consultants	\$ 26,160.00	Building enclosure condition assessment at Schiller Way	DCR	1/6/2020	1/2/2022
C2418	0	Forensic Building Consultants	\$ 4,460.00	Building enclosure condition assessment at Sequoia Square	DCR	1/6/2020	1/2/2022

C2428	0	R&W Engineering	\$ 25,000.00	Mechanical and electrical engineering services at Headwaters, needed	DCR	1/9/2020	3/31/2020
C2457	0	Forensic Building Consultants	\$ 71,826.48	Construction Administration and consultant fees for Group 6-2	DCR	2/7/2020	12/31/2020
<b>Total</b>			<b>\$ 152,706.48</b>				<b>5</b>

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1964	10	LMC, Inc.	\$ -	Schrunk Tower Development; amending to specify prevailing wage determination	DCR	10/8/2019	3/16/2020
C2192	2	Worksystems, Inc.	\$ 23,750.00	Provides a WorkSource liaison for training and technical assistance to the APN career coach; amended to extend contract	Community Services	1/2/2020	12/31/2020
C2280	1	Helping Hands Home Care NW	\$ 30,000.00	Provides bathing assistance and personal care services for CHSP	Community Services	1/6/2020	12/31/2020
C2286	2	Meals on Wheels People	\$ 10,000.00	Provides frozen meals for residents in CHSP; amended to extend contract	Community Services	1/6/2020	12/31/2020
C2365	1	Brad Taylor Group	\$ 3,000.00	Staff retreat for Relocation Dept; amended scope for RAC retreat	DCR	1/8/2020	1/30/2020
C2160	1	NW Enforcement	\$ 8,820.00	Security services at BCC, extending thru 2020	Property Management	1/9/2020	12/31/2020
C2205	1	Trash for Peace	\$ 33,600.00	Youth Services Coordinator at The Ellington; amended to extend contract	Community Services	1/10/2020	12/31/2020
C2092	3	Lorentz Bruun Construction	\$ 47,850.00	Fountain place amendment during design phase, lead & asbestos, pile design	DCR	1/13/2020	3/30/2020
C2259	1	Merryman Barnes Architects	\$ -	Security Improvement Pre-planning phase work at New Market West; amended to add time	DCR	1/14/2020	12/31/2020
C2281	1	Impact Northwest	\$ -	Case management for CHSP; amended to add time	Community Services	1/14/2020	1/31/2020
C2283	1	Essential Quality Care (EQC)	\$ 58,284.92	Provides housekeeping for CHSP; Holgate House only	Community Services	1/14/2020	12/31/2020
C2287	1	Homewatch CareGivers of Portland	\$ 30,000.00	Provides bathing assistance and personal care services for CHSP	Community Services	1/14/2020	12/31/2020

C1968	17	Walsh Construction Co.	\$ 410,577.00	Williams CO #6	DCR	1/15/2020	10/30/2020
C2241	3	Bridgewater Group Inc	\$ 5,500.00	Follow-up lead and asbestos soil analysis for Powell	DCR	1/16/2020	12/31/2021
C1955	2	Floor Solutions, LLC	\$ 50,000.00	On-call flooring services; amended to extend contract duration and funds	Property Management	1/21/2020	2/3/2022
C1959	2	Thanh Do	\$ 50,000.00	On-call flooring services; amended to extend contract duration and funds	Property Management	1/22/2020	2/3/2022
C2292	1	Home Instead	\$ 40,000.00	Provides housekeeping and personal care for CHSP residents	Community Services	1/24/2020	12/31/2020
C1676	2	Innovative Changes	\$ (100,000.00)	Security Deposit Loan Program for HCV households; amending scope	Rent Assistance	1/27/2020	3/31/2021
C2296	1	Northwest Geotech, Inc	\$ 8,900.00	Infiltration testing at Dahlke; amending scope	DCR	1/28/2020	1/16/2021
C2129	1	Cascadia Behavioral Healthcare	\$ 25,718.00	Rent assistance for participants in the Shelter Plus Care (SPC) Program; amended to extend duration of contract	Homeless Initiatives	1/30/2020	3/31/2020
C2239	1	Catholic Charities	\$ 25,000.00	Provide financial wellness counseling, classes, and workshops at various locations	Community Services	2/3/2020	12/31/2020
C2371	1	Environmental Works	\$ 162.50	Additional radon testing at Dekum	DCR	2/4/2020	3/31/2020
C2372	1	Environmental Works	\$ 120.00	Additional radon testing at Gallagher Plaza	DCR	2/4/2020	3/31/2020
C2373	1	Environmental Works	\$ 30.00	Additional radon testing at Holgate House	DCR	2/4/2020	3/31/2020
C2374	1	Environmental Works	\$ 390.00	Additional radon testing at Hollywood East	DCR	2/4/2020	3/31/2020
C2375	1	Environmental Works	\$ 192.50	Additional radon testing at Lexington	DCR	2/4/2020	3/31/2020
C2376	1	Environmental Works	\$ 360.00	Additional radon testing at Northwest Tower	DCR	2/4/2020	3/31/2020
C2377	1	Environmental Works	\$ 852.50	Additional radon testing at Peaceful Villa	DCR	2/4/2020	3/31/2020
C2378	1	Environmental Works	\$ 312.50	Additional radon testing at Ruth Haefner	DCR	2/4/2020	3/31/2020
C1960	12	LMC, Inc.	\$ 18,581.05	change order 10 for teal 2	DCR	2/6/2020	3/16/2020

C1964	12	LMC, Inc.	\$ 1,026.20	Schrunk Tower development; gross receipts tax (CAT) for invoices after 2020	DCR	2/6/2020	3/16/2020
C1984	8	LMC, Inc.	\$ 433,824.70	Teal 1 change order #05	DCR	2/7/2020	3/16/2020
C1719	27	O'Neill/Walsh Community Builders	\$ 19,703.00	GMP Amendment CO #26 - grand avenue apartments	DCR	2/11/2020	2/17/2020
C1738	6	KPFF Consulting Engineers	\$ 3,000.00	WPCF permit for all Home Forward's UICs; amended scope	DCR	2/18/2020	5/31/2020
C1834	2	Pro-tek Automotive LLC	\$ 38,500.00	Fleet vehicle service & maintenance amended to add funds and time	Prop Mgmt	2/18/2020	10/4/2020
C1968	18	Walsh Construction Co.	\$ 56,188.00	Medallion CO #6	DCR	2/18/2020	10/30/2020
C1961	6	Performance Systems Integration (PSI)	\$ 2,848.23	Fire safety services at 14 properties; replacing communicator panel at Holgate House	Property Management	2/20/2020	12/3/2020
C2092	4	Lorentz Bruun Construction	\$ 879.00	Fountain place amendment for CAT tax	DCR	2/20/2020	3/30/2020
C2092	5	Lorentz Bruun Construction	\$ 11,485.00	Fountain place amendment for parking rental	DCR	2/20/2020	3/30/2020
C2443	1	ManageMowed Landscape Management	\$ 3,200.00	Landscaping at Dekum, Carlton, Celilo; amended to add one time services	Property Management	2/21/2020	2/10/2021
C2319	2	Cascade Radon Inc.	\$ 16,120.00	Radon mitigation at Fir Acres; amended to update scope	DCR	2/24/2020	5/31/2020
C2363	2	PacificWRO	\$ 6,526.69	More furniture for Schrunk, and amending contract duration	DCR	2/25/2020	7/31/2020
C1939	13	KASA Architects, inc	\$ 5,990.00	Additional landscape design at Tamarack	DCR	2/26/2020	7/30/2020
C1954	2	All Aspects Renovations	\$ 50,000.00	On-call flooring services; amended to extend contract duration and funds	Property Management	2/26/2020	2/3/2022
C2408	1	Cascade Radon Inc.	\$ 758.00	Additional radon testing at Humboldt	DCR	2/26/2020	7/31/2020
C1578	4	Susan Brannon Consulting	\$ 100,000.00	Yardi consulting and trouble shooting for IT; amended to add funds and extend contract	IT	2/27/2020	5/31/2020
C2251	1	Brad Taylor Group	\$ 2,500.00	Development and presentation of agency training; amended to add trainings	Talent & Organizational Development	2/27/2020	6/1/2020

C2185	1	ValleyScapes Landscape Solutions	\$ 953.27	Lawncare services at Tillicum North & South, Stark Manor, Fir Acres, Eastwood Court, Alderwood & Madrona, Project Open Door & Nathaniels Way, Floresta, Townhouse Terrace, Demar Downs, Harold Lee Village, Powellhurst Woods, Hunters Run; amended for tree removal at Stark Manor	Prop Mgmt	2/28/2020	3/31/2020
<b>Subtotal</b>			<b>\$ 1,535,503.06</b>	<b>48</b>			

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
R2396	0	Portland Housing Bureau	\$ 302,135.05	Revenue Contract: Asset management/resident services contract with PHB; youth services coordination, financial capabilities workshops, credit counseling; Rule 46-0340	Asset Management	1/14/2020	12/31/2021
GO2432	0	GTG Consultants, PC	\$ 9,500.00	CNA for Pearl Court	Asset Management	1/23/2020	7/31/2020
GO2454	0	GTG Consultants, PC	\$ 16,000.00	OHCS Copmpliant CNA for Fairfield	DCR	2/7/2020	7/31/2020
<b>Subtotal</b>			<b>\$ 327,635.05</b>	<b>3</b>			
<b>Total</b>			<b>\$ 5,332,205.84</b>	<b>108</b>			

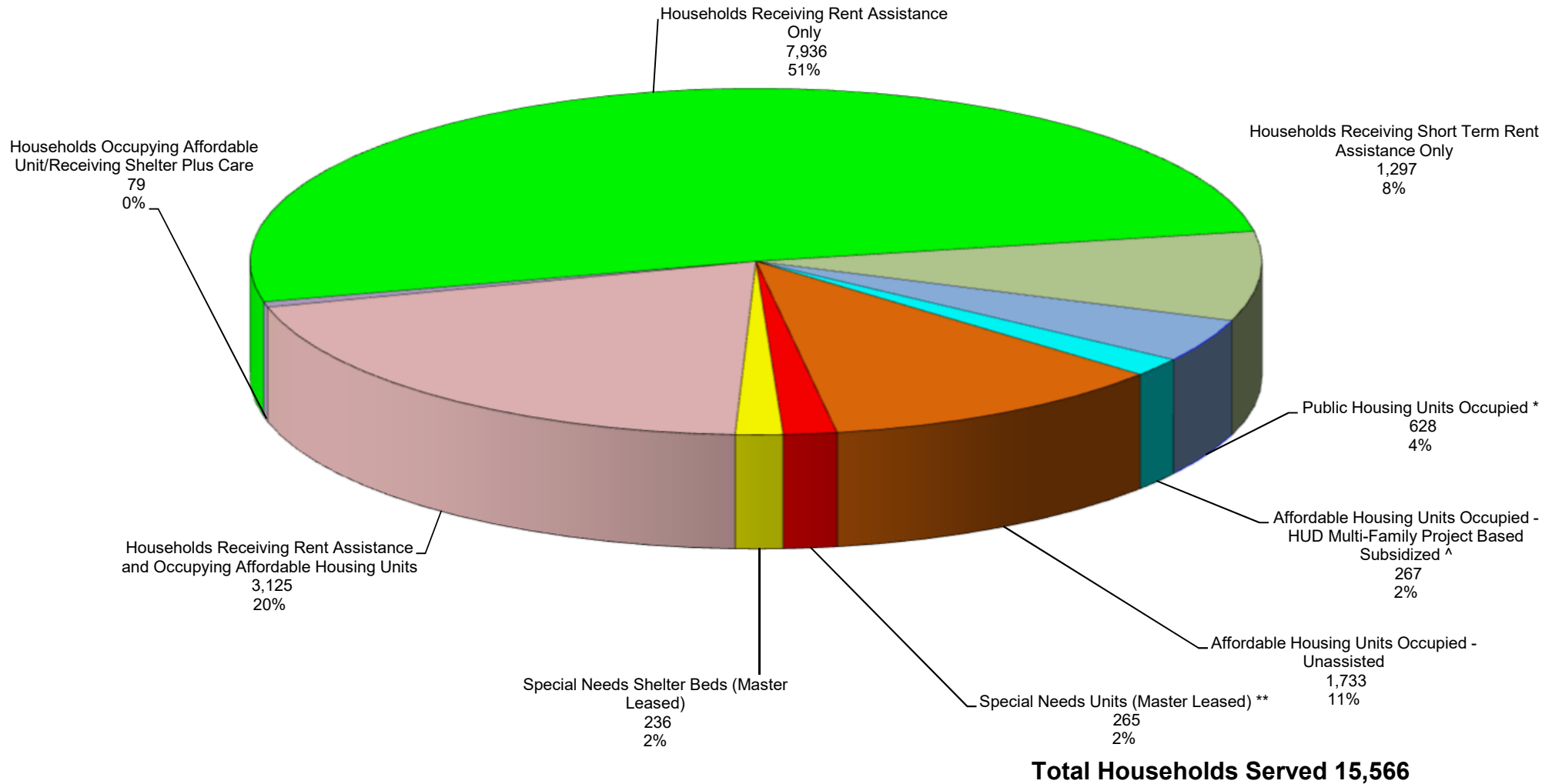
**Procurement & Contracts Department  
FUTURE FORMAL PROCUREMENTS  
6 Month Look Ahead - March 2020**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$600,000	Window replacement at Gretchen Kafoury	DCR	Re-bid TBD
\$24 million	CM/GC - Killingsworth Housing	DCR	In Progress
\$2 million	Elevator Modernization - Grace Peck, Rosenbaum, NMW, Dahlke	DCR	In Progress
Approx. \$1.5 million	CHSP	Community Services	August/September

# HOUSEHOLDS SERVED REPORT



## Total Households Served: Rent Assistance and Occupied Housing Units February 2020



^ 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.

# Households Served

Households Served Through Housing Supports February 2020

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	11,061	7,770	1,706
Tenant Based Vouchers	5,385	5,385	
Project Based Vouchers	1,850	1,850	
Hi Rise Project Based Vouchers	535	535	
RAD Project Based Vouchers	1,307		
Section 18 Project Based Vouchers	278		
Single Room Occupancy (SRO)/MODS	130		130
Family Unification Program	175		175
Mainstream Vouchers	53		53
Veterans Affairs Supportive Housing (VASH)	619		619
Rent Assistance - PORT IN From Other Jurisdiction	729		729
Short Term Rent Assistance Programs	1,376	116	1,260
Shelter + Care	481		481
Locally Funded Short Term Rent Assistance	779		779
Earl Boyles	32	32	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	54	54	
New Doors	5	5	
Employment Opportunity Program	25	25	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
<b>Total Rent Assistance</b>	<b>12,437</b>	<b>7,886</b>	<b>2,966</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)	5,204		4,926
Affordable Housing Units - Tenant Based Vouchers	458		458
Affordable Housing Units - Shelter + Care	79		79
Affordable Housing Units - Project Based Vouchers	207		207
Affordable Housing Units - Hi Rise Project Based Vouchers	535		535
Affordable Housing Units - RAD Project Based Vouchers	1,307		1,307
Affordable Housing Units Section 18 Project Based Vouchers	278		
Affordable Housing Units - HUD Multi-Family Project Based	267		267
Affordable Housing Units - VASH Vouchers	285		285
Affordable Housing Units - Family Unification Program	5		5
Affordable Housing Units - Section 8 Port In	50		50
Affordable Housing Units - Unassisted	1,733		1,733
Special Needs	501		501
Special Needs Units (Master Leased) **	265		265
Special Needs Shelter Beds (Master Leased)	236		236
<b>Total Households Occupying Housing Units</b>	<b>6,333</b>	<b>628</b>	<b>5,427</b>
<b>Total Housing Supports Provided to Household</b>	<b>18,770</b>	<b>8,514</b>	<b>8,393</b>
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,125)		(3,125)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(79)		(79)
<b>Total Households Served</b>	<b>15,566</b>	<b>8,514</b>	<b>5,189</b>

## Notes:

- <sup>A</sup> Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- <sup>\*\*</sup> Special Needs and Physical Units are occupancy levels that are not reported to Home Forward by service providers master leasing these properties.
- Home Forward Board of Commissioners  
March 2020

# 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	634	17	97.3%	8	323	186	122	6	0	645
Affordable Owned	27	2,471	2,401	85	96.5%	919	719	621	182	30	0	2,471
Tax Credit Partnerships	35	2,863	2,798	45	98.4%	807	952	563	386	138	17	2,863
<b>Total Affordable Housing</b>	<b>62</b>	<b>5,334</b>	<b>5,199</b>	<b>130</b>	<b>97.5%</b>	<b>1,726</b>	<b>1,671</b>	<b>1,184</b>	<b>568</b>	<b>168</b>	<b>17</b>	<b>5,334</b>
<b>Combined Total PH and AH</b>	<b>79</b>	<b>5,979</b>	<b>5,833</b>	<b>147</b>	<b>97.5%</b>	<b>1,834</b>	<b>2,098</b>	<b>1,406</b>	<b>690</b>	<b>174</b>	<b>17</b>	<b>6,219</b>
Special Needs (Master Leased)	28	265	265									
Special Needs (Shelter Beds)	3	236	236									
<b>Total with Special Needs</b>	<b>110</b>	<b>6,220</b>	<b>6,587</b>									

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

### Financial

	Fiscal YTD ending 12/31/19				12/31/19		
	# 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	27	2,471	0	0	16	5	6
Tax Credit Partnerships	30	2,434	4	429	1	240	19

### Public Housing Demographics

Public Housing Residents	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
0 to 10% MFI	4,213	41.9%	2.6	2.0	7.3%	10.6%	1.0%	3.3%	4.8%	8.2%	1.0%	0.2%	0.7%	3.0%
11 to 20%	3,077	30.6%	1.6	1.4	32.3%	9.1%	17.3%	16.5%	8.3%	25.2%	1.4%	1.9%	0.4%	4.3%
21 to 30%	1,576	15.7%	1.9	1.6	14.5%	6.5%	8.6%	5.7%	3.4%	11.7%	0.4%	1.5%	0.2%	3.9%
31 to 50%	964	9.6%	2.8	2.1	5.5%	10.0%	2.9%	2.6%	3.5%	7.2%	0.3%	0.8%	0.2%	3.6%
51 to 80%	234	2.3%	2.7	2.2	1.8%	1.6%	0.5%	0.3%	0.9%	1.5%	0.0%	0.3%	0.1%	0.7%
Over 80%	0	0.0%	3.8	2.5	0.3%	0.3%	0.2%	0.2%	0.2%	0.2%	0.0%	0.3%	0.0%	0.0%
All	10,064	100%	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	6,492	40.5%	6.1	1.3			1.6%	12.1%	12.5%	18.9%	1.9%	0.9%	0.5%	2.0%
11 to 20%	4,475	27.9%	1.9	1.3			3.6%	13.7%	8.5%	13.9%	1.2%	1.1%	2.3%	0.4%
21 to 30%	2,474	15.4%	2.3	1.3			2.1%	4.9%	4.6%	7.6%	0.5%	0.7%	1.5%	0.3%
31 to 50%	1,949	12.2%	2.5	1.2			1.2%	2.2%	3.9%	5.3%	0.4%	0.7%	1.6%	0.1%
51 to 80%	480	3.0%	2.5	1.2			0.2%	0.4%	1.1%	1.1%	0.1%	0.2%	0.1%	0.0%
Over 80%	150	0.9%	2.4	1.1			0.1%	0.2%	0.4%	0.3%	0.0%	0.0%	0.1%	0.0%
All	11,156	100.0%	3.0	1.4			44.0%	10.0%	31.0%	47.1%	4.2%	3.9%	1.5%	10.0%

### Other Activity

Public Housing	
Names pulled from Wait List	162
Denials	2
New rentals	4
Vacates	4
Evictions	0
# of work orders received	2,199
# of work orders completed	1,382
Average days to respond	17.1
# of work orders emergency	0
Average response hrs (emergency)	0

## 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	6,071	5,385	89%	\$832	-259,646	2,500	0	19	12	403	89%	\$840	-382,253	35	32
Project Based Vouchers	2,771	2,663	96%	\$813	-442			17	15	100	96%	\$817	16,388	59	34
VASH Vouchers	855	619	72%	\$758	-103,312			5	5	40	72%	\$756	-209,789	6	10
FUP Vouchers	188	175	93%	\$875	-20,674			2	0	16	91%	\$868	-48,922	9	0
Mainstream Vouchers	99	53	54%	\$889	-24,462			4	0	9	51%	\$471	-96,052	10	0
RAD Project Based Vouchers	1,419	1,307	92%	\$433	-213,099			11	6	76	92%	\$217	-992,711	25	15
SRO/MOD Vouchers	130	130	100%	\$469	705			1	1	39	100%	\$479	3,493	3	2
All Vouchers	11,533	10,332	90%	\$769	-620,930			59	39	683	90%	\$745	-1,709,846	147	93

# Home Forward - Dashboard Report For February of 2020

## 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	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
Tenant Based Voucher Participants *														
0 to 10% MFI	2,456	39.4%	1.7	1.8	31.0%	8.4%	16.3%	15.7%	13.0%	20.1%	1.0%	3.0%	0.1%	2.2%
11 to 20%	1,392	22.3%	2.1	2.0	14.6%	7.7%	9.4%	6.4%	6.6%	12.6%	0.5%	1.1%	0.2%	1.3%
21 to 30%	1,102	17.7%	2.8	2.3	7.5%	10.1%	3.6%	3.8%	7.6%	7.5%	0.5%	0.7%	0.1%	1.3%
31 to 50%	277	4.4%	2.9	2.6	1.7%	2.7%	0.4%	0.7%	2.2%	1.8%	0.1%	0.1%	0.0%	0.2%
51 to 80%	10	0.2%	3.1	2.7	0.1%	0.1%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%
Over 80%	17	0.3%	2.3	2.2	82.4%	18.0%	29.4%	35.0%	64.7%	29.4%	5.9%			5.9%
All	5,253	100%	2.5	2.3	64%	36%	47%	51%	10%	15%	1%	2%	0%	2%

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

## Project Based Voucher Participants

	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	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
0 to 10% MFI	794	20.0%	2.0	1.5	14.5%	5.5%	9.5%	4.5%	4.3%	12.9%	0.4%	0.6%	0.2%	1.6%
11 to 20%	423	10.6%	3.4	2.3	4.3%	6.3%	2.3%	1.2%	2.7%	4.8%	0.3%	0.5%	0.1%	2.3%
21 to 30%	63	1.6%	3.0	2.3	0.7%	0.9%	0.2%	0.1%	0.6%	0.8%	0.1%	0.0%	0.1%	0.1%
31 to 50%	433	10.9%	3.4	2.7	0.2%	0.2%	0.0%	0.1%	0.1%	0.1%	0.0%	0.0%	0.0%	0.1%
51 to 80%	105	2.7%	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%	17	0.4%	3.9	2.8	42.9%	57.0%	21.4%		28.6%	71.4%				42.9%
All	1,835	46%	3.2	2.4	72%	28%	48%	54%	36%	90%	1%	1%	0%	47%

## Waiting List

	Households				% Family Type (head of household)				Race % (head of household)						Not Reported
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino	
0 to 10% MFI	721	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%	622	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%	426	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%	365	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%	61	2.8%	2.6				9.2%	17.2%	39.1%	43.7%	1.2%	3.5%	1.2%	10.3%	1.2%
Over 80%	15	0.7%	2.5				9.1%	27.3%	45.5%	36.4%	4.6%		9.1%	4.6%	0.0%
All	2,210	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	481	\$450,267	936
Short Term Rent Assistance	61	\$28,601	469

## 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	\$80,273	\$549.81

Resident Services Coordination	Public Housing								
		# Services	# of Programs	# Event Attendees	# Notice/Violation Meetings	# Eviction Notices	# Housing Stability Meetings		
		616	114	1740	18	23	43		
		# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year
Nine months ending 12/31/2018	Public Housing	388	\$1,430,846	2	1	\$24,120	1	\$0	\$1,812
Twelve months ending 3/31/2019	Section 8	400	\$1,394,613	5	1	\$30,649	2	\$1,375	\$2,617

**Agency** Nine months ending 12/31/2019

The below data represents unaudited financial data.

	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$21,526,891	\$21,466,295	\$60,596
Grant Revenue	116,357,630	107,752,491	8,605,139
Property Related Income	210,952,330	159,545,118	51,407,212
Development Fee Revenue	9,282,334	9,082,944	199,390
Other Revenue	29,356,739	14,189,238	15,167,501
<b>Total Revenue</b>	<b>\$387,475,924</b>	<b>\$312,036,086</b>	<b>\$75,439,837</b>
Housing Assistance Payments	272,034,014	273,180,532	-1,146,519
Operating Expense	69,257,245	81,476,154	-12,218,909
Depreciation	4,645,607	4,930,167	-284,560
<b>Total Operating Expenses</b>	<b>345,936,867</b>	<b>359,586,853</b>	<b>-13,649,987</b>
<b>Operating Income</b>	<b>\$41,539,057</b>	<b>-\$47,550,767</b>	<b>\$89,089,824</b>
Other Income(Expense)	11,246,017	35,743,363	-24,497,346
Capital Contributions	-11,070	11,941	-23,011
Increase(Decrease) Net Assets	<b>52,774,004</b>	<b>-11,795,463</b>	<b>64,569,467</b>
<b>Total Assets</b>	<b>\$ 580,605,352</b>	<b>\$ 515,815,685</b>	<b>\$ 64,789,667</b>
Liquidity Reserves	33,530,304	29,928,641	3,601,663

**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	Post-Construction	\$74,112,444	\$308,802
North Group Rehab Project	350	Dec-18	Jun-20	Construction	\$101,323,805	\$289,496
East Group Rehab Project	315	Jun-19	Dec-19	Construction	\$79,925,247	\$253,731
Fountain Place Rehab Project	74	Mar-20	Dec-20	Pre-Construction	\$32,804,443	\$443,303

**Capital Improvement**

Gretchen Kafoury Windows Replacem	N/A	Apr-20	Jul-20	Construction	\$550,000	N/A
Kelly Place Elevated Deck Project	N/A	Jun-20	Sep-20	Pre-Construction	\$320,000	N/A
Sequoia Square Elevated Deck Projec	N/A	Apr-20	Sep-20	Pre-Construction	\$992,000	N/A
Schiller Way Elevated Deck Project	N/A	Jun-20	Aug-20	Pre-Construction	\$384,000	N/A