

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, October 20, 2020  
At 5:15 pm  
Via a Conference Call  
Call in: 1.699.900.6833  
Meeting ID: 912 5440 2007  
Passcode: 143649



MEMORANDUM

To:	Community Partners	Date:	October 20, 2020
From:	Michael Buonocore, Executive Director	Subject:	Home Forward Board of Commissioners October Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, October 20, 2020 at 5:15 PM via a conference call. The call-in information is as follows:

Dial-In Number: 1.669.900.6833  
Meeting ID: 912 5440 2007  
Passcode: 143649

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: 1.669.900.6833  
MEETING ID: 912 5440 2007  
PASSCODE: 143649  
OCTOBER 20, 2020 5:15 PM  
UPDATED AGENDA

### 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 September 15, 2020 Board of Commissioners Conference Call Meeting

### MISSION MOMENT

Topic	Presenter
Diabetic Foot Care Partnership	Melissa Arnold and Amanda Morris

### CONSENT CALENDAR

Following Reports and Resolutions:			
20-10	Topic	Presenter/POC	Phone #
02	Authorize Contract Amendment for Emergency Repairs at the Headwaters Apartments	Tonya Evans Rocco DeBrodt	503.802.8437 503.802.8460



## REPORTS/RESOLUTIONS

Following Reports and Resolutions:			
20-10	Topic	Presenter/POC	Phone #
03	Authorize Contract with Epic Land Solutions, Inc. for Professional Relocation Services for Dahlke Manor	Jonathan Trutt Myriam Demezas	503.802.8507 503.802.8502
04	Authorize Financing and Private Activity Bond Applications for the Dekum Court Redevelopment	Jonathan Trutt Theresa Auld	503.802.8507 503.802.8319
05	Authorize an Inducement Resolution Declaring an Intent to Issue Bonds for the Redevelopment of Dekum Court	Jonathan Trutt Theresa Auld	503.802.8507 503.802.8319
06	Authorize Changes to the Administrative Plan and Admissions and Continued Occupancy Policy in Response to National Disasters	Taylor Smiley Wolfe	503.802.8506
07	Authorize of Rent Assistance Administrative Plan Change Adopting Preference for Recent Award of Mainstream Vouchers	Ian Slingerland Dena Ford-Avery	503.802.8370 503.802.8568

## THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

Home Forward is currently operating in a state of emergency. We will continue to conduct board-related business as it is currently scheduled but will update the public on the venue or forum by which it occurs as we assess the situation.

The next Board Work Session will be on Wednesday, November 4, 2020 at 5:30 PM. The next Board of Commissioners meeting will be Tuesday, November 17, 2020 at 5:15 PM.

## 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  
CONFERENCE CALL  
135 SW Ash Street Portland, OR 97204  
September 15, 2020**

**COMMISSIONERS PRESENT**

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

**STAFF PRESENT**

Peter Beyer, Michael Buonocore, Ian Davie, Monica Foucher, Kitty Miller, Jonathan Trutt, Taylor Smiley Wolfe, Celia Strauss

**COUNSEL PRESENT**

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting at 5:18 PM.

**PUBLIC COMMENT**

Robert Seals, a resident at Dahlke Manor shared his concerns for residents that have been excluded from the property due to jail time. Following their time served, it appears Home Forward has lifted the restrictions and they have returned to the premises. These concerns were raised with the board two years ago regarding the sale of drugs and the risks to residents. Seals also wanted to address the urine smell on the 5<sup>th</sup> floor that has not been addressed by management. Chair Hall thanked Mr. Seals for speaking, saying we hear you as an effective advocate for the residents, and staff will report back.

Cathy Millis, a Dahlke resident agreed with Robert's assessment and noted it is a terrible odor on the 5<sup>th</sup> floor. She brought the board up to date on her efforts to start a COVID 19 table in the lobby. It has been well received and she is doing her best to keep it supplied through donations and her own purchases.

## MEETING MINUTES

### Minutes of the August 18, 2020 Board of Commissioners Conference Call Meeting

Chair Damien Hall requested a motion authorizing approval of the minutes to the August 18, 2020 Board of Commissioners meeting.

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

The vote was as follows:

Chair Damien Hall—Aye  
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

## CONSENT RESOLUTIONS

RESOLUTION 20-09-01 Authorizes Extending the Maturity for Conduit Bonds Issued in 2004 for Foster Townhomes

### RESOLUTION 20-09-02 Authorizes Technical Update to Resolution 20-08-02

In reference to Resolution 20-09-02, Commissioner Richard Anderson suggested asking for recommendations from our insurance broker as the insurance captive is potentially established in a different state.

There being no questions, Chair Damien Hall requested a motion to approve. Commissioner Richard Anderson moved to adopt Resolutions 20-09-01 and 20-09-02, Vice Chair Matthew Gebhardt seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye  
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

In light of the wildfires, Executive Director Michael Buonocore said the impacts to everyone have been felt, but our efforts to maintain stability among our residents is well underway. He noted that there have been no evacuation notices. He described the measures that have been put in place for staff and residents.

Buonocore thanked Asset Management Director Tonya Evans for her work with Hacienda CDC to place nine families evacuated from their homes in Molalla. We will continue to coordinate with our partners in the community where we can offer relief around the vacancies we have.

Commissioner Vivian Satterfield applauded our efforts, warming her heart, for assisting those families and for the role in coordinating with other housing providers in the long term. She appreciated knowing our residents and staff are being cared for and hoped that the well being of contractors we employ are as well.

Executive Director Buonocore said the same standards established for staff apply to contractors. Chief Operating Officer Ian Davie added with worsening conditions 30 feet around properties were cleared. We addressed a downed tree at Dekum Court, as well as other issues around our communities. Buonocore went on to say that there are coordinated efforts for a larger, prioritized system. Commissioner Satterfield would like to hear about these efforts, recognizing all the work being done. Executive Director Buonocore said we will share our contributions as this evolves.

Chair Emeritus Miki Herman asked about the extra resources available to our fragile residents. Buonocore said that Community Services were involved with challenges to balance. We have made community rooms available to residents with some juggling to comply with COVID restrictions. Herman asked that once this settles down a debrief of our involvement would be helpful.

Commissioner TomiRene Hettman asked if there was something we could do for residents displaced and potentially losing their option to vote. Buonocore expected the picture will emerge and we will be focused especially among our residents. Policy Director Taylor Smiley Wolfe will provide the resources currently available.

Chair Damien Hall opened the public hearing for the Fiscal Year 2021 Moving to Work Annual Plan. Taylor Smiley Wolfe presented the plan. No public comment was received and the hearing was closed.

#### ADJOURN

There being no further business, Chair Damien Hall adjourned the meeting at 5:46 PM.

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

ADOPTED: OCTOBER 20, 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:	October 20, 2020
From:	Tonya Evans, Director of Asset Management 503.802.8437	Subject:	Authorize Contract Amendment for Emergency Repairs at the Headwaters Apartments Resolution 20-10-02
	Rocco DeBrodts, Project Manager 503.802.8460		

The Board of Commissioners is asked to authorize the Executive Director or his designee to approve the contract with Lorentz Bruun Construction for \$4,251,934.04 to complete emergency roofing repairs, and associated work, at the Portland Housing Bureau's Headwaters Apartments.

## OVERVIEW

Home Forward asset manages the Headwaters Apartments pursuant to an Intergovernmental Agreement (IGA) with the City of Portland. Per the IGA, the Portland Housing Bureau pays for capital projects overseen by Home Forward staff at buildings such as the Headwaters. The Housing Bureau is accordingly paying all costs associated with the repairs at the Headwaters.

In December 2019, Home Forward issued an emergency declaration to provide construction oversight for a roofing system failure at the Headwaters apartments. Initial structural stabilization reduced the urgency of the roofing repairs and returned the building to a safe status for the housing of 75 families.

## BACKGROUND

The City of Portland through the Portland Housing Bureau (PHB) owns a property known as Headwaters Apartments located at 8833 SW 30th Avenue, Portland, OR 97219. On



March 15, 2018, Home Forward entered into an Intergovernmental Agreement (IGA) with PHB to provide asset management and other services for PHB-owned properties, including Headwaters Apartments. Under the IGA, PHB authorizes Home Forward to procure goods and services for PHB-owned properties, including contractor and consultant selection.

On November 20, 2019, Home Forward received a report indicating that the Headwaters roof had suffered substantial damage. The amount of damage it had was extremely unusual for a building of its age and threatened the safety of the residents. City of Portland staff required that all occupants of the 4<sup>th</sup> floor and their belongings be relocated as soon as practicable. The combined relocation team of PHB and Home Forward provided emergency relocation services to all 4<sup>th</sup> floor Headwaters residents.

Home Forward's Executive Director executed an initial emergency declaration (attached as Exhibit A) in response to these circumstances. The resulting initial scope of work was completed pursuant to an initial \$247,483 contract with Lorentz Bruun. Staff selected Lorentz Bruun as the contractor because it had the immediate capacity and experience to deploy large crews of carpenters to open interior ceilings and stabilize the structure of the roof system. The final scope of work required a complete re-roofing and significant structural work to ensure the building's safety and longevity. This work is slated for substantial completion by November 15, 2020, and has a guaranteed maximum price of \$4,251,934.04.

ATTACHMENT:

Exhibit A



## RESOLUTION 20-10-02

RESOLUTION 20-10-02 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO AMEND THE CONTRACT WITH LORENTZ BRUUN TO THE CONSTRUCTION PHASE OF THE PRESERVATION AND REHABILITATION OF HEADWATERS APARTMENTS

WHEREAS, Home Forward, a housing authority and a public body corporate and politic of the State of Oregon, may provide for the improvement, alteration, or repair of any housing project (ORS 456.125) and seeks to preserve existing public housing for low-income persons residing in Multnomah County, Oregon;

WHEREAS, On March 15, 2018, Home Forward entered into an Intergovernmental Agreement (IGA) with the Portland Housing Bureau (PHB) PHB to provide asset management and other services for PHB-owned properties, including Headwaters Apartments. Under the IGA, Home Forward is authorized to procure goods and services for PHB-owned properties, including contractor and consultant selection.

WHEREAS, Home Forward is providing Asset Management and Project Management services for the Headwaters a multifamily residential apartment complex located at 8833 SW 30<sup>th</sup> Ave, Portland, Oregon consisting of two buildings and 100 dwelling units ("The Headwaters").

WHEREAS, pursuant to the IGA, the Portland Housing Bureau will fund all repairs at the Headwaters Apartments;

WHEREAS, the Headwaters required emergency roofing repairs, which Home Forward implemented and oversaw pursuant to its IGA with PHB and the attached emergency declaration and findings signed by Executive Director Michael Buonocore;

WHEREAS, per the attached emergency declaration and findings, the Executive Officer declared that an emergency existed and that the substantial risk in the form of loss of the property and potential safety and health risks to residents required prompt execution of

contracts to Lorentz Bruun Construction to remedy emergency conditions as soon as reasonably possible;

WHEREAS, Home Forward contracting rules require the Home Forward Board of Commissioners' approval for contracts in excess of \$1,000,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward approves the execution of a contract with Lorentz Bruun Inc. for guaranteed maximum price (GMP) of \$4,251,934.04.

ADOPTED: OCTOBER 20, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damian R. Hall, Chair

**DECEMBER 2019**

**A DECLARATION OF AN EMERGENCY  
HEADWATERS APARTMENTS – DESIGN/BUILD FOR ROOF  
STABILIZATION AND REPLACEMENT**

**RECITALS**

A. Pursuant to ORS 279A.060, the Board of Commissioners (“Board”) of Home Forward has been designated to act as Home Forward’s local contract review board.

B. Pursuant to ORS 279A.065, Home Forward and the Board are subject to the Home Forward Public Contracting Rules and Procedures Manual (the “Rules”).

C. ORS 279C.320 and 279B.080 and Section 46-0170 of the Rules authorize emergency procurements of public improvement contracts.

D. Pursuant to ORS 279B.080 and Section 46-0170 (4) of the Rules, a declaration of an emergency may be made by the Executive Officer and the resulting contract(s) later accepted by the Board.

**FINDINGS**

1. The city of Portland through the Portland Housing Bureau (PHB) owns a property known as Headwaters Apartments located at 8833 SW 30th Avenue, Portland, OR 97219. In March 2018, Home Forward entered into an Intergovernmental Agreement (IGA) with PHB to provide asset management and other services for PHB-owned properties, including Headwaters Apartments. Under the IGA, Home Forward is authorized to procure goods and services for PHB-owned properties, including contractor and consultant selection.

2. In October 2019, Home Forward entered into a contract with WDY Structural and Civil Engineers to assess the roof damage at Headwaters, and with JR Johnson to assist in providing a visual inspection of the roof/ceiling trusses. On November 20, 2019, Home Forward received a report from WDY indicating that the Headwaters’ roof has suffered substantial damage extremely unusual for a building of this age. Portions of the roof would be considered a *Dangerous Structure* per city of Portland Code, Chapter 29.40. Per WDY’s recommendations, all occupants of the fourth floor (22 units) of the property and their belongings were relocated by OPC Services. To provide ongoing longer-term relocation to other apartments until the Headwaters’ roof is repaired, Home Forward requires relocation services from OPC Services for \$105,000.

3. Immediate action to the roof is necessary in the interest of public safety. Lorentz Bruun Construction has been identified as having experience with roof conditions similar to the Headwaters’. Home Forward anticipates entering into a Design-Build contract with Lorentz Bruun for the amount of \$3 million. The single source of responsibility for both design and construction activities will likely result in cost savings and scheduling benefits for this project.

4. The Executive Director has been advised that it is critical to take corrective measures as soon as possible to relocate residents and begin appropriate roof repair and replacement activities to avoid the potential for roof failure. This rapid response will minimize the negative impact to residents and structure. In addition, the rapid response will minimize the opportunity of long-term damage to the building and the safety of the residents

5. The Executive Director finds that the risks associated with the roof damage described above could not have been reasonably foreseen.

6. The Executive Director finds that, based on the above as well as other factors, emergency conditions required the prompt execution of contracts with OPC Services and Lorentz Bruun Construction. This action will remedy the emergency, mitigate public health, safety and welfare concerns and deliver the housing units and common areas back to habitable status as quickly as possible.

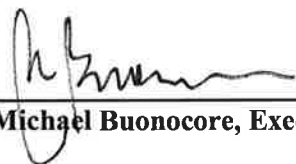
#### **DECLARATION**

1. The Executive Officer adopts the above findings and declares that an emergency does exist.

2. The Executive Officer will encourage competition to the extent reasonable and appropriate under the emergency circumstances.

3. The Executive Officer will award a contract to OPC Services for relocation services for 4<sup>th</sup> floor occupants of the Headwaters to provide living accommodations for those occupants that are displaced by the roof emergency for an initial not to exceed amount of \$105,000 with the option to amend in the event that additional services are found necessary to mitigate risk.

4. The Executive Officer will award a contract to Lorentz Bruun Construction for Design-Build services to provide and subcontract for the emergency winterization, investigative repairs and the subsequent design and construction services of truss repair and roof replacement for the Headwaters Apartments to remedy the emergency response as soon as possible in the anticipated not to exceed amount of \$3,000,000.

By:   
Michael Buonocore, Executive Director

Dated: 12.5.2019

# RESOLUTIONS



## MEMORANDUM

To:	Board of Commissioners	Date:	October 20, 2020
From:	Jonathan Trutt, Director Development and Community Revitalization 503.802.8507  Myriam Demezas, Relocation Program Manager Development and Community Revitalization 503.802.8502	Subject:	Authorize Execution of a Contract with Epic Land Solutions, Inc. for Professional Relocation Services for 85 Stories, Group 7, Dahlke Manor  Resolution 20-10-03

The Board of Commissioners is being asked to approve resolution number 20-10-03 authorizing a contract with Epic Land Solutions, Inc. for professional relocation services at Dahlke Manor for the renovations for 85 Stories, Group 7.

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.

## BACKGROUND

Tenant relocation is a necessary component of our public housing subsidy conversion and renovation work under for the 85 Stories initiative. Dahlke Manor is one of three high-rise apartment buildings remaining to undergo rehabilitation as part of 85 Stories Group 7.

Generally, the vast majority of relocation needed as we continue to rehabilitate our public housing portfolio is temporary in nature, i.e. residents move from the apartments for a period of one to two months while the renovations occur. On rare occasions, we may need to relocate a household permanently to ensure compliance with the Low Income Housing Tax Credit (LIHTC) requirements necessary to complete 85 Stories (e.g.

household income limits in excess of 80% of median family income; or a prohibition on households comprised solely of full-time students).

## OVERVIEW

Dahlke Manor is 115 units comprised of one bedroom apartments for seniors and persons with disabilities. The renovations at this property will require households to move out of their homes for approximately 5-7 weeks. The relocation process involves on-site temporary relocation, where most households move to an unoccupied floor within the same property and remain there while the renovations take place in their homes. At the end of the rehab work, these households move back to their original homes and a new set of households move into the designated temporary dwellings. There will also be a number of households who will relocate to neighborhood hotels due to either reasonable accommodations and/or lack of available units on site.

In September 2020, Home Forward conducted a formal procurement process, to identify and select a qualified firm to provide relocation services at Dahlke. Home Forward received three proposals. A selection committee convened to review the proposals and ensure that the firms were qualified, responsible and reasonable. Epic Land Solutions, Inc. identified as the most advantageous proposer for the relocation process at Dahlke. The review included a cost analysis based upon current market and known costs. The contract total of \$1,207,554 is within the current relocation budget of \$1,504,204.

Contract approval with Epic Land Solutions, Inc. includes the following relocation services:

- Securing and assembling furnishings in temporary dwellings
- Securing off-site housing as needed
- Preparing and coordinating delivery of appropriate resident notifications
- Conducting individual household assessments and on-going case management
- Contracting professional moving and packing services to assist residents
- Developing a comprehensive relocation plan for all individuals served
- Contracting third-party janitorial services for move-outs and prior to move-ins
- Coordinating pest control services with Home Forward's own pest services staff

Home Forward staff request approval of a contract with Epic Land Solutions, Inc. in the amount of \$1,207,554 for tenant relocation services for Dahlke Manor.





## RESOLUTION 20-10-03

RESOLUTION 20-10-03 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH EPIC LAND SOLUTIONS, INC. FOR TENANT RELOCATION SERVICES FOR DAHLKE MANOR DURING THE 85 STORIES PROJECT

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Section 18 Disposition application for Dahlke Manor in support of broader rehabilitation and renovation of existing public housing; and

WHEREAS, temporary and permanent relocation will be required as part of the renovations planned for the 85 Stories Group 7 at Dahlke Manor; and

WHEREAS, Home Forward completed a formal competitive process to select a qualified provider of tenant relocation services for Dahlke Manor; and

WHEREAS, Epic Land Solutions, Inc. was identified as the most advantageous proposer by the selection committee; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts in excess of \$1,000,000,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract with Epic Land Solutions, Inc. in the amount not to exceed \$1,207,554 for tenant relocation services for Dahlke Manor.

ADOPTED: OCTOBER 20, 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: October 20, 2020

From: Jonathan Trutt, Director,  
Development and Community  
Revitalization  
503-802-8507 Subject: Authorize Financing and Private  
Activity Bond Applications for the  
Dekum Court Redevelopment  
Resolution 20-10-04

Theresa Auld, Finance Manager,  
Development and Community  
Revitalization  
503-802-8319

The Board of Commissioners is being asked to approve a resolution authorizing the Executive Director, and/or any designee of the Executive Director, to take the following actions related to Dekum Court's redevelopment:

- Execute and deliver such documents as may be required to enable Home Forward to submit applications to Oregon Housing and Community Services ("OHCS") and the Oregon State Treasury for all funding sources under each agency's control.
- Execute and deliver all documents related to the acceptance of all resources provided by OHCS and the Oregon Treasury for Dekum Court's redevelopment.

The requested 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.

## BACKGROUND

- Dekum Court currently consists of forty apartments and a Head Start classroom.

- Dekum Court is located on approximately 5.5 acres at 2402 – 2434 NE Morgan Street in Portland, Oregon.
- The Dekum Court site can hold far more affordable housing than it currently does.
  - The redevelopment site plan shows approximately 200 apartments ranging in size from studios to four-bedrooms.
  - These apartments will provide affordable housing to families and individuals earning 0 – 60% of area median income.
- Home Forward has created a Community Advisory Committee consisting of Commissioner Satterfield, residents, neighbors, and local community-based organizations to help guide the redeveloped Dekum Court’s design, development and operations.
- Home Forward has received a reservation of approximately \$23,000,000 of Metro General Obligation Bonds to redevelop Dekum Court.
- Home Forward is currently working towards breaking ground on Dekum Court’s redevelopment in the summer of 2021.

## OVERVIEW OF REQUESTED ACTION

The requested actions are standard steps in the financing process for all projects utilizing state resources.

Staff is currently preparing financing applications to OHCS for 4% Low Income Housing Tax Credits and Oregon Affordable Housing Tax Credits, and the Oregon Treasury for Private Activity Bonds. These state resources, along with Metro GO Bond funds, are critical for leveraging sufficient capital for this development. Home Forward has a strong history of writing these applications and attracting lenders and investors willing to provide such capital.

Staff provided the Real Estate and Development (READ) Committee a draft copy of this resolution at its October 2, 2020 meeting.

## ATTACHMENTS:

Authorization and Acceptance Form  
Ownership Integrity Certification



## RESOLUTION 20-10-04

RESOLUTION 20-10-04 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE AND DELIVER ALL DOCUMENTS NECESSARY FOR THE SUBMISSION OF APPLICATIONS TO, AND RECEIPT OF RESOURCES FROM, OREGON HOUSING AND COMMUNITY SERVICES DEPARTMENT (“OHCS”) AND OREGON STATE TREASURY FOR THE REDEVELOPMENT OF DEKUM COURT

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 owns a site located at 2402 – 2434 NE Morgan Street (Dekum Court) in Portland, Oregon;

WHEREAS, Dekum Court is currently comprised of 40 apartments spread across approximately five and a half acres;

WHEREAS, Home Forward has long acknowledged the need to improve Dekum Court for the benefit of residents and the surrounding community, to improve the quality of Home Forward’s traditional public housing stock and to provide housing and resident services opportunities for Home Forward’s residents; and

WHEREAS, Home Forward has the capacity, experience and ability to complete the successful redevelopment of the Dekum site for approximately 200 affordable housing units; 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 the Oregon Treasury seeking resources including, but not limited to, OHCS Weatherization Grants, OHCS GHAP, Oregon Affordable Housing Tax Credits (OAHTCs), Private Activity Bonds and / or Low Income Housing Tax Credits (LIHTC), for the redevelopment of Dekum Court;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes the Executive Director, or his designee, to execute and deliver all documents related to the acceptance of all resources provided by OHCS and the Oregon Treasury for Dekum Court's redevelopment.

ADOPTED: OCTOBER 20, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

## AUTHORIZATION AND ACCEPTANCE FORM

Owner/Board of Directors of: HOME FORWARD  
Project Name: DEKUM COURT 2020 REDEVELOPMENT  
Project Address: 2402-2434 NE Morgan Street Portland, OR 97211

**By this action the Owner/Board of Directors accepts the responsibilities and requirements of any tax credit, grant and loan programs applied for in this Application. In accordance with the corporation's by-laws, effective this date, authorization has been given by the Owner/Board of Directors to the following named parties:**

**1. To apply for programs, grants or loans in this application:** The undersigned, being duly authorized to submit this application on behalf of the named Applicant, hereby represents and certifies that all required documents have been submitted in this application packet, and that the information provided in this application, to the best of his/her knowledge, is true, complete, and accurately describes the proposed project. The undersigned further authorizes the release of project information to Oregon Housing and Community Services ("Department," "OHCS") from all financial partners listed in the Application and authorizes the Department to verify any Application information, including financial information, as required to complete its due diligence.

<u>Signature</u>	<u>EXECUTIVE DIRECTOR</u>
<u>MICHAEL BUONOCORE</u>	<u>Title</u>
<u>Print Name</u>	<u>OCTOBER 20, 2020</u>
	<u>Date</u>

**2. To execute all legal documents associated with tax credit, grant and loan programs (including the encumbrance of valuable property owned by the corporation).**

<u>Signature (MICHAEL BUONOCORE)</u>	<u>EXECUTIVE DIRECTOR</u>
<u>Signature (PETER BEYER)</u>	<u>Title</u>
	<u>CHIEF FINANCIAL OFFICER</u>
	<u>Title</u>

**3. To sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit, grant and loan programs awarded to the project.**

<u>Signature (KANDY SAGE)</u>	<u>CONTROLLER</u>
<u>Signature (LINDA UPPINGHOUSE)</u>	<u>Title</u>
	<u>ASSISTANT CONTROLLER</u>
	<u>Title</u>

**Signed:**

<u>DAMIEN HALL</u>	<u>Signature</u>
<u>Owner/ Board Chair Name</u>	<u>OCTOBER 20, 2020</u>
<u>HOME FORWARD</u>	<u>Date</u>
<u>Organization</u>	

## OWNERSHIP INTEGRITY CERTIFICATION

Applicant must certify that the Project Team meets each of the listed criteria:

1. Single-Asset Ownership: The Project will be owned by a single-asset entity duly organized under the laws of the State of Oregon.  
☐ True      ☐ False
2. Neither Applicant nor any member or principal within the Project ownership or management will have been convicted of fraud, misrepresentation, theft or other moral turpitude within the previous ten (10) years.  
☐ True      ☐ False
3. Neither Applicant nor any member or principal within the Project ownership or management will have been involved in a bankruptcy proceeding within the previous five (5) years.  
☐ True      ☐ False
4. Neither Applicant nor any member or principal within the Project ownership or management will have been debarred or otherwise sanctioned by the Department.  
☐ True      ☐ False

Applicant certifies that the above information as submitted is true.

Signed: \_\_\_\_\_

Signed By: MICHAEL BUONOCORE

Date: OCTOBER 20, 2020



## MEMORANDUM

To:	Board of Commissioners	Date:	October 20, 2020
From:	Jonathan Trutt, Director, Development and Community Revitalization 503-802-8507	Subject:	Authorize an Inducement Resolution Declaring an Intent to Issue Bonds for the Redevelopment of Dekum Court Resolution 20-10-05
	Theresa Auld, Finance Manager, Development and Community Revitalization 503-802-8319		

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The Board of Commissioners are being asked to approve an Inducement Resolution that declares the following intentions related to the redevelopment of Dekum Court:

- Home Forward's intention to issue and sell revenue bonds of Home Forward in a principal amount of not to exceed \$48 million.
- Home Forward's intention to reimburse the borrower or itself from proceeds of the bonds for expenditures made by Home Forward before the issue date of the bonds.

The requested action requested 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.

## BACKGROUND

Inducement resolutions are a standard step in all affordable housing financing efforts in which Home Forward issues Private Activity Bonds allocated by the Oregon State



Treasury and receives Low Income Housing Tax Credits provided by Oregon Housing and Community Services (OHCS). This technical step is required by federal law and regulation in order for projects to properly qualify for these two crucial affordable housing financing resources.

This inducement resolution merely announces Home Forward's intent to issue tax-exempt Private Activity Bonds, and to use bond proceeds to reimburse expenditures prior to the date of issue. It does not obligate Home Forward to issue the bonds or determine the specific terms of the bonds. Board of Commissioner approval of a separate "bond resolution" will occur prior to the issuance of any bonds to finance the Dekum Court project.

Staff provided the Real Estate and Development (READ) Committee a draft copy of this resolution at its October 2, 2020 meeting.



## RESOLUTION 20-10-05

### RESOLUTION 20-10-05 AUTHORIZES DECLARING AN INTENT TO ISSUE NOT TO EXCEED \$48,000,000 OF REVENUE BONDS FOR REDEVELOPMENT OF DEKUM COURT AFFORDABLE HOUSING

WHEREAS, Home Forward is a public body corporate and politic of the State of Oregon and is empowered by ORS 456.005 to 456.235 (the “Act”) to issue revenue bonds for the purpose of financing housing projects; and

WHEREAS, Home Forward intends to form one or more Oregon limited partnerships of which Home Forward will be the general partner (the “Borrower”) to finance the construction of Dekum Court affordable housing development (the “Project”), located at NE 27<sup>th</sup> and Saratoga St. in Portland Oregon, to provide housing for low-income persons, the estimated cost of which is not expected to exceed \$83,000,000; and

WHEREAS, Home Forward anticipates that the Borrower will request that Home Forward issue and sell its revenue bonds (the “Bonds”), in an aggregate amount not to exceed \$48,000,000 pursuant to the Act to assist the Borrower in financing all or part of the Project; and

WHEREAS, Home Forward desires to provide such assistance, if certain conditions are met; and

WHEREAS, the use of the proceeds of the sale of the Bonds by the Borrower will permit the Borrower to finance the Project, thereby providing decent, safe, and sanitary housing for persons and families of lower income (as defined in the Act) for a period of not less than 15 years and otherwise promoting the general health and welfare of the inhabitants within the jurisdictional limits of Home Forward; and

WHEREAS, Home Forward deems it necessary and advisable that it take such action as may be required under the Act to authorize and issue the Bonds in one or more series in a total amount not to exceed \$48,000,000, to finance part of the cost of the Project; and

WHEREAS, Treasury Regulations Section 1.103-8(a)(5) requires that, in order for expenditures for an exempt facility that are made before the issue date of bonds issued to provide financing for that facility to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse any such expenditures from the proceeds of those bonds, and one of the purposes of this resolution is to satisfy the requirements of such regulations.

NOW, THEREFORE, BE IT RESOLVED:

1. To assist in the financing of the Project, with the public benefits resulting therefrom, Home Forward declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the “Bonds”) in a principal amount of not to exceed \$48,000,000, and to reimburse itself or the Borrower from proceeds of the Bonds for expenditures for the Project made by Home Forward or the Borrower before the issue date of the Bonds.

2. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds.

3. The Bonds will be payable solely from sources specified by resolution of the Board of Commissions of Home Forward. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board of Commissioners of Home Forward.

4. The Bonds shall be issued subject to the conditions that (a) Home Forward, the Borrower and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the loan or other agreement for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. The Executive Director of Home Forward or his or her designee is authorized to seek an allocation of volume cap for the Bonds from the Private Activity Bond Committee of the Debt Management Division of the Oregon State Treasury.

5. For purposes of applicable Treasury Regulations, the Borrower is authorized to commence financing of the Project and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein.

6. The adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that the Project will be financed as described herein. The Board of Commissioners of Home Forward shall have the absolute right to rescind this resolution at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable.

7. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds, for the purposes of Treasury Regulations Sections 1.103-8(a)(5) and 1.150-2.

8. Any actions of Home Forward or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

9. Any action required by this resolution to be taken by the Executive Director of Home Forward may in the absence of such person be taken by the duly authorized acting Executive Director of Home Forward.

ADOPTED: OCTOBER 20, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damian R. Hall, Chair

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of Home Forward and keeper of the records of Home Forward, CERTIFY:

1. That the attached Resolution No. 20-10-05 (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 October 20, 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 20<sup>th</sup> day of October, 2020.

HOME FORWARD

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Executive Director and Secretary



## MEMORANDUM

To:	Board of Commissioners	Date:	October 20, 2020
From:	Taylor Smiley Wolfe, Director of Policy and Planning 503.802.8506	Subject:	Authorize Changes to the Administrative Plan and Admissions and Continued Occupancy Policy in response to national disasters Resolution 20-10-06

The Board of Commissioners is requested to authorize changes to the Administrative Plan which governs Home Forward's Housing Choice Voucher Program and the Admissions and Continued Occupancy Policy (ACOP) which governs Home Forward's public housing. These changes provide flexibility to households who offer support to friends or family who have been displaced due to a National or Statewide disaster declaration, like the recent wildfires in Oregon.

This request supports the Home Forward strategic plan "One Portfolio" initiative to improve our emergency and disaster preparedness.

### Guest Policy

Home Forward's Administrative Plan and ACOP currently limit the length of time that a guest may stay with a Home Forward voucher participant or Home Forward resident. We propose that residents and participants may have guests stay for up to 12 months if their guest has been displaced due to a National or State disaster declaration, including wildfires. The household must request the exception from their property manager or landlord and provide self-certification that their guest is eligible for this exception. Voucher recipients must also receive approval from their landlord, who may have their own rules related to guests in their lease agreement with the tenant.

Attached is language we propose to add to our HCV Administrative Plan and public housing ACOP to implement this flexibility.

#### Adding a Household Member

Home Forward's Administrative Plan and ACOP currently limit the circumstances under which a household may add a household member to their lease or voucher. We propose allowing households to add a family member to the household if the family member has been displaced due to a National or State disaster declaration, including wildfires. Family members who have been displaced due to a natural disaster that has received a National or State disaster declaration must provide verifiable evidence that they are eligible for this exception.

Attached is language we propose to add to our HCV Administrative Plan and ACOP plans to implement this flexibility.

#### Family Absence from the Unit

Home Forward's Administrative Plan and ACOP currently require that program staff propose termination of assistance if a family has been absent from their unit for more than 60 days. The Department of Housing and Urban Development (HUD) requires that Home Forward terminate assistance if a household has been absent for more than 180 days. Although the wildfires did not require any Home Forward residents or participants to evacuate from their homes, there may be a future natural disaster that requires households to do so. In preparation for this possibility, we propose amending the Admin and ACOP plan to not penalize a family who must be absent due to a natural disaster. Home Forward would continue to consider the home the family's principal place of residence and the family's assistance will not be terminated if they are absent between 60 and 180 days due to a natural disaster.

Attached is language we propose to add to our HCV Administrative Plan and ACOP plans to implement this flexibility.

#### ATTACHMENT

#### Wildfire Response Policy Change Summary



## RESOLUTION 20-10-06

RESOLUTION 20-10-06 AUTHORIZES HOME FORWARD TO AMEND LANGUAGE IN THE ADMINISTRATIVE PLAN WHICH GOVERNS PROCESSES AND PROCEDURES IN THE HOUSING CHOICE VOUCHER PROGRAM AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY WHICH GOVERNS PROCESSES AND PROCEDURES IN THE PUBLIC HOUSING PROGRAM

WHEREAS, Home Forward seeks to leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty; and

WHEREAS, Home Forward seeks to improve our emergency and disaster preparedness; and

WHEREAS, Home Forward seeks to provide flexibility to households to support friends and family who have been impacted by the devastating Oregon wildfires in September 2020;

WHEREAS, Home Forward seeks to support current and future households, and friends and family of households, impacted by future disasters;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward hereby authorizes the Executive Director to approve changes to the Administrative Plan for the Housing Choice Voucher program and Admissions and Continued Occupancy Policy to implement policy changes in response to the Wildfires and in preparation for other disasters.



ADOPTED: OCTOBER 20, 2020

Attest:

Home Forward:

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

# Home Forward: Wildfire Related Policy Changes

## Admissions and Continued Occupancy Policy: October 2020 Proposed Changes New language **bolded** and deletions *italicized*

### 3-I.J. GUESTS [24 CFR 5.100]

A guest is defined as a person temporarily staying in the unit with the consent of a family or household member who has express or implied authority to do so on behalf of the member. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near Home Forward premises [24 CFR 966.4(f)].

Persons other than those specifically listed on the lease shall be strictly prohibited from staying in the rental unit as detailed in Home Forward's lease, **unless the Landlord grants an exception**. Exceptions to the guest policy will not be made without the prior written consent of the Landlord. Staying in the rental unit means presence on the premises for a substantial amount of time, whether during the day or overnight, and shall include, but is not limited to, long-term or regular houseguests, live-in baby sitters, visiting relatives, etc. Additionally, the tenant may not provide accommodations for boarders or lodgers regardless of length of stay.

Home Forward will provide blanket exceptions for guests who have been displaced due to a National or State disaster declaration of a natural disaster, including wildfire. The household must request the exception from their property manager or landlord and provide self-certification that their guest is eligible for this exception. The guest may remain in the unit for up to 12-months.

Home Forward does not permit tenants to allow a guest who has been excluded from a Home Forward property to occupy a unit at that property for any period of time. Violation of this policy is grounds for termination of the lease.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the public housing unit more than 50 percent of the time, are not subject to the time limitations of guests as described above.

Guests who represent the unit address as their residence address for receipt of benefits or other purposes will be considered unauthorized occupants. In addition, guests who remain in the unit beyond the allowable time limit will be considered unauthorized occupants, and their presence constitutes violation of the lease.

## Adding Household Members (pg. 8-4)

To ensure the integrity of the waiting list, Home Forward requires the family to live at a site for at least six months before submitting a request to add a household member.

Exceptions will be made in the case of a birth, adoption or court-awarded custody, or if a family member has been displaced due to a National or State disaster declaration of a natural disaster, including wildfire. Family members who have been displaced due to a natural disaster that has received a National or State disaster declaration must provide verifiable evidence that they are eligible for this exception.

Home Forward may give written permission before or after the six-month period for a person to stay in the unit as a guest, without being added to the lease on a probationary basis. Residents who fail to notify Home Forward of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease.

All new household members will have eligibility determined in accordance with the criteria outlined in Chapter 3 and all members age 15 and older will be subject to Home Forward screening criteria. If the household adds a member who is 18 years of age or older, Home Forward will create a new lease and require all members 18 and older to sign the lease. If a household member is under 18, Home Forward will create a lease rider.

Home Forward does not permit Residents to allow a guest who has been excluded from that Home Forward property to visit or occupy a unit at that property for any period of time. Violation of this policy is grounds for termination of the lease.

## Housing Choice Voucher Administrative Plan: October 2020 Proposed Changes

New language **bolded** and deletions *italicized*

### 3-I.K. GUESTS [24 CFR 5.100]

A guest is a person temporarily staying in the unit with the consent of a member of the household who has express or implied authority to so consent.

#### **PHA Policy**

A guest can remain in the assisted unit no longer than 14 consecutive days or a total of 90 cumulative calendar days during any 12-month period.

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the assisted household more than 50 percent of the time, are not subject to the time limitations of guests as described above.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 40 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.

Home Forward will provide blanket exceptions for guests who have been displaced due to a natural disaster, including wildfire, that has received a National or State disaster declaration. The household must request and have Home Forward approve the exception to the guest policy. Home Forward will accept self-certification from the household that their guest is eligible for this exception. The guest may remain in the unit for up to 12-months.

## 11-II.C. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

### New Family Members Not Requiring PHA Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify the PHA of the addition [24 CFR 982.551(h)(2)].

#### PHA Policy

The family must inform the PHA of the birth, adoption, or court-awarded custody of a child in writing within 10 business days.

### New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)]. When any new family member is added, the PHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)]. If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

#### PHA Policy

Families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is **not an approved guest (see 3-I.K GUESTS)**. *expected to stay in the unit for more than 14 consecutive days or 90 cumulative days within a 12-month period, and therefore no longer qualifies as a "guest"*. Requests must be made in writing and approved by the PHA prior to the individual moving into the unit. The PHA will permit the permanent addition of adult household members only in the following situations:

- If in a spousal-type relationship with the head of household
- If to provide live-in care for an elderly or disabled family member or to provide a reasonable accommodation to a person with disabilities
- **If a family member was displaced due to a National or State disaster declaration of a natural disaster, including wildfire.**

The PHA will permit the permanent addition of adult household members only in the following situations:

For new participants, the PHA requires successful lease-up for at least 6 months before a request to add a household member will be received and reviewed. The PHA may waive the probationary period to add an adult on a case-by-case basis upon written request from the family and with supervisory approval. **Exceptions will be made if a family member has been displaced due to a National or State disaster declaration of a natural disaster, including wildfire.** Family members who have been displaced due to a

natural disaster that has received a National or State disaster declaration must provide verifiable evidence that they are eligible for this exception

## Family Absence from the Unit [24 CFR 982.312] - (Page 3-10)

### PHA Policy

If a family is absent from the unit for more than 60 consecutive calendar days, the unit will not be considered the family's principal place of residence, and the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

If a family is absent from the unit between 60 and 180 calendar days due to a natural disaster that received a state or national disaster declaration, the unit will continue to be considered the family's principal place of residence and the family's assistance will not be terminated.

If the sole member of the household is confined to a nursing home, a hospital, or any inpatient treatment (if determined to be medically necessary) for a period of more than 60 consecutive calendar days, the PHA will request verification from a responsible medical professional. If the responsible medical professional provides a determination that the person will be confined for a total of more than 180 consecutive calendar days, the unit will not be considered the family's principal place of residence, and the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

## Family Absence from the Unit [24 CFR 982.312] - (Page 12-9)

### PHA Policy

If a family is absent from the unit for more than 60 consecutive calendar days, the unit will not be considered the family's principal place of residence, and the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

If a family is absent from the unit between 60 and 180 calendar days due to a natural disaster that received a state or national disaster declaration, the unit will continue to be considered the family's principal place of residence and the family's assistance will not be terminated



## MEMORANDUM

To:	Board of Commissioners	Date:	October 20, 2020
From:	Ian Slingerland, Director of Homeless Initiatives and Supportive Housing 503.802.8370	Subject:	Authorization of Rent Assistance Administrative Plan change adopting preference for recent award of Mainstream Vouchers  Resolution 20-10-07
	Dena Ford Avery, Director of Housing Choice Vouchers 503.802.8568		

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The Board of Commissioners is asked to approve resolution 20-10-07 authorizing change to Rent Assistance Administrative Plan adopting a preference for recent award of thirty Mainstream Vouchers

This action supports the One System section of the Strategic Plan, specifically: We leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty.

### BACKGROUND

Mainstream Vouchers are special purpose Housing Choice Vouchers. Mainstream Vouchers serve households that include a non-elderly person(s) with disabilities, defined as any family that includes a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract. Home Forward received an allocation of thirty additional Mainstream Vouchers authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Home Forward was previously awarded 99 Mainstream Vouchers through a competitive application process.

### OVERVIEW

In order to align this recent award of Mainstream Vouchers with larger community efforts to

address homelessness, we request authorization to adopt a preference for these thirty vouchers for families (can be individuals) with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and is referred to Home Forward from Multnomah County's Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services.

Coordinated Access is intended to arrange access to shelter and housing interventions for people experiencing homelessness in Multnomah County that prioritizes access based on shared process and methodology for assessing vulnerability. Additional information about Multnomah County's Coordinated Access systems can be found here:  
<http://ahomeforeveryone.net/coordinatedaccess>

For Home Forward's initial award of 99 Mainstream Vouchers, our administrative plan includes a preference for families (can be individuals) that include a non-elderly person with disabilities who is transitioning out of an institutional or other segregated setting. That preference will remain for our initial award of 99 Mainstream Vouchers.

## **CONCLUSION**

We are asking the Board of Commissioners to approve resolution 20-10-07 authorizing a change to the Rent Assistance Administrative Plan adopting a preference for the recent award of thirty Mainstream Vouchers for mainstream eligible families experiencing homelessness who are referred from Multnomah County's Coordinated Access system.

## **ATTACHMENTS**

Administrative Plan Mainstream Voucher preference language





## RESOLUTION 20-10-07

### RESOLUTION 20-10-07 AUTHORIZES HOME FORWARD TO AMEND LANGUAGE IN THE ADMINISTRATIVE PLAN WHICH GOVERNS PROCESSES AND PROCEDURES IN THE HOUSING CHOICE VOUCHER PROGRAM

**WHEREAS**, Home Forward seeks leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty; and

**WHEREAS**, Home Forward is committed to continuing to provide leadership within A Home for Everyone, a community-wide effort to better assist people experiencing homelessness in Portland; and

**WHEREAS**, Home Forward is engaged in ongoing work with the City of Portland / Multnomah County Joint Office of Homeless Services to align permanent housing assistance with supportive services utilizing the Coordinated Access system when appropriate; and

**WHEREAS**, Home Forward has received an additional award of Mainstream vouchers from the U.S. Department of Housing and Urban Development which requires the use of a preference for eligible households;

**WHEREAS**, Multnomah County's Coordinated Access lists include hundreds of Mainstream Eligible individuals and families;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director to amend the Administrative Plan to adopt a preference for Mainstream Voucher eligible families who are experiencing homelessness and referred from Multnomah County's Coordinated Access System.

**ADOPTED: OCTOBER 20, 2020**

**Attest:**

**Home Forward:**

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Michael Buonocore, Secretary

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Damien R. Hall, Chair

## Rent Assistance Administrative Plan Revisions 10.20.20

The following language will be added to Chapter 4.III.C “Selection Method”

Page 4-22. Highlighted language will be added.

The following preferences will be ranked #2:

- Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is transitioning out of institutional or other segregated settings. The PHA will limit the number of vouchers set aside for this preference to 99. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 99 vouchers.

*Institutional or other segregated settings include, but are not limited to:*

- Congregate settings populated exclusively or primarily with individuals with disabilities;
- Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals’ ability to engage freely in community activities and to manage their own activities of daily living; or
- Settings that provide for daytime activities primarily with other individuals with disabilities.

*Transitioning is defined as having a plan for exiting institutional or other segregated settings within three months.*

- Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and was referred to Home Forward from Multnomah County’s Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services. The PHA will limit the number of vouchers set aside for this preference to 30. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 30 vouchers.

The PHA must receive a written referral from the City of Portland / Multnomah County Joint Office of Homeless Services, including a certification that the family is experiencing homelessness and is being referred from Multnomah County's Coordinated Access system

*Experiencing homelessness is defined as:*

*An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:*

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

*OR,*

*Any individual or family who:*

- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
- Has no other residence; and
- Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing

# STAFF REPORTS

**Procurement & Contracts Department**  
**MONTHLY CONTRACT REPORT**  
**Contracts Approved 08/01/20 - 09/30/20**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2576	0	Kennedy Restoration	\$ 68,940.92	Emergency biohazard cleanup at Northwest Tower (following flood)	Property Management	8/24/2020	12/31/2020
<b>Subtotal</b>			<b>\$ 68,940.92</b>				<b>1</b>

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2570	0	Total Security Solutions, inc	\$ 4,500.00	NMW Transaction window purchase	DCR	8/3/2020	12/31/2020
C2571	0	Eclipse Security Service	\$ 3,000.00	Security at Dekum	Property Management	8/3/2020	12/31/2020
C2554	0	Allied Universal Security Services	\$ 122,823.96	Stationed security at Dahlke Manor	Property Management	8/4/2020	7/31/2021
C2568	0	Eclipse Security Service	\$ 33,000.00	Security services at Madrona, Alderwood, Eastwood Court, Stark Street Manor, Fir Acres	Property Management	8/4/2020	7/31/2021
C2572	0	Treecology Inc.	\$ 10,865.00	Tree pruning at Dekum, Celilo, Carlton	Property Management	8/6/2020	8/31/2020
C2553	0	Equity Hub	\$ 1,000.00	BidLocker - online proposal/bid submission tool	Procurement	8/7/2020	6/30/2022
C2575	0	Long Building Technologies, Inc.	\$ 11,000.00	Elevator fob install NMW	DCR	8/17/2020	3/31/2021
C2573	0	NW Enforcement	\$ 91,872.00	Security Services at Humboldt	Property Management	8/18/2020	8/14/2021
C2559	0	Squires Electric, Inc.	\$ 16,225.00	Relight Project at NMW	IFS	8/19/2020	9/21/2020
C2556	0	Arrakis Professional Services	\$ 20,000.00	On-call security for Gallagher Plaza & Sellwood	Prop Mgmt	8/31/2020	8/31/2021
C2574	0	Cornerstone Security Group	\$ 9,120.00	Security Services at Tamarack	Property Management	8/31/2020	8/31/2021

C2582	0	Arrakis Professional Services	\$ 90,792.00	Stationed security at NWT & Annex	Prop Mgmt	8/31/2020	8/31/2021
C2581	0	Arrakis Professional Services	\$ 155,436.00	Stationed security at Hollywood East	Prop Mgmt	9/4/2020	8/31/2021
C2585	0	ValleyScapes Landscape Solutions	\$ 57,273.00	Landscape renovations at BCC	Prop Mgmt	9/15/2020	10/16/2020
C2589	0	DocuSign	\$ 7,948.90	Electronic document signing	Procurement	9/25/2020	10/14/2021
C2594	0	All Aspects Renovations	\$ 31,457.21	Paint, cove base and carpet throughout HWE administrative office	Prop Mgmt	9/25/2020	11/30/2020
<b>Subtotal</b>			<b>\$ 666,313.07</b>				<b>16</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2577	0	RFM, LLC	\$ 22,500.00	Wireless provider coordination for Schunk re-roof.	DCR	8/18/2020	12/31/2020
C2583	0	Rhodes Perry Consulting	\$ 25,000.00	Supplier Diversity Policy development, implementation and evaluation of program	Executive	8/26/2020	8/31/2021
C2468	0	Greenspoon Marder	\$ 500,000.00	Agency-wide legal services; Rule 46-0340	Property Management	9/14/2020	1/31/2025
C2584	0	Esusu	\$ 10,000.00	Tenant rent reporting to credit bureaus	Community Services	9/16/2020	9/30/2021
C2593	0	Verbio Group	\$ 50,000.00	On-Call Interpreter and Translation Services	Prop Mgmt	9/25/2020	9/30/2025
C2595	0	Susan Brannon Consulting	\$ 100,000.00	Yardi consulting and troubleshooting for IT; Rule 46-0340	IT	9/28/2020	9/23/2022
<b>Subtotal</b>			<b>\$ 707,500.00</b>				<b>6</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
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C2447	0	Hacker Architects	\$ 1,146,953.00	Design for Killingsworth Housing	DCR	8/6/2020	9/30/2021
C2578	0	KPFF Consulting Engineers	\$ 10,500.00	Civil boundary and topo survey at Albina Clegg Head start Building (Dekum)	DCR	8/18/2020	12/31/2020
C2579	0	KPFF Consulting Engineers	\$ 45,750.00	Civil engineering services at Albina Clegg Head start building (Dekum)	DCR	8/20/2020	10/31/2021
<b>Total</b>			<b>\$ 1,203,203.00</b>				<b>3</b>

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2395	1	W.B. Wells & Associates, Inc	\$ 8,800.00	Additional surveying services at Fir Acres and Stark Manor	DCR	8/3/2020	12/31/2020
C2462	1	SERA Architect and Design Services	\$ 909,600.00	B101 Amendment for Baldwin Project	0	8/3/2020	11/30/2022
C2482	1	Bremik Construction	\$ 137,052.00	Pre-Construction Services for Baldwin Project	0	8/3/2020	7/31/2021
C2494	1	Environmental Works	\$ -	Adding COVID-19 Policy	DCR	8/3/2020	12/31/2020
C2277	1	Allied Universal Security Services	\$ 24,813.60	Security at Dahlke; amended to increase security and extend contract, and add COVID-19 Policy	Property Management	8/4/2020	8/31/2020
C2493	1	Jani-King	\$ -	COVID-19 language amendment	Property Management	8/4/2020	3/18/2023
C1952	6	Universal Lawncare Maintenance	\$ -	COVID-19 language amendment	Asset Mgmt	8/5/2020	3/31/2021
C2330	1	USA Mechanical	\$ -	COVID-19 language amendment	Property Management	8/5/2020	10/31/2020
C2407	4	Lorentz Bruun Construction	\$ 2,885,031.00	Headwaters GMP amendment	DCR	8/5/2020	12/31/2020
C2485	1	Universal Lawncare Maintenance	\$ -	COVID-19 language amendment	Property Management	8/5/2020	3/31/2021
C2499	1	Universal Lawncare Maintenance	\$ -	COVID-19 language amendment	Property Management	8/5/2020	4/5/2023
C1961	9	Performance Systems Integration (PSI)	\$ 8,555.94	Fire safety services at 14 properties; amended scope for Holgate House	Property Management	8/6/2020	12/3/2020

C2395	2	W.B. Wells & Associates, Inc	\$ -	Covid-19 language amendment	DCR	8/6/2020	12/31/2020
C2425	1	CliftonLarsonAllen LLP (CLA)	\$ -	Financial Audit Services; amended to add signature and COVID-19 Policy	FAAM	8/6/2020	1/5/2023
C2192	3	Worksystems, Inc.	\$ -	COVID-19 language amendment	Community Services	8/7/2020	12/31/2020
C2283	2	Essential Quality Care (EQC)	\$ -	Adding COVID-19 Policy	Community Services	8/7/2020	12/31/2020
C2527	1	Cornerstone Security Group	\$ -	Adding COVID-19 Policy	Prop Mgmt	8/7/2020	8/30/2020
C2216	1	Cascadia Behavioral Healthcare	\$ 65,448.00	Case management and mental health services for participants in the Shelter Plus Care (SPC) Program; amended to extend contract	Homeless Initiatives	8/9/2020	3/31/2021
C2401	1	Waste Management	\$ -	COVID-19 language amendment	Property Management	8/11/2020	12/22/2022
C2475	1	Wayne Scott	\$ -	COVID-19 language amendment	Talent & Organizational Development	8/11/2020	12/30/2020
C1968	27	Walsh Construction Co.	\$ -	COVID-19 language amendment	DCR	8/13/2020	10/30/2020
C2255	4	Walsh Construction Co.	\$ 2,950.00	COVID-19 language amendment	DCR	8/13/2020	1/31/2022
C2527	2	Cornerstone Security Group	\$ 9,120.00	Security at Alexis Apartments; amended to extend contract	DCR	8/17/2020	8/31/2021
C1964	16	LMC, Inc.	\$ 12,032.58	Schrunk Tower Development, scope age	DCR	8/18/2020	8/31/2020
C2017	4	Family Essentials	\$ -	COVID-19 language amendment, extending duration	Community Services	8/18/2020	6/30/2021
C2394	2	KPFF Consulting Engineers	\$ 2,500.00	Additional work Group 7 eastwood court	DCR	8/18/2020	10/31/2020
C2455	2	Walsh Construction Co.	\$ 16,859.53	Additional scope of work for BCC shower emergency	DCR	8/24/2020	12/31/2020
C2457	3	Forensic Building Consultants	\$ 11,380.00	Additional services for group 6-2 (hunter's run, tillicum north, tillicum south)	DCR	8/26/2020	12/31/2020
C1960	15	LMC, Inc.	\$ (32,810.36)	change order 13 for teal 2	DCR	8/27/2020	12/31/2020
C2361	2	TRC Environmental Corporation	\$ 11,525.00	Lead paint and survey report for estwood court, fir acres, stark manor	DCR	8/28/2020	2/28/2021
C1968	28	Walsh Construction Co.	\$ 234,424.00	Williams CO #10	DCR	8/29/2020	11/25/2020



C2283	3	Essential Quality Care (EQC)	\$ 80,000.00	Provides housekeeping for CHSP; Holgate House only; amended to update scope	Community Services	8/31/2020	12/31/2020
C2092	9	Lorentz Bruun Construction	\$ 23,243.00	Amending scope to Fountain Place Design build	DCR	9/2/2020	9/30/2021
C1961	10	Performance Systems Integration (PSI)	\$ 1,448.85	Fire safety services at 14 properties; amended scope for Holgate House	Property Management	9/3/2020	12/3/2020
C2533	1	KASA Architects	\$ 54,548.00	Design review/ design development phase for Dekum head start building	DCR	9/8/2020	6/29/2021
C2290	1	RDH Building Sciences, Inc.	\$ 1,365.00	Building enclosure consulting services for the Medallion Renovation Project; amended scope of work	DCR	9/10/2020	9/30/2020
C2165	3	Kay Reid	\$ 4,200.00	Provide classes for ESL residents at New Columbia	Community Services	9/11/2020	12/31/2020
C1994	3	LMC, Inc.	\$ -	COVID language amendment	DCR	9/11/2020	12/31/2020
C2531	1	Greenfield Geotechnical	\$ -	Geotechnical investigation for Baldwin site; amended to add time	DCR	9/15/2020	3/1/2021
C2221	3	Reliant Search	\$ 100,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters; amended to add funds	DBS-HR	9/28/2020	4/30/2022
C2442	1	NW Enforcement	\$ 12,000.00	Security services at Prescott House; amended to extend services	Asset Management	9/28/2020	2/15/2021
C2434	2	Epic Land Solutions	\$ (10,354.40)	Resident relocation at Alderwood; amended scope	DCR	9/29/2020	1/31/2021
C2294	2	Pegasus Moving & Cleaning	\$ 53,649.00	Skills group and cleaning service focusing on the prevention of evictions related to housekeeping at BCC; amended to extend contract	Community Services	9/30/2020	6/30/2021
<b>Subtotal</b>			<b>\$ 4,627,380.74</b>				<b>43</b>

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Subtotal</b>			<b>\$ -</b>				<b>0</b>
<b>Total</b>			<b>\$ 7,273,337.73</b>				<b>69</b>

**Procurement & Contracts Department  
FUTURE FORMAL PROCUREMENTS  
6 Month Look Ahead - October 2020**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	Oct
\$600,000	Window replacement at Gretchen Kafoury	DCR	Re-Bid Postponed TBD
\$16 million	A&E - Troutdale	DCR	Nov/Dec
\$20 million	CM/GC - Troutdale	DCR	Jan/Feb

**Statement of Revenues, Expenses, and Changes in Net Position**  
**Comparison of Budget and Actual**  
**Home Forward**  
**For the six month period ending June 30, 2020**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
Dwelling Rental	\$ 9,136,980	\$ 10,361,213	\$ (1,224,233)	-11.8%	\$ 20,988,133
Non-dwelling Rental	1,401,828	1,362,759	39,068	2.9%	2,738,668
<b>Total Rental Revenues</b>	<b>10,538,807</b>	<b>11,723,972</b>	<b>(1,185,165)</b>	<b>-10.1%</b>	<b>23,726,801</b>
HUD Subsidies - Housing Assistance	51,253,806	55,911,360	(4,657,553)	-8.3%	111,833,886
HUD Subsidies - Admin Fee	4,292,306	4,354,987	(62,681)	-1.4%	8,731,554
HUD Subsidies - Public Housing	4,563,821	4,212,047	351,774	8.4%	8,229,199
HUD Grants	4,762,458	3,770,519	991,940	26.3%	7,541,038
Development Fee Revenue, Net	1,389,940	5,016,406	(3,626,466)	-72.3%	9,034,999
State, Local & Other Grants	6,508,985	5,368,711	1,140,274	21.2%	10,688,438
Other Revenue	6,905,884	7,275,487	(369,602)	-5.1%	14,687,004
Total IA Revenue	113,196	181	113,014	62438.9%	539
<b>Total Operating Revenues</b>	<b>90,329,204</b>	<b>97,633,669</b>	<b>(7,304,465)</b>	<b>-7.5%</b>	<b>194,473,457</b>
<b>Operating Expenses</b>					
PH Subsidy Transfer	0	0	0	0.0%	0
Housing Assistance Payments	58,367,047	62,043,091	3,676,044	5.9%	124,752,967
Administrative Personnel Expense	4,810,583	4,527,802	(282,781)	-6.2%	8,629,396
Other Admin Expenses	4,314,800	4,833,466	518,666	10.7%	9,672,811
Fees/overhead charged	0	0	0	0.0%	0
Program Personnel Expense	5,590,093	5,712,765	122,672	2.1%	11,431,586
Tenant Svcs Personnel Expense	1,277,577	1,494,618	217,041	14.5%	2,951,439
Other Tenant Svcs Expenses	2,605,470	1,097,556	(1,507,914)	-137.4%	2,202,810
Maintenance Personnel Expense	1,335,818	1,136,000	(199,818)	-17.6%	2,273,599
Other Maintenance Expenses	3,092,644	3,935,075	842,432	21.4%	7,991,811
Utilities	2,097,540	2,322,932	225,392	9.7%	4,696,536
Capitalized Labor	121,323	270	(121,054)	-44834.6%	539
Depreciation	3,834,000	3,990,323	156,323	3.9%	7,900,919
General	1,146,159	1,095,655	(50,504)	-4.6%	2,224,788
Impairment Charge	0	0	0	0.0%	0
<b>Total Operating Expenses</b>	<b>88,593,053</b>	<b>92,189,551</b>	<b>3,596,498</b>	<b>3.9%</b>	<b>184,729,201</b>
<b>Total Overhead Allocations</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Income (Loss)</b>	<b>1,736,151</b>	<b>5,444,117</b>	<b>(3,707,966)</b>	<b>-68.1%</b>	<b>9,744,256</b>
<b>Reserve Funding</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(0)</b>
<b>Other Income (Expense)</b>					
Investment Income	764,062	812,421	(48,360)	-6.0%	1,553,969
Amortization	0	0	0	0.0%	0
Investment in Partnership Valuation Charge	0	0	0	0.0%	0
Gain (Loss) on Sale of Assets	0	0	0	0.0%	0
Interest Expense	(1,365,019)	(1,331,482)	(33,537)	-2.5%	(2,647,235)
Chg in Derivative Contract Value	0	0	0	0.0%	0
<b>Net Other Income (Expense)</b>	<b>(600,957)</b>	<b>(519,060)</b>	<b>(81,897)</b>	<b>-15.8%</b>	<b>(1,093,266)</b>
<b>Capital Contributions</b>					
HUD Nonoperating Contributions	57,460	2,173,007	(2,115,547)	-97.4%	2,660,323
Other Nonoperating Contributions	692,593	0	692,593	100.0%	0
Nonoperating contributions made	0	0	0	0.0%	0
ARRA Nonoperating Contributions	0	0	0	0.0%	0
Reserve Funded Capital Contributions	0	70,015	(70,015)	-100.0%	140,030
<b>Net Capital Contributions</b>	<b>750,053</b>	<b>2,243,022</b>	<b>(1,492,969)</b>	<b>-66.6%</b>	<b>2,800,353</b>
<b>Other Equity Changes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 1,885,247</b>	<b>\$ 7,168,078.77</b>	<b>\$ (5,282,832)</b>	<b>-73.7%</b>	<b>\$ 11,451,343</b>

**PERFORMANCE SUMMARY**

- The period ending June 31, 2020 produced operating income of \$1.7 million; \$3.7 million less than budgeted.
- Total Net Position increased \$1.9 million; \$5.3 million less than budgeted.

**Operating Revenue**  
**Home Forward**  
For the six month period ending June 30, 2020

Quarterly Report - **Unaudited**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
Dwelling Rental	9,136,980	10,361,213	(1,224,233)	-11.8%	\$ 20,988,133
Non-dwelling Rental	1,401,828	1,362,759	39,068	2.9%	2,738,668
<b>Total Rental Revenues</b>	10,538,807	11,723,972	(1,185,165)	-10.1%	23,726,801
HUD Subsidies - Housing Assistance	51,253,806	55,911,360	(4,657,553)	-8.3%	111,833,886
HUD Subsidies - Admin Fee	4,292,306	4,354,987	(62,681)	-1.4%	8,731,554
HUD Subsidies - Public Housing	4,563,821	4,212,047	351,774	8.4%	8,229,199
HUD Grants	4,762,458	3,770,519	991,940	26.3%	7,541,038
Development Fee Revenue, Net	1,389,940	5,016,406	(3,626,466)	-72.3%	9,034,999
State, Local & Other Grants	6,508,985	5,368,711	1,140,274	21.2%	10,688,438
Other Revenue	6,905,884	7,275,487	(369,602)	-5.1%	14,687,004
<b>Total Operating Revenues</b>	<b>\$ 90,329,204</b>	<b>\$ 97,633,669</b>	<b>\$ (7,304,465)</b>	<b>-7.5%</b>	<b>\$ 194,473,457</b>

## REVENUE ANALYSIS

- Total Operating Revenues of \$90.3 million were \$7.3 million unfavorable to budget for the six-month period ending in June. Actual revenue was less than anticipated due to the following:
  - Dwelling Rental of \$9.1 million was \$1.2 million less than budgeted due to the delay in Year 15 Tax Conversions for Cecelia (\$255 thousand) and Haven (\$775 thousand). This variance will continue all year as will the offsetting expenses for these properties.
  - HUD Subsidies - Housing Assistance of \$51.2 million was \$4.7 million less than budgeted. There was \$3.7 million less than budgeted in Housing Assistance because our utilization continues to be lower than anticipated. This is offset by a corresponding variance in HAP payments. There was \$818 thousand less than budgeted in RAD Housing Assistance due to the timing of the RAD conversion of the East Group. There was \$256 thousand in additional revenue for the Shelter Plus Care program due to increases in Fair Market Rents.
  - HUD Subsidies - Public Housing of \$4.6 million was \$352 thousand more than budgeted due to higher than budgeted Asset Repositioning Fees from Section 18 conversions combined with higher than expected Operating Subsidy proration.
  - HUD Grants of \$4.8 million was \$992 thousand more than budget due to \$947 thousand in additional modernization grants to the North Group, LP. Also due to \$256 thousand more than budget in Shelter Plus Care. This is due to higher than expected funding based on the new Fair Market Rent (FMR) rates and a larger than expected award for services provided by our partner agency. There will be a correspondingly higher than expected expense in Housing Payments. These two positive variances offset the \$130 thousand less than budgeted in CHSP and \$65 thousand less than budget for Community Services at Stephens Creek.
  - Development Fee Revenue of \$1.4 million was \$3.6 million less than budget due to revenue not yet received from several properties undergoing RAD conversion including \$1.7 million from Central Group LP and \$1.5 million from Fountain Place.
  - Other Revenue of \$6.9 million was \$370 thousand less than budget: \$400 thousand less than budgeted in Safety Reserve contributions (from HFDE) at Integrated Facilities Safety(reflected in Capital Contributions), \$286 thousand less than budget in IFS maintenance fees, and \$173 thousand less than budget in Resident Services Fees. This is offset by \$575 thousand more than budget in port-in bill back in Rent Assistance.

**Operating Expense  
Home Forward**  
For the six month period ending June 30, 2020

Quarterly Report - **Unaudited**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Expenses</b>					
Housing Assistance Payments	\$ 58,367,047	\$ 62,043,091	\$ 3,676,044	5.92%	\$ 124,752,967
Administrative Personnel Expense	4,810,583	4,527,802	(282,781)	-6.25%	8,629,396
Other Admin Expenses	4,314,800	4,833,466	518,666	10.73%	9,672,811
Program Personnel Expense	5,590,093	5,712,765	122,672	2.15%	11,431,586
Tenant Svcs Personnel Expense	1,277,577	1,494,618	217,041	14.52%	2,951,439
Other Tenant Svcs Expenses	2,605,470	1,097,556	(1,507,914)	-137.39%	2,202,810
Maintenance Personnel Expense	1,335,818	1,136,000	(199,818)	-17.59%	2,273,599
Other Maintenance Expenses	3,092,644	3,935,075	842,432	21.41%	7,991,811
Utilities	2,097,540	2,322,932	225,392	9.70%	4,696,536
Capitalized Labor	121,323	270	(121,054)	-44834.65%	539
Depreciation	3,834,000	3,990,323	156,323	3.92%	7,900,919
General	1,146,159	1,095,655	(50,504)	-4.61%	2,224,788
<b>Total Operating Expenses</b>	<b>88,593,053</b>	<b>92,189,551</b>	<b>3,596,498</b>	<b>3.90%</b>	<b>184,729,201</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,736,151</b>	<b>\$ 5,444,117</b>	<b>\$ (3,707,966)</b>	<b>-68.11%</b>	<b>\$ 9,744,256</b>

## EXPENSE ANALYSIS

- Total Operating Expenses of \$88.6 million were favorable to budget by \$3.6 million.
  - Housing Assistance Payments of \$58.4 million were \$3.7 million favorable to budget. There is \$3.1 million less than budget in Housing Choice Voucher expense. There is \$1.6 million less expense than budgeted in HAP payments at PH RAD conversions, and \$391 thousand less than budgeted lease up for new VASH vouchers. There is \$1.8 million less than budget in Moving to Work tenant-based vouchers due to utilization levels.
  - Personnel Expenses of \$13.0 million were \$143 thousand unfavorable to budget.
    - Administrative - over budget by \$283 thousand primarily due to \$499 thousand in accrued compensated absences and additional costs related to COVID-19. This is partially offset by \$183 thousand less than budgeted in salaries due to vacancies.
    - Tenant Services - under budget by \$217 thousand due to vacancies.
    - Maintenance - over budget by \$200 thousand. Overtime expenses are \$176 thousand over budget and temporary personnel expenses are \$161 thousand due to the agency's response to COVID-19. The agency will be reimbursed by CARES Act funding to cover the incremental costs. These cost overages are partially offset by \$115 thousand in savings due to staff vacancies.
    - Program - under budget by \$123 thousand due to vacancies.
  - Other Admin Expenses of \$4.3 million were \$519 thousand favorable to budget with less than budgeted expenses in several areas including \$254 thousand in other professional services, \$147 thousand in outside payroll, \$102 thousand in training, \$99 thousand in outside management fees, and \$99 thousand in consultants. This offsets \$337 in additional expense for expendable office equipment related to COVID 19.
  - Other Maintenance Expense of \$3.1 million was \$842 thousand favorable to budget. There was \$622 thousand unspent budget in non-recurring long-term maintenance and \$229 thousand unspent in total core maintenance due to delays related to COVID-19.



**Other Income/Expense**  
**Home Forward**  
For the six month period ending June 30, 2020

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Other Income (Expense)</b>					
Investment Income	\$ 764,062	\$ 812,421	\$ (48,360)	-5.95%	\$ 1,553,969
Interest Expense	(1,365,019)	(1,331,482)	(33,537)	-2.52%	(2,647,235)
<b>Net Other Income (Expense)</b>	<b>(600,957)</b>	<b>(519,060)</b>	<b>(81,897)</b>	<b>-15.78%</b>	<b>(1,093,266)</b>
<b>Capital Contributions</b>					
HUD Nonoperating Contributions	57,460	2,173,007	(2,115,547)	-97.36%	2,660,323
Other Nonoperating Contributions	692,593	0	692,593	100.00%	0
Reserve Funded Capital Contributions	0	70,015	(70,015)	-100.00%	140,030
<b>Net Capital Contributions</b>	<b>750,053</b>	<b>2,243,022</b>	<b>(1,492,969)</b>	<b>-66.56%</b>	<b>2,800,353</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 1,885,247</b>	<b>\$ 7,168,079</b>	<b>\$ (5,282,832)</b>	<b>-73.70%</b>	<b>\$ 11,451,343</b>

### **OTHER INCOME/(EXPENSE) ANALYSIS**

- Net Other Income (Expense) reflects net expense of -\$601 thousand, unfavorable to budget by \$82 thousand.
  - Investment Income was \$764 thousand, \$48 thousand less than budgeted.
- Net Capital Contributions of \$750 thousand was \$1.5 million unfavorable to budget.
  - HUD Non-operating Contributions of \$57 thousand was \$2.1 million unfavorable to budget. This is due to the timing of funds being used to support the 85 Stories property improvements, specifically funds not yet received for the North Group, LP. This was offset by an \$800 thousand one-time contribution from Home Forward Development Enterprises to help fund Home Forward safety programs.

**Statement of Net Position**  
**Home Forward**  
**As of June 30, 2020 and Decmeber 31, 2019**

Quarterly Report - Unaudited

	June 30, 2020	Decmeber 31, 2019	Incr (Decr)
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	\$ 57,226,238	\$ 57,647,450	\$ (421,212)
Investments	285,576	282,480	3,096
Accounts Receivable, Net	7,305,821	4,731,261	2,574,560
Intra Agency Accounts Receivable	0	0	0
Prepaid Expenses	1,342,301	1,036,976	305,325
Inventories	0	0	0
Current Portion of Notes Receivable-Partnerships	39,134,257	39,134,257	0
	<b>105,294,193</b>	<b>102,832,424</b>	<b>2,461,769</b>
<b>Restricted Assets</b>			
Family Self-Sufficiency Funds	2,716,105	2,475,914	240,192
Tenant Security Deposits	1,456,136	1,497,296	(41,160)
Construction Funds Escrow	0	0	0
Residual Receipts Reserve	14,685	14,551	135
Funds held in Trust	15,714,742	14,744,736	970,005
Debt Amortization Fund	3,107,282	3,242,701	(135,418)
	<b>23,008,951</b>	<b>21,975,198</b>	<b>1,033,753</b>
<b>Noncurrent Assets</b>			
Due from Partnerships	2,484,490	1,711,093	773,397
Notes Receivable	165,786,032	163,255,572	2,530,460
Notes Receivable - Partnerships	130,245,163	125,866,903	4,378,259
Notes Receivable -Conduit Financing	0	0	0
Deferred Charges, Net	(140,457)	(137,297)	(3,160)
Investment in Partnerships	25,970,207	25,970,107	100
Land, Structures, Equipment, Net	129,644,589	130,079,218	(434,629)
	<b>453,990,023</b>	<b>446,745,595</b>	<b>7,244,428</b>
<b>Other Asset-Like Accounts</b>	<b>6,725,856</b>	<b>6,696,336</b>	<b>29,520</b>
<b>TOTAL ASSETS</b>	<b>\$ 589,019,023</b>	<b>\$ 578,249,552</b>	<b>\$ 10,769,470</b>

### CHANGE IN ASSETS

- Total Assets of \$589 million increased by \$10.8 million from December 31, 2019.
  - Current Assets increased \$3.4 million to \$106.6 million.
    - Cash and cash equivalents of \$57.2 million decreased by \$421 thousand.
    - Accounts Receivable, net increased by \$2.6 million to \$7.3 million. This is due to the timing of shelter plus care (\$900 thousand) and short term rent assistance (\$1.7 million) billings. Also, due to COVID -19, there is an increase in accounts receivable from tenants of \$450 thousand offset by collections on property level HUD receivables.
  - Noncurrent Assets increased \$7.2 million to \$454.0 million.
    - Due from Partnerships increased \$773 thousand to \$2.5 million: \$862 thousand related to amounts due from tax credit partnerships to Human Resources and Accounting.
    - Notes Receivables increased \$2.5 million to \$165.8 million: \$328 thousand at Development Department, \$968 thousand at Lloyd Housing, \$364 thousand at Schunk Tower, \$281 thousand at Tamarack Apartments, and \$155 thousand at Fountain Place.
    - Notes Receivable – Partnerships increased \$4.4 million to \$130.2 million primarily related to Tamarack Apartments and Schunk Tower.
    - Land, Structures, Equipment, Net decreased by \$435 thousand to \$129.6 million. There was an increase of \$2.6 million at Powell and \$1.3 million in Development Projects. This is offset by decreases of \$1.1 million at Fountain Place and \$2.6 million across several other properties in the Affordable Portfolio.



**Statement of Net Position**  
**Home Forward**  
**As of June 30, 2020 and Decmeber 31, 2019**

Quarterly Report - **Unaudited**

	June 30, 2020	Decmeber 31, 2019	Incr (Decr)
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 3,394,532	\$ 3,434,217	\$ (39,684)
Accrued Interest Payable	5,994,390	6,250,283	(255,892)
Other Accrued Liabilities	29,404,974	28,566,459	838,516
Deferred Revenue	11,882,261	9,909,144	1,973,116
Tenant Security Deposits Payable	1,406,160	1,450,804	(44,644)
Family Self-Sufficiency Funds Payable	1,969,097	1,741,328	227,769
Line of Credit	2,655,247	0	2,655,247
Current Portion of Bonds Payable -Partnerships	39,134,257	39,134,257	0
Current Portion of Notes & Bonds Payable	3,187,732	3,187,732	0
	99,028,651	93,674,224	5,354,427
<b>Noncurrent Liabilities</b>			
Notes Payable	67,700,209	67,885,672	(185,463)
Bonds Payable	25,977,133	26,640,133	(663,000)
Bonds Payable - Partnerships	100,023,899	95,645,640	4,378,259
Other Liability-Like Accounts	2,802,631	2,802,631	0
	196,503,872	192,974,075	3,529,796
Net Assets (Deficit)	293,486,500	291,601,253	1,885,247
<b>TOTAL LIABILITIES AND NET ASSETS (DEFICIT)</b>	<b>\$ 589,019,023</b>	<b>\$ 578,249,552</b>	<b>\$ 10,769,470</b>

## **CHANGE IN LIABILITIES & NET POSITION**

- Current Liabilities of increased \$5.4 million to \$99.0 million.
  - Other Accrued Liabilities of \$29.4 million increased by \$839 thousand primarily due to a \$657 thousand increase in accrued compensated absences and \$57 thousand in PERS payable.
  - Line of Credit of \$2.7 million increased by \$2.7 million, primarily due to \$2.7 million in short term financing for the purchase of land on Powell Boulevard.
- Noncurrent Liabilities of \$196.6 million increased by \$3.6 million.
  - Notes Payable of \$67.7 million decreased \$185 thousand across several properties in the Affordable Portfolio totaling -\$732 thousand which was offset by increases in Development of \$546 thousand.
  - Bonds Payable of \$26.0 million decreased \$663 thousand across several properties including \$330 thousand at Pearl Court, \$85 thousand at Gretchen Kafoury, and \$75 thousand at Hamilton West.
  - Bonds Payable – Partnerships of \$100 million increased \$4.4 million primarily due to \$2.1 million at Tamarack Apartments and \$2.2 million at Schunk Riverview Tower. These properties recently converted via HUD's section 18 program.
- Net Assets increased \$1.9 million thousand to \$293.5 million.





**Statement of Revenues, Expenses, and Changes in Net Position**  
**Comparison of Budget and Actual**  
**Home Forward Development Enterprises**  
**For the six month period ending June 30, 2020**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
<b>Operating Expenses</b>					
Other Admin Expenses	\$ 1,313,692	\$ 780,477	\$ (533,216)	-68.3%	\$ 1,321,042
General	-	2,500	2,500	100.0%	5,000
<b>Total Operating Expenses</b>	<b>1,313,692</b>	<b>782,977</b>	<b>(530,716)</b>	<b>-67.8%</b>	<b>1,326,042</b>
<b>Operating Income (Loss)</b>	<b>(1,313,692)</b>	<b>(782,977)</b>	<b>(530,716)</b>	<b>67.8%</b>	<b>(1,326,042)</b>
<b>Other Income (Expense)</b>					
Investment Income	523,967	547,434	(23,467)	-4.3%	1,094,868
<b>Net Other Income (Expense)</b>	<b>523,967</b>	<b>547,434</b>	<b>(23,467)</b>	<b>-4.3%</b>	<b>1,094,868</b>
<b>Capital Contributions</b>					
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ (789,725)</b>	<b>\$ (235,543)</b>	<b>\$ (554,183)</b>	<b>235.3%</b>	<b>\$ (231,174)</b>

**PERFORMANCE SUMMARY**

- The six months ending June 30, 2020 generated a \$1.3 million operating loss, \$531 thousand negative to budget.
- Total Net Position decreased \$790 thousand, \$554 thousand negative to budget.



**Operating Revenue**  
**Home Forward Development Enterprises**  
For the six month period ending June 30, 2020

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Revenues</b>					
<i>Total Operating Revenues</i>	\$ -	\$ -	\$ -	0.00%	\$ -

**REVENUE ANALYSIS**



**Operating Expense**  
**Home Forward Development Enterprises**  
For the six month period ending June 30, 2020

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Operating Expenses</b>					
Other Admin Expenses	\$ 1,313,692	\$ 780,477	\$ (533,216)	-68.32%	\$ 1,321,042
Tenant Svcs Personnel Expense	-	-	-	0.00%	-
General	-	2,500	2,500	100.00%	5,000
<b>Total Operating Expenses</b>	<b>1,313,692</b>	<b>782,977</b>	<b>(530,716)</b>	<b>-67.78%</b>	<b>1,326,042</b>
<b>Operating Income (Loss)</b>	<b>\$ (1,313,692)</b>	<b>\$ (782,977)</b>	<b>\$ (530,716)</b>	<b>67.78%</b>	<b>\$ (1,326,042)</b>

**EXPENSE ANALYSIS**

- Total Operating Expenses of \$1.3 million was \$531 thousand unfavorable to budget.
  - Contribution Expense was \$273 thousand over budget to cover one time safety needs of Home Forward. The \$800 thousand contribution was paid as a one time expense as opposed to paying the funds on a monthly basis.
  - There was \$260 thousand in unbudgeted Development Fee - Expense related to the collection of notes receivable.



**Other Income/Expense**  
**Home Forward Development Enterprises**  
**For the six month period ending June 30, 2020**

	YTD Actual	YTD Budget	\$ Variance	% Variance	Annual Budget
<b>Other Income (Expense)</b>					
Investment Income	\$ 523,967	\$ 547,434	\$ (23,467)	-4.29%	\$ 1,094,868.00
<b>Net Other Income (Expense)</b>	523,967	547,434	\$ (23,467)	-4.29%	1,094,868
<b>Capital Contributions</b>					
<b>INCREASE (DECREASE) IN NET POSITION</b>	\$ (789,725)	\$ (235,543)	\$ (554,183)	235.28%	\$ (231,174)

**OTHER INCOME/(EXPENSE) ANALYSIS**

- Investment Income of \$524 thousand reflects interest earnings from Notes Receivable received from the disposition of Northwest Tower, Hollywood East, Gallagher Plaza and Sellwood Center.



**Statement of Net Position**  
**Home Forward Development Enterprises**  
**As of June 30, 2020 and December 31, 2019**

	June 30, 2020	December 31, 2019	Incr (Decr)
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	\$ 4,240,951	\$ 5,269,791	\$ (1,028,840)
Intra Agency Accounts Receivable	50	(9,072)	9,122
	<b>4,241,001</b>	<b>5,260,719</b>	<b>(1,019,718)</b>
<b>Noncurrent Assets</b>			
Due from Partnerships	-	-	-
Notes Receivable	<b>40,469,984</b>	40,268,885	<b>201,099</b>
Investment in Partnerships	1	1	-
	<b>40,469,985</b>	<b>40,268,886</b>	<b>201,099</b>
<b>Other Asset-Like Accounts</b>			
	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 44,710,986</b>	<b>\$ 45,529,605</b>	<b>\$ (818,619)</b>
	\$ (1.00)		

**CHANGE IN ASSETS**

- Total Assets of \$44.7 million show a decrease of \$819 thousand from December 31, 2019.
  - Current Assets decreased \$1.0 million to \$4.2 million.
  - Notes Receivable increased \$201 thousand to \$40.5 million.



**Statement of Net Position**  
**Home Forward Development Enterprises**  
**As of June 30, 2020 and December 31, 2019**

**UNAUDITED**

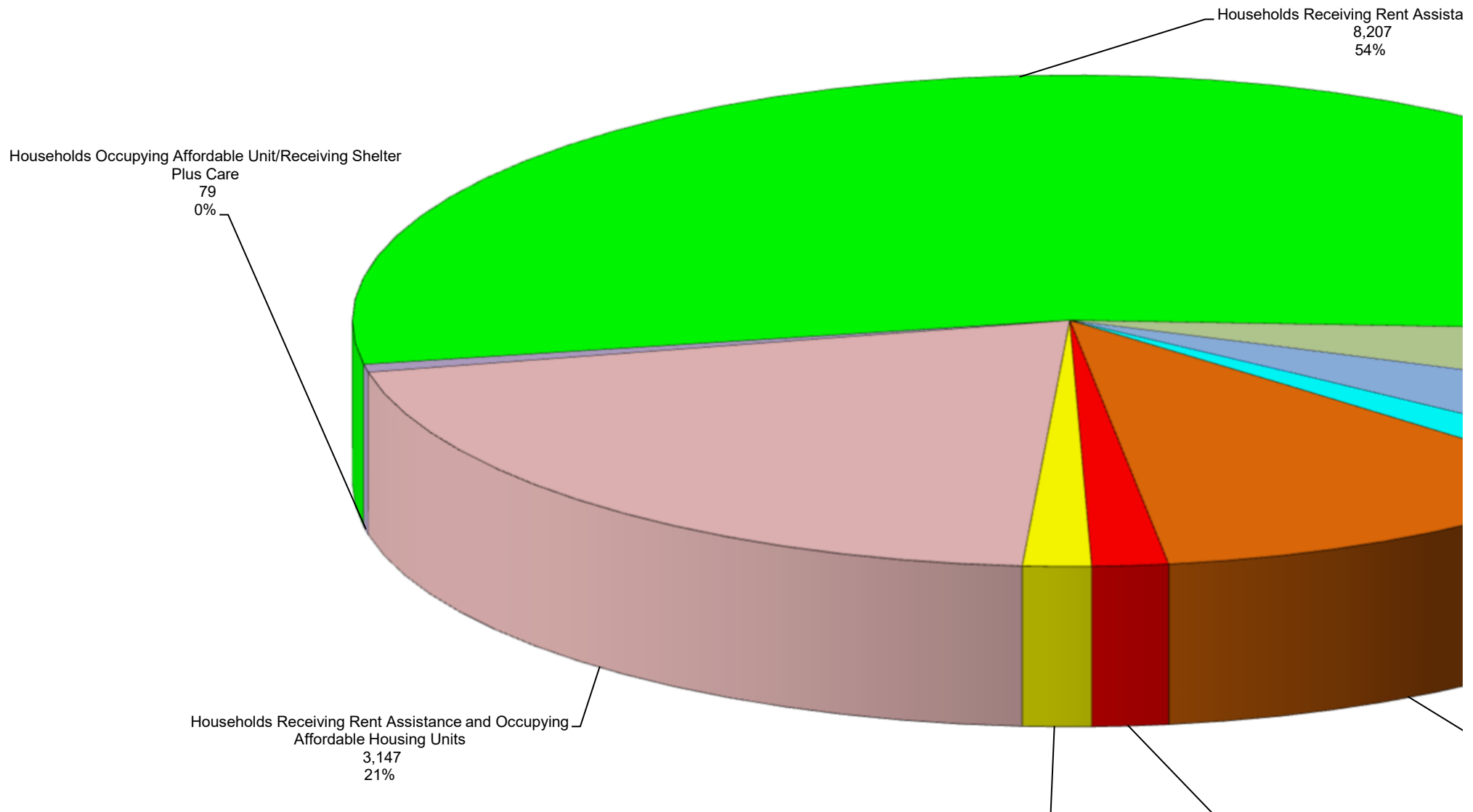
	June 30, 2020	December 31, 2019	Incr (Decr)
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Accrued Liabilities	\$ 32,732	\$ 61,625	\$ (28,894)
	<b>32,732</b>	<b>61,624</b>	<b>(28,894)</b>
<b>Noncurrent Liabilities</b>			
Notes Payable	-	-	-
Bonds Payable	-	-	-
Bonds Payable -Partnerships	-	-	-
Bonds Payable -Conduit Financing	0	0	-
Other Liabilities	-	-	-
	-	-	-
Net Position (Deficit)	<b>44,678,254</b>	<b>45,467,979</b>	<b>(789,725)</b>
<b>TOTAL LIABILITIES AND NET POSITION (DEFICIT)</b>	<b>\$ 44,710,986</b>	<b>\$ 45,529,603</b>	<b>\$ (818,619)</b>

**CHANGE IN LIABILITIES & NET POSITION**

- Current Liabilities of \$33 thousand decreased by \$29 thousand.
- Net Position (Deficit) decreased by \$789 thousand to \$44.7 million.

# HOUSEHOLDS SERVED REPORT

## Total Households Served: Rent Assistance and Occupied Housing Units September 2020





# Households Served

Households Served Through Housing Supports September 2020

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Fundec	11,354	7,858	1,797
Tenant Based Vouchers	5,503	5,503	
Project Based Vouchers	1,571	1,571	
Hi Rise Project Based Vouchers	784	784	
RAD Project Based Vouchers	1,334		
Section 18 Project Based Vouchers	365		
Single Room Occupancy (SRO)/MODS	127		127
Family Unification Program	195		195
Mainstream Vouchers	87		87
Veterans Affairs Supportive Housing (VASH)	626		626
Rent Assistance - PORT IN From Other Jurisdiction	762		762
Short Term Rent Assistance Programs	816	63	753
Shelter + Care	467		467
Locally Funded Short Term Rent Assistance	286		286
Earl Boyles	25	25	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	22	22	
New Doors	5	5	
Employment Opportunity Program	11	11	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
<b>Total Rent Assistance</b>	<b>12,170</b>	<b>7,921</b>	<b>2,550</b>
<b>Subsidized Housing Units</b>			
<b>Public Housing Units Occupied</b>	<b>617</b>	<b>617</b>	<b>-</b>
Traditional Public Housing units Occupied	617	617	
Affordable Housing Units Occupied (excluding PH subsidized)	5,249		4,884
Affordable Housing Units - Tenant Based Vouchers	494		494
Affordable Housing Units - Shelter + Care	79		79
Affordable Housing Units - Project Based Vouchers	-		-
Affordable Housing Units - Hi Rise Project Based Vouchers	784		784
Affordable Housing Units - RAD Project Based Vouchers	1,334		1,334
Affordable Housing Units Section 18 Project Based Vouchers	365		
^ Affordable Housing Units - HUD Multi-Family Project Based	278		278
Affordable Housing Units - VASH Vouchers	104		104
Affordable Housing Units - Family Unification Program	12		12
Affordable Housing Units - Section 8 Port In	54		54
Affordable Housing Units - Unassisted	1,745		1,745
Special Needs	498		498
Special Needs Units (Master Leased) **	262		262
Special Needs Shelter Beds (Master Leased)	236		236
<b>Total Households Occupying Housing Units</b>	<b>6,364</b>	<b>617</b>	<b>5,382</b>
<b>Total Housing Supports Provided to Household</b>	<b>18,534</b>	<b>8,538</b>	<b>7,932</b>
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,147)		(3,147)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(79)		(79)
<b>Total Households Served</b>	<b>15,308</b>	<b>8,538</b>	<b>4,706</b>

## Notes:

- ^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- \*\* Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.
- Home Forward Board of Commissioners  
October 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	628	11	98.2%	8	323	186	122	6	0	645
Affordable Owned	26	2401	2,401	88	96.3%	867	704	618	182	30	0	2,401
Tax Credit Partnerships *	37	3,183	3,029	93	96.9%	969	1,071	602	386	138	17	3,183
<b>Total Affordable Housing</b>	<b>63</b>	<b>5584</b>	<b>5430</b>	<b>181</b>	<b>96.7%</b>	<b>1,836</b>	<b>1,775</b>	<b>1,220</b>	<b>568</b>	<b>168</b>	<b>17</b>	<b>5,584</b>
<b>Combined Total PH and AH</b>	<b>80</b>	<b>6,229</b>	<b>6,058</b>	<b>192</b>	<b>96.8%</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)	27	262	262									
Special Needs (Shelter Beds)	3	236	236									
<b>Total with Special Needs</b>	<b>110</b>	<b>6,727</b>	<b>6,556</b>									

\* Excludes Louisa Flowers- has not fully leased up yet

## Financial

	Fiscal YTD ending 6/30/20				06/30/20		
	# 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	26	2,308	1	93	20	1	5
Tax Credit Partnerships	28	2,137	8	806	14	2	21

## Public Housing Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
Public Housing Residents														
0 to 10% MFI	126	20.4%	2.5	2.1	44.0%	56.0%	19.8%	21.0%	20.7%	63.8%	5.2%	1.7%	2.6%	28.5%
11 to 20%	256	41.4%	1.7	1.5	79.4%	21.0%	64.5%	71.0%	21.0%	68.6%	2.4%	4.4%	1.2%	10.9%
21 to 30%	127	20.6%	1.9	1.5	75.4%	25.0%	63.9%	57.0%	16.4%	71.3%	1.6%	8.2%		14.8%
31 to 50%	83	13.4%	2.8	2.2	53.5%	47.0%	41.9%	34.0%	20.9%	68.6%	1.2%	1.2%	2.3%	17.4%
51 to 80%	23	3.7%	2.4	2.1	50.0%	50.0%	40.6%	25.0%	25.0%	59.4%	6.3%	9.4%		28.1%
Over 80%	3	0.5%	2.6	2.2	80.0%	20.0%	40.0%	20.0%	20.0%	60.0%		20.0%		20.0%
All	618	100%	2.1	1.7	67%	34%	51%	51.0%	20.1%	67.8%	2.8%	4.5%	1.3%	16.8%

## Waiting List

0 to 10% MFI	4,206	40.5%	6.1	1.3			1.6%	12.1%	12.5%	18.9%	1.9%	0.9%	0.5%	3.8%	2.0%
11 to 20%	3,076	27.9%	1.9	1.3			3.6%	13.7%	8.5%	13.9%	1.2%	1.1%	0.4%	2.3%	0.4%
21 to 30%	1,572	15.4%	2.3	1.3			2.1%	4.9%	4.6%	7.6%	0.5%	0.7%	0.2%	1.5%	0.3%
31 to 50%	966	12.2%	2.5	1.2			1.2%	2.2%	3.9%	5.3%	0.4%	0.7%	0.2%	1.6%	0.1%
51 to 80%	234	3.0%	2.5	1.2			0.2%	0.4%	1.1%	1.1%	0.1%	0.2%	0.1%	0.3%	0.0%
Over 80%	93	0.9%	2.4	1.1			0.1%	0.2%	0.4%	0.3%	0.0%	0.0%	0.0%	0.1%	0.0%
All	10,147	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	1,908
# of work orders completed	976
Average days to respond	12.2
# of work orders emergency	195
Average response hrs (emergency)	1

## 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	5,987	5,503	92%	\$789	-363,972	1,411	0	19	5	86	91%	\$787	-3,685,959	217	136
Project Based Vouchers	2,855	2,720	95%	\$838	48,758			15	8	67	96%	\$827	379,248	271	183
VASH Vouchers	970	626	65%	\$783	-59,655			7	2	13	67%	\$768	-319,146	37	41
FUP Vouchers	244	195	80%	\$889	14,997			0	0	3	81%	\$942	316,565	19	5
Mainstream Vouchers	99	87	88%	\$895	6,306			2	0	2	70%	\$125	-566,414	43	0
RAD Project Based Vouchers	1,419	1,334	94%	\$439	-275,682			47	7	20	92%	\$50	-7,164,538	167	89
SRO/MOD Vouchers	130	127	98%	\$480	598			1	0	2	99%	\$476	6,577	7	9
All Vouchers	11,704	10,592	90%	\$756	-628,650			91	22	193	90%	\$699	-11,033,667	761	463

# Home Forward - Dashboard Report For September 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
<b>Tenant Based Voucher Participants *</b>														
0 to 10% MFI	1,169	18.2%	2.4	2.0	49.4%	51.0%	21.3%	29.0%	38.6%	47.4%	4.1%	1.5%	1.2%	9.0%
11 to 20%	2,516	39.3%	1.8	1.8	78.8%	21.0%	62.1%	71.0%	34.8%	53.6%	1.8%	6.5%	0.4%	5.8%
21 to 30%	1,406	21.9%	2.2	1.9	70.2%	30.0%	56.8%	58.0%	31.6%	58.5%	1.1%	4.4%	0.8%	6.3%
31 to 50%	1,037	16.2%	2.8	2.3	50.0%	50.0%	37.7%	38.0%	41.9%	47.5%	2.0%	3.9%	1.4%	8.6%
51 to 80%	264	4.1%	2.8	2.5	48.0%	52.0%	25.3%	22.0%	52.1%	37.3%	3.1%	3.4%	1.0%	5.1%
Over 80%	17	0.3%	2.7	2.4	59.3%	41.0%	11.1%	22.0%	37.0%	55.6%				11.1%
All	6,410	100%	2.2	1.9	66%	34%	48%	53%	37%	52%	2%	5%	1%	7%

\* (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	1108	27.3%	1.9	1.1	62.5%	38.0%	26.7%	31.0%	23.5%	64.5%	3.5%	1.6%	1.4%	15.2%
11 to 20%	1737	42.9%	1.6	0.9	82.5%	17.0%	60.3%	72.0%	23.8%	65.3%	3.6%	3.3%	0.7%	9.2%
21 to 30%	713	17.6%	1.9	1.1	77.1%	23.0%	61.5%	58.0%	21.8%	68.1%	2.7%	3.0%	0.9%	8.1%
31 to 50%	388	9.6%	2.9	1.9	52.2%	48.0%	40.5%	32.0%	28.7%	60.3%	2.7%	2.2%	1.4%	22.2%
51 to 80%	93	2.3%	2.9	2.1	45.0%	55.0%	33.0%	16.0%	32.1%	56.0%	6.4%	1.8%	0.9%	28.4%
Over 80%	18	0.4%	3.3	2.8	46.2%	54.0%	38.5%	8.0%	15.4%	76.9%	7.7%			38.5%
All	4,057	100%	1.9	1.2	72%	28%	49%	53.0%	23.9%	64.9%	3.4%	2.6%	1.0%	12.4%

## 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	451	32.8%	2.5				3.2%	26.3%	30.3%	53.6%	4.8%	2.1%	1.2%	7.0%	1.2%
11 to 20%	378	27.5%	1.8				15.2%	61.2%	28.4%	56.6%	3.1%	5.4%	1.0%	4.6%	1.1%
21 to 30%	269	19.5%	2.1				17.6%	38.7%	23.7%	63.0%	2.4%	3.8%	1.0%	5.3%	0.9%
31 to 50%	229	16.6%	2.4				12.5%	24.2%	27.7%	57.6%	2.8%	4.8%	1.2%	5.5%	0.4%
51 to 80%	40	2.9%	2.6				9.2%	17.2%	39.1%	43.7%	1.2%	3.5%	1.2%	10.3%	1.2%
Over 80%	10	0.7%	2.5				9.1%	27.3%	45.5%	36.4%	4.6%		9.1%	4.6%	0.0%
All	1,377	100.0%	2.3				11.0%	38.0%	28.5%	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	467	\$444,889	953
Short Term Rent Assistance	349	\$688,424	1,973

## 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
814	8	122	6	16	32

**Agency** Six months ending 6/30/20

The below data represents unaudited financial data.

	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$55,281,714	\$51,094,720	\$4,186,994
Grant Revenue	\$11,271,444	\$10,150,315	1,121,129
Property Related Income	\$10,538,807	\$10,853,719	(314,912)
Development Fee Revenue	\$4,563,821	\$4,118,278	445,543
Other Revenue	\$8,669,418	\$11,820,165	(3,150,747)
<b>Total Revenue</b>	<b>\$90,325,203</b>	<b>\$88,037,197</b>	<b>\$2,288,006</b>
Housing Assistance Payments	\$58,367,047	\$52,317,115	6,049,932
Operating Expense	\$28,127,232	\$27,003,363	1,123,869
Depreciation	\$2,094,221	\$2,337,296	-243,075
<b>Total Operating Expenses</b>	<b>\$88,588,500</b>	<b>\$81,657,774</b>	<b>6,930,726</b>
<b>Operating Income</b>	<b>\$1,736,703</b>	<b>\$6,379,423</b>	<b>-\$4,642,720</b>
Other Income(Expense)	-\$600,957	\$12,078,312	-12,679,270
Capital Contributions	\$750,063	\$1,413,322	-\$663,259
Increase(Decrease) Net Assets	<b>1,885,799</b>	<b>19,871,057</b>	<b>-17,985,258</b>
Total Assets	<b>\$ 991,551,358</b>	<b>\$ 861,350,221</b>	<b>\$ 130,201,137</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	17-Dec	19-Nov	Post -Construction	\$74,112,444	\$308,802
North Group Rehab Project	350	18-Dec	20-Jun	Construction	\$101,323,805	\$289,496
East Group Rehab Project	315	19-Jun	20-Dec	Construction	\$79,925,247	\$253,731
Fountain Place Rehab Project	74	20-Mar	21-Dec	Construction	\$32,804,443	\$443,303

**Capital Improvement**

Gretchen Kafoury Windows Replacem	N/A	20-Apr	20-Jul	Pre-Construction	\$550,000	N/A
Schiller Way Elevated Deck Project	N/A	20-Jun	20-Aug	Pre-Construction	\$384,000	N/A
Kelly Place Elevated Deck	N/A	20-Jun	20-Sep	Pre-Construction	\$320,000	N/A