

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, February 16, 2021
At 5:15 pm
Via a Conference Call
Call in: 1.346.248.7799
Meeting ID: 916 5585 7349
Passcode: 754106



MEMORANDUM

To:	Community Partners	Date:	February 10, 2021
From:	Michael Buonocore, Executive Director	Subject:	Home Forward Board of Commissioners February Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, February 16, 2021 at 5:15 PM via a conference call. The call-in information is as follows:

Dial-In Number: 1.346.248.7799
Meeting ID: 916 5585 7349
Passcode: 754106

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: 1.346.248.7799
MEETING ID: 916 5585 7349
PASSCODE: 754106
FEBRUARY 16, 2021 5:15 PM
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 January 6, 2021 and January 19, 2021 Board of Commissioner Conference Call Meetings

MISSION MOMENT

Topic	Presenter
COVID Rent Relief Program – Expanded Partners	Hannah Schmalz Jennifer Chang, Portland Housing Bureau Pastor Mark Jackson, Partner

CONSENT CALENDAR

Following Reports and Resolutions:			
21-02	Topic	Presenter/POC	Phone #
01	Authorize Economic Equity Policy Amendments	Celeste King Peter Garcia	503.802.8541 503.802.8549

RESOLUTIONS/REPORTS

Following Reports and Resolutions:			
21-02	Topic	Presenter/POC	Phone #
02	Authorize Renaming of the Building at 1115 SW 11 th Avenue, Portland, Oregon, in Honor of Katherine Gray	Tonya Evans Donna Kelley E.V. Armitage, Central City Concern	503.802.8437 503.802.8485
03	Authorize Execution of Site Control Documentation for Portland Community College/Killingsworth	Jonathan Trutt	503.802.8507

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, March 3, 2021 at 5:30 PM. The next Board of Commissioners meeting will be Tuesday, March 16, 2021 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
January 6, 2021**

COMMISSIONERS PRESENT

Chair Damien Hall, Treasurer Jenny Kim, Chair Emeritus Miki Herman, Commissioners TomiRene Hettman, Vivian Satterfield, Rakeem Washington and David Widmark

STAFF PRESENT

Elise Anderson, April Berg, Peter Beyer, Michael Buonocore, Ian Davie, Tonya Evans, Dena Ford-Avery, Monica Foucher, Carolina Gomez, Kitty Miller, Amanda Saul, Shannon Schmidt, Ian Slingerland, Taylor Smiley Wolfe, Kandy Sage, Aimee Smith, Celia Strauss, Jonathan Trutt

COUNSEL PRESENT

Sarah Stauffer Curtiss

Executive Director Michael Buonocore convened the meeting at 5:34 PM.

RESOLUTIONS

RESOLUTION 21-01-01

Authorize Home Forward to Execute the Eighth Amendment to Amended and Restated Moving to Work Agreement

Chief Operating Officer Ian Davie presented the resolution. He thanked the commissioners for acting on the time sensitive resolution. Through our Moving to Work Authority, Home Forward has taken steps to protect our residents, with this request to pause rent increases one of the boldest. Due to concerns about racial disparities around rent increases within the housing choice voucher program, they have become amplified during the pandemic as we see the additional hardships households face. Davie explained that HUD has approved this activity and that we expect to amend our MTW contract. He went onto described how our MTW agreement works and the amendments through mutual agreement between

Home Forward and HUD. The approval requested is to add additional language to the existing Attachment C, which will permit Home Forward to implement alternative review and/or approval procedures for rent increases. This action will give Home Forward regulatory flexibility for activities that can address inequities for participants related to rent increases, rent payments and rent burdens. This will allow us to temporarily pause rent increases in the housing choice voucher program during 2021.

Commissioner Richard Anderson asked when this began, and Davie said this past summer. In response to Anderson's question related to landlord concerns, Davie said the rents continue to be paid, and at this time we have not heard of concerns. He said this speaks to our history and stewardship with the landlords. Davie assured the board we will continue to monitor.

Commissioner David Widmark asked if the amendment was public noticed. Davie said a public hearing was held and no comments were received. Chair Damien Hall thanked staff for sticking with it, as we continue to do good things for our residents and maintaining our relationship with HUD.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-01-01. Treasurer Jenny Kim moved to adopt Resolutions 21-01-01. Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Treasurer Jenny Kim—Aye
Chair Emeritus Miki Herman—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

ADJOURN

There being no further business, Chair Damien Hall adjourned this portion of the meeting at 5:50 PM.

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

ADOPTED: FEBRUARY 16, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair



**BOARD OF COMMISSIONERS MEETING
HOME FORWARD
CONFERENCE CALL
135 SW Ash Street Portland, OR 97204
January 19, 2021**

COMMISSIONERS PRESENT

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

STAFF PRESENT

Elise Anderson, April Berg, Peter Beyer, Michael Buonocore, Shawn Cox, Odalis Perez-Crouse, Ian Davie, Tonya Evans, Dena Ford-Avery, Monica Foucher, Carolina Gomez, Biljana Jesic, Kitty Miller, Amanda Saul, Shannon Schmidt, Ian Slingerland, Taylor Smiley Wolfe, Kandy Sage, Aimee Smith, Celia Strauss, Jonathan Trutt

COUNSEL PRESENT

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting at 5:16 PM.

MEETING MINUTES

Minutes of the December 15, 2020 and December 22, 2020 Board of Commissioners Conference Call Meetings

Chair Damien Hall requested a motion authorizing approval of the minutes to the December 15, 2020 and December 22, 2020 Board of Commissioners meetings.

There being no discussion, Commissioner Vivian Satterfield moved to approve a motion for approval, and Commissioner David Widmark 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 Rakeem Washington—Aye
Commissioner David Widmark—Aye

MISSION MOMENT – GOALS Participant’s Journey to Homeownership

Shaun Cox, Family Self Sufficiency Program Supervisor presented the Mission Moment. He thanked the super GOALS team and introduced Deloris Griggs. Griggs graduated from the GOALS program in November 2020 and was one of five graduates to become a homeowner.

Griggs was surprised when Cox said she could be a homeowner. Given what she saw as strikes against her, the possibility seemed unrealistic. While she was trying to remove the homeownership goal, Cox remained encouraging and directing her to available resources. She learned about the City of Portland and their gentrification program. She took this path through Habitat for Humanity affording her the opportunity to purchase a condo in North Portland. It changed her life.

Chair Damien Hall thanked Griggs for sharing her story. Chair Emeritus Miki Herman congratulated her, saying Shaun was in your corner although she made it happen. It is a wonderful story and thank you for sharing it with us. Commissioner TomiRene Hettman said as we saw horrible things happen in 2020, this is a success story. She wished Griggs a happy new year in her own home. In response to Commissioner Richard Anderson’s question, Griggs was in the GOALS from December 2015 and began pursuing the path to homeownership in 2019, closing on her condo December 18, 2020.

Griggs had a heartfelt thank you for Cox who was there for her every step of the way. Cox appreciated Griggs for her positive and powerful story, as well as being open and honest in sharing it. He also noted she was featured in HUD’s “Humans of HUD” blog.

Chair Emeritus Herman was impressed with Cox’s determination, optimism, and resilience. The board welcomes hearing about these worthwhile accomplishments. In closing Chair Hall congratulated Griggs on working long and hard. It is an impressive story and thanked her for sharing.

RESOLUTION 21-01-02 Authorize Submission of Low Income Housing Tax Credits and Funding Applications for Fairfield Apartments Preservation Application

Amanda Saul, Assistant Director for General Obligation Bond Development, presented the resolution. This is a 9% tax credit application for the Fairfield Apartments. Through an Intergovernmental Agreement with the Portland Housing Bureau, Home Forward has been providing asset management services. At the request of PHB, we are submitting the funding applications to Oregon Housing and Community Services for the preservation of the Fairfield Apartments. Saul noted that a year ago we submitted a similar application and it was not funded. As noted, we are reapplying for funding from OHCS as well as from PHB. One last note, that this resolution was reviewed with the READ Committee.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-01-02. Commissioner Richard Anderson moved to adopt resolution 21-01-02. 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 Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-01-03 Authorize Execution of Site Control Documentation for Fairfield Apartments

Amanda Saul presented the resolution saying that when a 9% tax credit application is submitted to OHCS there is a requirement to prove site control. This would be either owning the land or showing you will have the land at the time of funding. We are requesting that if the project is funded, we would take over site control of the building and land for the Fairfield project at the financial closing. Saul assured the board nothing happens until all funding is in place and said that PHB agreed in concept. This resolution was reviewed by the READ Committee.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-01-03. Commissioner Richard Anderson moved to adopt resolution 21-01-03. 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 Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-01-04 Authorize Contract Amendment for the Early Purchase of Construction Materials for Dahlke Manor Apartments

April Berg, Assistant Director, Development presented the resolution. The resolution is an amendment to the current contract with Walsh Construction Company. We are currently in the predevelop portion of the contract, followed by guaranteed maximum price and then closing. In order to maintain the construction schedule we are securing a long lead-time for materials related to the rehabilitation of the 85 Stories, Group 7 properties, Dahlke Manor Apartments. Berg said the READ Committee reviewed the resolution and at next month's board meeting there will be a resolution for the guaranteed maximum price for construction. She also noted that we are on schedule as planned to close in mid-March.

Treasurer Jenny Kim clarified that this action is because of the lead time and will not have other impacts on the project. Berg said it is a critical path and will not impact the project nor do we have any other projects in the pipeline that would be impacted. Commissioner Richard Anderson adding this is common in real estate development.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-01-04. Commissioner TomiRene Hettman moved to adopt resolution 21-01-04. Commissioner Richard Anderson 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 Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-01-05 Authorize Intergovernmental Agreement with Metro to Accept Metro Bond Funding

Amanda Saul presented the resolution to enter into an intergovernmental agreement with Metro, describing how Metro plans to allocate the bond funds. This IGA for approximately \$38.7M requires development of 271 units of affordable housing. Staff is currently pursuing an opportunity in downtown Troutdale which will focus on the greatest percentage of rent burden residents, with the remaining funding for Dekum Court. In December the County agreed to an IGA with Home Forward to transfer the County owned Troutdale property. The IGA outlines the targets and terms of the agreement, use of funds, Metro's approval and disbursement process and information about local implementation reporting. The term is ten years with the hope of funds disbursed within seven years.

Chair Hall thanked staff for all the work culminating in this IGA recognizing there were many conversations that helped align ourselves with Metro. These efforts have yielded much needed additional units.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-01-05. Chair Emeritus Miki Herman moved to adopt resolution 21-01-05. Treasurer Jenny Kim 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 Rakeem Washington—Aye

Commissioner David Widmark—Aye

ADJOURN

There being no further business, Chair Damien Hall adjourned the meeting at 5:43 PM.

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

ADOPTED: FEBRUARY 16, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

MISSION MOMENT



**Portland
Housing Bureau**



homeforward

hope. access. potential.



**Multnomah
County**

Expanded Partners Rent Relief Program

Home Forward Board Meeting
February 16, 2021

Jurisdictional Coordination

Leveraging \$31.1 million for COVID relief

City CARES	\$15 million
○ STRA network	\$7.25 million
○ Expanded Partners	\$6.75 million
○ Worksystems network	\$1 million
City HOME funds	\$4.5 million
County CARES	\$11.6 million
○ STRA network	\$4.6 million
○ 211, Internal County Programs	\$7 million



Human Services



**Portland
Housing Bureau**

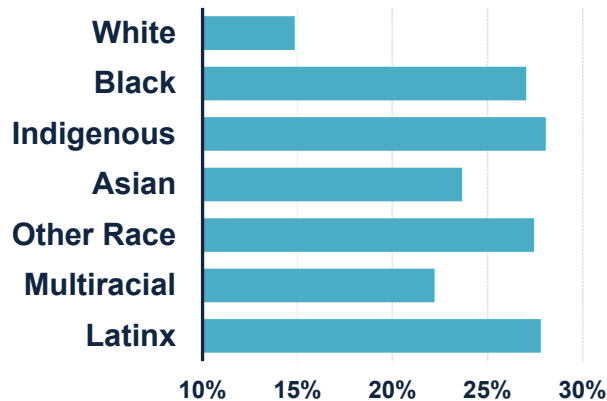
February 16, 2021 | Portland Housing Bureau

Leading with Racial Equity

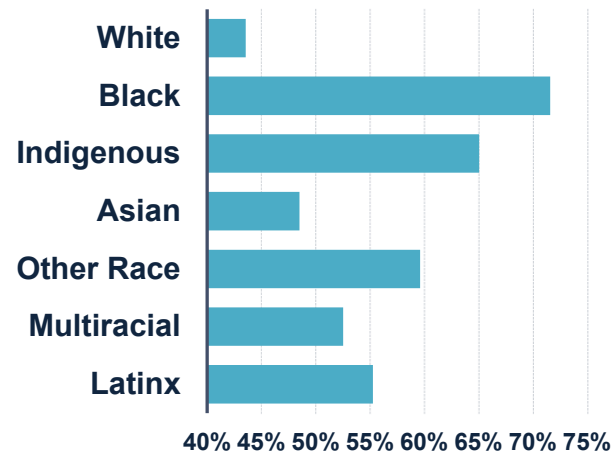
CITY OF PORTLAND EQUITY TOOLKIT FOR COVID-19 COMMUNITY RELIEF & RECOVERY EFFORTS

Which communities have the largest share of people:

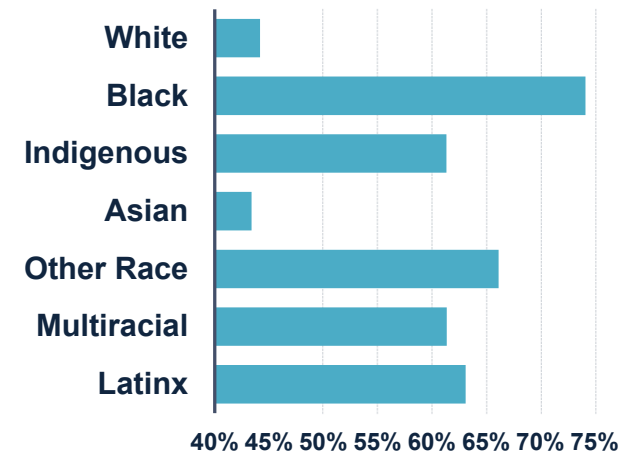
Working in Service Occupations



Earning Below \$60,000



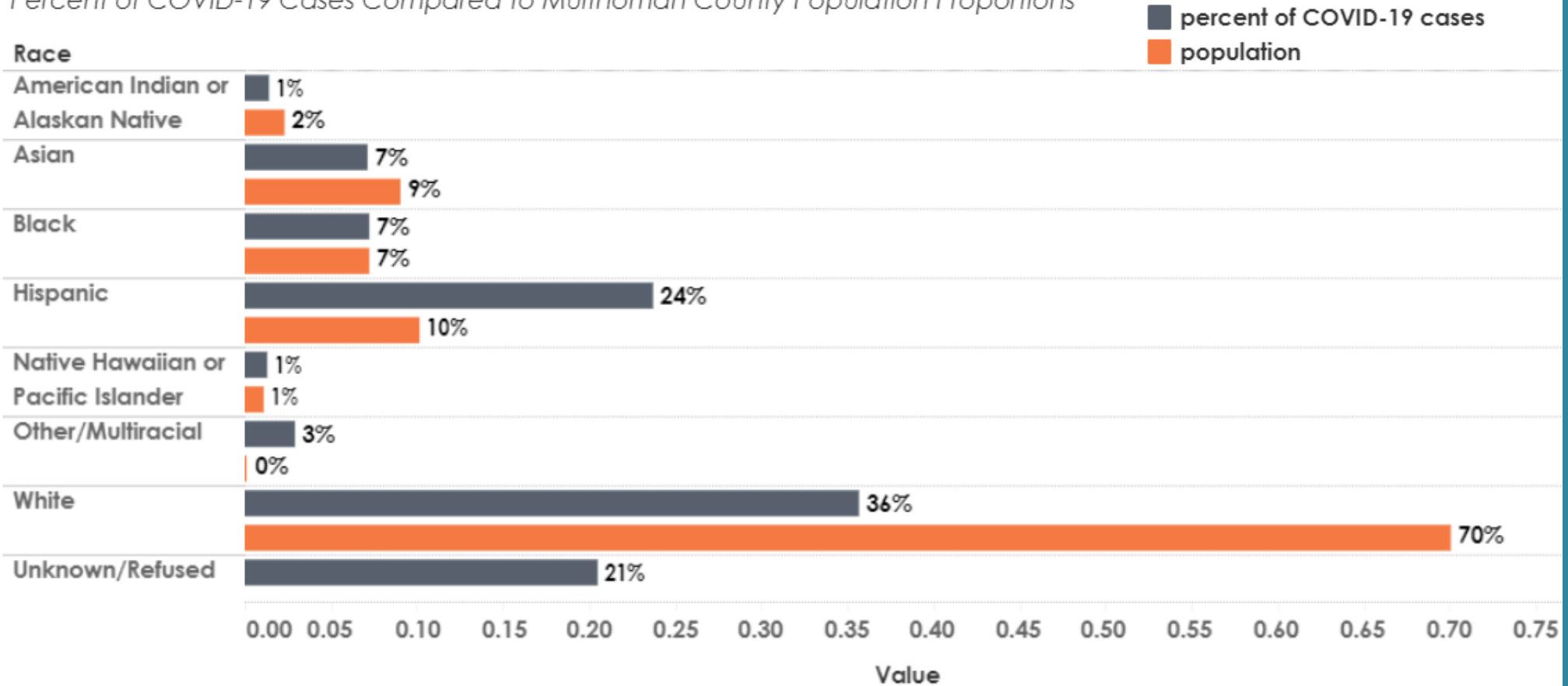
Renting



February 16, 2021 | Portland Housing Bureau

Cases by race/ethnicity and population proportions

Percent of COVID-19 Cases Compared to Multnomah County Population Proportions



February 16, 2021 | Portland Housing Bureau

Expanded Partners

- African Family Holistic Health Organization
- African Youth Community Organization
- Black Community of Portland
- Black Educational Achievement Movement (BEAM)
- Black Parent Initiative
- Brown Hope
- Centre of African Immigration and Refugees (CAIRO)
- Doulas Latinas International
- Hacienda CDC
- HAKI Community Organization
- Mt. Olivet Baptist Church
- Oasis of Praise / Bridge
- Oregon Chinese Coalition
- Portland Community Reinvestment Initiatives (PCRI)
- Utopia PDX
- Wisdom of the Elders

February 16, 2021 | Portland Housing Bureau

Initial Impact Data (based on 50% reporting)

1,760

households served

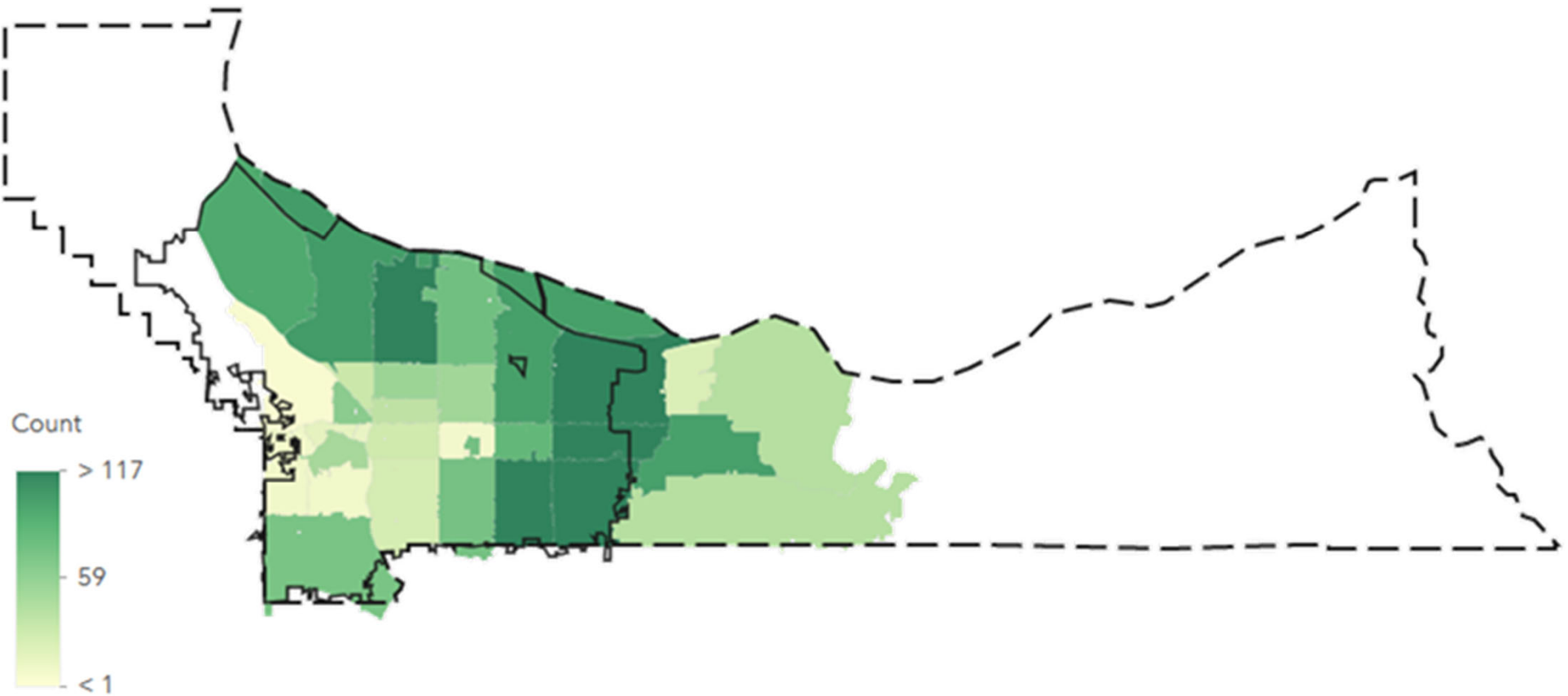
87%

from BIPOC communities

Community	% Served	% in population (Multnomah County)
African	15%	
African American or Black	50%	7%
Asian	10%	9%
Latinx	6%	10%
Native American or Indigenous	6%	2%
Native Hawaiian or Pacific Islander	1%	2%
White	12%	70%
Other	1%	

February 16, 2021 | Portland Housing Bureau

Households Served by Zip Code



February 16, 2021 | Portland Housing Bureau

Stories of Families Assisted

"I just want to let you know of some key things that have changed dramatically due to your help. I was able to pay off my loan that cost me \$130 a month out of my household budget. I was able to buy groceries. All of my utilities are caught up. My credit score has already risen from 580 to 691. I have been able to start a savings that has \$200 in it. I was never able to start saving before—I am 37! I have been able to make sporadic payments on my credit card that I had to overly use from losing two of the three jobs I was working. I am so excited for the assistance you all have provided me in this time of struggle, police brutality, division amongst our neighbors, and the inability to just hug and share energy."

— Tanisha & Family (Oasis of Praise)

February 16, 2021 | Portland Housing Bureau

“The pandemic hit a segment of the local Chinese American community hard. Almost all our rent assistance went to households in SE Portland, where restaurant business was the main income source for many community members. Through multiple outreach efforts, we found families in need of assistance and were able to help pay their rent. Almost all the families we assisted had language barriers. Rent assistance becomes a lifeline for those families.”

— Hongcheng Zhao, Oregon Chinese Coalition

*“We have so much gratitude for all the families we were able to assist. One community member we helped is a single father with eight children. Initially, when the Governor’s announcement came out about the eviction moratorium, the parent thought this meant rent was totally forgiven. AYCO staff was able to connect to this family, provide additional information about the moratorium, and offer assistance through the rent program. We were able to provide rent support for seven months and help stabilize this family. **Otherwise, they would have fallen into homelessness.** We are extremely proud of our team and this partnership.”*

— Jamal Dar, African Youth Community Organization

February 16, 2021 | Portland Housing Bureau

*“Laura S. left me a voicemail asking about rental assistance. Laura is a single mother with a little daughter. She had lost her job and was suffering from mental health, going in and out to the hospital, and was not able to pay her rent from April—October and she needed additional assistance for November, December, and January. I offered to help and advised her that we will pay all her passed due rent including November—January's rent. She could not believe it. **Laura said that she was afraid she would be evicted and lose her child.** I reassured her that was not going to happen. She was very thankful for the assistance!”*

— Hacienda CDC

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners Date: February 16, 2021

From: Celeste King, Contracts & Procurement Manager 503.802.8541 Subject: Authorize Home Forward Economic Equity Policy Update Resolution 21-02-01

Peter Garcia, Senior Procurement Coordinator
503.802.8549

The Board of Commissioners is requested to authorize the Economic Equity Policy updates.

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

This Economic Equity Policy (“Policy”) replaces the existing Economic Equity Policy adopted by Resolution 12-03-04, and aims to promote increased economic participation of Underutilized Business Enterprises (Disadvantaged Business Enterprises, Emerging Small Businesses, BIPOC-owned Business Enterprises, Section 3 Business Enterprises, Service-Disabled Veteran Business Enterprises and Women-Owned Business Enterprises). The revised Policy addresses such supplier diversity efforts as recognizing Disability-Owned Business Enterprises, LGBTQ-Owned Business Enterprises and Veteran-Owned Business Enterprises under the category of Underutilized Business Enterprises.

BACKGROUND

In December 2012, the Board of Commissioners approved Resolution 12-03-04 to create Home Forward's Economic Equity Policy. That policy was an update to remedy problems encountered under the previously adopted policy from 2006 that had a limited focus on achieving 20% participation among "Target Business" and 10% participation of Section 3 Business Enterprises. The 2012 Policy introduced a construction workforce element, requiring 20% apprentice participation in each apprenticeable trade for contracts in excess of \$200,000. This included additional workforce goals to achieve labor hours goals for non-white apprentices (18%) and women apprentices (9%).

OVERVIEW

There are widely recognized categories of Underutilized Business Enterprises (UBE) that the existing Economic Equity Policy does not recognize. These UBE include Disability-Owned Business Enterprises, LGBTQ-Owned Business Enterprises, and Veteran-Owned Business Enterprises. These designations are to be added to the revised Economic Equity Policy. State-certified or otherwise certified and accredited businesses shall now be referred to as Underutilized Business Enterprises.

Additionally, the existing goals to direct (1) 20% of total contract spending per fiscal year, and (2) 20% of construction and professional services contract values to UBEs will both increase to 28%.

While there has been moderate success in achieving workforce diversity goals, historical data shows that the diversity primarily remains at the apprentice level and not at the journey level. The updated Policy establishes new diversity goals for labor hours performed by journey-level workers and applies these same goals at the apprentice level. These new goals for both journey workers and apprentices are that 20% of labor hours will be performed by BIPOC tradespeople and 9% of labor hours will be performed by tradeswomen.

CONCLUSION

The Board of Commissioners is requested to authorize the updated Economic Equity Policy.

ATTACHMENTS

Supplier Diversity Program

Workforce Training and Hiring Program



RESOLUTION 21-02-01

RESOLUTION 21-02-01 AUTHORIZES THE ADOPTION OF THE REVISED ECONOMIC EQUITY POLICY

WHEREAS, Home Forward is committed to the principles of increasing economic participation of underutilized business enterprises (UBEs) in contracting; and,

WHEREAS, Home Forward recognizes UBEs to include certified BIPOC-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Service Disabled Veteran Business Enterprises (SDVBE), Emerging Small Businesses (ESB), Disability-owned business enterprises (DOBE), LGBTQ-owned business enterprises (LGBTQ-BE) and Veteran-owned business enterprises (VBE);

WHEREAS, for contracts having a dollar value of \$5,000 to \$100,000, UBEs will be considered as the first source for construction and professional service contracts where three or more of these firms are available and qualified to do the work;

WHEREAS, for contracts having a dollar value of \$100,000 to \$200,000, Home Forward, at its option, may identify certain projects, contracts, or subcontracts which it will allow participating UBEs, to compete among themselves, provided there are three or more firms available and qualified to do the work;

WHEREAS, Home Forward aspires to achieve an annual overall goal of twenty eight percent (28%) participation of UBEs in all contracts except IGA/MOU's;

WHEREAS, Home Forward is committed to a workforce training and hiring program that results in workforce diversity, equity, and inclusion;

WHEREAS, For contracts and subcontracts subject to the Workforce Training and Hiring Program, and in addition to the existing apprenticeship goals, it is now also required that 20% of project labor hours are performed by BIPOC journey workers, and 9% of project labor hours are performed by women journey workers;

WHEREAS, Home Forward is required to comply with Section 3 of the HUD Act of 1968 as amended in 1994;

WHEREAS, historical outreach efforts have been analyzed and incorporated in order to refine and strengthen the current economic equity policy;

WHEREAS, the proposed amended policy is in compliance with applicable federal, state, and local laws.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward adopts the updated Economic Equity Policy.

ADOPTED: FEBRUARY 16, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

ECONOMIC EQUITY POLICY REQUIREMENTS

An Equity Plan is to be established during the course of pre-construction services and will be incorporated into the contract. During the term of the Contract, the Contractor will be required to submit monthly reports on progress toward achieving the established Equity Plan, including utilization of all certified businesses, along with certified payroll supporting apprenticeship hours and workforce diversity. Home Forward will hold periodic meetings to discuss the execution of the Equity Plan. The dates and times of these meetings will be determined by the Parties but in no case shall be less than monthly. A contractor representative (required to attend), subcontractor representative, pre-apprentice program representative, apprentice program representative will be invited and all are urged to attend.

This project is subject to the following Economic Equity programs:

1. Home Forward's Supplier Diversity Program (See Exhibit A)

- ❖ Home Forward requires that 28% of the value of the construction contract be awarded to COBID and/or Underutilized Business Enterprise (UBE) which includes: Minority-owned (MBE), Women-owned (WBE), Service-disabled veteran-owned (SDVBE), Emerging small business (ESB), Disability-owned business enterprises (DOBE), Disadvantaged business enterprises (DBE), and Veteran-owned business enterprises (VBE) certified contractors.
- ❖ UBE's with certifications of Emerging Small Business (ESB), shall be limited to utilizing 5% of their contract dollars to meet the overall 28% goal.

2. HUD's Section 3 Program

- ❖ 10% of the construction subcontracting dollars awarded to Section 3 businesses
- ❖ 3% of the non-construction subcontracting dollars awarded to Section 3 businesses
- ❖ 30% of new hire positions necessitated by the contract awarded to Section 3 individuals

3. Workforce Training & Hiring Program (See Exhibit B)

The goal of the Workforce Training and Hiring Program is to increase the numbers of women and BIPOC (Black, Indigenous, and People of Color) in the construction trades through apprenticeship and journey-level opportunities on City of Portland projects. Workforce Training & Hiring Program requirements apply to City construction projects contracted for \$200,000 and above and subcontracts at \$100,000 and above. Key program elements Include:

- ❖ The prime contractor and all subcontractors with contracts in the amount of \$100,000 or more are registered as Training Agents with the Oregon Bureau of Labor and Industries (BOLI)
- ❖ Ensuring that a minimum of 20% of the labor hours, per trade, are worked by state-registered apprentices
- ❖ Striving in good faith to meet the diversity goals of 20% of job hours performed by BIPOC journey-level workers and apprentices, and 9% of job hours performed by female journey-level workers and apprentices
- ❖ Prime contractor and subcontractors are expected to meet diversity goals by trade.

Economic Equity Policy ~ Supplier Diversity Program ~ Exhibit A

What is Supplier Diversity?

Supplier diversity is a proactive business strategy that encourages the use of underutilized business enterprises (UBEs) including but not limited to BIPOC-owned (Black, Indigenous, and People of Color), women-owned, disability-owned, LGBTQ-owned (Lesbian, Gay, Bisexual, Transgender and Queer), and veteran-owned business enterprises. Supplier diversity programs help sustain and progressively transform an organization's supply chain.

Why Does It Matter?

A supplier diversity program helps an organization more fully reflect the diversity of the communities in which it operates. When organizations source from UBEs, these suppliers have the power of igniting creative problem-solving and innovation that benefits organizations who build relationships with them.

UBEs are among the fastest-growing segments of the U.S. economy. In Oregon alone, 99.4% of all businesses are small businesses with less than 100 employees, and 20% of these businesses are minority-owned.¹ According to the [WeConnect report](#) on global supplier diversity and inclusion, the advantages of supplier diversity programs include:

- Access to new suppliers, innovative solutions, and costs savings through increased competition;
- Awareness of diverse client needs, increased market share and shareholder value; and,
- Brand enhancement and recruitment/retention of employers who want meaningful work.²

Government incentives to contract UBEs also benefit businesses. In addition to the “set-asides” in federal contracts, most UBEs are eligible for preferred purchase programs run by various state governments including Oregon's Certification Office for Business Inclusion and Diversity (COBID).

How Can Home Forward Build a Supplier Diversity Program?

This supplier diversity program offers a blueprint for Home Forward to benefit from diversifying its existing supplier base. The program empowers stakeholders to clarify their understanding of what an UBE is, what businesses qualify as an UBE, and how to establish metrics to measure progress over time.

The program also helps leaders recognize the powerful contributions and lived experiences that existing UBEs in the Portland Metropolitan Area *could* offer if Home Forward builds out existing supplier diversity strategies, implements them, and sustains them over time.

Home Forward has the opportunity to join leading employers in staying ahead of the curve when it comes to diversifying its supply base. Executive teams that actively build a diverse supply base will gain a competitive advantage innovating programs and services that help the organization move closer to meeting its mission.

¹ U.S. Small Business Administration, Office of Advocacy. 2019 Small Business Profile for Oregon. Found at: <https://cdn.advocacy.sba.gov/wp-content/uploads/2019/04/23142656/2019-Small-Business-Profiles-OR.pdf>. Note that this estimate *excludes* certified LGBT-BE, VBE, DOBE, and Section 3-BEs.

² WeConnect International. The Business Case for Global Supplier Diversity and Inclusion (2017). Found at: <https://media-weconnectinternational-org.s3.amazonaws.com/2020/08/Business-Case.pdf>.

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Purpose

Home Forward is committed to maintaining and strengthening mutually beneficial relationships with a wider pool of underutilized business enterprises (UBEs). These relationships enhance the services and programs offered at Home Forward while generating wealth for small businesses located in-and-around Portland.

The following Supplier Diversity Program reflects Home Forward's desire to increase existing economic opportunities for local UBEs to expand their business opportunities with Home Forward.

Key Definitions

- **Underutilized Business Enterprise (UBE):** A UBE includes small businesses that are at least 51% owned by businesses certified as a: 1) Disability-owned business enterprises (DOBE), 2) Disadvantaged business enterprises (DBE), 3) Emerging small businesses (ESB), 4) LGBTQ-owned business enterprises (LGBTQ-BE), 5) BIPOC-owned business enterprises (MBE), 6) Section 3 business enterprises, 7) Service disabled veteran business enterprises (SDVBE), 8) Women-owned business enterprises (WBE), and 9) Veteran-owned business enterprises (VBE).
- **Direct Appointments.** A procurement preference that may be total or in part where the contract is available for bidding solely by a designated UBE group.

General Policies

The following policies will help Home Forward build economic equity through its supplier diversity program for UBEs.

Diversity, Equity, and Inclusion Policy

Home Forward recognizes its diversity, equity, and inclusion commitments are critical to delivering culturally specific services to its clients – and that a diverse supply base adds value to the organization's ability to deliver these services while creating wealth for UBEs located in-and-around Portland.

Non-Discrimination Policy

The contractor is aware that, under ORS 279A.110, no contractor who contracts with a public contracting agency may discriminate against minority, women or emerging small businesses in the awarding of subcontracts. Accordingly, the contractor hereby certifies that it has not and will not discriminate against any BIPOC, women, or emerging small business enterprises in obtaining any of the required subcontracts for the contract.

Home Forward employees and contractors are prohibited from employing, contracting with, or making referrals to community providers and vendors that fail to comply with Home Forward's non-discrimination policy.

Coercion and Imposition of Beliefs Policy

Employees and contractors are prohibited from imposing their personal, organizational and/or religious beliefs on Home Forward stakeholders. Personal, organizational and/or religious beliefs of employees and contractors shall not under any circumstance impact the utilization of available UBEs qualified and equipped to support Home Forward's supplier needs.

Supplier Diversity Program

When all business considerations are determined to be equal among competitive suppliers, Home Forward will award contracts to underutilized business enterprises (UBEs).

UBEs include:

- Disability-owned business enterprises (DOBE)
- Disadvantaged business enterprises (DBE)
- Emerging small businesses (ESB)
- LGBT-owned business enterprises (LGBT-BE)
- Minority-owned business enterprises (MBE)
- Service disabled veteran business enterprises (SDVBE)
- Women-owned business enterprises (WBE)
- Veteran-owned business enterprises (VBE)

The Home Forward department leaders are encouraged to explore opportunities to obtain services and goods from certified UBEs that can provide competitive quality and pricing whenever possible.

Contracting

Home Forward aspires to achieve an annual overall goal of twenty eight percent (28%) participation of UBEs in all contracts except IGA/MOU's.

For contracts having a dollar value of \$5,000 to \$100,000, UBEs will be considered as the first source for construction and professional service contracts where three or more of these firms are available and qualified to do the work.

For contracts having a dollar value of \$100,000 - \$200,000, Home forward, at its option, may identify certain projects, contracts, or subcontracts which it will allow participating UBEs, to compete among themselves, provided there are three or more firms available and qualified to do the work.

Procedures

Scope

Home Forward's Supplier Diversity Program applies to all contracts. The Procurement Department will drive this participation through local initiatives, including participating and hosting reverse vendor trade shows, in order to maintain awareness of local UBEs.

These staff will encourage UBEs to participate in reverse vendor trade shows and matchmaker meetings to review business capability statements, and share supplier qualifications including licenses, certification, and insurance limits as appropriate.

The Procurement Department will periodically review UBE participation and update goals as needed or on a project specific basis.

The Procurement Department will work with other Department leaders to assist in sharing national, state, and local UBE websites to identify suppliers whenever possible. Taking this action ensures that nontraditional procurement spend areas such as Human Resources, marketing, technology, legal, etc. also have access to UBEs whenever possible.

Participation Requirements

To participate in Home Forward's supplier diversity program, an underutilized business enterprise (UBE) must be a for-profit business that is at least 51% owned, managed, and controlled by a person from a recognized underutilized community as outlined below regardless of whether or not that business owner employs person(s) from an underutilized community. Nonprofit organizations are not included in Home Forward's supplier diversity program.

As outlined above, Home Forward aspires to achieve an annual overall goal of twenty eight percent (28%) participation of UBEs on all contracts except IGA/MOU's.

In order to reach these percentage goals, an UBE must be certified with one of the following certifications listed below.³

- Disadvantaged business enterprises (DBE)
- Emerging small businesses (ESB)
- Minority-owned business enterprises (MBE)
- Service disabled veteran business enterprises (SDVBE)
- Women-owned business enterprises (WBE)

UBE's that do not have an available Federal or State certification program, Home Forward will acknowledge certifications from National Certification Organizations & Local Chamber Affiliates (Appendix B). These UBE's are listed below.

- Disability-owned business enterprises (DOBE)
- LGBT-owned business enterprises (LGBT-BE)
- Veteran-owned business enterprises (VBE)

Hierarchy

For purposes of Request for Proposal evaluation and scoring of Social Equity Participation the scoring hierarchy of UBE contractors will be as follows (X=point allocation):

COBID certified MBE, WBE, ESB, SDVBE - point allocation of X based on specific project
DOBE, LGBTQBE, VBE - point allocation may be X minus 50 % of maximum points for certification

Reporting Annual Goals

Home Forward will establish auditing and reporting procedures to ensure that agency goals are tracked and areas for growth are addressed when goals are not met. Procurement will review and evaluate the previous year's UBE participation results and prepare and present an annual report to the Executive Director and Board of Commissioners. During the presentation to the leadership team, the annual percent goals will be discussed, updated, and announced to key stakeholders throughout the organization.

³ See Appendix B for a complete listing of the national certifying bodies that manage and maintain these certifications.

Economic Equity Policy ~ Exhibit B ~ Workforce Training & Hiring Program

Contractor Checklist

This program applies to contracts of \$200,000 or more and subcontracts of \$100,000 or more

The following Workforce Training and Hiring Program (the “Program”) requirements apply to Home Forward projects \$200,000 or more. The City of Portland administers this program on behalf of Home Forward.

It is the Contractor’s responsibility to read and fully understand this section of the bid specifications and to comply with all provisions of the program, regardless of whether they appear on this checklist. *Contractors shall include in their bid all costs associated with complying with the Workforce Program.*

Elements of this program include:

- That the prime contractor and all subcontractors with contracts in the amount of \$100,000 or more are registered as Training Agents with the Oregon Bureau of Labor and Industries (BOLI)
- A minimum of 20% of the labor hours, per trade, are worked by state-registered apprentices
- A 20% aspirational goal for BIPOC, and 9% for females on Home Forward construction projects for apprentices and journey level workers

The prime contractor and all applicable subcontractors are required to provide all workforce utilization related data electronically in LCP Tracker. The prime contractor is responsible for ensuring all subcontractors have completed all requested items.

Information related to contractor access of the system will be provided to a designated point of contact upon award of the contract. LCP Tracker is web-based and can be accessed at the following Internet address: www.lcptracker.net.

CHECKLIST

For Contracts of \$200,000 or More and Subcontracts of \$100,000 or More, Contractors Must:

1. Submit a Workforce Plan (Exhibit 2) prior to submittal of first payroll report, or as otherwise designated. A copy of the Workforce Plan should be downloaded, filled out and then uploaded into LCP Tracker. The Plan should detail your approach and strategies to achieve the Section 3 Resident hiring goals.
2. Before starting work on this project, confirm registration as a Training Agent with the Bureau of Labor & Industries (BOLI), Apprenticeship & Training Division. Not a BOLI registered training agent? Contact BOLI (971-673-0760) or City of Portland (503-823-6888) for further information.
3. Ensure that a minimum of 20% of labor hours in each apprenticeable trade are worked by state-registered apprentices. Contractors shall fulfill the 20% apprenticeship requirement without exceeding the apprentice ratios approved by the applicable apprenticeship program.
4. Strive in good faith to meet the diversity goals of employing women and BIPOC (both journey and apprentice level workers).
5. For any new hires, document efforts to employ Section 3 Residents by seeking referrals as outlined in Section III.G. of this document.
6. Make all reasonable and necessary efforts to employ a workforce that reflects the diversity of the City of Portland, including recruitment of a diverse workforce through the unions, the apprenticeship programs and

other community resources, as described herein.

7. Recognized Pre-Apprenticeship Programs shall be used as a “first source” for entry into apprenticeship programs for hiring to meet the Apprenticeship Hour Goals on the Project required under this Section and as an ongoing resource to facilitate apprentices’ success. To be approved as a first source entry the program must have a proven track record of serving women and/or people of color.
8. Contractor and subcontractors shall maintain a harassment-free workplace by cooperating with the Owner to implement the Rise Up, Green Dot Program or equivalent evidence-based Bystander Intervention Workplace Training Program. Program must be reviewed and approved by Owner prior to start of work.
9. Maintain written documentation of all requests for workers from unions, apprenticeship programs, and community organizations.
10. When an apprentice is hired: Notify the City’s Contract Compliance Specialist assigned to the project.
11. Submit weekly certified payroll reports via the LCP Tracker system no later than the 5th of each month.

For additional information or questions, please contact Lisa Vanlue at lisa.vanlue@portlandoregon.gov or 503-823-6910.

WORKFORCE TRAINING AND HIRING PROGRAM

I. PURPOSE

A. General Program Description

The Portland City Council has directed that all Bureaus and Departments maximize apprenticeship and employment opportunities for BIPOC, women, and economically disadvantaged workers in the construction trades (ref. City Ordinance No. 167374, Feb. 16, 1994 and County Ordinance No. 861, July 11, 1996). Their goals include a) ensuring that the City does business with contractors whose workforce reflects the diversity of the workforce found in the city of Portland and Multnomah County, and b) that their contracting dollars provide fair and equal opportunities to the jurisdictions' diverse populations.

The Workforce Training & Hiring Program ("Workforce Program") is administered for Home Forward by the City of Portland, Bureau of Revenue and Financial Services, Procurement Services office (Compliance Agency). The Workforce Program applies to all projects contracted for \$200,000 or more and to each subcontractor of \$100,000 or more on the project. The Contractor and all subcontractors are encouraged to fulfill the program requirements even if their contracts are less than these amounts.

The Workforce Training and Hiring Program is an important part of meeting the Section 3 requirements of the Housing and Urban Development Act of 1968. Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects that preference is given to low-income persons and businesses residing in the community where the project is located.

Contractors shall make reasonable efforts to ensure that their workforce reflects the diversity of the city of Portland and Multnomah County.

One way contractors can make reasonable efforts to ensure that their workforce is diverse is to recruit, train, and employ BIPOC and women whenever possible. This portion of the Contract establishes requirements regarding that recruitment, training and employment.

For purposes of the Workforce Program specifications, the following definitions shall apply:

The term **"BIPOC"** shall include members of either sex who are Black, Indigenous, and/or People of Color.

The **"Compliance Agency"** shall mean the City of Portland, Bureau of Revenue and Financial Services, Procurement Services.

The **"Contract"** shall mean the contract awarded as a result of these bid specifications.

"Contractor" shall mean the Prime Contractor to whom a Contract is awarded, and any subcontractors with subcontracts of \$100,000 or more.

"Owner" shall mean the government agency that awarded the Contract or leveraged public involvement in the project through a loan or development agreement.

The **"Project"** shall include all work performed pursuant to the Contract.

"New Hire" shall refer to an employee of the Contractor or any of its subcontractors who is hired specifically for the Project as a full-time employee for permanent, temporary, or seasonal employment,

and who has not been a regular employee of the Contractor or any of its subcontractors during the preceding twelve-month period.

“Section 3 Resident” is defined as follows:

- i. Residents of Public or Indian Housing; or
- ii. An individual who resides in the metro or nonmetropolitan county, in which the proposed contract will be performed and who is defined by HUD as low or very-low income (80% of the area median income or less, based on household size). Income guidelines for applicable counties (Clark, Columbia, Washington, Multnomah, Clackamas, Yamhill and Skamania) are listed below:

Number in Household	Annual Household Income Less Than
1	\$51,600
2	\$58,960
3	\$66,320
4	\$73,680
5	\$79,600
6	\$85,520
7	\$91,440
8	\$97,280

B. Organization of Program Requirements

The Workforce Program specifications are divided into several parts.

Section II - refers to the action the PRIME must take in order to be eligible for award of a contract.

Section III - lists the actions that must be taken by the PRIME to meet contractual obligations.

Section IV - refers to remedies available to the Owner if a PRIME fails to meet the requirements of the Workforce Program specifications.

Section V - refers to the Owner's ability to monitor compliance with the Workforce Program specification by examination of PRIME and subcontractor records.

II. ACTIONS REQUIRED PRIOR TO BEGINNING THE PROJECT

The PRIME shall thoroughly read this Workforce Program specification and commit to perform all requirements described herein. The PRIME shall submit, before submittal of the first payroll report, a Workforce Plan, which demonstrates how the workforce on this project will fulfill all program requirements, including utilization of apprentices and Section 3 hiring goals. A copy of the Workforce Plan should be downloaded, filled out and then uploaded into LCP Tracker.

III. ACTIONS REQUIRED TO SATISFY CONTRACTUAL OBLIGATIONS

A. Make Reasonable Efforts to Employ Section 3 Residents

1. The PRIME and its subcontractors must make all necessary and reasonable efforts to hire Section 3 Residents and document efforts of available employment opportunities at the project site.

2. Provide appropriate signage at the project site and throughout the project area to inform eligible Section 3 Residents of employment opportunities.
3. The failure by a union with whom the Contractor has a collective bargaining agreement, as well as nonunion training programs, to refer Section 3 Residents shall not excuse the Contractor's obligations under this section of the specifications.

B. Make Reasonable Efforts to Have Diverse Workforce

1. The PRIME and its subcontractors with subcontracts of \$100,000 or more, at any tier level, shall strive to achieve the workforce diversity goal of 20% BIPOC and 9% female hours (including both journey level and apprentice workers) on the project and make all necessary and reasonable efforts to have a workforce that reflects the diversity of the City of Portland and Multnomah County. This requirement is in addition to any other requirement on this portion of the contract.
2. Provide written documentation of its good faith recruitment efforts. Contractors must follow the process for hiring, requesting, recruiting or replacing workers described in Section III, subsection F. This process is considered by the City to be the minimum effort to recruit a diverse workforce.
3. The failure by a union with whom the Contractor has a collective bargaining agreement, as well as nonunion training programs, to refer either BIPOC or women shall not excuse the Contractor's obligations under this section of the specifications.

C. Ensure Compliance by Certain Subcontractors

1. *The PRIME shall ensure that each subcontractor having a subcontract of \$100,000 or more, at any tier, shall comply with all the provisions of the Workforce Program specifications.* Contractors shall include in their price all costs associated with this requirement. No change order will be executed in order for the PRIME to comply with the Workforce Program specifications.
2. The PRIME shall provide a copy of this Workforce Program specification to all subcontractors with contracts of \$100,000 or more executed for the project.

D. Register as a Training Agent

The PRIME shall register with the Oregon Bureau of Labor and Industries (BOLI) as a Training Agent and ensure that all subcontractors who have contracts in the amount of \$100,000 or more are registered as Training Agents prior to beginning work. Registration as a Training Agent in a specific trade is not required if there are no training opportunities in that trade on the project, based on the maximum ratio allowed by BOLI.

1. Training programs approved by and registered with BOLI may be used to fulfill training requirements under the Workforce Program specifications. Other training alternatives must be approved by the City's Workforce Program Coordinator.
2. Training is intended to be primarily on-the-job training in apprenticeable crafts, and does not include classifications such as flag person, timekeeper, office engineer, estimator, bookkeeper, clerk/typist, firefighter, or secretary. Hours performed in crafts which are not apprenticeable occupations are exempt from the training requirements.

3. Exemptions to the training requirements must be approved by the Owner in writing prior to starting work on the project. Written requests for exemptions related to the training requirements will be considered by the Owner only for extreme circumstances during the course of the project and must be approved in writing. All requests to exempt all or any portion of the work on a project shall be submitted to the Owner 14 calendar days before any work on the project begins. All exemptions must be approved by the Workforce Program Coordinator. *Please note: Procedures for granting exemptions are subject to change. For the most recent updates, please visit: <https://www.portlandoregon.gov/citycode/?c=26882&a=408189>.*

E. Submit Documentation

The PRIME shall submit documentation regarding the following subjects to the Owner. The Owner's failure to object to documentation submitted by the PRIME or subcontractor shall not relieve them of the requirements of the Workforce Program specifications.

1. ***Training Agent Status***

The PRIME and all required subcontractors listed on the Utilization Plan must submit proof to the Contract Compliance Specialist that they are registered Training Agents with BOLI prior to beginning any work on the project.

2. ***Subcontractor Workforce Information***

A Workforce Plan must also be submitted for each subcontractor with a contract of \$100,000 or more, prior to submission of their first payroll report, or within 5 calendar days after the execution of the applicable subcontract, whichever occurs first. A copy of the Workforce Plan should be downloaded, filled out and then uploaded into LCP Tracker. Work by a subcontractor shall not begin prior to submission of such documentation.

3. ***Prime and Subcontractor Reporting After Work Begins***

Weekly Certified Payroll Reports (CPRs) must be submitted by the PRIME and any subcontractor having a subcontract of \$100,000 or more, via LCP Tracker, no later than the 5th of each month and will be used to track attainment toward the City's apprentice requirement and diversity goals. All hours subject to prevailing wage rates on public projects, in addition to supervisors, foremen and superintendents, shall be reported.

4. Any employee reported as a Section 3 Resident on CPRs must complete the Section 3 Resident Certification Form and provide supporting documentation. Procurement Services will certify whether employees are Section 3 eligible.

F. Use of Apprentices

The PRIME shall:

1. Ensure that a minimum of 20% of labor hours in each apprenticeable trade performed on the project by the PRIME, and subcontractors with subcontracts of \$100,000 or more, are worked by state registered apprentices throughout the duration of the project. The PRIME and subcontractors shall fulfill the 20% apprenticeship requirement without exceeding the apprentice ratios approved by the applicable apprenticeship program, if working more than 300 hours in any given trade.
2. Pay all apprentices the wages required by any applicable collective bargaining contract or pursuant to state or federal law and regulations.

3. Not use workers previously employed at journey-level or those who have successfully completed a training course leading to journey-level status to satisfy the requirements of these provisions.
4. Notify the Contract Compliance Specialist when an apprentice is hired for this project.
5. Count apprentice hours as follows:
 - (a) Hours worked on the project by apprentices enrolled in state-approved apprenticeship programs. **If** the Contractor is unable to fulfill its 20% requirement, then the Contractor may also use methods (b) and (c) below;
 - (b) Hours worked on the project by apprentices who are required to be away from the job site for related training during the project, but only if the apprentice is rehired by the same employer after completion of training; and
 - (c) Hours worked on the project by graduates of state-registered apprenticeship programs, provided that such hours are worked within the 12-month period following the apprentice's completion date.

G. Hiring, Requesting, Recruiting or Replacing Workers

Contractors must follow all of these steps when hiring, requesting, recruiting or replacing workers:

For Apprentices:

1. Using the Worker Request Form, contact the appropriate apprenticeship program or dispatch center to request apprentices who are enrolled in the apprenticeship program; and
2. If the apprenticeship program is unable to supply a Section 3 Resident for dispatch, and if the program is open for applications or allows direct entry from the Oregon Employment Division, make reasonable and necessary efforts to recruit apprentice applicants from WorkSource at the Oregon Employment Department, and seek to enroll them into an apprenticeship program.

WorkSource Oregon is Oregon's largest source for job ready applicants:

- Recruitment services are local, statewide, and nationwide
- Computerized job match system matches applicants to job qualifications
- On-the-job training resources available to offset cost of new hires
- Go to: www.imatchskills.org or call 503-257-HIRE

For All Workers:

1. Actively solicit and give preference to qualified Section 3 Residents.
2. Make reasonable and necessary efforts to employ a diverse workforce. Such actions should include requests for BIPOC and female applicants. Contractors are notified that direct hiring of employees (such as "walk-ons") without providing notification of that job opportunity may not be sufficient to establish the Contractor's efforts to satisfy the diversity goals; and
3. Document employment efforts. Use the Worker Request Form to keep a **written** record of requests to:

- a. Union halls for signatory contractors;
 - b. Union or open shop apprenticeship programs;
 - c. The Oregon Employment Department. Go to: www.imatchskills.org or call 503-257-HIRE;
 - d. State-registered pre-apprenticeship programs:
http://www.oregon.gov/BOLI/ATD/pages/a_ag_partners.aspx
4. If applicable, work with local union to request priority for journey workers and apprentices who are Section 3 Residents. Contractors must notify their respective union of their Section 3 obligations when requesting new workers.
3. Documentation will be requested by the Owner if a Contractor is not following their Workforce Plan or meeting the Section 3 Resident and workforce diversity goals, if it appears that the Contractor has not made reasonable and necessary efforts. When requested, the Contractor shall provide that documentation to the Contract Compliance Specialist within 7 calendar days.

NOTE: Contractors may contact the Contract Compliance Specialist for assistance related to any of the above issues.

IV. CONSEQUENCES OF NONCOMPLIANCE WITH WORKFORCE PROGRAM REQUIREMENTS

The Owner's commitment to this program is reflected, in part, by the cost of administering the program. Failure to meet the requirements of this section of the specifications negates such funding and impairs the Owner's efforts to promote workforce diversity and to provide fair and equal opportunities to the public as a result of the expenditure of public funds. Therefore, the parties mutually agree that failure to meet the requirements of this section of the specifications, including but not limited to the submission of required documentation, constitutes a material breach of the Contract.

In the event of a breach of this section of the Contract, the Compliance Agency may take any or all of the following actions:

A. Withholding Progress Payments

The Owner may withhold all or part of any progress payment or payments until the PRIME has remedied the breach of Contract. In the event that progress payments are withheld; the PRIME shall not be entitled to interest on said payments.

If a subcontractor(s) is responsible for noncompliance with the Workforce Program requirements, the Owner may choose to withhold only their portion of the progress payment.

B. Retain Sums as Damages for Failure to Comply with Workforce Program Specifications

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the Owner for the PRIME's failure to comply with the Workforce Program specifications. The parties further agree that it is difficult, if not impossible, to determine the cost to the Owner when workforce opportunities are not provided. Therefore, if the PRIME fails to comply with the Workforce Program provisions of this Contract, the PRIME agrees to pay the sum of \$1000 per day for each day of missed apprenticeship hours or until the breach of Contract is remedied. Damages may be assessed for failure to meet the 20% apprenticeship training requirements by the PRIME and each required subcontractor in each trade employed. Damages will be calculated based on the training hours not provided at a rate of \$1000 per day. For example, if the Contractor was required to provide 200 hours of carpenter training (20% of 1,000 total carpenter hours), and the Contractor only provided 150 training

hours, then the difference (50 hours) is divided by 8 (one day of work) to determine the number of days of undelivered training. $(50/8 = 6.25 \times \$1000 = \$6250)$.

Damages may also be assessed for failure to fulfill the inclusive hiring process described in Section III, subsection G.

These damages are independent of any liquidated damages that may be assessed due to any delay in the project caused by the Contractor's failure to comply with the Workforce Program provisions of the Contract.

C. Retain Sums as Liquidated Damages for Delay

The PRIME agrees that any delay to the specified contract time as a result of the PRIME's failure to comply with the requirements of these specifications shall subject the PRIME to the amount of liquidated damages specified elsewhere in the Contract.

D. Notification of Possible Debarment

By executing this Contract, the PRIME agrees that it has been notified that failure to comply with the requirements of this portion of the Contract may lead to the PRIME's denial of participation in HUD programs pursuant to 24 CFR Part 24.

E. Other Remedies

The remedies that are noted above do not limit any other remedies available to the Compliance Agency in the event that the PRIME fails to meet the requirements of the Workforce Program specifications.

V. REVIEW OF RECORDS

In the event that the Compliance Agency reasonably believes that a violation of the requirements of the Workforce Program specifications has occurred, the Compliance Agency is entitled to review the books and records of the PRIME and any subcontractors employed on the project to which the requirements of these specifications are applicable to determine whether such a violation has or has not occurred.

In the event that the PRIME or any subcontractor fails to provide the books and records for inspection and copying when requested, such failure shall constitute a material breach of this Contract and permit the imposition of any of the remedies noted in Section IV above, including the withholding of all or part of any progress payment.

ATTACHMENTS:

Recommended Recruitment & Retention Practices

RESOURCES:

Copies of all required forms, including the Workforce Plan and Worker Request Form can be downloaded in the LCP Tracker system at www.lcptracker.net or are available on the City's website at: <https://www.portlandoregon.gov/brfs/42255>

For questions about the City's Workforce Training and Hiring Program requirements, visit: <https://www.portlandoregon.gov/brfs/42255>

For information on State-Approved Apprenticeship Programs visit the Bureau of Labor and Industries, Apprenticeship and Training Divisions website: <http://www.oregon.gov/BOLI/ATD/pages/index.aspx>.

For procedures related to granting exemptions to the training requirements, please visit: <https://www.portlandoregon.gov/citycode/?c=26882&a=408189>.

For a list of community resources to help with the recruitment of women and BIPOC, please visit: http://www.oregon.gov/BOLI/ATD/pages/a_ag_partners.aspx

If you have questions after reading the information contained herein and visiting the resources above, please contact Lisa Vanlue at Lisa.Vanlue@portlandoregon.gov or (503) 823-6910. You may also contact Cathleen Massier at Cathleen.Massier@portlandoregon.gov or (503) 823-6888.

RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES

A. Recruitment Efforts

Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the City Workforce Training & Hiring Program. Good faith recruitment efforts include, but are not limited to:

1. Work aggressively with Contractor's Joint Apprenticeship Training Committee (JATC) to recruit BIPOC, women and disadvantaged individuals. Provide evidence of these efforts.
2. Assist the JATC by conducting a workshop with BIPOC and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups.
3. Support the efforts of the Contractor's JATC by giving all apprentices referred to the Contractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience.
4. Participate in job fairs, school-to-work, and community events to recruit BIPOC, women, and disadvantaged individuals into the construction trades.
5. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades.
6. Keep applications of those not selected for an opening. Contact when opening occurs.

B. Retention Efforts

The Contractor shall endeavor to retain BIPOC, women, and disadvantaged individuals by implementing steps such as the following:

1. Maintain a harassment-free workplace.
2. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
3. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
4. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
5. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
6. Take steps to reduce feelings of isolation among BIPOC and women to curb hostile attitudes and behavior (e.g., have several BIPOC and women at the job site, provide access to support group system).
7. Provide adequate toilet facilities for women on the job site.
8. Match BIPOC, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.

Appendices

APPENDIX A: DRAFT Revised Economic Equity Policy Resolution

The following resolution is revised copy from Home Forward's "Resolution 21-XX-XX," which authorizes the adoption of the revised economic equity policy that preceded this 2021 resolution.

RESOLUTION 12-XX-2020

AUTHORIZES THE ADOPTION OF THE REVISED ECONOMIC EQUITY POLICY

WHEREAS, Home Forward is committed to the principles of increasing economic participation of underutilized business enterprises (UBEs) in contracting; and,

WHEREAS, Home Forward recognizes UBEs to include certified BIPOC-owned business enterprises (MBE), women-owned business enterprises (WBE), disadvantaged business enterprises (DBE), LGBT-owned business enterprises (LGBT-BE), veteran-owned business enterprises (VBE), disability-owned business enterprises, service disabled veteran business enterprises (SDVBE), emerging Small Businesses (ESB), Disability-owned business enterprises (DOBE), LGBTQ-owned business enterprises (LGBTQ-BE) and Veteran-owned business enterprises (VBE);

WHEREAS, For contracts having a dollar value of \$5,000 to \$100,000, UBEs will be considered as the first source for construction and professional service contracts where three or more of these firms are available and qualified to do the work.

WHEREAS, For contracts having a dollar value of \$100,000 - \$200,000, Home forward, at its option, may identify certain projects, contracts, or subcontracts which it will allow participating UBEs, to compete among themselves, provided there are three or more firms available and qualified to do the work.

WHEREAS, Home Forward aspires to achieve an annual overall goal of twenty eight percent (28%) participation of UBEs in all contracts except IGA/MOU's.

WHEREAS, Home Forward is committed to a workforce training and hiring program that results in workforce diversity, equity, and inclusion; and,

WHEREAS, For contracts subject to the workforce training and hiring program it is required that both journeyworkers and apprentices are represented in which 20% of labor hours will be performed by BIPOC tradespeople and 9% of labor hours will be performed by tradeswomen.

WHEREAS, Home Forward is required to comply with Section 3 of the HUD Act of 1968 as amended in 1994; and,

WHEREAS, historical outreach efforts have been analyzed and incorporated in order to refine and strengthen the current economic equity policy; and,

WHEREAS, the proposed amended policy is in compliance with applicable federal, state, and local laws;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward adopts the revised and renamed Supplier Diversity Policy.

ADOPTED: FEBRUARY XX, 2021

Attest:

Home Forward:

Board Secretary

Board Treasurer

APPENDIX B: National Certification Organizations & Local Chamber Affiliates (this list is not all inclusive)

1) DOBE | [DisabilityIN](#)

- 1) DisabilityIN is the official certifying body for disability-owned business enterprises (DOBE).
- 2) A disability-owned business enterprise (DOBE) is majority owned (51% or more), operated, managed, and controlled by a person with a disability, or people with disabilities who are either U.S. citizens or lawful permanent residents.

2) DBE, ESB, MBE, SDVBE, WBE | Certification Office for Business Inclusion and Diversity ([COBID](#))

- The Certification Office for Business Inclusion and Diversity ([COBID](#)) is the official certifying body.
- A business must be majority owned (51% or more), operated, managed, and controlled by a person, or people from a recognized underutilized community that represents the designation.
- [COBID](#) provides support.

3) LGBT-BE | National LGBT Chamber of Commerce ([NGLCC](#))

- 3) The National LGBT Chamber of Commerce is the official certifying body for LGBT-owned business enterprises (LGBT-BE).
- 4) A LGBT-owned business enterprise (LGBT-BE) is majority owned (51% or more), operated, managed, and controlled by an LGBT person, or persons who are either U.S. citizens or lawful permanent residents.
- 5) The Portland Area Business Association ([PABA](#)), Portland's LGBT Chamber of Commerce offers support to LGBT-BEs.

1) SDVBE & VBE | National Veteran-Owned Business Association ([NaVOBA](#))

- The National Veteran-Owned Business Association is the official certifying body for Service Disabled Veteran-owned (SDVBE) and Veteran-owned business enterprises (VBE).
- A Service Disabled Veteran-owned business enterprise (SDVBE) is majority owned (51% or more), operated, managed, and controlled by a service disabled veteran, or veterans who are either U.S. citizens or lawful permanent residents.
- A Veteran-owned business enterprise (VBE) is majority owned (51% or more), operated, managed, and controlled by a veteran, or veterans who are either U.S. citizens or lawful permanent residents.
- The National Veteran-Owned Business Association and DisabilityIN offer support to both SDVBE and VBEs.

RESOLUTIONS



MEMORANDUM

To:	Board of Commissioners	Date:	February 16, 2021
From:	Tonya Evans, Director, Asset Management 503.802.8437 Donna Kelley, Asset Manager 503.802.8485	Subject:	Authorize Renaming of the Building at 1115 SW 11th Avenue, Portland, Oregon, in honor of Katherine Gray Resolution 21-02-02

The Board of Commissioners is asked to approve Resolution 21-02-02 authorizing the renaming of the building at 1115 SW 11th Avenue, Portland, OR in honor of Katherine Gray.

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

BACKGROUND

Home Forward and Central City Concern (CCC) entered a partnership in 2008 to redevelop the former Martha Washington building that was being disposed of as excess property by Multnomah County. The property is located at 1115 SW 11th Avenue in downtown Portland. Home Forward serves as the developer/owner and CCC is the property manager and service provider for all 108 units. At the end of the tax credit partnership, it is anticipated that Home Forward will transfer ownership to CCC. At the time the redeveloped property opened the legacy name, Martha Washington, was retained.

There is widespread support by the current stakeholders of this property to rename the building in honor of Katherine Gray. Given Home Forward's and CCC's shared social justice commitment and rather than wait until the transfer of ownership takes place in a few years, CCC convened a renaming process that aligns with Home Forward's Property Naming Policy earlier this year. The details of their process are attached.

WHO WAS KATHERINE GRAY?

Katherine Gray (1870-1956) was a Black woman leader who lived, worked, and organized in Portland for six decades, primarily in the Albina and Richmond neighborhoods. She raised four children, worked as a laundress and matron, cared for her aging mother, contributed to Black community institutions and allied with white activists in the final struggle for women's suffrage. Her life is a testament to the multi-dimensional character of Black women's activism in the twentieth century. Please see attached for a more detailed biography of Katherine Gray.

Unfortunately, CCC was not able to locate any descendants of Katherine Gray. Nonetheless, while the history of Katherine Gray is not well known, her experience serves as a story of bravery, leadership, and civic mindedness in a Portland which was not welcoming to African Americans.

CONCLUSION

By recognizing a pioneering African-American woman, and just one of many voices in Portland's history of displacement of marginalized communities, CCC and Home Forward staff recommend that the building be named "The Katherine Gray." Upon approval of this name change, staff will update the history display located in the building's lobby.

We believe that this action is not merely symbolic, but signals a turn toward addressing past harms while imprinting for future generations the name Katherine Gray on the place that she called home.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at the February 5, 2021 meeting.

ATTACHMENTS

Summary of Central City Concern's naming process
Biographical sketch of Katherine Gray



RESOLUTION 21-02-02

RESOLUTION 21-02-02 AUTHORIZES THE RENAMING OF THE BUILDING AT 1115 SW 11th AVENUE, PORTLAND, OREGON IN HONOR OF KATHERINE GRAY

WHEREAS, Home Forward and Central City Concern have a long standing agreement to own and operate the building at 1115 SW 11th Avenue, Portland, Oregon; and

WHEREAS, the property is anticipated to transfer to Central City Concern upon completion of the required tax credit compliance period; and

WHEREAS, based on feedback from current residents, there is a desire to rename the building; and

WHEREAS, Home Forward's organizational values are acknowledged: "We do our work in support of systemic change for racial and social justice"; and

WHEREAS, the process of naming properties requires that the Executive Director establish a process that "Provides for input from representative...staff and other parties affected by or involved with a particular project, and Provides for review and approval of the recommended name by the...Board of Commissioners"; and

WHEREAS, the process of naming properties, per Home Forward's Property Naming Policy, will prioritize names selected that meet one or more of the following primary naming criteria:

- Honor people of color, women, members of the LGBTQ+ community, people with disabilities, and other under-represented individuals who have made a significant contribution to building the place and community where the property is/will be located;
 - Honor a person who has made a significant contribution to furthering social and racial justice in Multnomah County;
 - Have a unique meaning for the community that the property is intending to serve;
- and

WHEREAS, Home Forward and Central City Concern staff have duly complied with the naming process along with the following goals specific to this property:

- Acknowledge Portland’s history of displacing communities of color;
- Move toward countering the systemic injustice of failing to recognize the historical accomplishments of the BIPOC community;
- Create a compelling narrative that adds depth of character to the building and instills a sense of place in its residents; and

WHEREAS, Central City Concern staff performed stakeholder outreach intended to further the above goals.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby renames the building at 1115 SW 11th Avenue, Portland, Oregon, to “The Katherine Gray”.

ADOPTED: FEBRUARY 16, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

Appendix III - Renaming Research Process Conducted by CCC

Renaming research team: Central City Concern formed a team of staff to lead the process of developing the Martha Washington Building renaming proposal to Home Forward. This team included:

- Sean Hubert, Chief Housing and Strategy Officer
- Freda Ceaser, Chief Equity Officer
- Mercedes Elizalde, Director of Public Policy
- Dana Brandon, Director of Supportive Housing
- Laura Recko, Associate Director of Communications and Donor Relations
- E.V. Armitage, Executive Coordinator

Renaming research process:

- The CCC team met several times and solicited input internally from the CCC Equity Committee and from a group of Martha Washington staff and residents. A CCC staff member suggested Katherine Gray as a possible option.
- After receiving input from these groups and conducting initial research, the team agreed the building renaming proposal should honor a BIPOC woman who was a leader in the Portland community. The team felt these parameters would preserve the central role of women in the building's history and create an opportunity to recognize a lesser-known BIPOC Portland civic leader who worked to improve their community.
- The team reached out to Emily Evans, Executive Director of the Women's Foundation of Oregon (which the Portland Women's Union became) because of the central role of the Portland Women's Union in the building's history. Ms. Evans supported the concept of renaming the building after a BIPOC woman.
- The team solicited input from Dana Plautz, Former 2nd Vice President of the Portland Women's Foundation, a filmmaker who made a documentary about the history of the building and the Portland Women's Union <https://youtu.be/HO6bkuCNTD8>

The team conducted outreach to the following historians of Portland's Black and/or women's history and all were supportive of the idea of naming the Martha Washington Building after Katherine Gray.

- Kimberly Moreland, Moreland Resource Consulting, historian of Black Portland
- Zachary Stocks, Executive Director, Oregon Black Pioneers
- Tanya March, tour guide with Slabtown Tours, who compiled research on Katherine Gray in her blog
- Janice Dilg, researched and created the existing historical display at the Martha Washington, owner of HistoryBuilt
- Kimberly Jensen, Chair, Department of History, Professor of History and Gender Studies, Western Oregon University
- Jean Ward, Professor Emerita, Lewis & Clark College
- Eliza Canty-Jones, Director of Community Engagement, Oregon Historical Society
- Thomas Dublin, Distinguished Professor Emeritus, State University of New York at Binghamton

Appendix II - Biographical Summary of Katherine Gray

The following information comes primarily from the following source:

Online Biographical Dictionary of the Woman Suffrage Movement in the United States

<https://documents.alexanderstreet.com/VOTESforWOMEN>

Biographical sketch of Katherine Gray written by Thomas Dublin, Distinguished Professor Emeritus State University of New York at Binghamton, who gave permission to use this bio sketch

Some additional information added by E.V. Armitage, Executive Coordinator, Central City Concern, from research conducted on Katherine Gray for the Martha Washington renaming proposal



Katherine Gray, 1913, from "Officers of the Colored Women's Council," In The Advocate, 20 December 1913, p. 4, in Rutherford Collection, Special Collections, Portland State University Library.

Family, residences, and work: Katherine West was born in Kingston, NY in 1870, daughter of Frank and Eliza West. Her father was a canal boatman in 1870 and he could not read or write. In 1888 she married Harry M. Gray and by 1895 the couple was living in Portland, OR. Harry had been born in Tennessee and was recorded as a gold miner in the 1900 census and an unspecified miner in 1910. In the latter year, Katherine was recorded as a laundress working on her own. In 1900 the couple had 4 children, ages 5 to 12, living with them; a son Severn died of tuberculosis in 1909 and Archibald died in 1912. A third child, Catherine Elizabeth, died shortly after her birth in August 1914. The two older children, Ethel, 21, and Edith, 20, worked as a private nurse (1906-1910) and a hairdresser (1909-1910), respectively. In both census years, Katherine's mother, Eliza West, resided with the family. Harry Gray passed away in February 1920.

With so many employed family members, the Grays enjoyed a measure of economic prosperity. Starting around 1906, for several years they lived in a house at what is now a vacant lot at 3962 NE Martin Luther King, Jr. Blvd, the SE corner of the intersection of MLK Jr and Shaver. There was an unsuccessful effort several years ago by local historians of Black Portland, including Kim Moreland and Tanya March, to preserve the

house, owned by Teresa Raiford's uncle Andre Raiford, which for many years was the Burger Barn restaurant and had been a black owned business for decades. The Burger Barn was the site of a notorious 1981 racist incident in which two Portland Police officers left 4 dead opossums at the restaurant, which led to protests, national news coverage, and a lawsuit against the City.

The Grays purchased a home at 4827 Franklin St. in 1917. The home stayed in the family through at least 1956. The Gray family dispersed in 1920, just after Harry's death, but at least three family members continued to live in Portland. Elder daughter Ethel married Burt Turner, a black musician, in 1917 and the couple settled in the city, with Bert working first as a janitor but later as a musician and then a music director. Burt Turner was the bandmaster for a neighborhood children's band funded by the Works Progress Administration which marched in parades, especially the Portland Rose Festival

Parade. Katherine's daughter Ethel taught piano and Burt taught the youth band in the basement of the YWCA on the corner of Tillamook and Williams. During a later period, they both played in the jazz ensemble the Dixieland Strollers. Katherine continued to live in Portland, working at a public restroom between 1920 and 1931. By 1930 Katherine was recorded in the Portland census as a 59-year-old widow living with her 78-year-old mother. Katherine worked as a matron in a rest room and owned their home, valued at \$3,000. Mother and daughter continued to live together in Portland in 1940, at 4827 SE Franklin St, the house Katherine had purchased in 1917. By 1940 Burt and Ethel lived only a few doors away from Katherine and Eliza. Katherine continued to work as a matron of a restroom in a city park, now at the age of 68. Eliza died in 1941 and Katherine passed away, still living at SE 4827 Franklin St., in 1956.

Women's suffrage leadership: Katherine and her younger daughter Edith played significant roles in Portland's women's suffrage movement beginning in 1912. The suffrage campaign that year was the fourth such effort in Oregon since 1906. The three previous campaigns had been defeated and Oregon's women's suffrage movement was sharply divided by the imperious leadership in these years of Abigail Scott Duniway.

In early 1912 black residents of Portland came together from the black churches in the city to form the Colored Women's Equal Suffrage League (CWESL) and to join in the campaign that year for women's suffrage, Katherine Gray became the League's vice-president and Edith served as treasurer. In September, the Woman's Home and Foreign Missionary Society held a fundraising event at the First AME Zion church in Portland and Katherine Gray gave an address to the group titled "Women's suffrage." A representative of the CWESL worked with white suffragists on the State Central Campaign Committee that coordinated the statewide effort that succeeded in winning women the vote in November 1912. When the Central Campaign Committee issued proclamations on the eve of the election, they did so on behalf of "Presidents of all the suffrage organizations in Portland," which pointedly included the CWESL.

Katherine registered to vote in April 1913 and remained committed to community work. In 1914 she served as president of the Colored Women's Council (see image below). In 1917 the Council joined with other Colored Women's Clubs across the state to form the Oregon Federation of Colored Women's Clubs (OFCWC), with Katherine serving as its first president. In January 1930, as president emeritus, she presided over the annual conference of the OFCWC.

Church and community leadership: Katherine also participated actively in broader church and community affairs in Portland before and after the granting of women's suffrage. She was one of the founders of the Harriet Tubman Club in Portland, an affiliate of the National Association of Colored Women. In 1911 and 1916 she sang solos in celebrations of the Emancipation Proclamation, an annual event in Portland's black community. In 1919 she served as treasurer with responsibility as well for the sabbath observance and anti-narcotics department of the Lucy Thurman Women's Christian Temperance Union (W.C.T.U.), a colored branch of the W.C.T.U. She was also a member of the Enterprise chapter of the Order of the Eastern Star, a black fraternal organization. In 1915, she joined with two other black suffragists, Hattie Redmond and Beatrice Morrow Cannady to protest the showing of "The Birth of a Nation" in Portland. In 1918 she was appointed district president of the Women's Home and Foreign Missionary Society of the AME Zion Church. In September 1920, Katherine was serving as president of the Colored Women's Republican Club and she pledged the club's support for the current Republican campaign. A 1921 article in the *Oregon Daily Journal* notes that she served on a

YWCA committee that established and managed a colored branch of that organization. Her obituary in February 1956 noted that she was a founder of the AME Zion Church in Portland and served as the director of the church choir for forty years. She was memorialized by the Katherine Gray Club, one of the members of the Oregon Association of Colored Women's Clubs, and by the awarding of the annual Katherine Gray Scholarship.



MEMORANDUM

To:	Board of Commissioners	Date:	February 16, 2021
From:	Jonathan Trutt, Director Development & Community Revitalization 503.577.6620	Subject:	Authorize Execution of Site Control Documentation for PCC / Killingsworth Resolution 21-02-03

Staff requests that the Board of Commissioners authorize Home Forward to execute site control documentation for an eighty-four unit affordable housing development on a site owned by Portland Community College (PCC) at the corner of NE 42nd Avenue and NE Killingsworth Street (PCC/Killingsworth). This documentation would demonstrate site control for the purposes of an application for Oregon Housing and Community Services (OHCS) funding.

BACKGROUND

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

Key facts about PCC/Killingsworth include:

- **A unit mix geared towards families.**
 - 18 studios
 - 6 one-Bedrooms
 - 45 two-bedrooms
 - 15 three-bedrooms

- Approximately 4,500 square feet of ground floor commercial space that Home Forward plans to rent to the Native American Youth and Family Center (NAYA) for \$1 a year.

NAYA is currently exploring the viability of utilizing this space for a combination of Head Start programming and incubator business space.

- The potential project-basing of Family Unification Program (FUP) Vouchers.

Staff is exploring the possibility of project-basing twelve FUP vouchers at PCC/Killingsworth. These specialized vouchers serve two vulnerable populations with rental assistance and case management services from the Joint Office of Homeless Services and the Multnomah County Department of Human Services:

- Families needing stable housing to either avoid foster care placements or reunite with children placed in foster care.
- Youth aging out of foster care.

OVERVIEW

- In March, staff will apply to Oregon Housing and Community Services for approximately \$7.1 million Local Initiative Fast Track (LIFT) funds in March 2021.
- Site control is a threshold requirement for all OHCS funding applications.
- PCC will provide Home Forward the site control necessary for our LIFT application through an option for a long-term ground lease for a nominal annual payment.
- OHCS accepts an option for a long-term lease as a valid form of site control.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at its February 5, 2021 meeting.

CONCLUSION

The Board of Commissioners is hereby requested to authorize Home Forward to execute site control documentation for an eighty-four unit affordable housing development on a site owned by Portland Community College (PCC) at the corner of NE 42nd Avenue and NE Killingsworth Street (PCC/Killingsworth).



RESOLUTION 21-02-03

RESOLUTION 21-02-03 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE SITE CONTROL DOCUMENTATION FOR A SITE OWNED BY PORTLAND COMMUNITY COLLEGE LOCATED AT 5600 NE 42ND AVENUE IN PORTLAND, OREGON

WHEREAS, Portland Community College (PCC) owns a site located at 5600 NE 42nd Avenue in Portland, Oregon (the “Site”);

WHEREAS, the Site currently houses PCC’s Metropolitan Workforce Training Center and a large parking lot;

WHEREAS, PCC and Home Forward plan to redevelop the site to co-locate a new workforce training center and affordable housing (PCC/Killingsworth);

WHEREAS, Home Forward staff plans to apply to Oregon Housing and Community (OHCS) for affordable housing funding in March 2021;

WHEREAS, OHCS funding applications require proof of site control; and

WHEREAS, PCC will provide the site control necessary for PCC/Killingsworth’s funding application and development in the form of a long-term ground lease.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director, or his designee, to execute an option for a long-term ground lease for the portion of the Site that will contain PCC/Killingsworth; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Executive Director, or his designee, to take all additional steps necessary to execute an option for a long-term ground lease in furtherance of developing, owning, and operating PCC/Killingsworth;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward conditions these authorizations on the requirement that long-term site control costs for PCC/Killingsworth will be nominal.

ADOPTED: FEBRUARY 16, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 12/01/20 - 01/31/21

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2616	0	jetind	\$ 2,500.00	Oversight for plumbing work above electrical equipment at Schrunck	DCR	11/20/2020	12/31/2020
C2640	0	Fulcrum Construction & Building Services LLC	\$ 116,961.00	NMW Security Improvements construction	DCR	12/2/2020	7/31/2021
C2652	0	Rosecity Concrete	\$ 8,500.00	Replace sidewalks at Peaceful Villa	Property Management	12/14/2020	1/10/2021
C2664	0	Western States Fire Protection Co.	\$ 743.00	NMW Elevator Pit Sprinkler Removal	DCR	1/6/2021	3/31/2021
C2666	0	Interstate Roofing	\$ 3,429.00	Roofing work at NMW	IFS	1/11/2021	7/15/2021
C2671	0	Kennedy Restoration	\$ 55,232.50	Scattered site tree fall emergency restoration. Emergency C2101	Property Management	1/21/2021	4/30/2021
Subtotal			\$ 187,365.50				6

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2649	0	Arock Technologies, LLC	\$ 3,600.00	Cable connections alderwood	DCR	12/2/2020	3/31/2021
C2650	0	Arock Technologies, LLC	\$ 5,450.00	Cable connections Powellhurst	DCR	12/2/2020	3/31/2021
C2647	0	Watts Heating & Cooling	\$ 4,113.00	Replace gas furnace at Celilo	Property Management	12/9/2020	1/2/2021
C2653	0	Jet Industries	\$ 20,110.00	Replacing heat pumps at Maple Mallory	Property Management	12/14/2020	1/27/2021
C2669	0	American Heating, Inc	\$ 5,125.00	HVAC maintenance at SCC	Property Management	1/13/2021	12/31/2021

C2676	0	Portland Mechanical Contractors	\$ 12,000.00	HVAC maintenance at Sellwood	Property Management	1/21/2021	1/31/2024
C2675	0	Pacific Pro Services	\$ 2,400.00	Appliance moving services for 10 units at Hunter's Run properties.	DCR	1/25/2021	4/30/2021
Subtotal			\$ 52,798.00				7

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2642	0	Cascade Radon Inc.	\$ 352.00	Radon testing at Celiko	DCR	11/22/2020	3/31/2021
C2645	0	Great Northwest Environmental	\$ 550.00	Hazardous materials testing at Tina Clegg Head Start Child Care (dekum)	DCR	11/23/2020	1/31/2021
C2646	0	Environmental Works	\$ 1,430.00	Radon testing at Harold Lee Village	DCR	11/23/2020	3/31/2021
C2644	0	Wannamaker Consulting	\$ 33,716.00	HUD NEPA Environmental Assessment for Baldwin Redevelopment	DCR	11/30/2020	11/19/2021
C2651	0	Hahn and Associates Inc	\$ 3,500.00	Phase I ESA for Baldwin	DCR	12/8/2020	2/28/2021
C2651	0	Hahn and Associates Inc	\$ 3,500.00	Phase I ESA for Baldwin	DCR	12/8/2020	2/28/2021
C2648	0	Metropolitan Family Services	\$ -	Food box delivery to Schunk Tower	Community Services	12/9/2020	11/22/2021
C2648	0	Metropolitan Family Services	\$ -	Food box delivery to Schunk Tower	Community Services	12/9/2020	11/22/2021
C2659	0	Herreras photography	\$ 4,650.00	Photography of Tamarack Apartments	DCR	12/19/2020	2/28/2021
C2657	0	Meals on Wheels People	\$ 50,000.00	Emergency meals for CHSP program	Community Services	12/21/2020	12/31/2021
C2656	0	Cloud Nyne Design	\$ 15,000.00	Website software and security upgrade	Executive	12/24/2020	4/15/2021
C2660	0	Megan Ashlock	\$ 15,000.00	Online Youth Leadership Academy for students aged 12-18	Community Services	1/4/2021	12/31/2021
C2662	0	Trash for Peace	\$ 7,000.00	Resident support and services for Clackamas County	Community Services	1/11/2021	12/31/2021

C2663	0	Trash for Peace	\$ 43,700.00	Resident support and services at Gateway, Gladstone, Multnomah Manor, and Sequoia	Community Services	1/11/2021	12/31/2021
C2665	0	Trash for Peace	\$ 5,200.00	Environmental Education at Home Forward Hope VI Sites - Humboldt, New Columbia, Stephens Creek Crossing	Community Services	1/11/2021	12/31/2021
C2667	0	Trash for Peace	\$ 38,576.00	Youth Services at the Ellington Apartments	Community Services	1/13/2021	12/31/2021
C2668	0	Trash for Peace	\$ 15,600.00	Environmental Education and services at Fairview Oaks, Rockwood Station, and Madrona Place apartments	Community Services	1/13/2021	12/31/2021
C2655	0	Birdee Media	\$ 10,000.00	Website design and maintenance	Executive	1/21/2021	10/15/2021
C2661	0	Worksystems, Inc.	\$ 47,500.00	Workforce development partnership	Community Services	1/22/2021	12/31/2022
C2677	0	Portland Tree Consulting	\$ 1,000.00	Arborist consulting at Baldwin	DCR	1/22/2021	7/31/2021
C2681	0	Workplace Changes	\$ 75,000.00	Consultation and recruitment assistance to hire HR positions at HF; Rule 46-0340	Executive	1/26/2021	4/30/2021
Subtotal			\$ 371,274.00				21

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2654	0	Boxx Modular Inc.	\$ 11,652.00	Notice to Proceed will be for the design development phase; Cooperative NCPA 19-16	DCR	1/4/2021	12/13/2021
C2672	0	Peter Meijer Architect, PC	\$ 18,000.00	Feasibility study for Fairfield Apts	DCR	1/21/2021	4/30/2021
Total			\$ 29,652.00				2

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2585	1	ValleyScapes Landscape Solutions	\$ -	Landscape renovations at BCC, extending contract	Prop Mgmt	11/16/2020	2/28/2021

C2395	3	W.B. Wells & Associates, Inc	\$ 19,572.80	85 Stories Group 7: Additional fees for sewer and storm scoping at Stark Manor and Fir Acres.	DCR	11/18/2020	12/31/2020
C2536	1	KO Construction	\$ 8,745.00	Radon mounting block installation at Humboldt Gardens family housing buildings	DCR	11/19/2020	3/31/2021
C2538	1	Cascade Radon Inc.	\$ 11,873.00	Additional radon mitigation at Humboldt Gardens (family-housing buildings)	DCR	11/19/2020	3/31/2021
C2241	5	Bridgewater Group Inc	\$ 18,940.00	Additional work related to purchase of 3032 SE Powell site.	DCR	11/25/2020	12/31/2021
C2506	1	Centric Elevator	\$ -	Elevator modernization Grace Peck, extending substantial completion date	DCR	12/1/2020	3/31/2021
C2507	2	Centric Elevator	\$ 3,450.00	NMW additional component for lobby control panel	DCR	12/1/2020	4/30/2021
C1659	4	Bryan Potter Design	\$ 12,500.00	On Call Graphic Design; amended to extend contract	Executive	12/1/2020	1/31/2021
C2506	1	Centric Elevator	\$ -	Elevator modernization Grace Peck, extending substantial completion date	DCR	12/1/2020	3/31/2021
C2507	2	Centric Elevator	\$ 3,450.00	NMW additional component for lobby control panel	DCR	12/1/2020	4/30/2021
C2508	2	Centric Elevator	\$ (5,020.00)	Removed car doors from scope	DCR	12/1/2020	7/31/2021
C2483	2	Bremik Construction	\$ 98,629.00	MEFP Allowance	DCR	12/7/2020	7/31/2021
C2483	2	Bremik Construction	\$ 98,629.00	MEFP Allowance	DCR	12/7/2020	7/31/2021
C1894	4	ValleyScapes Landscape Solutions	\$ 33,031.20	Landscaping at Stephen's Creek Crossing; amended to extend contract	Prop Mgmt	12/8/2020	12/31/2021
C2411	2	Amanda Morris	\$ 750.00	Foot care clinics at NW Tower, HWE, Gallagher Plaza, Medallion, Williams Plaza, Ruth Haefner, Sellwood, & Schrunck, The Jeffrey, Unthank, Grace Peck, Dahlke, Rosenbaum, Pearl Court, Holgate House; amended to add funds	Community Services	12/11/2020	12/31/2020
C2411	2	Amanda Morris	\$ 750.00	Foot care clinics at NW Tower, HWE, Gallagher Plaza, Medallion, Williams Plaza, Ruth Haefner, Sellwood, & Schrunck, The Jeffrey, Unthank, Grace Peck, Dahlke, Rosenbaum, Pearl Court, Holgate House; amended to add funds	Community Services	12/11/2020	12/31/2020
C2418	4	Forensic Building Consultants	\$ 350.00	Additional work for permitting at Sequoia Square	DCR	12/17/2020	1/2/2022
C2418	4	Forensic Building Consultants	\$ 350.00	Additional work for permitting at Sequoia Square	DCR	12/17/2020	1/2/2022

C2411	3	Amanda Morris	\$ 30,000.00	Foot care clinics at NW Tower, HWE, Gallagher Plaza, Medallion, Williams Plaza, Ruth Haefner, Sellwood, & Schrunck, The Jeffrey, Unthank, Grace Peck, Dahlke, Rosenbaum, Pearl Court, Holgate House; amended to extend contract	Community Services	12/20/2020	12/31/2021
C2364	1	YWCA	\$ -	Resident services at Lousia Flowers; amended to add time	Community Services	12/21/2020	12/31/2020
C2412	1	Pegasus Moving & Cleaning	\$ 2,000.00	On-call housekeeping services for Home Forward residents; amended to extend contract	Community Services	12/21/2020	12/31/2021
C2546	1	Hahn and Associates Inc	\$ 6,200.00	Hazard research at Dekum Court and clean fill determination	DCR	12/21/2020	12/31/2021
C2659	1	Herreras photography	\$ -	Photography of Tamarack Apartments photography license amendment	DCR	12/28/2020	2/28/2021
C2421	1	Pegasus Moving & Cleaning	\$ -	Provides housekeeping, meal set up and delivery service for CHSP; amended to add time	Community Services	12/28/2020	2/28/2021
C2092	11	Lorentz Bruun Construction	\$ 99,704.02	Amending scope to Fountain Place Design build	DCR	12/29/2020	9/30/2021
C2469	2	Rhodes Perry Consulting	\$ 3,500.00	Policy development and training services to support transgender and non-binary employees; amended to update scope	HR	12/29/2020	5/31/2021
C2410	1	Amanda Morris	\$ -	Foot care clinic at BCC; amended to extend contract	Community Services	12/30/2020	12/31/2021
C2433	3	Epic Land Solutions	\$ 8,165.00	Resident relocation at Powellhurst Woods; amended to extend contract and add funds	DCR	1/4/2021	2/28/2021
C2447	2	Hacker Architects	\$ 22,500.00	Killingsworth A&E additional services	0	1/6/2021	9/30/2021
C2381	4	Overland, Pacific, and Cutler LLC	\$ 5,000.00	Temporary relocation at Headwaters; amended to add funds	Asset Management	1/8/2021	6/30/2021
C2430	1	MercuryPDX	\$ -	Mail Service for NMW; amended to add time	FAAM	1/8/2021	1/14/2022
C2126	15	LMC, Inc.	\$ (71,271.19)	Schrunck Tower maintenance, CO, misc changes	DCR	1/11/2021	1/31/2021
C2560	1	Motus Recruiting & Staffing Inc.	\$ 5,000.00	Temporary staffing for HR Recruiter	HR	1/11/2021	3/31/2021
C1994	9	LMC, Inc.	\$ 74,682.14	red group 1 CO 6	DCR	1/12/2021	1/31/2021
C1994	10	LMC, Inc.	\$ 21,984.97	red group 1 CO 7	DCR	1/12/2021	1/31/2021
C2160	5	NW Enforcement	\$ 29,600.00	Security services at BCC; extending contract	Property Management	1/12/2021	12/31/2021

C2228	2	Otis Elevator	\$ 30,500.00	Labor and material for adding cables in cars for security cameras for Medallion; amended to add time due to COVID delays	DCR	1/12/2021	3/31/2021
C2330	2	USA Mechanical	\$ 15,084.00	HVAC maintenance at BCC; amended to extend contract	Property Management	1/12/2021	12/31/2021
C2535	1	Carlson Testing, Inc.	\$ 500.00	Special inspection Floresta	DCR	1/13/2021	4/30/2021
C2241	6	Bridgewater Group Inc	\$ 24,510.00	Additional work related to purchase of 3032 SE Powell site.	DCR	1/14/2021	12/31/2021
C2333	2	Background Investigations, inc	\$ 4,000.00	Tenant screening services; amended to extend contract	Property Management	1/14/2021	6/30/2021
C1849	8	Merryman Barnes Architects	\$ 5,322.00	Additional architectural services for Powellhurst	DCR	1/15/2021	3/31/2021
C2083	3	KPFF Consulting Engineers	\$ 7,500.00	ALTA surveying at Medallion; amending to update the survey	DCR	1/15/2021	3/31/2021
C2084	3	KPFF Consulting Engineers	\$ 6,800.00	ALTA surveying at Williams Plaza; amended to update scope	DCR	1/15/2021	3/31/2021
C1994	11	LMC, Inc.	\$ 282,296.44	red group 1 CO 8	DCR	1/19/2021	1/31/2021
C2320	3	Cascade Radon Inc.	\$ 97.00	Radon re-testing office due to unforeseen conditions at Eastwood Court.	DCR	1/19/2021	3/31/2021
C2643	1	Cascade Radon Inc.	\$ 665.00	Radon re-testing due to unforeseen conditions at Alderwood	DCR	1/19/2021	3/31/2021
c1968	30	Walsh Construction Co.	\$ (13,823.00)	Medallion CO #13	DCR	1/20/2021	2/28/2021
C2431	1	Transition Projects, Inc.	\$ 18,025.00	Resident Services at Peter Paulson, Gretchen Kafoury, and St. Francis; amended to extend contract	Community Services	1/20/2021	3/31/2021
C2098	5	Hedgehog Tree Care Inc.	\$ -	Create tree protection plans for Hunters Run, Alderwood, Floresta, and Powellhurst Woods; amended to add time	DCR	1/21/2021	4/30/2021
C2255	5	Walsh Construction Co.	\$ 707,577.00	Early materials purchase Dahlke	DCR	1/22/2021	4/1/2022
C2631	1	Environmental Works	\$ 3,650.00	Lexington radon mitigation additional mitigation system install	DCR	1/23/2021	3/31/2021
C2422	2	Friendly House Inc.	\$ 60,000.00	Health and wellness programs at Dahlke, Grace Peck, Holgate House, Rosenbaum, and Unthank; Rule 46-0340	Community Services	1/25/2021	12/31/2021
C2408	2	Cascade Radon Inc.	\$ 2,401.00	Additional radon testing at New Columbia	DCR	1/26/2021	3/31/2021

C2607	1	Lile Moving & Storage	\$ 25,000.00	Packing and moving services for relocation; amended to add funds	DCR	1/29/2021	3/31/2020
C2411	4	Amanda Morris	\$ 3,238.00	Foot care clinics at NW Tower, HWE, Gallagher Plaza, Medallion, Williams Plaza, Ruth Haefner, Sellwood, & Schrunck, The Jeffrey, Unthank, Grace Peck, Dahlke, Rosenbaum, Pearl Court, Holgate House; amended to update scope for covid vaccine clinics	Community Services	1/29/2021	12/31/2021
Subtotal			\$ 1,726,407.38	56			

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Subtotal			\$ -	0			
Total			\$ 2,367,496.88	92			

**Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
6 Month Look Ahead - February 2021**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$600,000	Window replacement at Gretchen Kafoury	DCR	Re-Bid Postponed TBD
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
\$16 million	A&E - Troutdale	DCR	TBD
\$20 million	CM/GC - Troutdale	DCR	TBD
\$11 million	A&E - Fairfield	DCR	TBD
\$16 million	CM/GC - Fairfield	DCR	TBD

HOUSEHOLDS SERVED REPORT

Households Served

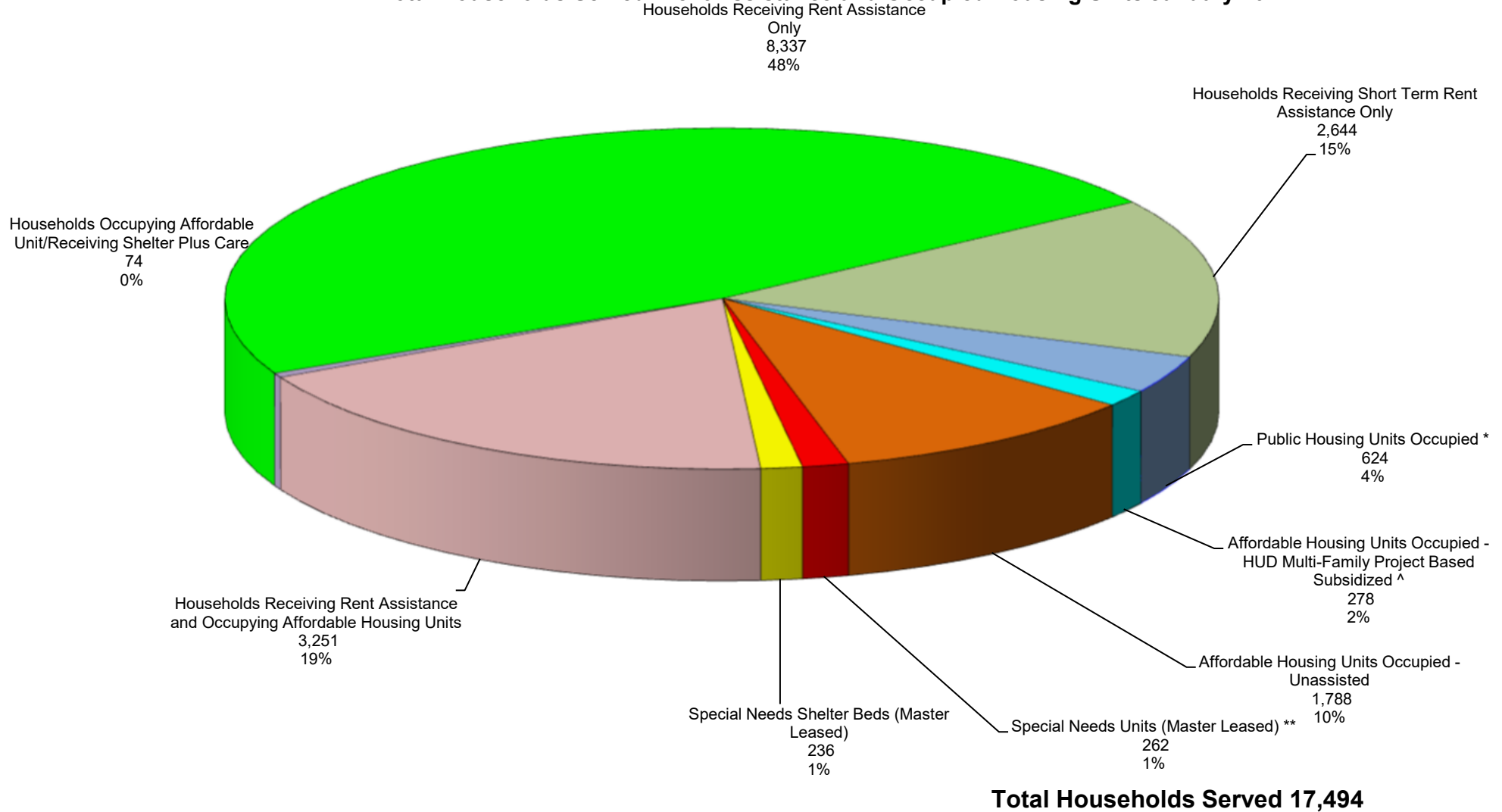
Households Served Through Housing Supports January 2021

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Fundec	11,588	7,975	1,856
Tenant Based Vouchers	5,588	5,588	
Project Based Vouchers	1,577	1,577	
Hi Rise Project Based Vouchers	810	810	
RAD Project Based Vouchers	1,354		
Section 18 Project Based Vouchers	403		
Single Room Occupancy (SRO)/MODS	123		123
Family Unification Program	211		211
Mainstream Vouchers	86		86
Veterans Affairs Supportive Housing (VASH)	682		682
Rent Assistance - PORT IN From Other Jurisdiction	754		754
Short Term Rent Assistance Programs	2,718	9	2,709
Shelter + Care	460		460
Locally Funded Short Term Rent Assistance	2,249		2,249
Earl Boyles	-	-	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	-	-	
New Doors	8	8	
Employment Opportunity Program	1	1	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
Total Rent Assistance	14,306	7,984	4,565
Subsidized Housing Units			
Public Housing Units Occupied	624	624	-
Traditional Public Housing units Occupied	624	624	
Affordable Housing Units Occupied (excluding PH subsidized)	5,391		4,988
Affordable Housing Units - Tenant Based Vouchers	506		506
Affordable Housing Units - Shelter + Care	74		74
Affordable Housing Units - Project Based Vouchers	-		-
Affordable Housing Units - Hi Rise Project Based Vouchers	810		810
Affordable Housing Units - RAD Project Based Vouchers	1,354		1,354
Affordable Housing Units Section 18 Project Based Vouchers	403		
Affordable Housing Units - HUD Multi-Family Project Based	278		278
Affordable Housing Units - VASH Vouchers	114		114
Affordable Housing Units - Family Unification Program	13		13
Affordable Housing Units - Section 8 Port In	51		51
Affordable Housing Units - Unassisted	1,788		1,788
Special Needs	498		498
Special Needs Units (Master Leased) **	262		262
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,513	624	5,486
Total Housing Supports Provided to Household	20,819	8,608	10,051
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,251)		(3,251)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(74)		(74)
Total Households Served	17,494	8,608	6,726

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
February 2021

Total Households Served: Rent Assistance and Occupied Housing Units January 2021



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

* Includes Local Blended Subsidy

** Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

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	4	99.4%	8	323	186	122	6	0	645
Affordable Owned	26	2401	2,400	77	96.8%	867	704	618	182	30	0	2,401
Tax Credit Partnerships *	37	3,183	3,097	29	99.1%	969	1,071	602	386	138	17	3,183
Total Affordable Housing	63	5584	5497	106	98.1%	1,836	1,775	1,220	568	168	17	5,584
Combined Total PH and AH	80	6,229	6,125	110	98.2%	1,834	2,098	1,406	690	174	17	6,219
Special Needs (Master Leased)	27	262	262									
Special Needs (Shelter Beds)	3	236	236									
Total with Special Needs	110	6,727	6,623									

* Excludes Louisa Flowers- has not fully leased up yet

Financial

	Fiscal YTD ending 9/30/20						09/30/20		
	# 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	26	1,870	10	1,233	1	80	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	115	18.7%	2.5	2.0	46.1%	54.0%	22.6%	22.0%	19.1%	65.2%	5.2%	1.7%	2.6%	27.0%
11 to 20%	251	40.8%	1.7	1.5	78.5%	22.0%	64.1%	70.0%	21.5%	68.9%	2.4%	4.0%	1.2%	10.8%
21 to 30%	124	20.2%	1.9	1.5	75.0%	25.0%	63.7%	58.0%	16.1%	69.4%	2.4%	8.9%		12.9%
31 to 50%	86	14.0%	2.7	2.2	54.7%	45.0%	43.0%	34.0%	22.1%	68.6%	1.2%	1.2%	2.3%	19.8%
51 to 80%	33	5.4%	2.5	2.2	48.5%	52.0%	42.4%	24.0%	24.2%	63.6%	3.0%	9.1%		30.3%
Over 80%	6	1.0%	2.8	2.3	66.7%	33.0%	33.3%	17.0%	16.7%	66.7%		16.7%		16.7%
All	615	100%	2.1	1.7	67%	34%	52%	50.6%	20.2%	68.0%	2.8%	4.6%	1.3%	16.6%

Waiting List

0 to 10% MFI	3,806	40.7%	2.1	1.7			40.7%	4.7%	49.7%	31.3%	2.6%	1.3%	5.2%	6.7%	2.0%
11 to 20%	2,868	30.7%	2.1	1.7			56.1%	10.7%	52.3%	29.5%	4.5%	1.1%	4.6%	4.4%	0.4%
21 to 30%	1,450	15.5%	2.5	1.9			37.0%	14.2%	48.6%	25.7%	7.4%	1.5%	6.1%	7.9%	0.3%
31 to 50%	907	9.7%	2.6	2.0			30.5%	12.8%	47.9%	26.9%	8.7%	1.7%	5.1%	8.2%	0.1%
51 to 80%	222	2.4%	2.6	2.0			24.3%	10.4%	49.6%	18.5%	12.2%	4.1%	5.0%	5.9%	0.0%
Over 80%	90	1.0%	2.2	1.8			30.0%	6.7%	34.4%	42.2%	5.6%	2.2%	3.3%	6.7%	0.0%
All	9,343	100.0%	2.2	1.8			43.4%	9.0%	50.0%	29.2%	4.8%	1.4%	5.1%	6.3%	

Other Activity

Public Housing	
Names pulled from Wait List	162
Denials	2
New rentals	4
Vacates	4
Evictions	0
# of work orders received	1,424
# of work orders completed	1,364
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	5,948	5,542	93%	\$790	-297,657	1,125	0	37	10	402	92%	\$788	-4,597,734	328	179
Project Based Vouchers	2,894	2,761	95%	\$861	116,650			48	20	59	96%	\$835	680,293	425	269
VASH Vouchers	970	659	68%	\$783	-33,735			12	0	36	67%	\$771	-459,144	76	
FUP Vouchers	244	211	86%	\$902	31,861			2	0	6	82%	\$933	397,709	27	5
Mainstream Vouchers	159	87	55%	\$911	-19,300			2	0	3	65%	\$89	-860,692	46	0
RAD Project Based Vouchers	1,419	1,351	95%	\$455	-245,809			16	7	23	93%	\$39	-9,717,986	231	132
SRO/MOD Vouchers	130	127	98%	\$486	1,412			0	2	2	98%	\$477	8,704	7	12
All Vouchers	11,764	10,738	91%	\$765	-446,578			117	39	531	91%	\$699	-14,548,849	1140	649

Home Forward - Dashboard Report For January of 2021

Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
Tenant Based Voucher Participants *														
0 to 10% MFI	1,132	17.1%	2.4	1.9	50.4%	50.0%	21.6%	30.0%	38.3%	48.3%	3.8%	1.7%	1.0%	8.8%
11 to 20%	2,589	39.0%	1.8	1.7	78.6%	21.0%	62.0%	71.0%	34.4%	54.0%	1.8%	6.3%	0.5%	5.5%
21 to 30%	1,503	22.7%	2.2	1.9	69.9%	30.0%	56.6%	58.0%	32.9%	57.4%	1.1%	4.5%	0.7%	6.3%
31 to 50%	1,051	15.9%	2.8	2.3	50.5%	49.0%	38.1%	38.0%	40.8%	47.8%	2.1%	3.5%	1.8%	9.3%
51 to 80%	322	4.9%	2.8	2.5	46.9%	53.0%	26.1%	23.0%	50.9%	38.5%	2.8%	3.1%	0.9%	6.2%
Over 80%	36	0.5%	2.7	2.4	58.3%	42.0%	13.9%	19.0%	41.7%	44.4%		5.6%	2.8%	8.3%
All	6,833	100%	2.2	1.9	65.7%	34.1%	48.0%	53.2%	36.6%	52.0%	2.1%	4.5%	0.9%	6.9%

* (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	1057	26.6%	1.9	1.1	63.6%	36.0%	28.0%	31.0%	22.8%	65.1%	3.7%	1.3%	1.5%	15.0%
11 to 20%	1708	43.0%	1.6	0.9	82.4%	18.0%	60.9%	71.0%	23.7%	65.3%	3.5%	3.5%	0.7%	9.2%
21 to 30%	705	17.7%	1.8	1.1	77.6%	22.0%	61.8%	59.0%	21.7%	68.7%	2.6%	3.0%	0.7%	7.5%
31 to 50%	375	9.4%	2.8	1.9	51.7%	48.0%	40.5%	31.0%	28.8%	60.3%	3.5%	1.9%	1.3%	23.2%
51 to 80%	111	2.8%	2.8	2.1	46.9%	53.0%	36.0%	20.0%	31.5%	55.9%	7.2%	2.7%	0.9%	27.0%
Over 80%	17	0.4%	3.1	2.6	47.1%	53.0%	29.4%	12.0%	23.5%	76.5%				29.4%
All	3,973	100%	1.9	1.1	72%	27%	50%	52.8%	23.8%	65.1%	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	350	32.2%	2.0				2.9%	26.0%	30.3%	56.3%	4.0%	2.3%	0.9%	7.0%	0.6%
11 to 20%	296	27.2%	1.9				17.6%	55.4%	26.0%	59.8%	2.0%	5.7%	1.4%	4.6%	0.7%
21 to 30%	221	20.3%	2.0				18.6%	43.0%	19.5%	67.9%	0.9%	3.6%	0.9%	5.3%	0.9%
31 to 50%	182	16.7%	2.5				9.9%	23.6%	27.5%	55.5%	3.9%	5.0%	1.1%	5.5%	0.6%
51 to 80%	31	2.9%	2.2				16.1%	19.4%	41.9%	35.5%		6.5%		10.3%	3.2%
Over 80%	7	0.6%	2.9						28.6%	42.9%			14.3%	4.6%	
All	1,087	100.0%	2.1				11.6%	36.7%	26.8%	58.8%	2.7%	4.0%	1.1%	5.8%	1.0%

Short Term Rent Assistance

	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household
Shelter Plus Care	460	\$441,544	960
Short Term Rent Assistance	2258	\$3,018,563	1,337

Resident Services

Resident Programs

	Housing Program Served	Households Served/	Monthly Funding Amount	Average Funds per Participant
Congregate Housing Services	Public Housing	146	\$80,273	\$549.81
* as of previous month				

Resident Services Coordination

Public Housing

# Services	# of Programs	# Event Attendees	# Notice/Violation Meetings	# Eviction Notices	# Housing Stability Meetings
1537	19	603	35	12	68

Agency Nine months ending 9/30/20

The below data represents unaudited financial data.

	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$89,669,376	\$83,761,013	\$5,908,363
Grant Revenue	\$17,365,787	\$16,424,309	941,478
Property Related Income	\$15,804,516	\$16,158,864	(354,348)
Development Fee Revenue	\$6,210,824	\$7,847,025	(1,636,200)
Other Revenue	\$10,913,485	\$9,621,847	1,291,638
Total Revenue	\$139,963,989	\$133,813,058	\$6,150,931
Housing Assistance Payments	\$87,906,367	\$78,894,504	9,011,863
Operating Expense	\$42,487,753	\$39,010,186	3,477,567
Depreciation	\$3,180,901	\$3,387,122	-206,221
Total Operating Expenses	\$133,575,021	\$121,291,811	12,283,210
Operating Income	\$6,388,968	\$12,521,246	-\$6,132,279
Other Income(Expense)	\$895,857	\$11,009,280	-11,905,138
Capital Contributions	\$932,068	\$194,963	1,127,031
Increase(Decrease) Net Assets	6,425,179	23,335,564	-16,910,385
Total Assets	\$ 991,551,358	\$ 861,350,221	\$ 130,201,137
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
North Group Rehab Project	350	18-Dec	30-Sep	Post -Construction	\$101,323,805	\$289,496
East Group Rehab Project	315	19-Jun	21-Mar	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	21-Mar	21-Sep	Pre-Construction	\$875,000	N/A
Sequoia Elevated Deck	N/A	21-Mar	21-Sep	Pre-Construction	\$1,822,000	N/A
Schiller Way Elevated Deck Project	N/A	21-Mar	21-Jun	Pre-Construction	\$204,000	N/A
Kelly Place Elevated Deck	N/A	21-Mar	21-Jun	Pre-Construction	\$136,016	N/A