

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS

will meet on
Tuesday, April 20, 2021

At 5:15 pm

Zoom Register here:

https://homeforward.zoom.us/webinar/register/WN_pVZZIPKQRMaeT-OtYLy3rQ



MEMORANDUM

To:	Community Partners	Date:	April 13, 2021
From:	Michael Buonocore, Executive Director	Subject:	Home Forward Board of Commissioners April Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, April 20, 2021 at 5:15 PM virtually using the Zoom platform. The meeting will be accessible to the public via phone and electronic device.

If you would like to provide public testimony or view the meeting, please use this link to sign up

https://homeforward.zoom.us/webinar/register/WN_pVZZIPKQRMaeT-OtYLy3rQ

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON

VIA ZOOM

https://homeforward.zoom.us/webinar/register/WN_pVZZIPKQRMaeT-OtYLy3rQ

APRIL 20, 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 March 3 and March 16, 2021 Board of Commissioner Virtual Meetings

MISSION MOMENT

Topic	Presenter
NextGen Program	Biljana Jesic Leslie Helmer

RESOLUTIONS/REPORTS

Following Reports and Resolutions:			
21-04	Topic	Presenter/POC	Phone #
01	Authorize Adoption of Findings for Troutdale Project	Celeste King Amanda Saul	503.802.8541 503.802.8552

02	Authorize Adoption of Exception Payment Standard for Stalk Manor, Eastwood Court and Fir Acres	Dena Ford-Avery Jonathan Trutt	503.802.8568 503.802.8507
03	Authorize the Execution of Permanent Financing for The Louisa Flowers Apartments	April Berg Ben Loftis	503.802.8326 503.802.8319

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, May 5, 2021 at 5:30 PM. The next Board of Commissioners meeting will be Tuesday, May 18, 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
March 3, 2021**

COMMISSIONERS PRESENT

Chair Damien Hall, Vice Chair Matthew Gebhardt, Treasurer Jenny Kim, Commissioners Vivian Satterfield and Rakeem Washington

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, Celia Strauss, Jonathan Trutt

Chair Damien Hall convened the meeting at 5:30 PM.

RESOLUTIONS

RESOLUTION 21-03-01

Authorize Landlord Compensation Fund Contract

Policy Director Taylor Smiley Wolfe presented the resolution saying in response to the COVID-19 public health emergency, the State Legislature created a Landlord Compensation Fund program to help financially impacted landlords and tenants by compensating landlords for unpaid rent. It is a voluntary fund for landlords who have not been able to collect rent due to the financial hardships their tenants are experiencing. Smiley Wolfe described the process to apply for these funds that will be retroactive to April 2020. This resolution will allow Home Forward to enter into an Intergovernmental Agreement with Oregon Housing and Community Services to administer the program funds.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-03-01. Commissioner Vivian Satterfield moved to adopt Resolutions 21-03-01. Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye

ADJOURN

There being no further business, Chair Damien Hall adjourned this portion of the meeting at 5:45 PM.

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

ADOPTED: APRIL 20, 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
March 16, 2021**

COMMISSIONERS PRESENT

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

STAFF PRESENT

Elise Anderson, April Berg, Peter Beyer, Michael Buonocore, Rose Cottrill, Ian Davie, Dena Ford-Avery, Tonya Evans, Carolina Gomez, Jessica Karam, Celeste King, Kitty Miller, Brian Rutzen, Kandy Sage, Shannon Schmidt, Ian Slingerland, Taylor Smiley Wolfe, Aimee Smith, Celia Strauss, Jonathan Trutt

COUNSEL PRESENT

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting at 5:25 PM.

MEETING MINUTES

Minutes of the February 16, 2021 Board of Commissioners Conference Call Meeting

Chair Damien Hall requested a motion authorizing approval of the minutes to the February 16, 2021 Board of Commissioners meeting.

There being no discussion, Vice Chair Matthew Gebhardt moved to approve a motion for approval, and Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye

Vice Chair Matthew Gebhardt—Aye

Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

MISSION MOMENT – Central City Concern Onsite Hep C Clinic at Bud Clark Commons

Jessica Karam, Program Supervisor at Bud Clark Commons kicked off the mission moment. Karam introduced Anna Geduldig, Hep C Screening and Linkage Specialist, formerly with Central City Concern and Anthony Traver, Clinical Supervisor with Central City Concern.

Anna Geduldig gave an overview of why hepatitis C needs to be addressed saying it is a contagious liver disease caused by the bloodborn hep C virus. A concerning fact is that Oregon has the third highest mortality rate from this virus in the US and it was also the number one cause of death prior to COVID-19. There is no getting around the highly contagiousness, but it is also costly to fight. In 2019 Oregon expanded access to these medications.

Geduldig described the policy changes in Oregon and nationally making the medication accessible to many more, yet Oregon still lags behind elimination goals. She highlighted the challenges with treating HCV in vulnerable populations. Bud Clark Commons shared many of these challenges with HIV comorbidities, poor health services, history of trauma and homelessness, as well as active substance use emphasizing this is an important population to treat for HVC.

We have found this partnership to be very effective Karam said, although we are not fully there yet. She described the benefits the residents have such as medication delivery, case management, food boxes, with housing stability being key.

The Hep C clinic at BCC Geduldig said was designed to offer testing for folks without a history of HCV exposure to receive a point of care test, as well as those with a history of exposure or positive antibody test. They also incentivized residents and offered a stipend for referrals. In closing Geduldig shared client stories and outcomes the program has seen.

Chair Damien Hall thanked the presenters for the impressive work addressing something with many barriers. Commissioner Vivian Satterfield thanked them for the presentation and work that went into the program. She was interested in where the funding came from and how

long it will last, noting that the incentives helped. Geduldig said that Central City Concern will continue to provide the incentives and that work is underway to collaborate with pharmaceutical companies.

CONSENT CALENDAR

RESOLUTION 21-03-02 Authorize 2021 Restated Bylaws Amendment

RESOLUTION 21-03-03 Authorize Rent Assistance Administrative Plan Change Revising Preference to Reflect Recent Award of Mainstream Vouchers

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 21-03-02 and Resolution 21-03-03. Treasurer Jenny Kim moved to adopt resolution 21-03-02 and resolution 21-03-03. Commissioner David Widmark seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-03-04 Authorize Submission of Moving to Work Twenty First-Year Annual Report

Taylor Smiley Wolfe, Policy Director presented the resolution saying we are obligated to submit an annual report as to how we did with our proposed objectives in our previous year's annual Moving to Work plan. She acknowledged Brian Rutzen's behind the scenes work that brought everything together.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-03-04. Commissioner Vivian Satterfield moved to adopt resolution 21-03-04. Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye

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

RESOLUTION 21-03-05 Authorize Alternative Procurement Findings for Grace Peck Apartments

Celeste King, Procurement and Contracts Manager presented the resolution. This resolution requests the board to adopt the findings and exempt Home Forward from the competitive bid process for the renovation project at Grace Peck Terrace Apartments. By doing so, Home Forward would initiate a design-build procurement, which would conclude with a single contract for both design and construction services. King reiterated the process prior to board action with a public hearing on March 3, 2021 and no attendee participation.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 21-03-05. Vice Chair Matthew Gebhardt moved to adopt resolution 21-03-05. Treasurer Jenny Kim seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-03-06 Authorize Executive of Purchase and Sale Agreement for 4720 N. Maryland Avenue

Jonathan Trutt, Development Director presented the resolution noting the resolution was discussed with READ and in the board's Executive Session earlier this month. Trutt gave an overview of the site, our partnership and history with Neighborhood House. We would like to enter into a Purchase and Sale Agreement with Neighborhood House for a price not to exceed \$6,000,000. Trutt highlighted the due diligence, appraisal contingencies and the payment structure over a five year period.

There being no further discussion, Damien Hall requested a motion to approve Resolution 21-03-06. Commissioner David Widmark moved to adopt resolution 21-03-06. Treasurer Jenny Kim seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-03-07 Authorize 85 Stories Group 7

Jonathan Trutt presented the resolution but said it was Theresa Auld's work that went into assembling the financial documents for Group 7 as we continue the 85 Stories projects. Trutt went on to say that the Group 7 projects were Dahlke Manor, Eastwood Court, Fir Acres and Stark Manor. We anticipate closing in April and the resolution before the board is a standard request in this type of financing authorizing the Executive Director to sign everything to bear with all elements of the financing.

In response to Treasurer Jenny Kim's question, this is standard for a tax credit project, each loan will have some variance, but we have done this since Fountain Place. Vice Chair Matthew Gebhardt noted that the details of the resolution were reviewed by the READ Committee.

There being no further discussion, Damien Hall requested a motion to approve Resolution 21-03-07. Commissioner Richard Anderson moved to adopt resolution 21-03-07. 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
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye

Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

RESOLUTION 21-03-08 Authorize Amendments to the Design/Build Contracts for Construction Services with Walsh Construction and LMC Construction Co. for 85 Stories, Group 7 Properties

April Berg, Assistant Development Director presented the resolution saying we are at the point in preclosing to amend the design-build contract for Walsh Construction, which began in July 2019. We are requesting authorization to increase their contract for work at Dahlke Manor. At the same time, we are requesting an increase to the LMC Construction contract, initiated in August 2019, for the rehab work at Eastwood Court, Fir Acres and Stark Manor Apartments.

Berg said that in a major construction project there is an expenditure of a construction contingency amount, approximately 10% of the construction scope. This contingency allows for unexpected issues that would increase the scope of work. A benefit is that with the unspent funds the project can use those resources for add-backs that will benefit the residents.

Treasurer Jenny Kim requested an opportunity to see before and after photographs of these projects. Berg agreed to do this.

There being no further discussion, Damien Hall requested a motion to approve Resolution 21-03-08. Commissioner TomiRene Hettman moved to adopt resolution 21-03-08. Commissioner Richard Anderson seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Richard Anderson—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Vivian Satterfield—Aye
Commissioner Rakeem Washington—Aye
Commissioner David Widmark—Aye

Chair Hall said it is a bitter time as we say goodbye to one of our members, Richard Anderson. He spoke to his appreciation for Anderson's insights on development projects and

knowledge into insurance. He thanked Anderson for his time spent on the Board and the READ committee and for his contributions.

Commissioner Anderson was presented with a virtual plaque, "With appreciation to Richard Anderson. A member of Home Forward's Board of Commissioners, March 2017 to March 2021. Thank you for your sage business counsel, attention to our development projects and dedication to our mission.

Anderson thanked everyone. He said he has enjoyed his four-year term and unfortunately it was not his choice to leave, but the City of Gresham's. Everyone he has worked with has the interest of the residents at heart and it has been his pleasure to work with Home Forward. He looks forward to attending future development openings.

Executive Director Michael Buonocore thanked Anderson on behalf of staff. Buonocore reflected on Anderson's term overlapping with our previous President. During this period, you were always alongside us as we pursued projects that reflected our values. Your business acumen was valued and Buonocore assured Anderson he would be included in future development openings.

On behalf of Home Forward residents, Commissioner Hettman thanked Anderson for his service and will miss him on the board.

Vice Chair Gebhardt thanked Anderson for all the impressive work he brought to the READ committee and for the knowledge and perspective he gained from him.

Commissioner Widmark said it has been a pleasure to add one more opportunity to work together as there is more than 30-years their paths have crossed. He thanked Anderson for his time and appreciated his broad sense of the development world.

Commissioner Satterfield enjoyed working with Anderson during her tenure on the board and wished him well. She wondered what was next, expecting he would stay busy. In response, Anderson will be giving his time in a planning capacity on water.

Treasurer Kim said she will miss their chats before meetings and appreciated the knowledge and perspective he shared.

In closing, Chair Hall told Anderson he would be missed and hoped he would not be a stranger and looks forward to seeing him at the next ribbon cutting.

ADJOURN

There being no further business, Chair Damien Hall adjourned the meeting at 6:48 PM.

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

ADOPTED: APRIL 20, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

RESOLUTIONS



MEMORANDUM

To:	Board of Commissioners	Date:	April 20, 2021
From:	Celeste King, Procurement & Contracts Manager 503.802.8541 Amanda Saul, Assistant Director Development & Community Revitalization 503.802.8552	Subject:	Adoption of Findings based on the report of the Hearings Officer and approval of an exemption from competitive bidding for the Troutdale Project, a Metro Housing Bond Project Resolution 21-04-01

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

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

BACKGROUND

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

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

OVERVIEW

Home Forward is one of the region's eight implementing jurisdictions. Our responsibilities as an implementing jurisdiction are to develop approximately 111 units of affordable housing in the "balance of county" or specifically in Troutdale, Wood Village or Fairview utilizing \$17.6 million in Metro Bond funds. Home Forward has chosen to focus on Troutdale because it is the largest city of the three and has the highest need for affordable housing. Home Forward will be the developer and the general partner in a Low Income Housing Tax Credit (LIHTC) partnership entity that will own the property for 15 years, and the sole owner following the dissolution of the LIHTC partnership.

In December 2020, Multnomah County approved an Intergovernmental Agreement (IGA) with Home Forward that donates a 3.5-acre Multnomah County owned parcel to Home Forward to develop Metro bond funding housing. Now Home Forward is ready to issue solicitations for design and construction services. Both Home Forward public contracting rules and ORS require findings justifying the exemption from traditional low-bid contracting, a 14-day public notice and a public hearing at which public testimony is accepted related to the draft findings.

Notice of a public hearing to receive testimony on the findings in support of an exemption was published in the Daily Journal of Commerce on March 12, 2021 with the public hearing occurring on March 26, 2021. No public testimony was received at this Hearing.

CONCLUSION

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

ATTACHMENTS

Draft findings, public notice and Hearings Officer's Report



RESOLUTION 21-04-01

RESOLUTION 21-04-01 ADOPTS THE FINDINGS, GRANTS AN EXEMPTION FROM COMPETITIVE BIDDING AND ALLOWS THE USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTS (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR THE TROUTDALE PROJECT

WHEREAS, The Metro Council will approve Home Forward's Intergovernmental Agreement (IGA) for resources to develop affordable housing in Troutdale. Upon approval, approximately \$17.6 million of bond funds will be available to support construction of up to 111 units in Troutdale; and

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

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

WHEREAS, a public hearing was held on March 26, 2021, to accept public comment related to the draft findings. No public comment was received at this hearing; and

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

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

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

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

ADOPTED:

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

Findings – Exemption **Troutdale Project**

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

A. Alternative Contracting Exemption under Oregon Law

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

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

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

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

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

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

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

B. Background Information

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

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

Home Forward is one of the region's eight implementing jurisdictions. Our responsibilities as an implementing jurisdiction are to develop approximately 111 units of affordable housing in the "balance of county" or specifically in Troutdale, Wood Village or Fairview in exchange for \$17.6 million in Metro Bond funds. Home Forward has chosen to focus on Troutdale because it is the largest city of the three and has the highest need for affordable housing. Home Forward will be the developer and the general partner in a Low Income Housing Tax Credit (LIHTC) partnership entity that will own the property for 15 years, and the sole owner following the dissolution of the LIHTC partnership.

In December 2020, Multnomah County approved an Intergovernmental Agreement (IGA) with Home Forward that donates a 3.5-acre Multnomah County owned parcel to Home Forward to develop Metro bond funding housing. Now Home Forward is ready to issue solicitations for design and construction services. Both Home Forward public contracting rules and ORS require findings justifying the exemption from traditional low-bid contracting, a 14-day public notice and a public hearing at which public testimony is accepted related to the draft findings.

As a public agency, Home Forward is subject to Oregon Revised Statutes Chapter 279. The development of Troutdale will benefit from the use of an alternative contracting process that employs a proposal-based selection. Evaluation criteria for developments at this scale—the anticipated development budget is \$22 million—are broad and varied. In addition to a demonstrated ability to bond appropriately and be cost competitive, contractors will be evaluated on their plans to:

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

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

C. Findings

1. Appropriate alternative contracting methods will be used.

The qualifications-based request for proposals (“RFP”) process for selecting a contractor falls within the purview of ORS 279C.335(2) because the process is competitive and a contractor will be selected based on both price and ability to best complete the project. The qualifications-based RFP approach is widely used and recognized as one of the preferred alternative approaches where, as here, the project is technically complex, time-constrained, and includes rigorous equity goals. In addition, projects that are time-constrained and have difficult site conditions are often targeted for

a qualifications-base RFP process rather than the competitive bid process due to complex coordination intricacies. Home Forward anticipates using a one-step RFP process for this solicitation, contracting with a general contractor who will be responsible for both pre-construction and construction activities.

2. No favoritism or diminished competition.

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

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

Additionally, during the subcontractor bidding phases of the projects, outreach to the disadvantaged, minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses ("COBID") and Section 3 community as required by project funding will be conducted to inform this audience of bidding opportunities. This outreach involves direct solicitation to firms certified with the State of Oregon and the City of Portland, and providing notices to all relevant business and support organizations. Home Forward will require good faith efforts in the outreach to COBID and Section 3 businesses for subcontracting opportunities. Home Forward anticipates meeting Home Forward, Oregon Housing and Community Services and Metro's aspirational goals of 30% participation depending on contract amount by COBID firms through these efforts. Historically, achievement of the Section 3 goals of 10% construction services and 3% professional services has been more difficult to achieve due to the limited number of Section 3 certified firms. Notwithstanding this challenge, Home Forward staff and project participants will continue to work diligently to accomplish maximum participation by Section 3 businesses.

By marketing these opportunities and working to notify all likely potential respondents, Home Forward will implement a process that does not encourage favoritism in the awarding of this class of public contracts nor substantially

diminishes competition. Use of alternative contracting methods will also allow Home Forward to identify prime contractors prior to award of any construction subcontracts so that Home Forward can work with prime contractors to maximize opportunities for participation by all potential subcontractors, including disadvantaged, minority-owned, women-owned, and service-disabled veteran-owned business owners, emerging small businesses and Section 3 businesses.

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

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

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

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

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

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

a. How many persons are available to bid?

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

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

As projects are developed and contracts are established, project budgets become fixed by a Guaranteed Maximum Price (GMP) negotiation (CM/GC or design-build). Funding for the project is primarily from the Metro Bond. Home Forward will be able to minimize the risk of design changes, construction delays and claims to control the project budget more effectively with either CM/GC or design/build contractors. In addition, design-build contracts provide a single source of liability for both design and construction activities and a proven approach for containing costs by establishing a single point of responsibility for both design and construction services. Both alternative approaches allow the construction contractors' input simultaneous to design and will facilitate development of construction plans that minimize costs and impacts related to delayed construction schedules, bidding and materials procurement. Further, the contractors can provide real-time market pricing that will assist in design decisions. Lastly, in many instances the scope of work is uncertain and benefits from the close collaboration between the designer and the contractor during the design phase, resulting in a better and more complete scope of work that produces a more cost-effective final product.

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

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

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

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

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

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

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

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

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

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

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

f. Any likely increases in public safety.

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

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

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

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

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

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

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

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

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

Beyond the minimum requirements for bidder responsibility, a competitive-bid procurement does not permit an in-depth evaluation a contractor's technical qualifications or proven ability to address complex technical issues, such as meeting critical deadlines, addressing the needs of neighbors, and maximizing participation by target COBID and Section 3 businesses. Use of a request for proposals for the design-build and/or CM/GC methods—which will include several evaluation criteria in addition to price—allows Home Forward to evaluate a contractor's experience in similar work, including on-time performance, utilization of innovative construction techniques, community and governmental coordination, equity contracting requirements and the ability to successfully respond to work plan adjustments.

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

As discussed above, this project is new construction of approximately 111 units and associated active space. Because of the size of the project, some work may be identified as “early work” which can shorten the overall construction period and

therefore overall costs. The CM/GC method is better than the traditional competitive bid method in pursuing “early work” due to the CM/GC contractor’s early participation on the development team. This allows the identification and implementation of “early work” opportunities in a timely manner.

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

The qualifications-based RFP process will allow Home Forward to give appropriate weight to proposers that are skilled and experienced in performing new construction work.

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

The site is vacant. There are no tenants or buildings to consider.

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

The project will likely not be phased, but there’s a potential from some early off-site public improvements.

- b. Whether the contracting agency has retained under contract, and will use contracting agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

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

- c. Funding sources.

Construction of this project will be funded primarily with Metro Bond proceeds set at approximately \$17 million. Approximately \$17 million of bond funds will be available to support construction of up to 111 new housing units at Troutdale. Other sources include: 4% tax credit equity, Home Forward equity, a permanent loan and deferred developer fee.

D. Contract Terms and Conditions

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

E. Reservation of Rights

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

F. Recommendation

A competitive RFP procurement for design-build or CM/GC contractors as outlined above is the preferred contracting option for this Metro Bond project. Competitive procurements will ensure that the selected contractors have the experience, expertise, and successful past performance to position for success each of the potential contracts that may result from the Metro Bond. Having either the design-build or CM/GC contractors collaborate in the design effort will yield the most cost-effective and practical choices in design options while still allowing Home Forward to retain control of the design and costs. Design-build and/or CM/GC contracts provide the best opportunity to meet the Metro Framework goals around equity and cost containment. Lastly, these competitive procurement processes will include practices to ensure that meaningful competition occurs and that favoritism is not an element of the selections. All these factors will assist Home Forward in achieving fair and equitable selections of contractors that will deliver both good design and successful construction services with minimal public impacts at the least total construction costs and within the most beneficial schedule. Home Forward staff therefore recommends adoption of a resolution exempting the class of contracts defined herein from the competitive-bid requirements and authorizing the use of an alternative qualifications-based selection processes for public improvement contracts in the class described in these findings.

HOME FORWARD
PROFESSIONAL DESIGN SERVICES
FOR TROUTDALE HOUSING
Proposals due 11:00 am,
April 26, 2021
REQUEST FOR PROPOSALS
NO. 3/21-434

Home Forward will be developing 111 units of affordable housing located at 257th Drive Troutdale, OR 97060, on tax lots R-240482 and R-240446.

Proposals are requested from qualified professional architectural & engineering teams interested in the design of the affordable housing using cost-efficient design and construction principals. Home Forward will accept proposals until **11:00 AM on April 26, 2021**. Proposals will be accepted electronically via BidLocker. Submittal requirements are described in the RFP.

Multnomah County and Home Forward have executed an Intergovernmental Agreement (IGA) to transfer the 3.58-acre site that covers two tax lots to Home Forward for the development of affordable housing. Using a combination of Metro Bond Funds, 4% LIHTC and Bank Financing, Home Forward seeks to develop a combination of approximately 111 units consisting of: studio, one, two-bedroom and potentially three-bedroom units, plus community and property management space. Home Forward will be the developer and owner of the property.

Home Forward intends to select the architectural firm that best demonstrates knowledge and experience of cost-efficient design principles with the ability to work well as part of a project team that can meet cost setting goals. The architecture firm must also have strong graphic, written and oral communications skills, intellectual flexibility, a diverse and highly qualified team of subconsultants, the ability to successfully engage in discussions with the community and ability to navigate the City of Troutdale permit process, an understanding of or experience in designing culturally responsive affordable housing.

The RFP will be available on BidLocker (<https://bidlocker.us/a/homeforward/BidLocker>) on March 22, 2021. Interested firms must subscribe to the solicitation to be added to the Prospective Responders List and to receive addenda.

Home Forward has a goal of 28% participation by firms certified by the State of Oregon's Certification Office for Business Inclusion & Diversity (COBID) for all contracts. Interested COBID certified firms are encouraged to submit proposals or participate as subconsultants.

RFP Contact: Peter Garcia
Sr. Procurement Coordinator
Phone: 503-754-5320

Email: peter.garcia@homeforward.org

A virtual pre-proposal conference will be held on March 31, 2021 at 10:00 AM. Attendance is optional but strongly encouraged.

Published Mar. 22, 2021. 11982156



HEARING OFFICER'S REPORT

AS REQUIRED BY HOME FORWARD CONTRACT REVIEW BOARD RULES 9.3.1 – 9.3.4 AND ORS 279C.330 AND ORS 279C.335

REGARDING

Exemption from competitive bidding requirements for entering into a contract with construction of the Troutdale Housing project.

As required by ORS 279C.330 and ORS 279C.335, the undersigned duly appointed Hearing Officer convened a virtual public hearing at 9:30 a.m., on March 26, 2021. The hearing was held to present and receive public comment on an exemption from competitive bidding requirements for a contract for the construction of the Troutdale Housing project. An affidavit of the due Publication of the Notice of Public Hearing is attached.

On March 12, 2021 Home Forward issued a notice of public hearing and made the proposed finding available to the public.

Dated:

March 26, 2021

Attested:

Celeste King

Hearing Officer
Celeste King



MEMORANDUM

To: Board of Commissioners

From: Dena Ford-Avery, Director of
Housing Choice Vouchers
503.802.8568

Jonathan Trutt, Director of
Development & Community
Revitalization
503.802.8507

Date: April 20, 2021

Subject: Establishing an Exception Payment
Standard at Stark Manor,
Eastwood Court, and Fir Acres
Resolution 21-04-02

REQUEST

Staff requests that the Board of Commissioners approve the establishment of an exception payment standard for Stark Manor, Eastwood Court, and Fir Acres. This request is supported by authority granted by the U.S. Department of Housing and Urban Development (HUD) via Home Forward's Moving to Work (MTW) agreement, amendments, and corresponding plan. It supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves.

BACKGROUND

Home Forward plans to preserve and renovate the four properties comprising 85 Stories Group 7: Dahlke Manor, Stark Manor, Eastwood Court, and Fir Acres. Home Forward will invest \$32 million dollars towards the renovations of these four properties. Staff plans to close on Group 7's financing and start its construction in May 2021.

The elements of Group 7's construction and operations budgets most germane to this request include:

- The construction of a new 4,200 square foot building at Eastwood Court to house property management and resident services functions. The building will have 1,505 square feet of flexible community room space and two resident services offices.
- On-going funding designed to support a resident services staffing level of 0.95 full time equivalent (FTE) positions.

Recent resolutions passed by the board in furtherance of Group 7's preservation and renovations include:

- Resolution 21-01-04 authorizing the early purchase of long-lead time of construction materials
- Resolution 21-03-07 authorizing Group 7's financing terms
- Resolution 21-03-08 authorizing the establishment of guaranteed maximum price construction contracts for Group 7 properties

OVERVIEW AND ANALYSIS

Group 7's financing relies on HUD's Section 18 and Rental Assistance Demonstration (RAD) programs. These two programs draw from different HUD subsidy streams when establishing rents. Dahlke Manor is a Section 18 project and Stark Manor, Eastwood Court, and Fir Acres are RAD projects. This request pertains only to the rents at Group 7's three RAD properties.

The rents at these three RAD conversion properties incorporate new rent assistance funding that ties to a finite pool of public housing operating subsidy. Over time, that legacy public housing operating subsidy shrinks as RAD rent assistance funding increases via new Section 8 project-based vouchers (PBVs), in direct relation to the rents we choose to set. Development and Finance and Accounting staff continually monitor and analyze our drawdown of this legacy public housing funding pool to ensure its proper distribution across our 85 Stories efforts. The reason for this scrutiny is that RAD rent levels in each 85 Stories group play a central role in our preservation efforts. They affect both the extent of renovations possible and the availability of on-going funding for resident services.

Home Forward administers a large project-based voucher (PBV) program utilizing Section 8 rent assistance funding, and has utilized its Moving to Work authority to ensure flexibility in usage. Since RAD rents incorporate those project-based vouchers, Home Forward may exercise discretion in establishing those rents. Relying on this flexibility, Home Forward's Director of Housing Choice Vouchers can establish an "exception" payment standard at service-enriched buildings. This exception payment standard can be higher than our standard neighborhood-based payment standards that set an upper limit on PBV rents at 110% of Fair Market Rent. Service-enriched buildings can have rents as high as 150% of Fair Market Rent so long as Home Forward documents the value of the services delivered and their provision to a "highly vulnerable" population.

Staff's request to approve exception rents at Stark Manor, Eastwood Court and Fir Acres is based on a desire to support enriched services for the population at these properties. The following demographic data highlights the services need for the 91 households that call these three properties home:

- 75% of households earn less than 30% of area median income;
- Single parents comprise 40% of all households;
- 128 children live at these three properties:
 - 49 children are elementary school age or younger;
 - 79 children are junior high school or high school aged.

Single parenting and/or extremely low incomes can create vulnerability in residents that threatens their housing stability, family stability and health. To support and encourage the residents of these three properties, Group 7's initial operating budget therefore includes approximately \$93,000 annually to deliver resident services at Stark Manor, Eastwood Court, and Fir Acres. This annual revenue stream, which will escalate for inflation, will stem from the higher rents facilitated by the Board's establishment of an exception payment standard for these three properties. It will support a 0.95 of Resident Services FTE to ensure on-site services at the properties. Paired with the newly-constructed resident services space at Eastwood Court, it will pay for resident services efforts aimed at ensuring housing stability, fostering economic stability and self-reliance, promoting the quality of life and sense of community at each property, and advancing educational and career opportunities for young people.

CONCLUSION

Staff requests the Board of Commissioners to authorize an exception payment standard at Stark Manor, Eastwood Court, and Fir Acres consistent with provisions of the authority granted by HUD in Home Forward's Moving to Work Plan. The exception payment standard authorized by the attached resolution will enable the Director of Housing Choice Vouchers to approve rents at these three properties at or below 120% of Fair Market Rent to support intensive services.



RESOLUTION 21-04-02

RESOLUTION 21-04-02 AUTHORIZING THE ESTABLISHMENT OF AN EXCEPTION PAYMENT STANDARD AT OR BELOW 120% OF FAIR MARKET RENT AT STARK MANOR, EASTWOOD COURT, AND FIR ACRES

WHEREAS, Home Forward is a Moving to Work (MTW) housing authority;

WHEREAS, Home Forward's MTW status and Moving to Work Plan provide flexibility in establishing payment standards for apartments with project-based rental assistance;

WHEREAS, Home Forward's HUD-approved MTW Plan authorizes the establishment of an exception payment standard equal to 150% of Fair Market Rents for service-enriched properties with highly vulnerable populations;

WHEREAS, Home Forward is currently preserving and renovating its public housing portfolio through its 85 Stories Initiative;

WHEREAS, key elements the 85 Stories Initiative are the conversion of public housing subsidy to project-based vouchers (PBV) and the establishment of PBV rents;

WHEREAS, Home Forward is currently establishing PBV rents at Stark Manor, Eastwood Court, and Fir Acres;

WHEREAS, 75% of the households at Stark Manor, Eastwood Court, and Fir Acres earn less than 30% of Area Median Income ("extremely low-income");

WHEREAS, 40% of the households at Stark Manor, Eastwood Court, and Fir Acres are comprised of single parents;

WHEREAS, a total of 128 children live at Stark Manor, Eastwood Court and Fir Acres;

WHEREAS, extremely low-incomes and/or single parenting correlate closely with high vulnerability for housing, family, and health instability;

WHEREAS, the exception payment standard rents requested in this resolution will enable the new construction of approximately 1,505 square feet of flexibility community space and two

resident services offices for the benefit of Stark Manor, Eastwood Court and Fir Acres residents;

WHEREAS, the exception payment standard rents requested in this resolution will enable the creation of a service-enriched environment at Stark Manor, Eastwood Court, and Fir Acres by establishing an on-going resident services funding stream initially equal to approximately \$93,000 and escalating annually for inflation;

WHEREAS, this funding stream will pay for a 0.95 FTE resident services position dedicated to Stark Manor, Eastwood Court, and Fir Acres;

WHEREAS, the Director of Housing Choice Vouchers is requesting the Board approve exception payment standards per the authority granted by Home Forward's Moving To Work Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HOME FORWARD, as follows:

RESOLVED, the Board of Commissioners approves an exception payment standard applicable to Stark Manor, Eastwood Court, and Fir Acres;

RESOLVED, the exception payment standard approved for Stark Manor, Eastwood Court, and Fir Acres shall limit the rents to an amount at or below 120% of Fair Market Rent.

RESOLVED, staff may amend the administrative plan to the extent necessary to give effect to the exception payment standard established by this resolution.

This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED: APRIL 20, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair



MEMORANDUM

To: Board of Commissioners

From: April Berg, Assistant Director,
Development and Community
Services
503.802.8326

Ben Loftis
Development Finance Manager
503.802.8319

Date: April 20, 2021

Subject: Authorize Execution of Documents
in Connection with Permanent
Financing for The Louisa Flowers
Apartments

Resolution 21-04-03

REQUEST

Staff requests the Board of Commissioners to approve resolution 21-04-03 authorizing the execution and delivery of documents by Home Forward, on its own behalf and in its capacity as general partner of Lloyd Housing Limited Partnership (the “Partnership”), in connection with the conversion of construction financing to the permanent financing for the apartment complex known as The Louisa Flowers Apartments (previously known as “NE Grand”).

These actions support Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves.

BACKGROUND

The Board of Commissioners authorized the financial closing and subsequent construction of The Louisa Flowers in 2017. The financing authorization is resolution 17-10-03. The financial partners included Bank of America as Low Income Housing Tax Credit (LIHTC) investor and lender, the Portland Housing Bureau and Multnomah County, as well as Home Forward’s own contribution/sponsor loan. Home Forward issued tax exempt bonds for the construction loan of \$38,300,000, of which approximately \$18,000,000 will convert to permanent financing for the project.

The construction is complete and the apartment units fully leased. Current schedule anticipates conversion in May 2021. Upon conversion, Bank of America will sell their

interest in the permanent loan to Barings Affordable Housing Mortgage Fund, LLC (Barings). At the time the Board of Commissioners adopted “The Omnibus Resolution” 17-10-03, Bank of America had not identified Barings as the buyer of the permanent loan note. Staff now seeks authorization to include Barings into the permanent loan financing.

OVERVIEW

Staff has been in conversations with Bank of America and Barings in preparation of the loan conversion. The permanent loan financing terms remain the same as initially projected at the 2017 financial close. Barings requires to be specifically named in an adopted resolution.

Staff presented a draft of this memo and resolution to the READ committee on April 2, 2021.

CONCLUSION

Staff requests the Board of Commissioners authorize the delivery and execution of documents in connection with the conversion of construction financing to the permanent financing for The Louisa Flowers Apartments.



RESOLUTION 21-04-03

RESOLUTION 21-04-03 AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY HOME FORWARD, ON ITS OWN BEHALF AND IN ITS CAPACITY AS GENERAL PARTNER OF LLOYD HOUSING LIMITED PARTNERSHIP, TO EFFECTUATE THE CONVERSION OF THE EXISTING FINANCING FOR THE HOUSING COMPONENT OF THE MIXED USE PROJECT KNOWN AS THE LOUISA FLOWERS APARTMENTS LOCATED IN PORTLAND, MULTNOMAH COUNTY, OREGON.

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

WHEREAS, ORS 456.120(18) authorizes Home Forward to finance, plan, undertake, construct, acquire and operate housing projects;

WHEREAS, ORS 456.120(18) provides that a housing authority may, among other things and if certain conditions are met, “enter in a partnership agreement with or loan money to an individual, partnership, corporation or other association to finance, plan, undertake, construct, acquire or operate a housing project”;

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

WHEREAS, ORS 456.055 and 456.175 provide that a housing authority may issue bonds, notes, interim certificates, debentures or other obligations for any of its corporate purposes;

WHEREAS, Home Forward adopted Resolution 17-10-13 (the “**Omnibus Resolution**”) relating its participation in the acquisition, development, ownership and operation of a mixed use condominium development to be comprised of a 240-unit affordable housing apartment complex (the “**Housing Unit**”) known as The Louisa Flowers Apartments and currently addressed as 515 NE Holladay Street, Portland, Oregon and the commercial space (“**Commercial Unit**”), together known as The Louisa Flowers Condominiums, located at the intersection of NE Grand Avenue and NE Holladay Street, Portland, Oregon (the “**Project**”);

WHEREAS, to facilitate financing for the Project, Home Forward has formed Lloyd Housing Limited Partnership, an Oregon limited partnership (the “**Partnership**”) of which it serves as the general partner, to own and operate the Housing Unit;

WHEREAS, pursuant to Resolution 17-10-04 (the “Bond Resolution”) and a Funding Loan Agreement dated as of December 1, 2017 (the “Funding Loan Agreement”), among Home Forward, as governmental lender, Bank of America, N.A., as initial Funding Lender (the “Funding Lender”), and ZB, National Association DBA Zions Bank, as fiscal agent, Home Forward issued its Multifamily Mortgage Revenue Note (NE Grand Apartments), Series 2017 (the “**Governmental Note**”) in the original principal amount of \$38,300,000, and used the proceeds thereof to make a loan (the “**Borrower Loan**” or “**Construction Loan**”) to the Partnership to finance the acquisition, construction, development, and equipping of the Housing Unit;

WHEREAS, Home Forward, on behalf of the Partnership, executed a Financing Term Sheet (the “**Term Sheet**”) from Bank of America dated May 30, 2017, setting forth the terms of the Permanent Tax -Exempt Bond Financing for the Project (the “**Permanent Financing**”);

WHEREAS, pursuant to a Forward Note Purchase Agreement dated as of December 14, 2017 (the “**Forward Note Purchase Agreement**”), by and between the Funding Lender and Barings Affordable Housing Mortgage Fund I LLC (“**Barings**”), Barings agreed to purchase the Governmental Note from Bank of America, N.A., in an amount not to exceed \$18,000,000, upon which the Construction Loan would convert from a construction loan to a permanent loan (the “**Permanent Loan**”);

WHEREAS, the closing of the sale of the Governmental Note by the Funding Lender to Barings and the making of the Permanent Loan are referred to as the “**Conversion**”;

WHEREAS, Home Forward, in its individual capacity as the Project sponsor, developer, ground lessor, and as a guarantor and in its capacity as general partner of the Partnership and on behalf of the Partnership, desires to execute, such documents as may be required to effect the Conversion, complete the transfer of the Governmental Note and related documents to Barings, and to obtain the Permanent Loan for the Housing Unit;

WHEREAS, the Board of Commissioners of Home Forward (the “**Board**”) desires to consent to the Conversion and the closing of the Permanent Loan and to authorize certain individuals to execute documents on behalf of Home Forward on its own behalf and as the general partner of the Partnership in connection with Conversion, and to ratify certain actions pertaining to these transactions taken prior to the date of this resolution; and

WHEREAS, ORS 456.135 authorizes Home Forward and/or the Partnership to delegate to one or more of its agents and employees such powers as it deems proper.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HOME FORWARD, as follows:

RESOLVED, the Board finds and determines that it is necessary and advisable, important for the feasibility of the Project, and in the best interest of Home Forward to arrange for the Conversion as described herein. The Board hereby determines that a substantial number of persons of eligible income in the area served by Home Forward cannot obtain housing for 30% or less of their income. Based on the foregoing determination, the Board hereby declares, on behalf of Home Forward, the need for additional housing for persons or families of lower income that can be addressed by Home Forward participating in the financing and development of the Project.

RESOLVED, that the Board authorizes and approves the execution and delivery of, and the performance by Home Forward (on its own behalf and as general partner of the Partnership) such documents, instruments, and agreements as may be necessary or desirable in connection with the Conversion or which may be required by the Funding Lender or Barings as a condition to its sale or purchase, respectively, of the Governmental Note, including, but not limited to, those documents described in Exhibit A (collectively, the **“Conversion Documents”**). The Board further authorizes the Chair of the Board, the Executive Director of Home Forward and Chief Financial Officer of Home Forward (collectively, the **“Authorized Officers”** and each, an **“Authorized Officer”**) and each of them acting alone, to negotiate, execute and deliver the Conversion Documents on behalf of Home Forward (on its own behalf and as general partner of the Partnership). The execution of such instruments by any Authorized Officer shall be conclusive evidence of approval of the terms set forth therein on behalf of Home Forward.

RESOLVED, that any action authorized or directed by this resolution to be taken by the Chair of the Board, Executive Director of Home Forward, or Chief Financial Officer of Home Forward may, in the absence of such person, be taken by the duly authorized acting Chair of the Board, acting Executive Director, or acting Chief Financial Officer, respectively.

RESOLVED, that Home Forward is authorized to expend such funds (and to cause the Partnership to expend such funds) as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution.

RESOLVED, while the titles of and parties to the various documents may change, no change

to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form. The Authorized Officers, and each of them acting alone, in their discretion, may omit any agreement described herein which is determined not to be necessary or desirable in connection with the Conversion.

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

RESOLVED, each of the Omnibus Resolution and Bond Resolution is ratified and affirmed and remains in full force and effect.

This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED: APRIL 20, 2021

Attest:

Home Forward:

Michael Buonocore, Secretary

Damien R. Hall, Chair

EXHIBIT A
LIST OF CONVERSION DOCUMENTS

Below is a list of the anticipated transaction documents for the Conversion of the financing for Lloyd Housing Limited Partnership.

1. Conversion Addendum to Governmental Lender Note
2. Borrower's Certificate
3. Certificate and Estoppel Letter Regarding Management Agreement
4. Ground Lessor's Consent, Estoppel Certificate and Agreement
5. Updated Borrower Tax Certificate Relating to the \$38,300,000 Principal Amount
Oregon Housing and Finance Authority Multifamily Mortgage Governmental Lender
Note (NE Grand Apartments), Series 2017

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 02/01/21 - 03/31/21

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2698	0	Kennedy Restoration	\$ 3,619.04	Flood remediation on ground floor of NW Tower	Property Management	2/22/2021	6/1/2021
C2702	0	Bridge City Contracting	\$ 22,728.65	Hollywood East shower installation	IFS	3/2/2021	5/30/2021
C2704	0	Pioneer Waterproofing	\$ 4,115.00	Sidewalk repair at NMW	IFS	3/2/2021	5/1/2021
Subtotal			\$ 30,462.69				3

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2679	0	Carbonell Cleaning Solutions	\$ 44,410.00	Landscaping at Dekum, Carlton, Celilo	Property Management	2/1/2021	2/21/2022
C2680	0	ValleyScapes Landscape Solutions	\$ 29,967.00	Landscaping for Tamarack and Camelia	Property Management	2/1/2021	1/31/2022
C2684	0	Metro Access Controls	\$ 800.00	Replace door latches at two Schunk stair doors.	DCR	2/3/2021	6/30/2021
C2690	0	Soha Sign Company	\$ 2,704.50	Temporary signage for Eastwood Court	DCR	2/8/2021	4/30/2021
C2692	0	IRS Environmental	\$ 9,765.00	Baldwin abatement and testing	DCR	2/11/2021	6/30/2021
C2688	0	Lovett Inc	\$ 6,964.54	Repair dry wall lid at Madrona	Property Management	2/12/2021	4/5/2021
C2693	0	Harry Tree Specialists Inc	\$ 4,010.00	Tree removal and replanting at Tillicum north and Tillicum south	DCR	2/17/2021	5/31/2021
C2691	0	Tonkin Wilsonville Nissan	\$ 189,733.59	9 Nissan Cargo Vans	IFS	2/21/2021	4/8/2021

C2708	0	Cascade Radon Inc.	\$ 300.00	Install radon mitigation at Stephens Creek Crossing	DCR	3/5/2021	9/30/2021
C2709	0	NW Enforcement	\$ 8,550.00	Security at Celilo	Property Management	3/15/2021	12/31/2021
C2714	0	Moncha Service LLC	\$ 5,500.00	Tree trimming at Tamarack	Property Management	3/23/2021	4/22/2021
Subtotal			\$ 302,704.63				11

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2683	0	Nora Mattingly	\$ 12,000.00	Assist with the planning, logisitcs and implementation of Covid19 Vaccine Clinics at 13 HFproperties	IFS	2/2/2021	3/26/2021
C2686	0	Christo Valikov	\$ 20,000.00	Artist installation of mural painting at Tillicum South Playground on a 54'L 6'H CMU wall. Contract to include materials and labor to complete the mural.	DCR	2/6/2021	4/30/2021
C2674	0	Catholic Charities	\$ 9,000.00	Financial Education Services for SCC,The Ellington,New Columbia, and East County	Community Services	2/8/2021	12/31/2021
C2695	0	Bryan Potter Design	\$ 49,999.00	On-call graphic design services	DCR	2/12/2021	3/1/2022
C2694	0	Impact Northwest	\$ 227,045.52	Case management for CHSP residents at 5 HF properties; Rule 46-0340	Community Services	2/15/2021	12/31/2021
C2696	0	Nemariam Engineers & Associates, LLC	\$ 7,031.00	Traffic study at Albina head start building	DCR	2/17/2021	5/31/2021
C2699	0	Catholic Charities	\$ 12,000.00	Financial Education Services for FSS/GOALS Participants	Community Services	2/17/2021	12/31/2021
C2700	0	Lymantria Consulting	\$ 10,000.00	Consultation for Moving to Work - FY2021-FY2023	Executive	2/22/2021	3/31/2024
C2706	0	Robert Half International	\$ 15,000.00	Temp position: Accounting Consultant	FAAM	2/26/2021	4/30/2021
C2697	0	Western Realty Advisors, Inc.	\$ 3,500.00	Appraisal for 4720 North Maryland St in Portland, Oregon. We are considering purchasing this property and the appraisal will help us make our decision.	DCR	3/2/2021	5/31/2021
C2707	0	Easbey Consulting, LLC	\$ 22,400.00	Full Review/Audit of Resident files to meet the qualifications for LIHTC program for 85 Stories, Group 6, East Group, LP	DCR	3/8/2021	7/30/2021
C2710	0	GTG Consultants, PC	\$ 8,500.00	Capital needs assessment for The Jeffrey	Asset Management	3/15/2021	7/31/2021

C2711	0	Quality Counts LLC	\$ 585.00	Street observation historical data gathering for PBOT Traffic Study report Albina Head Start	DCR	3/16/2021	5/31/2021
C2712	0	GTG Consultants, PC	\$ 30,350.00	CNA for Grace Peck Terrace	DCR	3/16/2021	9/30/2021
C2715	0	Hahn and Associates Inc	\$ 3,250.00	Phase I ESA for Louisa Flowers (grand)	DCR	3/16/2021	6/30/2021
C2713	0	Environmental Works	\$ 7,055.00	Comprehensive follow-up radon testing at Tamarack, Winchell Court and Camelia Court Apartments	DCR	3/17/2021	7/31/2021
C2716	0	Spectrum Enterprises Inc.	\$ 11,000.00	Move-In file audit for Group 7- Dahlke Manor, Fir Acres, Stark Manor and Eastwood Court	Property Management	3/31/2021	11/30/2021
C2717	0	Lifeworks NW	\$ 48,732.00	Resident services support at Beech Street	Community Services	3/31/2021	12/31/2021
Subtotal			\$ 497,447.52				18

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2687	0	TRC Environmental	\$ 9,000.00	Complete post-project Phase I reports for Bel Park, Eliot Square, Maple Mallory, and Schunk Riverview Tower.	DCR	2/3/2021	6/30/2021
C2689	0	Forensic Building Consultants	\$ 2,000.00	Isolated leak assessment at BCC	DCR	2/4/2021	5/31/2021
C2701	0	W.B. Wells & Associates, Inc	\$ 27,990.00	Updated ALTA surveys at Group 6-1, 6-2, Harold Lee Village properties	DCR	2/26/2021	6/30/2021
C2705	0	Westlake Consultants Inc	\$ 9,900.00	Killingsworth Housing land survey	DCR	3/1/2021	12/31/2022
C2445	0	Lever Architects	\$ 34,638.00	Dekum court additional civil and landscape scope - A&E	DCR	3/4/2021	12/31/2023
Total			\$ 83,528.00				5

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2287	3	Homewatch CareGivers of Portland	\$ -	Provides bathing assistance and personal care services for CHSP; amended to update scope and extend contract	Community Services	2/1/2021	12/31/2021
C2531	2	Greenfield Geotechnical	\$ 10,945.00	Geotechnical investigation for Baldwin site; amended scope and add time	DCR	2/2/2021	9/1/2022
C1856	1	Signal 88 Security	\$ -	Security Services for SCC	Prop Mgmt	2/3/2021	12/31/2021
C2395	4	W.B. Wells & Associates, Inc	\$ 5,900.00	85 stories group 7: updated ALTA and boundary surveys for Stark Manor and Fir Acres	DCR	2/3/2021	2/5/2022
C2505	1	Centric Elevator	\$ 17,350.00	Elevator modernization Dahlke including alternates	DCR	2/4/2021	6/30/2022
C2540	1	Merrymen Barnes Architects	\$ 4,050.00	Added drawing time for New Market West Security Improvements permits	DCR	2/8/2021	12/31/2021
C2232	1	Elevator Consulting Services	\$ -	Construction administration for modernizations of Medallion, Williams; amended to add time	DCR	2/11/2021	3/31/2021
C2442	2	NW Enforcement	\$ 1,150.00	Security services at Prescott House; amended to extend services	Asset Management	2/11/2021	4/15/2021
C2456	2	NW Enforcement	\$ 3,450.00	Security services at Powell Project; amended to extend contract	Asset Management	2/11/2021	9/30/2021
C2092	12	Lorentz Bruun Construction	\$ 132,628.00	Amending scope to Fountain Place Design build	DCR	2/12/2021	9/30/2021
C2497	1	Ella Marra-Ketelaar	\$ -	Extending contract to account for pandemic delay.	DCR	2/17/2021	12/31/2021
C2397	1	Portland State University	\$ -	Executive leadership trainings; amended to extend contract	Executive	2/18/2021	12/31/2021
C2339	2	Elevator Consulting Services	\$ -	Time extension to account for schedule changes from modernizer.	DCR	2/19/2021	6/30/2021
C2344	4	KO Construction	\$ 1,200.00	Additional mounting block installations at Carlton Court & Eastwood Court	DCR	2/19/2021	6/30/2021
C2372	3	Environmental Works	\$ -	added time to accommodate pandemic delay	DCR	2/19/2021	6/30/2021
C2408	3	Cascade Radon Inc.	\$ 475.00	Additional radon testing at Humboldt	DCR	2/19/2021	3/31/2021
C2403	3	Snugs Services	\$ 2,500.00	On-call snow removal services	Prop Mgmt	2/22/2021	3/31/2022

C1968	31	Walsh Construction Co.	\$ 8,896.37	Medallion CO #14	DCR	2/25/2021	3/31/2021
C2214	2	Allied Universal Security Services	\$ -	Security Services for HWE, NW Tower, NW Tower Annex, Sellwood, Gallagher; amended to add time	Prop Mgmt	2/25/2021	3/31/2021
C2246	2	RDH Building Sciences, Inc.	\$ -	architectural and building sciences work for the window replacement at Gretchen Kafoury Commons; amended to add time	DCR	2/25/2021	2/23/2022
C2395	5	W.B. Wells & Associates, Inc	\$ -	Boundary & Topo Surveys and ALTA/NSPS Land Title Surveys at Demar Downs, Fir Acres, Stark Manor, Townhouse Terrace	DCR	2/25/2021	5/30/2021
C2542	1	Nancy Davis Consulting	\$ 25,000.00	Policy work group formation; amended to extend contract	Executive	2/25/2021	12/31/2021
C2582	1	Arrakis Professional Services	\$ 96,708.00	Stationed security at NWT & Annex; amended to add funds for additional security during pandemic	Prop Mgmt	2/25/2021	8/31/2021
C2619	1	Nicole Updegrove	\$ 1,080.00	Eviction Report presentation; amended to update scope	Executive	2/25/2021	10/15/2021
C2635	1	Bridge City Contracting	\$ -	Beam replacement at Madrona; amended to add time	Property Management	2/25/2021	4/15/2021
C2394	3	KPFF Consulting Engineers	\$ -	Boundary & Topo Surveys and ALTA/NSPS Land Title Surveys at Eastwood, Carlton, Celilo, Madrona	DCR	2/26/2021	5/30/2022
C2578	1	KPFF Consulting Engineers	\$ -	Civil boundary and topo survey at Albina Clegg Head start Building (Dekum)	DCR	2/26/2021	5/30/2022
C2587	1	KPFF Consulting Engineers	\$ -	Updated ALTA survey for Tamarack Apts for as-built changes that occurred during construction	DCR	2/26/2021	5/30/2021
C2080	2	Human Solutions, Inc.	\$ -	After-school academic and enrichment activities at Sequoia; amended to extend services	Community Services	3/1/2021	6/30/2021
C2480	2	Lifeworks NW	\$ 9,746.00	Resident services coordinator at Beech Street; amended to add time and funds	Community Services	3/2/2021	2/28/2021
C2615	1	Kennedy Restoration	\$ -	BCC water mitigation following emergency flood; amended to add time	Property Management	3/2/2021	3/31/2021
C2046	6	NW Enforcement	\$ 79,810.52	Security Services for Schunk; amended to updates scope	Property Management	3/3/2021	7/31/2021
C2482	3	Bremik Construction	\$ 11,861.00	Additional services to secure Baldwin site prior to construction	DCR	3/3/2021	7/31/2021
C2557	1	Red Sea Road Consulting	\$ 10,000.00	Retreat for Operations Department; amended to update scope of work	Executive	3/4/2021	12/31/2021
C2635	2	Bridge City Contracting	\$ 4,839.00	Beam replacement at Madrona; amended to update scope	Property Management	3/4/2021	4/15/2021
C2218	2	Staffing Solutions, LLC	\$ 50,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters; amended to add funds	DBS-HR	3/5/2021	4/30/2022

C2320	4	Cascade Radon Inc.	\$ 4,950.00	Additional system and system modification for radon at Eastwood Court	DCR	3/5/2021	6/30/2021
C1994	13	LMC, Inc.	\$ (2,624.02)	red group 1 CO 10	DCR	3/9/2021	9/30/2021
C2643	2	Cascade Radon Inc.	\$ 580.00	Adding long term test for radon testing for Unit 14 at Alderwood	DCR	3/9/2021	9/30/2021
C1994	12	LMC, Inc.	\$ 34,963.45	red group 1 CO 9	DCR	3/10/2021	9/30/2021
C2362	2	Forensic Building Consultants	\$ 10,000.00	Additional job site visits and reporting for Add-Back work involving the Group 6-1 properties of Alderwood, Powellhurst and Floresta. - rule 46-0340	DCR	3/11/2021	4/30/2021
C2228	3	Otis Elevator	\$ 9,636.40	Add scope of work to: Remove and replace panels in both elevators at Medallion and Williams for flooring installation and added scope to Medallion for new key switch and ss window mullion covers. coverings.	DCR	3/12/2021	4/30/2021
C2408	4	Cascade Radon Inc.	\$ 856.00	Additional radon retesting at Stephens Creek Crossing North & South	DCR	3/12/2021	6/30/2021
C2230	3	AKS Engineering & Forestry, LLC	\$ 10,000.00	Additional surveying services for Powell	DCR	3/16/2021	12/31/2022
C2292	2	Home Instead	\$ -	COVID-19 language amendment	Community Services	3/19/2021	12/31/2020
C2457	6	Forensic Building Consultants	\$ 35,000.00	Additional Design and Construction Administration services to support Group 6-2 Add-Back work at the Hunter's Run, Tillicum North and Tillicum South Apts.	DCR	3/20/2021	5/31/2021
C2612	1	JR Johnson, Inc	\$ -	BCC Flood reconstruction; amended to add time	Property Management	3/22/2021	4/1/2021
C2485	2	Universal Lawncare Maintenance	\$ 9,000.00	Landscaping at HWE; amended to extend contract	Property Management	3/23/2021	3/31/2022
C2613	1	PDX Nutrition Services	\$ 11,439.00	Comprehensive Meal Program for CHSP; amended to add funds due to increase in monthly rate	Community Services	3/29/2021	12/31/2021
C1952	7	Universal Lawncare Maintenance	\$ 32,145.00	Landscaping Maintenance for 20 Master-Leased Properties; amended to extend contract	Asset Mgmt	3/31/2021	6/30/2021
Subtotal			\$ 633,534.72				50

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
------------	---------	------------	-----------------	-------------	-------	----------------	-----------------

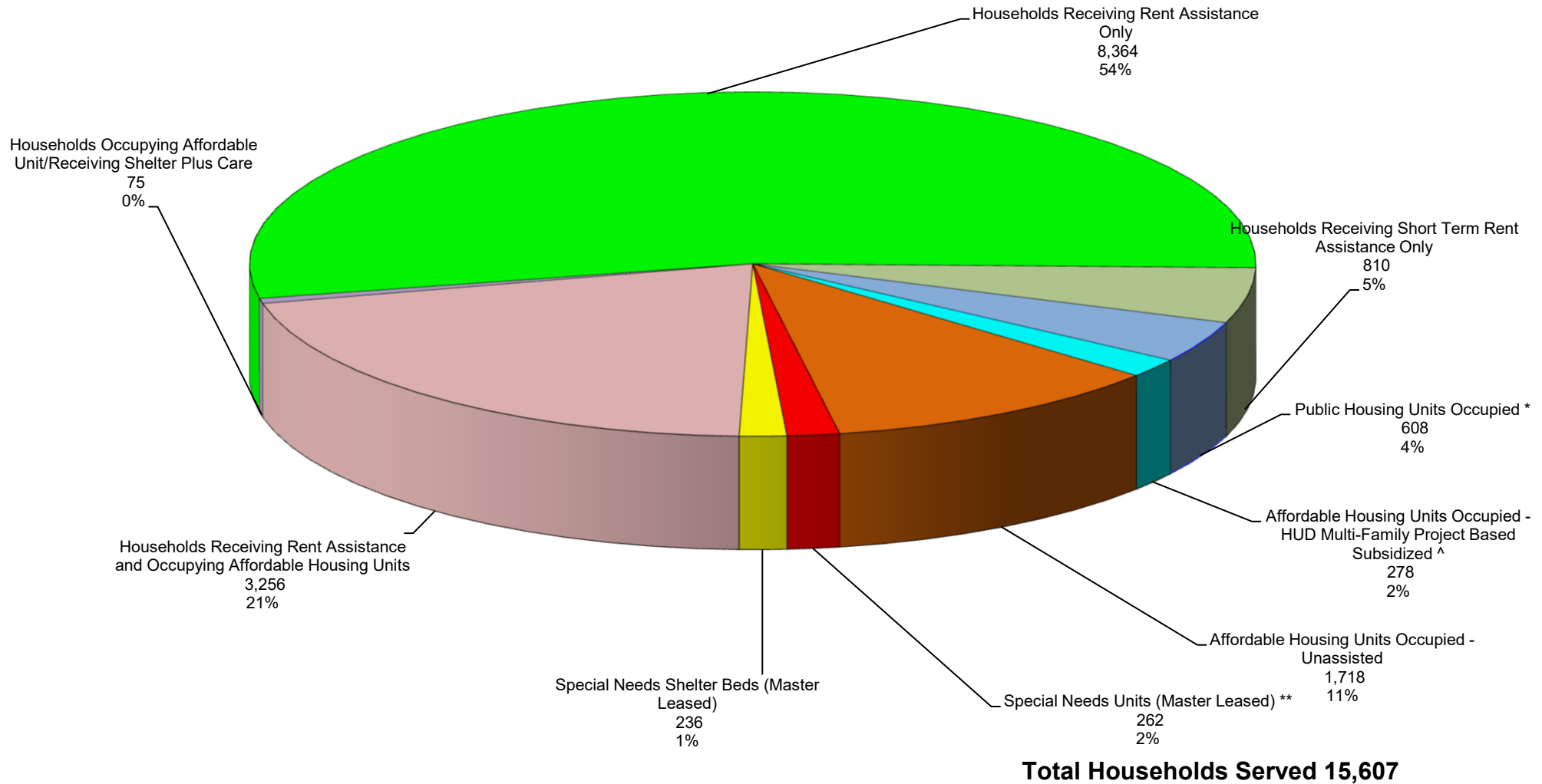
Subtotal			\$	-			0
Total			\$	1,547,677.56			87

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

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$16 million	A&E - Troutdale	DCR	April 2021
\$9.4 million	Design/Build - Grace Peck	DCR	May 2021
\$20 million	CM/GC - Troutdale	DCR	May 2021
\$600,000	Window replacement at Gretchen Kafoury	DCR	Re-Bid Postponed TBD
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
\$11 million	A&E - Fairfield	DCR	TBD
\$16 million	CM/GC - Fairfield	DCR	TBD

HOUSEHOLDS SERVED REPORT

Total Households Served: Rent Assistance and Occupied Housing Units March 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.

Households Served

Households Served Through Housing Supports March 2021

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Fundec	11,620	7,998	1,855
Tenant Based Vouchers	5,607	5,607	
Project Based Vouchers	1,581	1,581	
Hi Rise Project Based Vouchers	810	810	
RAD Project Based Vouchers	1,351		
Section 18 Project Based Vouchers	416		
Single Room Occupancy (SRO)/MODS	122		122
Family Unification Program	188		188
Mainstream Vouchers	91		91
Veterans Affairs Supportive Housing (VASH)	685		685
Rent Assistance - PORT IN From Other Jurisdiction	769		769
Short Term Rent Assistance Programs	885	50	835
Shelter + Care	464		464
Locally Funded Short Term Rent Assistance	371		371
Earl Boyles	18	18	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	24	24	
New Doors	5	5	
Employment Opportunity Program	3	3	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
Total Rent Assistance	12,505	8,048	2,690
Subsidized Housing Units			
Public Housing Units Occupied	608	608	-
Traditional Public Housing units Occupied	608	608	
Affordable Housing Units Occupied (excluding PH subsidized)	5,327		4,911
Affordable Housing Units - Tenant Based Vouchers	217		217
Affordable Housing Units - Shelter + Care	75		75
Affordable Housing Units - Project Based Vouchers	-		-
Affordable Housing Units - Hi Rise Project Based Vouchers	810		810
Affordable Housing Units - RAD Project Based Vouchers	1,351		1,351
Affordable Housing Units Section 18 Project Based Vouchers	416		
^ Affordable Housing Units - HUD Multi-Family Project Based	278		278
Affordable Housing Units - VASH Vouchers	440		440
Affordable Housing Units - Family Unification Program	-		-
Affordable Housing Units - Section 8 Port In	22		22
Affordable Housing Units - Unassisted	1,718		1,718
Special Needs	498		498
Special Needs Units (Master Leased) **	262		262
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,433	608	5,409
Total Housing Supports Provided to Household	18,938	8,656	8,099
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(3,256)		(3,256)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(75)		(75)
Total Households Served	15,607	8,656	4,768

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
April 2021

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	615	7	98.9%	8	323	186	122	6	0	645
Affordable Owned	26	2401	2,401	82	96.6%	867	704	618	182	30	0	2,401
Tax Credit Partnerships *	37	3,183	3,103	95	96.9%	969	1,071	602	386	138	17	3,183
Total Affordable Housing	63	5584	5504	177	96.8%	1,836	1,775	1,220	568	168	17	5,584
Combined Total PH and AH	80	6,229	6,119	184	97.0%	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	6,617									

* Excludes Louisa Flowers- has not fully leased up yet

Financial

	Fiscal YTD ending 12/31/20						12/31/20		
	# 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	23	2,012	4	389			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%	2.4	2.0	45.4%	55.0%	21.9%	19.0%	20.2%	63.9%	5.9%	1.7%	2.5%	23.5%
11 to 20%	251	40.8%	1.7	1.5	77.7%	22.0%	63.6%	69.0%	20.8%	68.8%	2.2%	5.2%	1.1%	11.9%
21 to 30%	124	20.2%	2.0	1.6	71.8%	28.0%	62.4%	55.0%	17.1%	70.9%	1.7%	6.0%	0.9%	15.4%
31 to 50%	86	14.0%	2.7	2.1	55.1%	45.0%	43.6%	36.0%	21.8%	65.4%	2.6%	2.6%	1.3%	23.1%
51 to 80%	33	5.4%	2.4	2.1	55.6%	44.0%	44.4%	26.0%	22.2%	70.4%		7.4%		22.2%
Over 80%	6	1.0%	3.0	2.5	100.0%				50.0%	50.0%				
All	615	100%	2.1	1.7	66%	34%	51%	49.2%	20.4%	67.7%	2.7%	4.4%	1.3%	16.8%

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

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	5,894	5,607	95%	\$792	-240,441	846	0	22	12	323	95%	\$791	-767,341	106	32
Project Based Vouchers	2,948	2,807	95%	\$861	90,859			19	24	267	96%	\$867	352,814	77	57
VASH Vouchers	970	685	71%	\$779	-20,837			5	1	61	70%	\$775	-76,999	20	6
FUP Vouchers	244	188	77%	\$1,066	40,884			1	0	5	83%	\$973	115,881	5	1
Mainstream Vouchers	229	91	40%	\$904	-109,705			0	0	3	38%	\$313	-493,659	1	1
RAD Project Based Vouchers	1,419	1,351	95%	\$446	-266,599			17	9	162	95%	\$149	-2,006,035	43	29
SRO/MOD Vouchers	130	122	94%	\$486	-1,607			2	1	35	94%	\$484	-4,769	4	4
All Vouchers	11,834	10,851	92%	\$768	-507,446			66	47	856	92%	\$726	-2,880,108	256	130

Home Forward - Dashboard Report For March 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 Elderly	Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino
Tenant Based Voucher Participants *														
0 to 10% MFI	1,182	17.1%	2.4	1.9	48.7%	51.0%	21.6%	29.0%	39.4%	47.2%	3.5%	1.6%	1.2%	9.1%
11 to 20%	2,931	39.0%	1.8	1.7	78.5%	22.0%	62.0%	69.0%	33.5%	54.8%	1.8%	6.2%	0.4%	5.5%
21 to 30%	1,356	22.7%	2.2	1.9	65.6%	34.0%	56.6%	55.0%	36.3%	54.6%	1.4%	4.0%	0.9%	6.6%
31 to 50%	931	15.9%	2.8	2.3	48.6%	51.0%	38.1%	34.0%	41.4%	46.9%	2.2%	3.3%	1.6%	9.0%
51 to 80%	214	4.9%	2.8	2.5	51.9%	48.0%	26.1%	27.0%	52.8%	35.5%	3.3%	3.7%	1.4%	7.5%
Over 80%	22	0.5%	2.7	2.4	45.5%	55.0%	13.9%	23.0%	36.4%	50.0%		4.6%		9.1%
All	6,636	100%	2.2	1.9	65.4%	34.6%	49.0%	52.6%	36.9%	51.7%	2.1%	4.4%	0.9%	7.0%
* (Includes Tenant Based, FUP, VASH, Mainstream and Port In Vouchers)														

	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
Project Based Voucher Participants														
0 to 10% MFI	1062	26.8%	1.9	1.2	63.1%	37.0%	28.0%	32.0%	23.1%	64.9%	3.6%	1.9%	1.7%	15.0%
11 to 20%	1705	43.0%	1.6	0.9	83.4%	17.0%	60.9%	72.0%	22.8%	66.3%	3.4%	3.2%	0.7%	9.0%
21 to 30%	705	17.7%	1.8	1.3	72.6%	27.0%	61.8%	53.0%	23.5%	67.4%	2.5%	2.4%	0.7%	9.8%
31 to 50%	376	9.4%	2.8	1.9	50.6%	49.0%	40.5%	28.0%	29.1%	57.3%	4.9%	2.7%	1.2%	23.6%
51 to 80%	111	2.8%	2.8	2.3	47.6%	52.0%	36.0%	17.0%	33.3%	58.7%	4.8%		1.6%	30.2%
Over 80%	17	0.4%	3.1	2.8	36.4%	64.0%	29.4%	12.0%	36.4%	63.6%				36.4%
All	3,976	100%	1.9	1.2	72%	28%	50%	52.0%	24.0%	65.0%	3.5%	2.5%	1.0%	12.8%

Waiting List	Households				% Family Type (head of household)				Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino	Not Reported
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly							
0 to 10% MFI	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	464	\$448,221	966
Short Term Rent Assistance	421	\$373,176	886

Resident Services

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

		# Services	# of Programs	# Event Attendees	# Notice/Violation Meetings	# Eviction Notices	# Housing Stability Meetings
Resident Services Coordination	Public Housing	2128	14	265	17	23	25

Agency Nine months ending 9/30/20

The below data represents unaudited financial data.

	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$123,131,741	\$114,076,815	\$9,054,926
Grant Revenue	\$41,056,280	\$22,681,300	18,374,980
Property Related Income	\$20,926,384	\$21,576,267	(649,883)
Development Fee Revenue	\$9,314,167	\$16,080,171	(6,766,005)
Other Revenue	\$16,323,697	\$13,613,415	2,710,282
Total Revenue	\$210,752,268	\$188,027,968	\$22,724,300
Housing Assistance Payments	\$131,699,874	\$107,429,512	24,270,362
Operating Expense	\$60,437,573	\$56,173,764	4,263,810
Depreciation	\$4,379,438	\$4,645,745	-266,307
Total Operating Expenses	\$196,516,885	\$168,249,020	\$28,267,864
Operating Income	\$14,235,383	\$19,778,948	-\$5,543,565
Other Income(Expense)	\$1,553,275	\$11,498,213	-9,944,938
Capital Contributions	\$1,113,811	\$1,667,541	-2,781,351
Increase(Decrease) Net Assets	16,902,469	29,609,620	-12,707,151
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