

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, January 17, 2023
At 5:30 pm
Zoom Register here:

[https://homeforward.zoom.us/j/87004102652?pwd=czJ3VGRBMD
B1S25WS2pYVm5oeGVGQT09](https://homeforward.zoom.us/j/87004102652?pwd=czJ3VGRBMD
B1S25WS2pYVm5oeGVGQT09)



MEMORANDUM

To: Community Partners

Date: January 11, 2023

From: Ivory N. Mathews, Chief Executive
Officer

Subject: Home Forward Board of
Commissioners January
Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, January 17 at 5:30 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/j/87004102652?pwd=czJ3VGRBMDB1S25WS2pYVm5oeGVGQT09>

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON

<https://homeforward.zoom.us/j/87004102652?pwd=czJ3VGRBMDB1S25WS2pYVm5oeGVG>

QT09

VIA ZOOM

JANUARY 17, 2023, 5:30 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 December 20, 2022 Board of Commissioners Virtual Meeting

BOARD OF COMMISSIONERS REPORT

Topic	Presenter
Development & Officers	Damien Hall, Chair Matthew Gebhardt, Vice Chair

RESOLUTIONS/REPORTS

Following Reports and Resolutions:			
23-01	Topic	Presenter/POC	Phone #
01	Authorize Changes to the Administrative Plan for Rent Assistance	Dena Ford-Avery Ian Slingerland	503.802.8568 503.802.8370

02	Authorize Approval of Changes to Chapter 3 of Admissions and Continued Occupancy Policy	Christina Dirks	503.802.8494
03	Authorize Execution of Contracts and Amendments Design-Build Services for the Fairfield Apartments	Amanda Saul	503.802.8552
04	Authorize for Construction Expenditures Document Execution for Fairfield PSH Limited Partnership	Amanda Saul	503.802.8552

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, February 8, 2023 at 5:30 PM. The next Board of Commissioners meeting will be Tuesday, February 21, 2023 at 5:30 PM.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2)(3) to discuss a pending real estate transaction. 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 MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
December 20, 2022

COMMISSIONERS PRESENT

Chair Damien Hall, Vice Chair Matthew Gebhardt, Commissioners Dina DiNucci, Vivian Satterfield, Rakeem Washington

STAFF PRESENT

Ian Davie, Christina Dirks, Tonya Evans, Carolina Gomez, Biljana Jesic, Pamela Kambur, Jeff Klatke, Ivory Mathews, Kandy Sage, Shannon Schmidt, Kellie Shaw, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse,

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting of the Board of Commissioners at 5:33 PM.

Laura Jackson, neighbor to our Peaceful Villa property provided testimony. Jackson reflected on growing up in the 60's/70's and how her mother and peers dealt with advocating for a critical habitat preserve in their regional park system. She likened this to the neighboring situation interacting with Home Forward and the frustration of not feeling heard and respected. Jackson pointed out that Home Forward's factsheet for Peaceful Villa does not hold up to the commitment to "partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution." The neighbors are frustrated with no opportunity for discussion, input or suggestion.

Jackson and the surrounding neighbors feel Peaceful Villa is not the typical Home Forward project. With mostly owner-occupied single family homes and small duplexes in an approximate three block radius it isn't like other developments that are surrounded by multifamily housing. Her feeling is that Peaceful Villa was built to fulfill a specific niche in

public housing. Jackson made it clear they are not against the development, emphasizing it is missing a collaborative process and that Home Forward needs bring this to 2022 standards.

Chair Hall thanked Jackson for presenting and noted that we recognize the impacts the neighbors are feeling, and we are trying to balance the neighborhood concerns and at the same time the mission of the organization and its residents. We want to be collaborative and hope to find a way to manage this.

Claude Sakr, member of the CAC for the Peaceful Villa redevelopment and a homeowner/neighbor for 20 years presented. Sakr was before the board in November and was following up on his requests at that time. He acknowledged that staff met with the neighborhood representatives, along with the chair of the Richmond Neighborhood Association and its representative on the CAC on December 13. Sakr appreciated the face-to-face conversations but was disappointed with the meeting outcome. The neighborhood representatives expressed engagement in good faith, with no intention to stop the project; request room to flex the design and partner achieving a design that best serves the needs of residents and the surrounding community. Sakr's disappointment is with Home Forward's response not to pause the current design nor develop other design alternatives while progressing with preparation of construction documents. Adding that if an open house were held it will be informational only. He feels this is another missed opportunity for collaboration and meaningful participation with the affected stakeholders to help shape the project.

Chair Hall thanked Sakr for presenting and encouraged him not to disengage with this being the most effective. There are many interests and we do want to be collaborative with all stakeholders.

MEETING MINUTES

Minutes of the November 15, 2022 Board of Commissioners Virtual Meeting

Chair Damien Hall requested a motion authorizing approval of the minutes for the November 15, 2022 Board of Commissioners Meeting.

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

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Commissioner Dina DiNucci—Aye
Commissioner Vivian Satterfield —Aye
Commissioner Rakeem Washington—Aye

CONSENT CALENDAR

Resolution 22-12-01 Authorize Changes to the Administrative Plan for Rent Assistance

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 22-12-01. Vice Chair Matthew Gebhardt moved to adopt Resolution 22-12-01. Commissioner Vivian Satterfield seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Commissioner Dina DiNucci—Aye
Commissioner Vivian Satterfield —Aye
Commissioner Rakeem Washington—Aye

RESOLUTIONS

Resolution 22-12-02 Authorize Home Forward Fiscal Year 2023 Budget

Kandy Sage, Chief Financial Officer presented the resolution. She reviewed Home Forward's legal entity structure describing how we are consolidated and reviewed the budget principles that comprise the fiscal year from January 1, 2023 through December 31, 2023. Key activities were identified and a review of staffing levels that are expected to increase. Responding to Commissioner Satterfield the increases are full time positions.

Sage walked through the key financial highlights including the annual operating revenues and expenses, earned developer fees, investment income, capital contributions and net assets. She noted that the budget was prepared with several estimates, most significant being the level of federal funding available for the Housing Choice Voucher and Public Housing programs. The federal government is under a continuing resolution through 2022 and we consider these best assumptions.

Commissioner Satterfield appreciated the work and asked to review the households served. Sage explained the block grant subsidy and the use of flexibility assuring HUD we are serving the same number of households if we were not an MTW agency. In response to Commissioner Satterfield, Sage gave an example of the RAD conversion and how we see a shift in the numbers related to the Section 8 and Public Housing programs noting that the conversion allowed more stability for the households we serve.

Vice Chair Matthew Gebhardt thanked Sage and her staff for all the work and curious if we anticipate a change in the numbers projected. Sage is expecting any change would be favorable. Vice Chair Gebhardt acknowledged a fantastic job with the behind scenes work. Sage gave a shout out to the analyst team and their interactions with every group to come up with this robust document. She acknowledged all the departments input, the speed bumps along the way with the Yardi conversion and the new payroll system. An incredible outcome.

Chair Damien Hall appreciated the thorough presentation, breaking it down into understandable pieces. It is a significant undertaking and an impressive amount of work. Especially, finding new innovative ways amid a pandemic says a lot.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 22-12-02. Commissioner Dina DiNucci moved to adopt Resolution 22-12-02. Commissioner Vivian Satterfield seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Commissioner Dina DiNucci—Aye
Commissioner Vivian Satterfield —Aye
Commissioner Rakeem Washington—Aye

Resolution 22-12-03 Authorize Home Forward to Enter into Agreements for Insurance Services Beginning January 1, 2023

Kandy Sage, Chief Operating Officer presented the resolution and introduced Jeff Klatke, Manager of Treasury and Risk Management saying Klatke had a heavy hand in this renewal cycle. The pieces are in place for coverage January 1 through December 31, 2023. Sage walked through the lines of coverage beginning with property coverage, our

largest with the biggest impact. Recognizing a difficult insurance market, Sage said the renewal process went well and the insurance captive is doing its job.

Sage described the claims cycle and the coverage for the different lines. Total property coverage will be \$1.63 million, with \$1.5 million relating to the property premium. She reviewed the professional coverage that includes general and professional liability, auto, employee benefits, terrorism coverage and some miscellaneous coverage, packaged with Munich Re. Travelers Casualty will cover crime, Chubb providing public officials coverage and storage tank coverage. AWAC continues to provide an umbrella policy. AIG provided an unfavorable renewal policy for cyber insurance. We are working with Marsh on the final details for coverage through Coalition and anticipate a decrease in our total costs. Klatke said that Coalition will also cover threat services, coverage that will help us analyze exterior threats and risks to our systems offering us a better service. According to Sage, Coalition is working with our IT group to see how the two systems can integrate.

Chair Damien Hall recognized that some of the newer commissioners may not know our past dealings with insurance, but this is telling and a notable contrast. He thanked Sage, Klatke and their teams for the good attention to an incredible body of work. Adding, to please keep the board apprised as the last pieces come together.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 22-12-03. Vice Chair Matthew Gebhardt moved to adopt Resolution 22-12-03. Commissioner Vivian Satterfield seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Commissioner Dina DiNucci—Aye
Commissioner Vivian Satterfield —Aye
Commissioner Rakeem Washington—Aye

Resolution 22-12-04 Authorizing Home Forward to Enter into a Contractual Agreement for the Provision of Garbage and Recycling Pickup, Hauling and Dumping at New Market West and 38 Residential Properties

Shannon Schmidt, Assistant Director Property Management presented the resolution outlining the procurement process. Through this process, there was an effort to solicit a diverse pool of local haulers and breaking down the provisions. Only one bid was received

from Waste Management our current provider. With this resolution Waste Management will enter a new three-year contract that will continue to be managed by Property Management.

Vice Chair Matthew Gebhardt appreciated the thoughtful process to bring in different bidders. Commissioner Rakeem Washington asked if there was surprise that only one bid was received. Schmidt said that we did have one hauler say they had the capacity but didn't provide a bid. Commissioner Washington suggested if there was an opportunity to follow up to understand the reasoning could be helpful in the future. Schmidt offered to investigate this.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 22-12-04. Commissioner Dina DiNucci moved to adopt Resolution 22-12-04. Commissioner Vivian Satterfield seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Commissioner Dina DiNucci—Aye
Commissioner Vivian Satterfield —Aye
Commissioner Rakeem Washington—Aye

There being no further business, Chair Damien Hall adjourned the meeting at 6:49 PM.

Celia M. Strauss
Recorder, on behalf of
Ivory N. Mathews, Secretary

ADOPTED: JANUARY 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

RESOLUTIONS



MEMORANDUM

To: Board of Commissioners Date: January 17, 2023

From: Dena Ford Avery, Director of Housing Choice Vouchers 503.802.8568 Subject: Authorize Changes to the Administrative Plan for Rent Assistance Resolution 23-01-01

Ian Slingerland, Director of Homeless Initiatives and Supportive Housing 503.802.8370

The Board of Commissioners is requested to authorize changes to the Administrative Plan which governs Home Forward's Housing Choice Voucher Program (HCV). These changes will 1) consolidate information on Home Forward's Special Purpose Voucher (SPV) programs, 2) implement changes to the Family Unification Program (FUP) and Foster Youth to Independence (FYI) programs stemming from the Fostering Stable Housing Opportunities (FSHO) amendments enacted as part of the Consolidated Appropriations Act, 2021, and 3) expand existing HCV waiting list preference for FUP youth participants.

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

BACKGROUND

Home Forward administers multiple Special Purpose Vouchers (SPV). These SPV resources are Housing Choice Voucher (HCV) programs targeted to serve specific populations, and in some cases include program rules that differ from the larger HCV program. Home Forward administers the following types of SPV:

- Family Unification Program (FUP): In partnership with Oregon Department of Human Services, Multnomah County Department of County Human Services and the Joint Office of Homeless Services, FUP vouchers serve) families with child welfare involvement to support family unification and family preservation; and 2) youth (18 to 240 with

experience in the foster care system who are experiencing homelessness or at risk of homelessness.

- Foster Youth to Independence (FYI) program: FYI vouchers mirror the youth component of the FUP program.
- Veterans Affairs Supportive Housing (VASH): In partnership with the Veterans Administration, VASH vouchers serve veterans experiencing homelessness.
- Mainstream: In partnership with the Joint Office of Homeless Services, to serve households that include a non-elderly adult (aged 18 to 61) who is a person with a disability referred from Multnomah County's Coordinated Entry systems.
- Non-Elderly Disabled (NED): NED vouchers serve households that include a non-elderly adult (aged 18 to 61) who is a person with a disability.

The Consolidated Appropriations Act, 2021, included a set of Fostering Stable Housing Opportunities (FSHO) amendments. These amendments impact the administration of the youth component of the FUP program and the FYI program.

OVERVIEW

Proposed Administrative Plan Changes

The changes to the Administrative Plan we are proposing will accomplish three things:

1. Consolidate information about Home Forward's administration of Special Purpose Vouchers into one chapter, and
2. Implement changes stemming from Foster Stable Housing Opportunities (FSHO) amendments for FUP Youth and FYI Programs, and
3. Expand existing HCV preference for FUP youth.

FHSO Changes

FUP Youth and FYI vouchers are, generally, limited to 36 months of assistance. FHSO provides for up to two 12 month extensions of voucher extensions for youth who 1) engage in education, workforce development or employment activities (generally via Home Forward's GOALS program), or 2) meet one of three statutory exceptions for youth unable to engage in education, workforce development or employment activity. Because Home Forward is currently participating in the FUP Youth Family Self Sufficiency Program Demonstration, options for extension of rent assistance will differ some for FUP and FYI youth.

Extensions While Participating in GOALS

FHSO provides an extension of voucher assistance for FUP and FYI youth who are participating in a HUD Family Self-Sufficiency (FSS) program. Home Forward's FSS program is GOALS.

1. FUP youth who enroll in GOALS will have voucher assistance extended for the length of their GOALS contract of participation—five to seven years.
2. FYI youth who enroll in GOALS will have voucher assistance extended up to two times for 12 months each for a total of 60 months of voucher assistance.

Extensions if GOALS is not Available

FHSO provides an extension of voucher assistance up to two times for 12 months each for FUP and FYI youth who are unable to enroll in GOALS because of availability if the youth engaged in education, workforce development, or employment activities for at least nine months of the twelve-month period preceding the extension.

Extensions if Youth are Unable to Participate in GOALS or Other Education, Workforce Development or Employment Activities

FHSO provides an extension of voucher assistance up to two times for 12 months each for FUP and FYI youth who are unable to enroll in GOALS because they meet one of three statutory exceptions. Those exceptions are for Youth who:

1. Are responsible for the care of dependent child under the age of six or for the care of an incapacitated person; or
2. Are regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program; or
3. Are incapable of complying with the requirement to participate in an FSS program or engage in education, workforce development, or employment activities, as applicable, due to a documented medical condition.

Home Forward Discretionary Extensions

Recognizing that 36 months is often insufficient time for FUP and FYI youth to achieve housing stability absent rent assistance, Home Forward has used local discretion to implement extensions of two types for FUP and FYI youth. We propose to adjust and expand extensions available for FUP and FYI youth.

Moving to Work Program Extensions:

Home Forward currently provides extensions of FUP assistance up to 54 months so long as the partner agencies providing support services to the youth agree to continue providing appropriate supportive services to help the youth achieve housing and income stability. Youth must stay engaged with their case manager at whatever level is deemed appropriate to continue accessing rental assistance.

FSHO now provides both FUP and FYI youth opportunities for extensions up to 60 months of assistance. As a result, we propose to sunset the MTW extensions for youth eligible for extensions under FSHO.

Local Preference for Housing Choice Voucher Program

Home Forward currently provides an HCV waitlist preference for FUP youth with disabilities whose rent assistance is expiring due to the statutory FUP voucher time limit or MTW-extension time limit.

We propose to amend this preference to provide preference all FUP youth and FYI assisted families. For FUP youth and FYI assisted families with a head of household who is a person with a disability, the preference will be available at expiration of the initial 36-month statutory time limit for FUP and FYI assistance. For other FUP youth and FYI assisted families, the preference will be available after the assisted family has used extensions available due to the Fostering Stable Housing Opportunities amendments or Family Unification Program and Family Self Sufficiency program demonstration.

CONCLUSION

The Board of Commissioners is requested to authorize changes to the Administrative Plan which governs Home Forward's Housing Choice Voucher Program. These changes will revise our Housing Choice Voucher (HCV) waitlist policy preferences for Mainstream Vouchers.

ATTACHMENT

Administrative Plan changes language: New Chapter 20

Administrative Plan changes language: HCV local preference



RESOLUTION 23-01-01

RESOLUTION 23-01-01 AUTHORIZES HOME FORWARD TO AMEND LANGUAGE IN THE ADMINISTRATIVE PLAN WHICH GOVERNS PROCESSES AND PROCEDURES IN THE HOUSING CHOICE VOUCHER PROGRAM

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

WHEREAS, Home Forward recognizes that youth and families in poverty are disproportionately impacted by the lack of rental subsidies and affordable housing in our community; and

WHEREAS, Home Forward seeks to effectively serve low income youth and families in a more intentional way linking housing assistance with appropriate voluntary services; and

WHEREAS, Home Forward desires to utilize and maximize flexibilities and resources available through recent federal legislation; and

WHEREAS, Home Forward wishes to increase long-term HCV eligibility for FUP-youth or FYI-assisted households in the future; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward hereby authorizes the Executive Director to approve changes to the Administrative Plan to 1) consolidate information on Home Forward's Special Purpose Voucher (SPV) programs, 2) implement changes to the Family Unification Program (FUP) and Foster Youth to Independence (FYI) programs stemming from the Fostering Stable Housing Opportunities (FSHO) amendments enacted as part of the Consolidated Appropriations Act, 2021, and 3) expand existing HCV waiting list preference for FUP youth participants.

ADOPTED: JANUARY 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

Chapter 20

SPECIAL PURPOSE VOUCHERS

INTRODUCTION

Special purpose vouchers are specifically funded by Congress in separate appropriations from regular HCV program funding in order to target specific populations. Special purpose vouchers include vouchers for the following programs:

- Family Unification Program (FUP)
- Foster Youth to Independence (FYI) program
- Veterans Affairs Supportive Housing (VASH)
- Mainstream
- Non-Elderly Disabled (NED)

PHA Policy

The PHA will administer the following types of special purpose vouchers:

- Family Unification Program (FUP)
- Foster Youth to Independence (FYI) program
- Veterans Affairs Supportive Housing (VASH)
- Mainstream
- Non-Elderly Disabled (NED)

This chapter describes HUD regulations and PHA policies for administering special purpose vouchers. The policies outlined in this chapter are organized into five sections, as follows:

Part I: Family Unification Program (FUP)

Part II: Foster Youth to Independence (FYI) program

Part III: Veterans Affairs Supportive Housing (VASH)

Part IV: Mainstream voucher program

Part V: Non-Elderly Disabled (NED) vouchers

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to special purpose vouchers.

PART I: FAMILY UNIFICATION PROGRAM (FUP)

20-I.A. PROGRAM OVERVIEW [Fact Sheet, Housing Choice Voucher Program Family Unification Program (FUP)]

Overview

The Family Unification Program (FUP) was authorized by Congress in 1990 to help preserve and reunify families. PHAs that administer the program provide vouchers to two different populations—FUP families and FUP youth.

Families eligible for FUP are families for whom the lack of adequate housing is a primary factor in:

- The imminent placement of the family's child or children in out-of-home care; or
- The delay in the discharge of the child or children to the family from out-of-home care.

There is no time limitation on FUP family vouchers, and the family retains their voucher as long as they are HCV-eligible. There is no requirement for the provision of supportive services for FUP family vouchers.

Youth eligible for FUP are those who:

- Are at least 18 years old and not more than 24 years of age;
- Have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 and older; and
- Are homeless or at risk of becoming homeless.

FUP youth vouchers are limited by statute to a period between 36 and 60 months of housing assistance. Supportive services must also be provided to FUP-eligible youth by the Public Child Welfare Agency (PCWA) or by another agency or organization under contract with the PCWA for the period of time defined in the notice or Notice of Funding Availability/Opportunity (NOFA/O) for which funding was made available.

PHAs that wish to administer FUP vouchers must apply to HUD by submitting an application under an active Notice of Funding Opportunity (NOFO). While the FUP program is administered in accordance with HCV regulations, the FUP NOFOs issued by HUD provide specific program information and requirements.

In order to administer the program, the PHA must also form a partnership with a local PCWA who is responsible for determining the family or youth meets FUP eligibility requirements and referring them to the PHA. Once the referral is received, the PHA is responsible for placing the FUP family or youth on the PHA's waiting list and determining whether they are eligible to receive assistance under the PHA's HCV program.

Assigning Vouchers [FUP FAQs]

The PHA may, but is not required to, assign a specific number or percentage of FUP vouchers for FUP youths and FUP families. Unless the PHA assigns a specific number or percentage of FUP vouchers to a designated FUP population, the PHA must serve any referrals (youths or families) that meet all program eligibility requirements up to the PHA's designated FUP program size.

PHA Policy

The PHA has designated 75% of FUP vouchers for families and 25% for youth.

20-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA)

Families and youth do not apply directly to the PHA for FUP vouchers. They are instead referred by a PCWA with whom the PHA has entered into a Memorandum of Understanding (MOU). The partnering PCWA initially determines whether the family or youth meets the FUP program eligibility requirements listed in 19-I.C. and 19-I.D. and then refers those families or youths to the PHA.

HUD strongly encourages PHAs and PCWAs to make decisions collaboratively on the administration of the program and to maintain open and continuous communication. The PCWA must have a system for identifying FUP-eligible youth within the agency's caseload and for reviewing referrals from a Continuum of Care (COC) if applicable.

PHA Policy

The PHA has entered into an MOU with the following partnering organizations: Oregon Department of Human Services Child Welfare Division, City of Portland / Multnomah County Joint Office of Homeless Services, Multnomah County Department of County Human Services, Youth and Family Services Division.

Supportive Services

The PCWA must provide supportive services for the period of time defined in the notice or NOFA/O for which the funding was made available to all FUP-eligible youth regardless of their age. The MOU between the PHA and the PCWA should identify the period of time in which supportive services will be provided.

PHA Policy

Oregon Department of Human Services Child Welfare Division and/or member organizations of the Multnomah County Homeless Youth Continuum will provide supportive services for all FUP youth for a period of 36 months as indicated in the FUP MOU.

Supportive services may be provided to FUP-eligible youth by the PCWA or by another agency or organization under agreement or contract with the PCWA, including the PHA. The organization providing the services and resources must be identified in the MOU. The following services must be offered:

- Basic life skills information or counseling on money management, use of credit, housekeeping, proper nutrition or meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance or referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher;
- Job preparation and attainment counseling (where to look and how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED), or attendance or financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

A FUP-eligible youth cannot be required to participate in these services as condition of receipt of the FUP voucher.

20-I.C. FUP FAMILY VOUCHER ELIGIBILITY CRITERIA

FUP family assistance is reserved for eligible families that the PCWA has certified are a family for whom a lack of adequate housing is a primary factor in:

- The imminent placement of the family's child or children in out-of-home care, or
- The delay in the discharge of the child or children to the family from out-of-home care.

Lack of adequate housing means the family meets any one of the following conditions:

- Living in substandard housing, which refers to a unit that meets any one of the following conditions:
 - Does not have operable indoor plumbing
 - Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth
 - Does not have a usable bathtub or shower inside the unit for the exclusive use of a family or youth
 - Does not have electricity, or has inadequate or unsafe electrical service
 - Does not have a safe or adequate source of heat
 - Should, but does not, have a kitchen
 - Has been declared unfit for habitation by an agency or unit of government, or in its present condition otherwise endangers the health, safety, or well-being of the family or youth
 - Has one or more critical defects, or a combination of intermediate defects in sufficient number or to the extent that it requires considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair, or from serious damage to the structure
- Being homeless as defined in 24 CFR 578.3
- Living in a unit where the presence of a household member with certain characteristics (i.e., conviction for certain criminal activities) would result in the imminent placement of the family's child or children in out-of-home care, or the delay in the discharge of the child or children to the family from out-of-home care
- Living in housing not accessible to the family's disabled child or children due to the nature of the disability

- Living in an overcrowded unit, which is defined as living in a unit where one of the following conditions has been met:
 - The family is separated from its child or children and the parents are living in an otherwise standard housing unit, but, after the family is reunited, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
 - The family is living with its child or children in a unit that is overcrowded for the entire family and this overcrowded condition may result, in addition to other factors, in the imminent placement of its child or children in out-of-home care.
 - For purposes of this definition, the determination as to whether the unit is overcrowded is made in accordance with the PHA subsidy standards in Chapter 5, Part III of this policy.

Since HUD does not define *imminent placement*, the partnering PCWA may use its discretion to determine whether the potential out of home placement of the family's child or children is imminent [FUP FAQs].

20-I.D. FUP YOUTH VOUCHER ELIGIBILITY CRITERIA

While FUP family vouchers operate as regular HCVs after the family is referred from the PCWA, there are several aspects of the FUP youth vouchers that make them distinct from the FUP family vouchers and from regular HCVs.

Eligibility Criteria

A FUP-eligible youth is a youth the PCWA has certified:

- Is at least 18 years old and not more than 24 years of age (has not yet reached their 25th birthday);
 - The FUP youth must be no more than 24 years old at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Has left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Foster care placement can include, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576.
- Is homeless or at risk of becoming homeless at age 16 or older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution).
 - o Therefore, youth being discharged from an institution may be eligible for a FUP voucher [FUP FAQs].

20-I.E. ASSISTANCE PERIOD [FR Notice 1/24/22]

Maximum Assistance Period

Although there is no time limit on FUP family vouchers, FUP youth vouchers are limited by statute. Unless the FUP youth meets an exception outlined below, after 36 months of assistance, the FUP youth voucher must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the 36-month limitation.

If the FUP youth does meet the requirements outlined below, the statutory limit on FUP assistance is a total of 60 months of FUP voucher assistance [FR Notice 1/24/22].

Extension of Assistance (Fostering Stable Housing Opportunities)

Per the Fostering Stable Housing Opportunities amendments enacted as part of the Consolidated Appropriations Act, 2021, FUP youth who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FUP youth cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for the length of their FSS contract as part of the Family Unification Program and Family Self Sufficiency Demonstration.. A FUP youth must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

A FUP youth will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA's FSS program if they certify that they meet one of the exceptions below:

- The FUP youth is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

The PHA defines *incapacitated person* as a person whose ability to receive and evaluate information effectively or to communicate decisions is impaired to such an extent that the person presently lacks the capacity to meet the essential requirements for the person's physical health or safety. "Meeting the essential requirements for physical health and safety" means those actions necessary to provide the health care, food, shelter, clothing, personal hygiene and other care without which serious physical injury or illness is likely to occur.

The PHA will apply this exception in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

The child or incapacitated person is not required to reside in the household in order for the youth to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part-time may qualify the youth for this exception.

- The FUP youth is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

The PHA will define *regular and active participation* in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

- The FUP youth is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

PHA Policy

The PHA will apply this requirement in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

A FUP youth that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FUP youth. A FUP youth may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FUP youth an FSS slot during their first 36 months of receiving FUP youth assistance, the youth is considered to have been “unable to enroll” in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- For not less than 9 months of the 12-month period preceding each extension, the youth was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent for not less than nine months of the 12-month period proceeding each extension.

PHA Policy

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate’s degree, bachelor’s degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10–16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

- For not less than 9 months of the 12-month period preceding each extension, the youth was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

Youth must be enrolled for a minimum of six credit hours. However, the PHA may make exceptions to this requirement if the youth is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where the youth is enrolled.

- For not less than 9 months of the 12-month period preceding each extension, the youth was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102). The term *career pathway* means a combination of rigorous and high-quality education, training, and other services that:
 - Aligns with the skill needs of industries in the economy of the state or regional economy involved;
 - Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an *apprenticeship*, except in section 3226 of this title);
 - Includes counseling to support an individual in achieving the individual’s education and career goals;
 - Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
 - Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
 - Helps an individual enter or advance within a specific occupation or occupational cluster.
- For not less than 9 months of the 12-month period preceding each extension, the youth was employed.

PHA Policy

The PHA will consider the youth to be employed if they work a minimum of 30 hours per month. The PHA may make exceptions to this requirement if the youth’s hours are reduced due to circumstances beyond their control or the youth must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, HUD encourages the PHA to remind the youth at the 24-month reexamination of the education, workforce development, and employment requirements described above so that the youth has enough time to meet these requirements prior to the expiration of the 36-month time period for FUP assistance.

PHA Policy

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, the PHA will remind the youth at least 60-days prior to the end of the youth’s 24th month of assistance of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to a FUP youth who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the youth previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the youth to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the youth is engaged in and any statutory exceptions that apply to the youth, as well as the remaining time on their voucher.
- If the FUP youth accepts the FSS slot, the PHA must work with the youth to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FUP youth is offered an FSS slot prior to the 36-month mark, the youth:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program as described above, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required to, offer a FUP youth an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the youth will have already received their second and final extension.

PHA Policy

Home Forward is participating in the Family Unification Program and Family Self Sufficiency Demonstration. FUP youth may be offered an FSS slot between the 48-month mark and the 60-month mark.

Family Unification Program and Family Self Sufficiency Demonstration

[Notice PIH 2016-01]

The PHA participates in a demonstration testing the effectiveness of combining housing choice vouchers for FUP-eligible youth with assistance under the Family Self Sufficiency (FSS) program. This demonstration extends the statutory time limit on voucher assistance to match the length of the FSS contract.

Program participants with a FUP youth voucher who agree to sign an FSS Contract of Participation will maintain their housing assistance for a period not exceeding the length

of the FSS Contract of Participation. In most cases, the limit will be no more than five years; however, if the FSS Contract of Participation is extended, in accordance with 24 CFR 984.303(d), the FUP youth voucher can be extended for the entire length of the FSS Contract of Participation.

Families cannot be required to participate in the FSS program as condition of receipt of assistance under the HCV program, including receipt of a FUP voucher. However, only FUP youth that sign an FSS Contract of Participation may benefit from the extension of the time limit for voucher assistance.

PHAs must review the availability of this demonstration with all FUP youth during the family briefing. Current FUP youth must be given opportunity to participate.

PHA Policy

The PHA will notify eligible youth about the FUP and FSS Demonstration in partnership with the local DHS office and Homeless Youth Continuum of Care during the program specialized orientations and family briefings.

The PHA, in partnership with the local DHS office and Homeless Youth Continuum of Care, will conduct one-time in-person orientation to current FUP youth participants to notify them of this opportunity. The notice will provide information on how this demonstration works, including an explanation that while the families are not required to participate in the FSS program as condition of receipt of FUP voucher assistance, only FUP youth that sign an FSS Contract of Participation may benefit from the extension of the time limit for voucher assistance. The time frame to enroll will be 60 days from PHA notification or before the conclusion of the statutory time limit of the FUP youth voucher, whichever is earlier.

If a FUP youth participating in this demonstration fails to comply with the terms and conditions of the FSS Contract of Participation without good cause and is terminated from the FSS program, the FUP youth is no longer considered a participant in this demonstration. With FSS termination, the FUP youth is subject to the statutory limit of the FUP youth voucher, beginning from the time the first HAP contract is signed. If FUP youth has been assisted for more than 36 months, the PHA may terminate assistance to the FUP youth household. FUP youth who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance) if they meet one of the statutory exceptions listed in Section 19.I.E. The PHA may not terminate voucher assistance for FUP youth because of failure to comply with an FSS Contract of Participation prior to the end of the first 36 months of assistance.

Prior to terminations, PHAs offer an informal hearing to a FUP youth wishing to appeal a PHA decision to terminate. Policies specifying such hearing procedures are included in the PHA's FSS Action Plan.

The requirements of compliance and consequences for not complying with the terms and conditions of the FSS Contract of Participation are reviewed with the FUP youth at the time the FSS Contract of Participation is signed.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FUP youth has been unable to enroll in the program during the first 36 months of receiving FUP assistance, the FUP youth is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the youth engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the youth may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior 36-months and 48-months of Assistance

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FUP youth written notification informing them that they may receive an extension of their FUP assistance and providing instructions on how the youth may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FUP youth to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FUP assistance.

PHA Policy

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods. . The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FUP youth on the PHA's program with a written notification informing them that they may receive an extension of their FUP assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to the end of their 36th and 48th-months of assistance. When necessary, the PHA will provide this notification in a format accessible to FUP youth with disabilities and in a translated format for FUP youth with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify a FUP youth's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FUP youth participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FUP youth was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FUP youth may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FUP/FYI youth will still be considered to have met the requirements.

In order for the FUP youth to meet one of the statutory exceptions described above, the youth must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FUP youth must submit in order to demonstrate that they meet one of the statutory exceptions.

A FUP youth who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FUP youth may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the youth meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the youth is still eligible for the HCV program, the PHA must provide the FUP youth the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FUP youth to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FUP assistance.

If the FUP youth does not meet any of the conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FUP youth voucher must be terminated once the youth reaches this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the youth entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the youth, not the number of months that the youth is in the FUP youth program. Prior to termination, the PHA must offer the FUP youth the opportunity to request an informal hearing, in accordance with Chapter 16.

20-I.F. REFERRALS AND WAITING LIST MANAGEMENT

Referrals

The PCWA must establish and implement a system to identify FUP-eligible families and youths within the agency's caseload and make referrals to the PHA. The PCWA must certify that the FUP applicants they refer to the PHA meet FUP eligibility requirements. The PHA is not required to maintain full documentation that demonstrates the family's or youth's FUP eligibility as determined by the PCWA but should keep the referral or certification from the PCWA.

PHA Policy

As part of the MOU, the PHA and PCWA have identified staff positions to serve as lead FUP liaisons. These positions will be responsible for transmission and acceptance of FUP referrals. The PCWA must commit sufficient staff and resources to ensure eligible families and youths are identified and determined eligible in a timely manner.

When FUP vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA FUP liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison will provide the PHA with a list of eligible referrals include the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating the youth or family is FUP-eligible.

The PHA will maintain a copy of the referral or certification from the PCWA in the participant's file along with other eligibility paperwork.

A PHA must serve any referrals (youths or families) that meet all program eligibility requirements. If a PHA determines that it has received a sufficient number of referrals from the PCWA so that the PHA will be able to lease all FUP vouchers awarded, the PHA may request that the PCWA suspend transmission of referrals. If the PHA determines that additional referrals will be needed after it has made such a request, the PHA may request that the PCWA resume transmission of referrals [Notice PIH 2011-52].

Waiting List Placement and Selection

PHA policies for waiting list placement and selection are included in Chapter 4.

20-I.G. PHA HCV ELIGIBILITY DETERMINATION

Once a FUP-eligible family or youth is selected from the HCV waiting list, the PHA must determine whether the family or youth meets HCV program eligibility requirements. Applicants must be eligible under both FUP family or youth eligibility requirements, as applicable, and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the family's criminal history.

Additional FUP Eligibility Factors [FUP FAQs]

For FUP family vouchers, the family must remain FUP-eligible thorough lease-up.

- If, after a family is referred by the PCWA but prior to issuing a family FUP voucher, the PHA discovers that the lack of adequate housing is no longer a primary factor for the family not reunifying, the FUP voucher may not be issued to the family.
- Similarly, if the FUP voucher has already been issued before the PHA discovers that the reunification will not happen, but the family has not yet leased up under the voucher, the PHA must not execute the HAP contract, as the family is no longer FUP-eligible.

FUP-eligible youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a FUP youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FUP youth voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in Section 3-III.F., including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

20.I.H. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the family or youth will be issued a FUP voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FUP youth of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- Supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FUP youth assistance.

PHA Policy

Eligible applicants will be notified by the PHA in writing following policies in Section 3-III.F. of this administrative plan. FUP families will attend a standard HCV briefing in accordance with PHA policies in Part I of Chapter 5 of this administrative plan. FUP youth will be briefed individually or in groups with other FUP youth. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5 but will also provide an explanation of the required items listed above, as well as discussing supportive services offered by the PCWA.

For both FUP youth and FUP families, vouchers will be issued in accordance with PHA policies in Chapter 5 Part II.

Once the family or youth locate a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA's policies (including, but not limited to: HQS inspection, determination of rent reasonableness, etc.).

20-I.I. TERMINATION OF ASSISTANCE

General Requirements

With the exception of terminations of assistance for FUP youth after the statutorily required time period, terminations of FUP assistance are handled in the same way as the regular HCV program. Termination of a FUP voucher must be consistent with regulations for termination in 24 CFR Part 982, Subpart L and be in compliance with PHA policies (Chapter 12).

If the person who qualifies for the FUP voucher passes away, the family retains the FUP voucher. In the case of a FUP-youth voucher, assistance will terminate after the statutorily required time period, even if the FUP-eligible youth is no longer included in the household.

If the person who qualifies for the FUP voucher moves, the remaining family members may keep the FUP voucher based on PHA policy (see administrative plan, Section 3-I.C., Family Breakup and Remaining Member of Tenant Family).

FUP Family Vouchers

If parents lose their parental rights or are separated from their children after voucher lease-up (or their children reach adulthood), the family is still eligible to keep their FUP assistance, as the regulations do not permit HCV termination for a family losing parental rights or the children reaching adulthood. However, the PHA may transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household.

PHA Policy

The PHA will not transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household and there is no prospect of any minor child being returned to the household.

FUP Youth Vouchers

A PHA cannot terminate a FUP youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FUP youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of a FUP youth voucher holder to regular HCV assistance upon the expiration of the statutorily required time period. However, the PHA may issue a regular HCV to FUP youth if they were selected from the waiting list in accordance with PHA policies and may also adopt a preference for FUP youth voucher holders who are being terminated for this reason.

PHA Policy

As described in Chapter 4, the PHA has a limited local preference for assisted families, including individual youth, that are currently served in the Family Unification Program-Youth (FUP), Foster Youth to Independence (FYI), or Moving to Work-funded FUP rental assistance extension programs administered by the PHA, if the following circumstances apply:

FUP Youth/FYI assisted family includes a head of household who is a person with disabilities, as defined in 24 CFR 5.403, and whose voucher is expiring due to the 36-month statutory time limit for FUP Youth and FYI programs; or

FUP Youth/FYI assisted family's voucher assistance is ending after family has used all available Fostering Stable Housing Opportunities extensions or extensions available for participants of the Family Unification Program Family Self-Sufficiency Demonstration; or

Assisted family's Moving to Work-funded FUP rental assistance extension program assistance is expiring.

Upon the expiration of the statutorily required time period, a FUP youth voucher holder who has children and who lacks adequate housing may qualify for a FUP family voucher provided they are referred by the PCWA as an eligible family and meet the eligibility requirements for the PHA's HCV program.

20-I.J. FUP PORTABILITY

Portability for a FUP family or youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for a FUP family or youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

A FUP family or youth does not have to port to a jurisdiction that administers FUP.

If the receiving PHA administers the FUP voucher on behalf of the initial PHA, the voucher is still considered a FUP voucher regardless of whether the receiving PHA has a FUP program.

If the receiving PHA absorbs the voucher, the receiving PHA may absorb the incoming port into its FUP program (if it has one) or into its regular HCV program (if the receiving PHA has vouchers available to do so) and the family or youth become regular HCV participants. In either case, when the receiving PHA absorbs the voucher, a FUP voucher becomes available to the initial PHA.

Considerations for FUP Youth Vouchers

If the voucher is a FUP youth voucher and remains such upon lease-up in the receiving PHA's jurisdiction, termination of assistance must still take place once the youth has received assistance for the statutorily required time period. If the receiving PHA is administering the FUP youth voucher on behalf of the initial PHA, the two PHAs must work together to initiate termination upon expiration of the statutorily required time period.

20-I.K. PROJECT-BASING FUP VOUCHERS [Notice PIH 2017-21; FR Notice 1/24/22]

The PHA may project-base FUP vouchers without HUD approval in accordance with Notice PIH 2017-21, FR Notice 1/24/22, and all statutory and regulatory requirements for the PBV program. Project-based FUP vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A.

The PHA may limit PBVs to one category of FUP-eligible participants (families or youth) or a combination of the two.

While FUP vouchers can be used for either families or youth, a PBV unit may only be counted towards the PHA's 10 percent exception authority under the program cap and the project's income-mixing requirement if the FUP PBV assistance is provided on behalf of an eligible youth. The PHA must amend its administrative plan to include the limitation of these FUP PBV units to eligible youth.

PART II: FOSTER YOUTH TO INDEPENDENCE INITIATIVE

20-II.A. PROGRAM OVERVIEW [Notice PIH 2020-28; Notice PIH 2021-26; FR Notice 1/24/22]

The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of between 36 and 60 months.

Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28 or Notice PIH 2021-26, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers for those PHAs with 90 percent or greater utilization or utilization of its FUP and/or FYI vouchers, as applicable. For competitive awards, the number of vouchers is dependent on PHA program size and need.

20-II.B. PARTNERING AGENCIES [Notice PIH 2021-26; FYI Updates and Partnering Opportunities Webinar]

Public Child Welfare Agency (PCWA)

The PHA must enter into a partnership agreement with a PCWA in the PHA's jurisdiction in the form of a Memorandum of Understanding (MOU) or letter of intent. The PCWA is responsible for identifying and referring eligible youth to the PHA and providing or securing a commitment for the provision of supportive services once youth are admitted to the program.

PHA Policy

The PHA will implement a Foster Youth to Independence (FYI) program in partnership with Oregon Department of Human Services Child Welfare Division.

The PCWA is responsible for:

- Identifying FYI-eligible youth;
- Developing a system of prioritization based on the level of need of the youth and the appropriateness of intervention;
- Providing a written certification to the PHA that the youth is eligible; and
- Providing or securing supportive services for 36 months.

Continuum of Care (CoC) and Other Partners

HUD strongly encourages PHAs to add other partners into the partnership agreement with the PCWA such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates.

PHA Policy

In addition to the PCWA, the PHA will implement the FYI program in partnership with City of Portland / Multnomah County Joint Office of Homeless Services, and the member organizations of the Multnomah County Homeless Youth Continuum.

20-II.C. YOUTH ELIGIBILITY CRITERIA [Notice PIH 2021-26; FYI Q&As; FYI FAQs]

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. As determined by the PCWA, eligible youth:

- Are at least 18 years of age and not more than 24 years of age (have not yet reached their 25th birthday);
 - Youth must be no more than 24 years of age at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Placements can include, but are not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576;
- Are homeless or at risk of becoming homeless at age 16 and older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution). Therefore, youth being discharged from an institution may be eligible for an FYI voucher [FYI FAQs].

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance assuming they otherwise meet eligibility requirements.

20-II.D. SUPPORTIVE SERVICES [Notice PIH 2021-26; FYI Updates and Partnering Opportunities Webinar; FYI Q&As]

Supportive services may be provided by the PHA, PCWA or a third party. The PCWA must provide or secure a commitment to provide supportive services for participating youth for the period of time defined in the NOFA/O for which the funding was made available. At a minimum, the following supportive services must be offered:

- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist eligible youth to rent a unit with a voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED) or attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

Since participation in supportive services is optional, but strongly encouraged, an FYI participant may decline supportive service.

20-II.E. REFERRALS AND WAITING LIST MANAGEMENT [Notice PIH 2021-26; FYI Updates and Partnering Opportunities Webinar FYI FAQs]

Referrals

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. Once the PCWA sends the PHA the referral certifying the youth is program-eligible, the PHA determines HCV eligibility.

The PCWA must have a system for identifying eligible youth within the agency's caseload and reviewing referrals from other partners, as applicable. The PCWA must also have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon their level of need and appropriateness of the intervention.

Referrals may come from other organizations in the community who work with the population, but the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.

The PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA but should keep the referral or certification from the PCWA. The PCWA is not required to provide the PHA with HCV eligibility documents.

PHA Policy

The PHA and PCWA have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. The PCWA must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison must provide the PHA with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.

The PHA will maintain a copy of each certification from the PCWA in the participant's file along with other eligibility paperwork.

Waiting List Placement [Notice PIH 2021-26 and FYI FAQs]

The PHA must use the HCV waiting list for the FYI program. Youth already on the HCV program may not be transferred to an FYI voucher since they are not homeless or at-risk of homelessness.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply (see section 4-II.C., Opening and Closing the Waiting List of this administrative plan).

PHA Policy

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list..

Referrals who are already on the list will retain their position and the list will be notated to indicate the applicant is FYI-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI-eligible.

Waiting List Selection

The PHA selects eligible youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply.

20-II.F. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is selected from the HCV waiting list, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

Additional Eligibility Factors

Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FYI voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in Section 3-III.F, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

20-II.G. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FYI voucher holder of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.

PHA Policy

Eligible applicants will be notified by the PHA in writing following policies in Section 3-III.F. of this policy. FYI youth will be briefed individually or in groups with other FYI youth. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5.

Vouchers will be issued in accordance with PHA policies in Chapter 5, Part II.

Once the youth locates a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA policy in Chapter 9.

Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified [Notice PIH 2021-26].

Turnover [FYI FAQs]

For PHAs awarded FYI Tenant Protection Vouchers (TPVs) under Notice PIH 2019-20 where the recipient of the FYI TPV leaves the program, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26.

For PHAs awarded FYI vouchers under Notices PIH 2020-28 and PIH 2021-26, where the recipient of the FYI voucher leaves the program, the PHA must continue to use the FYI voucher for eligible youth upon turnover. Where there are more eligible youth than available FYI turnover vouchers, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26. If another eligible youth is not available, the PHA must notify HUD, and HUD will reduce the PHA's HCV assistance to account for the removal of the FYI assistance from the PHA's HCV baseline.

20-II.H. MAXIMUM ASSISTANCE PERIOD [Notice PIH 2021-26 and FYI FAQs; FR Notice 1/24/22]

Vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their FYI assistance.

Participants do not “age out” of the program. A participant may continue with the program until they have received the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

Extension of Assistance (Fostering Stable Housing Opportunities)

Per the Fostering Stable Housing Opportunities amendments enacted as part of the Consolidated Appropriations Act, 2021, FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FYI voucher holders cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FYI voucher holders must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA’s FSS program if they certify that they meet one of the exceptions below:

- The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

The PHA defines *incapacitated person* as a person whose ability to receive and evaluate information effectively or to communicate decisions is impaired to such an extent that the person presently lacks the capacity to meet the essential requirements for the person’s physical health or safety. “Meeting the essential requirements for physical health and safety” means those actions necessary to provide the health care, food, shelter, clothing, personal hygiene and other care without which serious physical injury or illness is likely to occur. The PHA will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception.

- The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

The PHA will define *regular and active participation* in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

- The FYI voucher holder is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

PHA Policy

The PHA will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

An FYI voucher holder that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FYI voucher holders. An FYI voucher holder may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FYI voucher holder an FSS slot during their first 36 months of receiving FYI assistance, the FYI voucher holder is considered to have been “unable to enroll” in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- For not less than 9 months of the 12-month period preceding each extension, the FYI voucher holder was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

PHA Policy

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate’s degree, bachelor’s degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10–16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

- For not less than 9 months of the 12-month period preceding each extension, the FYI voucher holder was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

The FYI voucher holder must be enrolled in a minimum of six credit hours. However, the PHA may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.

- For not less than 9 months of the 12-month period preceding each extension, the FYI voucher holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).
- For not less than 9 months of the 12-month period preceding each extension, the FYI voucher holder was employed.

PHA Policy

The PHA will consider the FYI voucher holder to be employed if they work a minimum of 30 hours per month. The PHA may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.

PHA Policy

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, the PHA will remind the FYI voucher holder at least 60-days prior to the end of the youth's 24th month of assistance of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to an FYI voucher holder who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the FYI voucher holder previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the FYI voucher holder to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the FYI voucher holder is engaged in and any statutory exceptions that apply to the FYI voucher holder, as well as the remaining time on their voucher.
- If the FYI voucher holder accepts the FSS slot, the PHA must work with them to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FYI voucher holder is offered an FSS slot prior to the 36-month mark, the FYI voucher holder:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required, to offer an FYI voucher holder an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the FYI voucher holder will have already received their second and final extension.

PHA Policy

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to an FYI voucher holder.

Extensions of Assistance

After 36-month and 48-month’s of housing assistance, the PHA must extend FYI assistance if the FYI voucher holder is participating in and in compliance with the FSS program as long as the FYI voucher holder is still eligible for the HCV program.

In any case, the FYI voucher holder cannot receive more than a total of 60 months of FYI assistance even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FYI voucher holder has been unable to enroll in the program during the first 36 months of receiving FYI assistance, the FYI voucher holder is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the FYI voucher holder engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the FYI voucher holder may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to 36-months and 48-months of Assistance

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FYI voucher holder written notification informing them that they may receive an extension of their FYI assistance and providing instructions on how the FYI voucher holder may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FYI voucher holder to demonstrate

that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FYI assistance.

PHA Policy

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FYI voucher holder on the PHA's program with a written notification informing them that they may receive an extension of their FYI assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to the end of their 36th and 48th months of assistance. When necessary, the PHA will provide this notification in a format accessible to FYI voucher holders with disabilities and in a translated format for FYI voucher holders with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify an FYI voucher holder's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FYI voucher holder was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FYI voucher holder may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FYI voucher holder will still be considered to have met the requirements.

In order for the FYI voucher holder to meet one of the statutory exceptions described above, the FYI voucher holder must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FYI voucher holder must submit in order to demonstrate that they meet one of the statutory exceptions.

An FYI voucher holder who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FYI voucher holder may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the FYI voucher holder meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the FYI voucher holder is still eligible for the HCV program, the PHA must provide the FYI voucher holder the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FYI voucher holder to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FYI assistance prior.

If the FYI voucher holder does not meet any of the statutory conditions described in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FYI voucher must be terminated once they reach this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the FYI voucher holder entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the FYI voucher holder, not the number of months that they are in the FYI program. Prior to termination, the PHA must offer the FYI voucher holder the opportunity to request an informal hearing, in accordance with Chapter 16.

20-II.I. TERMINATION OF ASSISTANCE [FYI FAQs]

Termination of a FYI voucher is handled in the same way as with any HCV; therefore, termination of a FYI voucher must be consistent with HCV regulations at 24 CFR Part 982, Subpart L and PHA policies in Chapter 12. Given the statutory time limit that requires FYI vouchers to sunset, a PHA must terminate the youth's assistance once the limit on assistance has expired.

A PHA cannot terminate a FYI youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FYI youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of FYI voucher holders to regular HCV assistance upon the expiration of the limit on assistance. However, the PHA may issue a regular HCV to FYI voucher holders if they were selected from the waiting list in accordance with PHA policies. The PHA may also adopt a waiting list preference for FYI voucher holders who are being terminated for this reason.

PHA Policy

As described in Chapter 4, the PHA has a limited local preference for assisted families, including individual youth, that are currently served in the Family Unification Program-Youth (FUP), Foster Youth to Independence (FYI), or Moving to Work-funded FUP rental assistance extension programs administered by the PHA, if the following circumstances apply:

FUP Youth/FYI assisted family includes a head of household who is a person with disabilities, as defined in 24 CFR 5.403, and whose voucher is expiring due to the 36-month statutory time limit for FUP Youth and FYI programs; or

FUP Youth/FYI assisted family's voucher assistance is ending after family has used all available Fostering Stable Housing Opportunities extensions or extensions available for participants of the Family Unification Program Family Self-Sufficiency Demonstration; or

Assisted family's Moving to Work-funded FUP rental assistance extension program assistance is expiring.

20-II.J. PORTABILITY [FYI FAQs]

Portability for an FYI youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for an FYI youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

An FYI youth does not have to port to a jurisdiction that administers FYI vouchers.

If the receiving PHA absorbs the voucher, the PHA may absorb the youth into its regular HCV program if it has vouchers available to do so. If the receiving PHA absorbs the youth into its regular HCV program, that youth becomes a regular HCV participant with none of the limitations of an FYI voucher.

The initial and receiving PHA must work together to initiate termination of assistance upon expiration of the time limit on assistance.

20-II.K. PROJECT-BASING FYI VOUCHERS [FYI FAQs; FR Notice 1/24/22]

The PHA may project-base certain FYI vouchers without HUD approval in accordance with all applicable PBV regulations and PHA policies in Chapter 17. This includes FYI vouchers awarded under Notices PIH 2020-28 and PIH 2021-26. Assistance awarded under Notice PIH 2019-20 is prohibited from being project-based.

PART III: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM

20-III.A. OVERVIEW

Since 2008, HCV program funding has provided rental assistance under a supportive housing program for homeless veterans. The Veterans Affairs Supportive Housing (VASH) program combines HCV rental assistance with case management and clinical services provided by the Department of Veterans Affairs (VA) at VA medical centers (VAMCs) and Community-Based Outpatient Clinics (CBOCs), or through a designated service provider (DSP) as approved by the VA Secretary. Eligible families are homeless veterans and their families that agree to participate in VA case management and are referred to the VAMC's partner PHA for HCV assistance. The VAMC or DSP's responsibilities include:

- Screening homeless veterans to determine whether they meet VASH program participation criteria;
- Referring homeless veterans to the PHA;
 - The term *homeless veteran* means a veteran who is homeless (as that term is defined in subsection (a) or (b) of Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)). See 38 U.S.C. 2002.
- Providing appropriate treatment and supportive services to potential VASH participants, if needed, prior to PHA issuance of a voucher;
- Providing housing search assistance to VASH participants;
- Identifying the social service and medical needs of VASH participants, and providing or ensuring the provision of regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout the veterans' participation period; and
- Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.

VASH vouchers are awarded noncompetitively based on geographic need and PHA administrative performance. Eligible PHAs must be located within the jurisdiction of a VAMC and in an area of high need based on data compiled by HUD and the VA. When Congress funds a new allocation of VASH vouchers, HUD invites eligible PHAs to apply for a specified number of vouchers.

Generally, the HUD-VASH program is administered in accordance with regular HCV program requirements. However, HUD is authorized to waive or specify alternative requirements to allow PHAs to effectively deliver and administer VASH assistance. Alternative requirements are established in the HUD-VASH Operating Requirements, which were originally published in the Federal Register on May 6, 2008, and updated September 27, 2021. Unless expressly waived by HUD, all regulatory requirements and HUD directives regarding the HCV program are applicable to VASH vouchers, including the use of all HUD-required contracts and other forms, and all civil rights and fair housing requirements. In addition, the PHA may request additional statutory or regulatory waivers that it determines are necessary for the effective delivery and administration of the program.

The VASH program is administered in accordance with applicable Fair Housing requirements since civil rights requirements cannot be waived under the program. These include applicable authorities under 24 CFR 5.105(a) and 24 CFR 982.53 including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination Act and all PHA policies as outlined in Chapter 2 of this document.

When HUD-VASH recipients include veterans with disabilities or family members with disabilities, reasonable accommodation requirements in Part II of Chapter 2 of this policy apply.

20-III.B. REFERRALS [FR Notice 9/27/21 and HUD-VASH Qs and As]

VAMC case managers will screen all families in accordance with VA screening criteria and refer eligible families to the PHA for determination of program eligibility and voucher issuance. The PHA has no role in determining or verifying the veteran's eligibility under VA screening criteria, including determining the veteran's homelessness status. The PHA must accept referrals from the partnering VAMC and must maintain written documentation of referrals in VASH tenant files. Upon turnover, VASH vouchers must be issued to eligible veteran families as identified by the VAMC.

PHA Policy

In order to expedite the screening process, the PHA will provide all forms and a list of documents required for the VASH application to the VAMC. Case managers will work with veterans to fill out the forms and compile all documents for referral and application.

20-III.C. HCV PROGRAM ELIGIBILITY [FR Notice 9/27/21]

Eligible participants are homeless veterans and their families who agree to participate in case management from the VAMC.

- A *VASH Veteran* or *veteran family* refers to either a single veteran or a veteran with a household composed of two or more related persons. It also includes one or more eligible persons living with the veteran who are determined to be important to the veteran's care or well-being.
- A veteran for the purpose of VASH is a person whose length of service meets statutory requirements, and who served in the active military, naval, or air service, was discharged or released under conditions other than dishonorable, and is eligible for VA health care.

Under VASH, PHAs do not have authority to determine family eligibility in accordance with HCV program rules and PHA policies. The only reasons for denial of assistance by the PHA are failure to meet the income eligibility requirements and/or that a family member is subject to a lifetime registration requirement under a state sex offender registration program. Under portability, the receiving PHA must also comply with these VASH screening requirements.

Social Security Numbers

When verifying Social Security numbers (SSNs) for homeless veterans and their family members, an original document issued by a federal or state government agency, which contains the name and SSN of the individual along with other identifying information of the individual, is acceptable in accordance with Section 7-II.B. of this policy.

In the case of the homeless veteran, the PHA must accept the Certificate of Release or Discharge from Active Duty (DD-214) or the VA-verified Application for Health Benefits (10-10EZ) as verification of SSN and cannot require the veteran to provide a Social Security card. A VA-issued identification card may also be used to verify the SSN of a homeless veteran.

Proof of Age

The DD-214 or 10-10EZ must be accepted as proof of age in lieu of birth certificates or other PHA-required documentation as outlined in Section 7-II.C. of this policy. A VA-issued identification card may also be used to verify the age of a homeless veteran.

Photo Identification

A VA-issued identification card must be accepted in lieu of another type of government-issued photo identification. These cards also serve as verification of SSNs and date of birth.

Income Eligibility

The PHA must determine income eligibility for VASH families in accordance with 24 CFR 982.201 and policies in Section 3-II.A. If the family is over-income based on the most recently published income limits for the family size, the family will be ineligible for HCV assistance.

While income-targeting does not apply to VASH vouchers, the PHA may include the admission of extremely low-income VASH families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

While income-targeting requirements will not be considered by the PHA when families are referred by the partnering VAMC, the PHA will include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.

Screening

The PHA may not screen any potentially eligible family members or deny assistance for any grounds permitted under 24 CFR 982.552 and 982.553 with one exception: the PHAs is still required to prohibit admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. Accordingly, with the exception of denial for registration as a lifetime sex offender under state law and PHA policies on how sex offender screenings will be conducted, PHA policy in Sections 3-III.B. through 3-III.E. do not apply to VASH. The prohibition against screening families for anything other than lifetime sex offender status applies to all family members, not just the veteran.

If a family member is subject to lifetime registration under a state sex offender registration program, the remaining family members may be served if the family agrees to remove the sex offender from its family composition. This is true unless the family member subject to lifetime registration under a state sex offender registration program is the homeless veteran, in which case the family would be denied admission to the program [New HCV GB, *HUD-VASH*, p. 6].

Denial of Assistance [Notice PIH 2008-37]

Once a veteran is referred by the VAMC, the PHA must either issue a voucher or deny assistance. If the PHA denies assistance, it must provide the family with prompt notice of the decision and a brief statement of the reason for denial in accordance with Section 3-III.F. Like in the standard HCV program, the family must be provided with the opportunity for an informal review in accordance with policies in Section 3-III.F. In addition, a copy of the denial notice must be sent to the VAMC case manager.

20-III.D. CHANGES IN FAMILY COMPOSITION

Adding Family Members [FR Notice 9/27/21]

When adding a family member after the family has been admitted to the program, PHA policies in Section 3-II.B. apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and will apply its regular screening criteria in doing so.

Remaining Family Members [HUD-VASH Qs and As]

If the homeless veteran dies while the family is being assisted, the voucher would remain with the remaining members of the tenant family. The PHA may use one of its own regular vouchers, if available, to continue assisting this family and free up a VASH voucher for another VASH-eligible family. If a regular voucher is not available, the family would continue utilizing the VASH voucher. Once the VASH voucher turns over, however, it must go to a homeless veteran family.

Family Break Up [HUD-VASH Qs and As]

In the case of divorce or separation, since the set-aside of VASH vouchers is for veterans, the voucher must remain with the veteran. This overrides the PHA's policies in Section 3-I.C. on how to determine who remains in the program if a family breaks up.

20-III.E. LEASING [FR Notice 9/27/21]

Waiting List

The PHA does not have the authority to maintain a waiting list or apply local preferences for HUD–VASH vouchers. Policies in Chapter 4 relating to applicant selection from the waiting list, local preferences, special admissions, cross-listing, and opening and closing the waiting list do not apply to VASH vouchers.

Exception Payment Standards

To assist VASH participants in finding affordable housing, especially in competitive markets, HUD allows PHAs to establish a HUD-VASH exception payment standard. PHAs may go up to but no higher than 120 percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD through the regular waiver process outlined in Notice PIH 2018-16.

Voucher Issuance

Unlike the standard HCV program which requires an initial voucher term of at least 60 days, VASH vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All VASH vouchers will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

The PHA must track issuance of HCVs for families referred by the VAMC or DSP in PIC as required in Notice PIH 2011-53.

Initial Lease Term

Unlike in the standard the HCV program, VASH voucher holders may enter into an initial lease that is for less than 12 months. Accordingly, PHA policy in Section 9-I.E., Term of Assisted Tenancy, does not apply.

Ineligible Housing [FR Notice 6/18/14]

Unlike in the standard HCV program, VASH families are permitted to live on the grounds of a VA facility in units developed to house homeless veterans. This applies to both tenant-based assistance and PBV. Therefore, 24 CFR 982.352(a)(5) and 983.53(a)(2), which prohibit units on the physical grounds of a medical, mental, or similar public or private institution, do not apply to VASH for this purpose only. Accordingly, PHA policy in 9-I.D., Ineligible Units, does not apply for this purpose only.

HQS Pre-Inspections

To expedite the leasing process, PHAs may pre-inspect available units that veterans may be interested in leasing in order to maintain a pool of eligible units. If a VASH family selects a unit that passed an HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (Form HUD-52517), the unit may be approved if it meets all other conditions under 24 CFR 982.305. However, the veteran must be free to select their unit and cannot be steered to these units.

The PHA will not pre-inspect units.

20-III.F. PORTABILITY [FR Notice 9/27/21 and Notice PIH 2011-53]

General Requirements

Portability policies under VASH depend on whether the family wants to move within or outside of the initial VA facility's catchment area (the area in which the VAMC or DSP operates). In all cases, the initial VA facility must be consulted prior to the move and provide written confirmation that case management will continue to be provided in the family's new location. VASH participant families may only reside in jurisdictions that are accessible to case management services, as determined by case managers at the partnering VAMC or DSP.

Under VASH, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied. As a result, PHA policies in Section 10-II.B. about nonresident applicants do not apply.

If the family no longer requires case management, there are no portability restrictions. Normal portability rules apply.

Portability within the Initial VAMC or DSP's Catchment Area

A VASH family can move within the VAMC's catchment area as long as case management can still be provided, as determined by the VA. If the initial PHA's partnering VAMC will still provide the case management services, the receiving PHA must process the move in accordance with portability procedures:

- If the receiving PHA has been awarded VASH vouchers, it can choose to either bill the initial PHA or absorb the family if it has a VASH voucher available to do so.
 - If the PHA absorbs the family, the VAMC or DSP providing the initial case management must agree to the absorption and the transfer of case management.
- If the receiving PHA does not administer a VASH program, it must always bill the initial PHA.

Portability Outside of the Initial VAMC or DSP's Catchment Area

If a family wants to move to another jurisdiction where it will not be possible for the initial PHA's partnering VAMC or DSP to provide case management services, the initial VAMC or DSP must first determine that the VASH family could be served by another VAMS or DSP that is participating in the VASH program, and the receiving PHA has an available VASH voucher.

In these cases, the family must be absorbed by the receiving PHA either as a new admission or as a portability move-in, as applicable. Upon absorption, the initial PHA's VASH voucher will be available to lease to a new VASH-eligible family, and the absorbed family will count toward the number of VASH slots awarded to the receiving PHA.

Portability Outside of the Initial VAMC or DSP's Catchment Area under VAWA

Veterans who request to port beyond the catchment area of the VAMC or DSP where they are receiving case management to protect the health or safety of a person who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believes they are threatened with imminent harm from further violence by remaining in the unit may port prior to receiving approval from the receiving VAMC or DSP. The initial PHA must follow its emergency transfer plan. PHAs may require verbal self-certification or a written request from a participant seeing a move beyond the catchment area of the VAMC or DSP.

The verbal self-certification or written request must include either a statement expressing why the participant reasonably believes that there is a threat of imminent harm from further violence if they were to remain in the same unit or a statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-day period preceding the participants request for the move.

The participant must still port to a PHA that has a VASH program. If the receiving PHA does not have a VASH voucher available to lease, they may bill the initial PHA until a VASH voucher is available, at which point the porting veteran must be absorbed into the receiving PHA's program.

20-III.G. TERMINATION OF ASSISTANCE [FR Notice 9/27/21]

With the exception of terminations for failure to receive case management, HUD has not established any alternative requirements for termination of assistance for VASH participants. However, prior to terminating VASH participants, HUD strongly encourages PHAs to exercise their discretion under 24 CFR 982.552(c)(2) as outlined in Section 12-II.D. of this policy and consider all relevant circumstances of the specific case. This includes granting reasonable accommodations for persons with disabilities, as well as considering the role of the case manager and the impact that ongoing case management services can have on mitigating the conditions that led to the potential termination.

VASH participant families may not be terminated after admission for a circumstance or activities that occurred prior to admission and were known to the PHA but could not be considered at the time of admission due to VASH program requirements. The PHA may terminate the family's assistance only for program violations that occur after the family's admission to the program.

Cessation of Case Management

As a condition of receiving HCV rental assistance, a HUD-VASH-eligible family must receive case management services from the VAMC or DSP. A VASH participant family's assistance must be terminated for failure to participate, without good cause, in case management as verified by the VAMC or DSP.

However, a VAMC or DSP determination that the participant family no longer requires case management is not grounds for termination of voucher or PBV assistance. In such a case, at its option, the PHA may offer the family continued assistance through one of its regular vouchers. If the PHA has no voucher to offer, the family will retain its VASH voucher or PBV unit until such time as the PHA has an available voucher for the family.

VAWA [FR Notice 9/27/21]

When a veteran's family member is receiving protection under VAWA because the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator's VASH assistance, the victim must be given a regular HCV if one is available, and the perpetrator's VASH voucher must be used to serve another eligible veteran family. If a regular HCV is not available, the perpetrator must be terminated from assistance and the victim will continue to use the VASH voucher.

20-III.H. PROJECT-BASING VASH VOUCHERS

General Requirements [Notice PIH 2017-21 and FR Notice 9/27/21]

PHAs are authorized to project-base their tenant-based VASH vouchers without additional HUD review or approval in accordance with Notice PIH 2017-21 and all PBV program requirements provided that the VAMC will continue to make supportive services available. In addition, since 2010, HUD has awarded VASH vouchers specifically for project-based assistance in the form of PBV HUD-VASH set-aside vouchers. While these vouchers are excluded from the PBV program cap as long as they remain under PBV HAP contract at the designated project, all other VASH vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A. Note that VASH supportive services only need to be provided to VASH families receiving PBV assistance in the project, not all families receiving PBV assistance in the project. If a VASH family does not require or no longer requires case management, the unit continues to count as an excepted PBV unit as long as the family resides in the unit.

If the PHA project-bases VASH vouchers, the PHA must consult with the partnering VAMC or DSP to ensure approval of the project or projects. PHAs may project-base VASH vouchers in projects alongside other PBV units and may execute a single HAP contract covering both the VASH PBVs and the other PBVs. The PHA must refer only VASH families to PBV units exclusively made available to VASH families and to PBV units funded through a HUD set-aside award.

Policies for VASH PBV units will generally follow PHA policies for the standard PBV program as listed in Chapter 17, with the exception of the policies listed below.

Failure to Participate in Case Management [FR Notice 9/27/21]

Upon notification by the VAMC or DSP of the family's failure to participate, without good cause, in case management, the PHA must provide the family a reasonable time period to vacate the unit. The PHA must terminate assistance to the family at the earlier of either the time the family vacates or the expiration of the reasonable time period given to vacate.

PHA Policy

Upon notification by the VAMC or DSP that a VASH PBV family has failed to participate in case management without good cause, the PHA will provide written notice of termination of assistance to the family and the owner within 10 business days. The family will be given 60 days from the date of the notice to move out of the unit.

The PHA may make exceptions to this 60-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

If the family fails to vacate the unit within the established time, the owner may evict the family. If the owner does not evict the family, the PHA must remove the unit from the HAP contract or amend the HAP contract to substitute a different unit in the project if the project is partially assisted. The PHA may add the removed unit to the HAP contract after the ineligible family vacates the property.

Moves [HUD-VASH Qs and As, FR Notice 9/27/21]

When a VASH PBV family is eligible to move from its PBV unit in accordance with Section 17-VIII.C. of this policy, but there is no other comparable tenant-based rental assistance, the following procedures must be implemented:

- If a VASH tenant-based voucher is not available at the time the family wants (and is eligible) to move, the PHA may require a family who still requires case management to wait for a VASH tenant-based voucher for a period not to exceed 180 days;
- If a VASH tenant-based voucher is still not available after that period, the family must be allowed to move with its VASH voucher. Alternatively, the PHA may allow the family to move with its VASH voucher without having to meet this 180-day period. In either case, the PHA is required to replace the assistance in the PBV unit with one of its regular vouchers, unless the PHA and owner agree to temporarily remove the unit from the HAP contract; and
- If a VASH veteran is determined to no longer require case management, the PHA must allow the family to move with the first available tenant-based voucher if not VASH voucher is immediately available and cannot require the family to wait for a VASH voucher to become available.

PART IV: MAINSTREAM VOUCHER PROGRAM

20-IV.A. PROGRAM OVERVIEW [Notice PIH 2020-01]

Mainstream vouchers assist non-elderly persons with disabilities and their families in the form of either project-based or tenant-based voucher assistance.

Aside from separate funding appropriations and serving a specific population, Mainstream vouchers follow the same program requirements as standard vouchers. The PHA does not have special authority to treat families that receive a Mainstream voucher differently from other applicants and participants. For example, the PHA cannot apply different payment standards, establish conditions for allowing portability, or apply different screening criteria to Mainstream families.

The Mainstream voucher program, (previously referred to as the Mainstream 5-Year program or the Section 811 voucher program) was originally authorized under the National Affordable Housing Act of 1990. Mainstream vouchers operated separately from the regular HCV program until the passage of the Frank Melville Supportive Housing Investment Act of 2010. Funding for Mainstream voucher renewals and administrative fees was first made available in 2012. In 2017 and 2019, incremental vouchers were made available for the first time since the Melville Act (in addition to renewals and administrative fees), and PHAs were invited to apply for a competitive award of Mainstream vouchers under the FY17 and FY19 NOFAs. In 2020, Notice PIH 2020-22 provided an opportunity for any PHA administering an HCV program to apply for Mainstream vouchers noncompetitively, while Notice PIH 2020-09 authorized an increase in Mainstream voucher units and budget authority for those PHAs already awarded Mainstream vouchers under the FY17 and FY19 NOFAs.

Funds for Mainstream vouchers may be recaptured and reallocated if the PHA does not comply with all program requirements or fails to maintain a utilization rate of 80 percent for the PHA's Mainstream vouchers.

20-IV.B. ELIGIBLE POPULATION [Notice PIH 2020-01 and Notice PIH 2020-22]

All Mainstream vouchers must be used to serve non-elderly persons with disabilities and their families, defined as any family that includes a person with disabilities who is at least 18 years old and not yet 62 years old as of the effective date of the initial HAP contract. The eligible disabled household member does not need to be the head of household.

The definition of person with disabilities for purposes of Mainstream vouchers is the statutory definition under section 3(b)(3)(E) of the 1937 Act, which is the same as is used for allowances and deductions in the HCV program and is provided in Exhibit 3-1 of this policy.

Existing families receiving Mainstream vouchers, where the eligible family member is now age 62 or older, will not “age out” of the program as long as the family was eligible on the day it was first assisted under a HAP contract.

The PHA may not implement eligibility screening criteria for Mainstream vouchers that is different from that of the regular HCV program.

19-IV.C. PARTNERSHIP AND SUPPORTIVE SERVICES [Notice PIH 2020-01]

PHAs are encouraged but not required to establish formal and informal partnerships with a variety of organizations that assist persons with disabilities to help ensure eligible participants find and maintain stable housing.

PHA Policy

The PHA will implement a Mainstream program, in partnership with the City of Portland / Multnomah County Joint Office of Homeless Services. *[insert names of any groups with which the PHA has formed partnerships].*

20-IV.D. WAITING LIST ADMINISTRATION

General Waiting List Requirements [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]

PHAs must not have a separate waiting list for Mainstream voucher assistance since the PHA is required by the regulations to maintain one waiting list for tenant-based assistance [24 CFR 982.204(f)]. All PHA policies on opening, closing, and updating the waiting list, as well as waiting list preferences in Chapter 4, apply to the Mainstream program.

When the PHA is awarded Mainstream vouchers, these vouchers must be used for new admissions to the PHA's program from the waiting list. The PHA must lease these vouchers by pulling the first Mainstream-eligible family from its tenant-based waiting list. PHAs are not permitted to reassign existing participants to the program in order to make regular tenant-based vouchers available. Further, the PHA may not skip over Mainstream-eligible families on the waiting list because the PHA is serving the required number of Mainstream families.

Upon turnover, vouchers must be provided to Mainstream-eligible families. If a Mainstream turnover voucher becomes available, the PHA must determine if the families at the top of the waiting list qualify under program requirements.

Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA]

If the PHA claimed points for a preference in a NOFA application for Mainstream vouchers, the PHA must adopt a preference for at least one of the targeted groups identified in the NOFA.

PHA Policy

The PHA claimed a preference for a targeted group as part of an application for Mainstream vouchers under a NOFA. The PHA will offer the following preferences, as described in Chapter 4:

Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is transitioning out of institutional or other segregated settings. The PHA will limit the number of vouchers set aside for this preference to 99. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 99 vouchers. This preference will expire December 1, 2022.

Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and was referred to the PHA from Multnomah County's Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services. The PHA will limit the number of vouchers set aside for this preference to 130 until December 1, 2022. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 130 vouchers until December 1, 2022. The PHA will limit the number of vouchers set aside for this preference to 229 beginning December 2, 2022. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 229 vouchers beginning December 2, 2022.

20-IV.E. PORTABILITY [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]

Mainstream voucher participants are eligible for portability under standard portability rules and all PHA policies regarding portability in Chapter 10, Part II apply to Mainstream families.

The following special considerations for Mainstream vouchers apply under portability:

- If the receiving PHA has a Mainstream voucher available, the participant may remain a Mainstream participant.
 - If the receiving PHA chooses to bill the initial PHA, then the voucher will remain a Mainstream voucher.
 - If the receiving PHA chooses to absorb the voucher, the voucher will be considered a regular voucher, or a Mainstream voucher if the receiving PHA has a Mainstream voucher available, and the Mainstream voucher at the initial PHA will be freed up to lease to another Mainstream-eligible family.
- If the receiving PHA does not have a Mainstream voucher available, the participant may receive a regular voucher.

20-IV.F. PROJECT-BASING MAINSTREAM VOUCHERS [FY19 Mainstream Voucher NOFA Q&A]

The PHA may project-base Mainstream vouchers in accordance with all applicable PBV regulations and PHA policies in Chapter 17. PHAs are responsible for ensuring that, in addition to complying with project-based voucher program requirements, the project complies with all applicable federal nondiscrimination and civil rights statutes and requirements. This includes, but is not limited to, Section 504 of the Rehabilitation Act (Section 504), Titles II or III of the Americans with Disabilities (ADA), and the Fair Housing Act and their implementing regulations at 24 CFR Part 8; 28 CFR Parts 35 and 36; and 24 CFR Part 100. Mainstream vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A.

PART IV: NON-ELDERLY DISABLED (NED) VOUCHERS

20-V.A. PROGRAM OVERVIEW [Notice PIH 2013-19]

NED vouchers help non-elderly disabled families lease suitable, accessible, and affordable housing in the private market. Aside from separate funding appropriations and serving a specific population, NED vouchers follow the same program requirements as standard vouchers. The PHA does not have special authority to treat families that receive a NED voucher differently from other applicants and participants.

Some NED vouchers are awarded to PHAs through competitive NOFAs. The NOFA for FY2009 Rental Assistance for NED made incremental funding available for two categories of NED families:

- **Category 1** vouchers enable non-elderly persons or families with disabilities to access affordable housing on the private market.
- **Category 2** vouchers enable non-elderly persons with disabilities currently residing in nursing homes or other healthcare institutions to transition into the community. PHAs with NED Category 2 vouchers were required to partner with a state Medicaid or health agency or the state Money Follows the Person (MFP) Demonstration agency.

Since 1997, HCVs for NED families have been also awarded under various special purpose HCV programs: Rental Assistance for Non-Elderly Persons with Disabilities in Support of Designated Housing Plans (Designated Housing), Rental Assistance for Non-Elderly Persons with Disabilities Related to Certain Types of Section 8 Project-Based Developments (Certain Developments), One-Year Mainstream Housing Opportunities for Persons with Disabilities, and the Project Access Pilot Program (formerly Access Housing 2000).

- **Designated Housing** vouchers enable non-elderly disabled families, who would have been eligible for a public housing unit if occupancy of the unit or entire project had not been restricted to elderly families only through an approved Designated Housing Plan, to receive rental assistance. These vouchers may also assist non-elderly disabled families living in a designated unit/project/building to move from that project if they so choose. The family does not have to be listed on the PHA's voucher waiting list. Instead, they may be admitted to the program as a special admission. Once the impacted families have been served, the PHA may begin issuing these vouchers to non-elderly disabled families from their HCV waiting list. Upon turnover, these vouchers must be issued to non-elderly disabled families from the PHA's HCV waiting list.

- **Certain Developments** vouchers enable non-elderly families having a person with disabilities, who do not currently receive housing assistance in certain developments where owners establish preferences for, or restrict occupancy to, elderly families, to obtain affordable housing. These non-elderly families with a disabled person do not need to be listed on the PHA's HCV waiting list in order to be offered and receive housing choice voucher rental assistance. It is sufficient that these families' names are on the waiting list for a covered development at the time their names are provided to the PHA by the owner. Once the impacted families have been served, the PHA may begin issuing these vouchers to non-elderly disabled families from their HCV waiting list. Upon turnover, these vouchers must be issued to non-elderly disabled families from the PHA's HCV waiting list.
- **One-Year Mainstream Housing Opportunities for Persons with Disabilities (One-Year Mainstream)** vouchers enable non-elderly disabled families on the PHA's waiting list to receive a voucher. After initial leasing, turnover vouchers must be issued to non-elderly disabled families from the PHA's voucher waiting list.

20-V.B. ELIGIBLE POPULATION

General Requirements [Notice PIH 2013-19]

Only eligible families whose head of household, spouse, or cohead is non-elderly (under age 62) and disabled may receive a NED voucher. Families with only a minor child with a disability are not eligible.

In cases where the qualifying household member now qualifies as elderly due to the passage of time since the family received the NED voucher, existing NED participant families do not "age out," as the family was eligible on the day it was first assisted under a housing assistance payments (HAP) contract.

The definition of person with disabilities for purposes of NED vouchers is the statutory definition under Section 3(b)(3)(E) of the 1937 Act, which is the same as is used for allowances and deductions in the HCV program and is provided in Exhibit 3-1 of this policy.

The PHA may not implement eligibility screening criteria for NED vouchers that is different from that of the regular HCV program.

NED Category 2 [Notice PIH 2013-19 and NED Category 2 FAQs]

In addition to being eligible for the PHA's regular HCV program and a non-elderly person with a disability, in order to receive a Category 2 voucher, the family's head, spouse, cohead, or sole member must be transitioning from a nursing home or other healthcare institution and provided services needed to live independently in the community.

Nursing homes or other healthcare institutions may include intermediate care facilities and specialized institutions that care for those with intellectual disabilities, developmentally disabled, or mentally ill, but do not include board and care facilities (e.g., adult homes, adult day care, adult congregate living).

The PHA cannot limit who can apply to just those persons referred or approved by a Money Follows the Person (MFP) Demonstration agency or state health agency. Other individuals could be placed on the waiting list if they can show, with confirmation by an independent agency or organization that routinely provides such services (this can be the MFP or partnering agency, but need not be), that the transitioning individual will be provided with all necessary services, including care or case management.

For each Category 2 family, there must be documentation (e.g., a copy of a referral letter from the partnering or referring agency) in the tenant file identifying the institution where the family lived at the time of voucher issuance.

20-V.C. WAITING LIST

General Requirements [Notice PIH 2013-19]

Families must be selected for NED vouchers from the PHA's waiting list in accordance with all applicable regulations and PHA policies in Chapter 4.

Regardless of the number of NED families the PHA is required to serve, the next family on the waiting list must be served. Further, the PHA may not skip over NED-eligible families on the waiting list because the PHA is serving the required number of NED families.

NED Category 2 Referrals [NED Category 2 FAQs]

For NED Category 2 families, the partnering agency may make referrals of eligible families to the PHA for placement on the waiting list. The PHA will then select these families from the waiting list for voucher issuance. Because language in the NOFA established that vouchers awarded under the NOFA must only serve non-elderly disabled families transitioning from institutions, the PHA does not need to establish a preference in order to serve these families ahead of other families on the PHA's waiting list.

PHAs must accept applications from people living outside their jurisdictions or from people being referred from other Medicaid or MFP service agencies in their state.

If the PHA's waiting list is closed, the PHA must reopen its waiting list to accept referrals from its partnering agency. When opening the waiting list, PHAs must advertise in accordance with 24 CFR 982.206 and PHA policies in Section 4-II.C. In addition, the PHA must ensure that individuals living in eligible institutions are aware when the PHA opens its waiting list by reaching out to social service agencies, nursing homes, intermediate care facilities and specialized institutions in the local service area.

Reissuance of Turnover Vouchers [Notice PIH 2013-19]

All NED turnover vouchers must be reissued to the next NED family on the PHA's waiting list with the following exception: A Category 2 voucher must be issued to another Category 2 family upon turnover if a Category 2 family is on the PHA's waiting list. If there are no Category 2 families on the PHA's waiting list, the PHA must contact its partnering agency as well as conduct outreach through appropriate social service agencies and qualifying institutions to identify potentially eligible individuals. Only after all means of outreach have been taken to reach Category 2 families can the PHA reissue the voucher to another Category 2 NED family on the PHA's waiting list. Any subsequent turnover of that voucher must again be used for a Category 2 family on the PHA's waiting list, and the PHA is under the same obligation to conduct outreach to Category 2 families if no such families are on the PHA's waiting list.

For PHAs that received both Category 1 and Category 2 vouchers, if at any time the PHA is serving fewer Category 2 families than the number of Category 2 HCVs awarded under the NOFA, when a Category 2 family applies to the waiting list and is found eligible, the PHA must issue the next NED voucher to that family. HUD monitors the initial leasing and reissuance of Category 2 HCVs. These vouchers may be recaptured and reassigned if not leased properly and in a timely manner.

All NED vouchers should be affirmatively marketed to a diverse population of NED-eligible families to attract protected classes least likely to apply. If at any time following the turnover of a NED HCV a PHA believes it is not practicable to assist NED families, the PHA must contact HUD. **Special Housing Types [Notice PIH 2013-19 and NED Category 2 FAQs]**

In general, a PHA is not required to permit families to use any of the special housing types and may limit the number of families using such housing. However, the PHA must permit the use of a special housing type if doing so provides a reasonable accommodation so that the program is readily accessible to and usable by a person with disabilities.

Such special housing types include single room occupancy housing, congregate housing, group homes, shared housing, cooperative housing, and manufactured homes when the family owns the home and leases the manufactured home space.

Persons with disabilities transitioning out of institutional settings may choose housing in the community that is in a group or shared environment or where some additional assistance for daily living is provided for them on site. Under HUD regulations, group homes and shared housing are considered special housing types and are not excluded as an eligible housing type in the HCV program. Assisted living facilities are also considered eligible housing under the normal HCV program rules, as long as the costs for meals and other supportive services are not included in the housing assistance payments (HAP) made by the PHA to the owner, and as long as the person does not need continual medical or nursing care.

20-V.E. PORTABILITY [NED Category 2 FAQs]

NED voucher participants are eligible for portability under standard portability rules and all PHA policies regarding portability in Chapter 10, Part II apply to NED families. However, the PHA may, but is not required to, allow applicant NED families to move under portability, even if the family did not have legal residency in the initial PHA's jurisdiction when they applied.

Proposed Family Unification Program- Youth and Foster Youth to Independence Local Preference
Revision 1/17/2023

Proposed new language highlighted in yellow. Language proposed to be removed indicated with strikethrough.

Chapter 4:

Local preferences are listed below and are numerically ranked, with number 1 being the highest preference. Preferences within the same rank are treated equally.

The following program transfer preferences will be ranked #1:

Proposed new language highlighted in yellow. Language proposed to be removed indicated with strikethrough.

- ~~• Youth that are currently served in the Family Unification Program (FUP) administered by the PHA whose FUP voucher is expiring due to the 36-month statutory time limit, or youth that are currently served in the FUP rental assistance extension program administered by the PHA, if the following circumstances apply:~~

~~_____ FUP-eligible youth is a person with disabilities, as defined in 24 CFR 5.403; and~~

~~A written referral has been received from the current FUP case manager of record (DHS, Homeless Youth Continuum, or another agency) certifying that the youth will have a lack of adequate housing as a result of the expiration of FUP voucher or FUP rental assistance extension and needs a tenant-based voucher to ensure uninterrupted housing assistance.~~

- **Assisted families, including individual youth, that are currently served in the Family Unification Program- Youth (FUP), Foster Youth to Independence (FYI), or Moving to Work-funded FUP rental assistance extension programs administered by the PHA, if the following circumstances apply:**

FUP Youth/FYI assisted family includes a head of household who is a person with disabilities, as defined in 24 CFR 5.403, and whose voucher is expiring due to the 36-month statutory time limit for FUP Youth and FYI programs; or

FUP Youth/FYI assisted family's voucher assistance is ending after family has used all available Fostering Stable Housing Opportunities extensions or extensions available for participants of the Family Unification Program Family Self-Sufficiency Demonstration; or

Assisted family's Moving to Work-funded FUP rental assistance extension program assistance is expiring.



MEMORANDUM

To:	Board of Commissioners	Date:	January 17, 2023
From:	Christina Dirks Interim Director of Policy & Planning 503.802.8494	Subject:	Authorize Changes to Chapter 3 of the Admission and Continued Occupancy Policy Resolution 23-01-02

The Board of Commissioners is requested to authorize changes to Chapter 3 of Home Forward's Admissions and Continued Occupancy Policy (ACOP).

These actions support Strategic Plan Goal, One System: We leverage our role as the largest provider of affordable housing in Oregon to improve collaboration and efficacy between systems impacting people in poverty.

BACKGROUND

In 2021, Home Forward adopted a new screening policy to reduce barriers for applicants with a criminal history in accessing Home Forward owned housing and reduce racial disparities in admission denials. This new policy was an explicit recognition of the disproportionate racial trauma and harm caused by the criminal justice system. This new policy was informed by data analysis of applicants who were denied housing with Home Forward between 2018 and 2022. This data analysis showed that Black and Indigenous applicants with some criminal history were disproportionately likely to receive an initial and final denial compared to their share of the population in Multnomah County. In summary, the policy:

1. Eliminated blanket denials and requires property managers to perform an individual assessment prior to making a decision on an application for housing.
2. Reduced look back periods for crimes or eliminates consideration of crimes.
3. Prohibited property managers from considering "no rental history" as a rental barrier.

4. Centralized individual assessments at Home Forward, by Home Forward staff; this ensures consistency in individual assessment performance and enables on-going policy evaluation.

In October 2021, Taylor Smiley Wolfe presented to the Board of Commissioners on this new agency-wide criminal screening policy.

OVERVIEW

Home Forward currently operates 9 public housing properties with a total of 368 units. The policy document for public housing is the ACOP. Changes to this policy document are needed to reflect our new screening criteria. The changes are as follows:

Removed all blanket bans with the exception of those required by HUD

Removed all language that allowed for automatic denials for criminal convictions of less than a certain age, with two HUD mandated exceptions.

Reduced look back periods

Reduced the length of time since a conviction that will result in the need for an Individual Review prior to admission or denial. Any convictions that occurred after the look back period, will not be considered. The new look back periods are outlined in table 1.

Table 1. Look Back Periods for Criminal Convictions at Admission

Crime Type	Crime Categories	Example Crime	Individual Assessment period (from date of conviction)
Crimes against persons (violent)	Felony (violent – intentional) ¹	Lifetime registered sex offenders	Denial
		Homicide/Murder, Assault, Hate Crimes	5 years (single conviction) or 7 years (2 or more)
	Felony (violent – negligent or reckless)	Criminally negligent homicide	3 years
	Misdemeanor (violent- intentional)	Assault	3 years

¹ Most crime definitions include specificity about whether the crime was intentional or the result of negligence. In cases where the crime definition is not clear and it could have been either intentional or negligent, the crime was included in this category.

Crime Type	Crime Categories	Example Crime	Individual Assessment period (from date of conviction)
Crimes against property	Felony	Arson	5 years
Drug related crimes	Felony (Controlled substance)	Manufacture, Distribution, or Possession of controlled substance with intent to distribute.	3 years
		Possession of controlled substance (schedule I and schedule II)	12 months
	N/A	Manufacture or production of methamphetamine on the premises of federally assisted housing	Denial

Added information about Individual Reviews

Added an explanation of the Individual Review process including what factors will be considered and an applicant's right to provide supplemental information for consideration.

Added that an Individual Review will be required for all applications with a criminal conviction within the look back period in Table 1.

Clarified that the only circumstances where an application will be denied based on criminal history without receiving an Individual Review are when:

1. Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
2. Any household member is subject to a lifetime registration requirement under a state sex offender registration program. Home Forward will access a national database covering sex offenders in all states in order to verify this information.
3. A household member facing pending criminal charges for a felony crime involving drugs.

Removed lack of rental history as basis for denial

Removed the language that permitted the admission denial for applicants who could not provide verifiable positive rental history.

CONCLUSION

Accordingly, staff request the approval of the Chapter 3 ACOP changes.

ATTACHMENT

Chapter 3 ACOP (Redlined pages)



RESOLUTION 23-01-02

RESOLUTION 23-01-02 AUTHORIZES HOME FORWARD STAFF TO AMEND CHAPTER 3 OF HOME FORWARD'S ADMISSION AND CONTINUED OCCUPANCY POLICY

WHEREAS, the Department of Housing and Urban Development (HUD) permits a Public Housing Authority to amend and modify an Admission and Continued Occupancy Plan with Board of Commissioner's approval; and

WHEREAS, Home Forward staff supported the evaluation of existing policy outlined and development of new a policy related to screening criteria for individuals with criminal histories to Home Forward owned properties; and

WHEREAS, Home Forward adopted a new portfolio-wide criminal screening policy that ensures consistent approaches to housing access and barriers for all Home Forward owned housing; and

WHEREAS, the prior screening criteria for applicants to public housing is outlined in Chapter 3 of the Admissions and Continued Occupancy Plan; and

WHEREAS, Home Forward proposes amendments to Chapter 3 of the Admissions and Continued Occupancy Plan that reflect the new screening policy and are within Home Forward's regulatory flexibility; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Home Forward that Home Forward staff is authorized to make the changes to Chapter 3 of the Admissions and Continued Occupancy Policy outlined in the January 17, 2023 Memorandum and attachments from Home Forward staff to the Board of Commissioners.

ADOPTED: JANUARY 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

PART III: DENIAL OF ADMISSION

3-III.A. OVERVIEW

A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied admission.

In addition, HUD requires or permits Home Forward to deny admission based on certain types of current or past behaviors of family members as discussed in this part. Home Forward's authority in this area is limited by the Violence against Women Reauthorization Act of 2013 (VAWA), which expressly prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been the victim of domestic violence, dating violence, sexual assault or stalking [24 CFR 5.2005].

This part covers the following topics:

- Required denial of admission
- Other permitted reasons for denial of admission
- Screening
- Criteria for deciding to deny admission
- Prohibition against denial of admission to victims of domestic violence, dating violence, sexual assault, or stalking
- Notice of eligibility or denial

3-III.B. DENIAL OF ADMISSION [24 CFR 960.204]

Home Forward is required to establish standards that prohibit admission of an applicant to the public housing program if they have engaged in certain criminal activity or if Home Forward has reasonable cause to believe that a household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other tenants.

~~Where the statute requires that Home Forward prohibit admission for a prescribed period of time after some disqualifying behavior or event, Home Forward may choose to continue that prohibition for a longer period of time [24 CFR 960.203(c)(3)(ii)].~~

HUD requires Home Forward to deny assistance, ~~without an Individual Review as described below~~, in the following cases:

- ~~Evictions:~~ Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity.
- ~~Criminal Convictions:~~
 - Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.

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Any household member is subject to a lifetime registration requirement under a state sex offender registration program. Home Forward will access a national database covering sex offenders in all states in order to verify this information.

Any household member is subject to a lifetime registration requirement under a state sex offender registration program. Home Forward will access a national database covering sex offenders in all states in order to verify this information.

- Current Drug Use: Home Forward determines that any household member is currently engaged in the use of illegal drugs. Drug means a controlled substance as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802]. Currently engaged in the illegal use of a drug means a person has engaged in the behavior recently enough to justify a reasonable belief that there is continuing illegal drug use by a household member [24 CFR 960.205(b)(1)]. Marijuana used medicinally or otherwise is a controlled substance Home Forward will only determine that a household member is currently engaged in the use of illegal drugs if they are facing pending criminal charges for a felony crime involving drugs.

covered under the Controlled Substance Act and its use is ground for denial of admission.

- Home Forward has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other tenants.
- Any household member has ever been convicted of drug related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program. Home Forward will access a national database covering sex offenders in all states in order to verify this information.

Applicants also will be denied subject to an Individual Review, as described below, in accordance with the following Home Forward established criteria:

• Drug Related Criminal History:

- If during the past 12 months, any member of the household has been convicted of felony possession for schedule I or II drugs, the applicant will be subject to Individual Review.
- If Home Forward determines that, during the past 3 years, any member of the household has been involved convicted of a felony drug related crime for drug manufacture or distribution the applicant will be subject to an Individual Review. In drug related or violent criminal activity or other criminal acts that could harm the health, safety, or peace of a community. We may deny an application if there is credible information about pending charges, even if there has not been a

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~~conviction for such behavior.~~

- Violent Criminal History: How far back Home Forward will consider violent criminal history depends on the type of conviction and, in certain circumstances, the number of convictions.
 - If during the past 3 years, any member of the household has been convicted of misdemeanor crimes involving intentional violence or a certain felony crime involving reckless or negligent violence the applicant will be subject to an Individual Review.
 - If during the past 5 years, any member of the household has been convicted of felony crimes involving intentional violence the applicant will be subject to an Individual Review. If during the past 7 years, the person has been convicted of two felony crimes involving intentional violence, the applicant will be subject to an Individual Review.
- Property Based Criminal History: If during the past 5 years, any member of the household has been convicted of the a-felony crime of crimeArson-involving damage to property, such as Arson I, Theft I, or Robbery, the applicant will be subject to an Individual Review. If the person has been convicted of two felony crimes of Arson, the applicant will be subject to an Individual Review.
- Applicants will be denied if Home Forward determines that any member of the household has been involved in any of the following during the time frames specified below:
 - If the behavior constitutes a felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage, drug related offenses (sale, manufacture, delivery or possession with intent to sell), class A/Felony burglary or class A/Felony robbery the application will be denied regardless of how long ago the behavior occurred.
 - If the behavior constitutes any other felony or it constitutes any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession with intent to sell) property damage or weapons violations the application will be denied if the behavior occurred 7 years ago or less.
 - Individuals whose only criminal behavior was use of illegal drugs (and not selling, manufacturing, growing, or delivering) and who have met the rehabilitation requirements described below will not be denied based on that use.
 - Regardless of past criminal behavior individuals who constitute a likely threat to the health or safety of an individual, the apartment community, or the property of others will be denied.

Applicants that have a criminal history that does not fall within the grounds that HUD requires admission denial (conviction for the production or manufacture of methamphetamine on the premises of federally assisted housing or a conviction that results in a lifetime sex offender registration requirement) or that does not require an Individual Review as outlined above, will not be automatically denied based on their criminal history.

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Individual Review For Criminal History

All applicants with a criminal history subject to an Individual Review as outlined above, will receive a more thorough review of their criminal history as part of the application screening process. As part of this review, applicants will be encouraged to provide supplemental information about their criminal history. In addition to any supplemental information provided by the applicant, the Individual Review must take into account the nature and severity of the incident, the number and type of incidents, the time that has elapsed since the date the incident occurred, and the age of the applicant at the time the incident occurred (SB291, 2021). All Individual Reviews will be centrally handled by Home Forward. It is only after a completed Individual Review that an applicant may be denied for criminal history other than conviction for the production or manufacture of methamphetamine on the premises of federally assisted housing or a conviction that results in a lifetime sex offender registration requirement.

Previous Behavior [960.203(c) and (d) and PH Occ GB, p. 48]

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HUD authorizes Home Forward to deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy.

In the event of the receipt of unfavorable information with respect to an applicant, Home Forward must consider the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). As discussed in Section 3-III.D, Home Forward may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence, sexual assault, or stalking.

In addition to the above described factors, Home Forward also will deny admission to an applicant family if Home Forward determines that the family:

- Has been evicted from any property within the past 3 years.
- Misrepresented or does not provide completed or timely information related to eligibility, including income, award of preferences for admission, expenses, eligible citizenship status, family composition, or any other information required by Home Forward.
- The family owes rent or other charges to any landlord or PHA unless the family repays the full amount of the debt prior to being offered a unit. Amounts owed are subject to the local statute of limitations unless owed under a judgment.
- The family has breached the terms of a repayment agreement entered into with a PHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being offered a unit.
- Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
- Has engaged in or threatened violent or abusive behavior toward PHA personnel
- ~~Cannot provide verifiable, positive residential history or positive landlord and/or professional references~~
- Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years which may adversely affect the health, safety, or welfare of other tenants
- Other relevant causes

Applicants who do not meet these screening criteria will be denied admission to the program. However, Home Forward may consider the existence of mitigating factors, such as loss of employment, excessive rent burden or other financial difficulties in making an eligibility determination.

Applicant suitability criteria may be less stringent for applicants who qualify for certain Home Forward special programs. These properties/programs include: the Apartments at Bud Clark Commons and Permanent Supportive Housing, the Bridges to Housing program and "Key not a Card" program. However, participants in these programs who move to other public housing units will be subject to Home Forward screening criteria outlined in this Chapter.

3-III.C. CRITERIA FOR DECIDING TO DENY ADMISSION

Consideration of Circumstances [24 CFR 960.203(c)(3) and (d)]

HUD authorizes Home Forward to consider all relevant circumstances when deciding whether to deny admission based on a family's past history except in the situations for which denial of admission is mandated by HUD.

In the event Home Forward receives unfavorable information with respect to an applicant, consideration must be given to the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). In a manner consistent with its policies, Home Forward may give consideration to factors which might indicate a reasonable probability of favorable future conduct.

Home Forward may consider the following factors prior to making its decision:

- The seriousness of the case, especially with respect to how it would affect other tenants
- The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or a victim of domestic violence, dating violence, sexual assault, or stalking.
- The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future
- Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs
- In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully
 - Home Forward will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

Removal of a Family Member's Name from the Application [24 CFR 960.203(c)(3)(i)]

HUD permits Home Forward to impose as a condition of admission, a requirement that family members who participated in or were culpable for an action or failure to act which warrants denial of admission, to not reside in the unit. As a condition of receiving assistance, a family may agree to remove the culpable family member from the application. In such instances, the head of household must certify that the family member will not be permitted to visit or to stay as a guest in the public housing unit. After admission to the program, the family must present evidence of the former family member's current address upon Home Forward request.

Should the screening process reveal that an applicant's household includes an individual

subject to state lifetime registered sex offender registration, Home Forward will offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, Home Forward will deny admission to the family [Notice PIH 2012-28].

Reasonable Accommodation [PH Occ GB, pp. 58-60]

If the family includes a person with disabilities, Home Forward's decision concerning denial of admission is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8. If the family indicates that the behavior of a family member with a disability is the reason for the proposed denial of admission, Home Forward will determine whether the behavior is related to the disability. If so, upon the family's request, Home Forward will determine whether alternative measures are appropriate as a reasonable accommodation. Home Forward will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed denial of admission. See Chapter 2 for a discussion of reasonable accommodation.

3-III.D. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING [24 CFR Part 5, Subpart L]

The Violence against Women Act of 2013 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

Definitions of key terms used in VAWA are provided in Chapter 16 of this ACOP, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located.

Notification

Home Forward acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under Home Forward policies. Therefore, if Home Forward makes a determination to deny admission to an applicant family, Home Forward will include in its notice of denial information about the protection against denial provided by VAWA in accordance with Chapter 16 of this ACOP and will request that an applicant wishing to claim this protection notify the Authority within 10 business days.

Documentation***Victim Documentation [24 CFR 5.2007]***

If an applicant claims the protection against denial of admission that VAWA provides to victims of domestic violence, dating violence, sexual assault, or stalking, Home Forward will request in writing that the applicant provide documentation supporting the claim in accordance with Chapter 16 of this ACOP.

Perpetrator Documentation

If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following:

- A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the public housing unit.
- Documentation that the perpetrator has successfully completed rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed. The victim and perpetrator must also sign or attest to the documentation.

3-III.E. NOTICE OF ELIGIBILITY OR DENIAL

Home Forward will notify an applicant family of its final determination of eligibility in writing. Home Forward must promptly notify any applicant determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal review on such determination.

When a determination has been made that an applicant is eligible and satisfies all requirements for admission, including the tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

Home Forward

Admissions and Continued Occupancy Policies

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MEMORANDUM

To: Board of Commissioners	Date: January 17, 2023
From: Amanda Saul, Assistant Director for General Obligation Bond Development 503.802.8552	Subject: Authorize the Execution of Contracts and Amendments for Design-Build Services for the Fairfield Apartments Resolution 23-01-03
Michael Fu, Project Manager Development and Community Revitalization 503.802.8499	

The Board of Commissioners is requested to Authorize the execution of contracts and amendments between Home Forward and Walsh Construction Company (Walsh) for Design-Build (DB) services for the Fairfield Apartments in the amount of \$14,990,962. This amount equals Walsh's Guaranteed Maximum Price for the Fairfield Apartments' renovations and the owner's construction contingency controlled by Home Forward.

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

BACKGROUND

The Fairfield Apartments is an 82-unit, single-room occupancy (SRO) development located at 1103-1121 SW Harvey Milk Street in Downtown Portland. The Portland Housing Bureau (PHB) owns the property, and it is home to some of Portland's most vulnerable residents. Financial assistance for 80 of the Fairfield's 82 units comes from an annually renewed HUD Mod Rehab contract that qualifies for conversion to a long-term contract through HUD's Rental Assistance Demonstration (RAD) program.

In January 2018, the Fairfield Apartments entered into Home Forward's asset management portfolio via the Intergovernmental Agreement (IGA) between Home Forward

and PHB whereby Home Forward asset manages PHB's properties. Given Home Forward's extensive experience pairing RAD subsidies with rehabilitation efforts, in December of 2019 and again in 2020, PHB requested that Home Forward submit funding applications to OHCS for the preservation of the Fairfield Apartments.

Previous board action related to the Fairfield includes authorization of the submission of low-income housing tax credits and funding applications (Resolutions 20-03-04, 21-01-02), the execution of site control documentation (Resolutions 20-03-05, 21-01-03), the use of the design-build alternative procurement process (Resolution 21-07-02), contracting with Walsh Construction Company (Walsh) for design-build services (Resolution 21-09-01), amending the contract with Walsh to include full design-phase services (Resolution 21-12-05), and amending the contract with Walsh to include the early purchase of materials (Resolution 22-09-07).

OVERVIEW

Home Forward's successful application for 9% Low Income Housing Tax Credits in 2020 enabled Home Forward to advance the Fairfield's development to its current status – i.e. the completion of design and, per a competitive subcontractor bidding process, the establishment of a Guaranteed Maximum Price (GMP) contract amendment with Walsh Construction for the Fairfield's rehabilitation. Per the GMP, the building will be fully renovated, resulting in 75 units SRO and studio units and ground floor community and commercial space. The existing tenants will be relocated while the building is renovated and will have a right to return. In addition to the returning tenants, the new project will serve chronically homeless individuals with funding for supportive services from the Joint Office of Homeless Services.

In fall of 2022, Walsh secured bids for the Fairfield. The resulting total came to \$13,514,346, Walsh's GMP for the renovation project's scope of work. Walsh projects 35% from participation for firms that qualify as Certification Office for Business and Diversity (COBID) businesses.

Per standard Home Forward practice, Resolution 23-01-03 will authorize \$1,476,616 of construction expenditures from as an owner-controlled contingency in addition to the GMP total. This contingency enables contract amendments to cover unforeseen conditions and/or additional scope.

CONCLUSION

Staff requests the adoption of Resolution 2023-01-03 to enable the Fairfield's renovations.

Staff presented a draft of this memo and resolution to the READ committee at its January 6, 2023 meeting.



RESOLUTION 23-01-03

RESOLUTION 23-01-03 AUTHORIZES THE CHIEF EXECUTIVE OFFICER TO AMEND THE CONTRACT WITH WALSH CONSTRUCTION COMPANY FOR THE FAIRFIELD APARTMENTS RENOVATION PROJECT TO INCREASE THE AMOUNT BY \$14,990,962

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

WHEREAS, Home Forward has acknowledged the need to renovate the Fairfield Apartments for the benefit of residents and the surrounding community; and

WHEREAS, Home Forward awarded Walsh Construction, Co. (Walsh) the contract to undertake design-build services for the Fairfield Apartments renovation project; and

WHEREAS, Walsh has solicited subcontractor bids for the renovation of the Fairfield;

WHEREAS, Walsh's subcontractor bids form the basis for a Guaranteed Maximum Price (GMP) amendment to its current Design Build Contract with Home Forward;

WHEREAS, the Fairfield's renovations are currently scheduled to begin in February 2023; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contract amendments in excess of \$500,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Chief Executive Office, or her designee, to execute a \$13,514,346 GMP contract amendment with Walsh for the Fairfield's renovations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Chief Executive Officer, or her designee, to execute further amendments to the contract with Walsh for the Fairfield's renovations to spend the Home Forward – controlled construction contingency in the amount of \$1,476,616.

ADOPTED: JANUARY 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

Resolution 23-01-04 Placeholder
Authorize for Construction Expenditures Document Execution for Fairfield PSH Limited
Partnership

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 11/01/22 - 12/31/22

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3068	0	Prime Legacy	\$ 80,935.22	Rebuild of units 1A & 1B at Humboldt Gardens	Property Management	11/7/2022	1/31/2023
C3084	0	Prime Legacy	\$ 29,468.50	Unit turn at Project Open Door	Asset Mgmt	11/25/2022	12/30/2023
C3026	0	Bacharach Construction LLC	\$ 887,793.00	Celilo Court security improvements	DCR	11/30/2022	6/30/2023
C3091	0	Prime Legacy	\$ 27,668.27	Rebuild of units 6A at Humboldt Gardens	Property Management	12/5/2022	2/15/2023
Subtotal			\$ 1,025,864.99				4

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3079	0	Centric Elevator	\$ 23,100.00	Temporary elevator hall stations at Grace Peck; turning one elevator into a construction elevator during design-build project	DCR	11/7/2022	12/31/2024
C3069	0	DocuSign	\$ 8,763.75	Electronic document signing	Procurement	11/7/2022	10/14/2023
C3085	0	Johnson Controls Fire Protection	\$ 9,695.00	Fire Safety at SCC	Property Management	11/23/2022	11/30/2023
C3065	0	Point Monitor	\$ 2,880.00	Fire Alarm Monitoring at Humboldt Gardens	Property Management	12/5/2022	9/30/2023
C3098	0	Hughes Electrical Contractors	\$ 18,155.00	Electric vehicle charging station - purchase, installation, and service	IFS	12/21/2022	1/31/2023
C3099	0	Imperial Cabinets & Millwork, Inc	\$ 7,450.00	EASTWOOD COURT Reception Lobby sign	DCR	12/29/2022	3/31/2023
Subtotal			\$ 70,043.75				6

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3081	0	Murphy Consulting LLC	\$ 850.00	Help completing HUD required form for Grace Peck	DCR	11/7/2022	12/31/2023
C3083	0	Motus Recruiting & Staffing Inc.	\$ 50,000.00	On-Call Temporary Labor Staffing	HR	11/22/2022	11/19/2023
C3087	0	QEDLAB Qualified Envelope Diagnostics, Inc.	\$ 10,650.00	Dekum Court Phase 1: Enclosure Testing	DCR	11/28/2022	12/30/2023
C2965	0	LMC, Inc.	\$ 194,770.00	Pre-Construction Services for Peaceful Villa	DCR	12/2/2022	4/30/2024
C3089	0	Elevator Consulting Services	\$ 8,100.00	Elevator consulting at Fairfield	DCR	12/4/2022	12/31/2024
C3077	0	Verified First LLC	\$ 6,000.00	Background Check Services	HR	12/5/2022	1/30/2024
C3086	0	Friendly House Inc.	\$ 70,000.00	Health & Wellness programming at CHSP sites; Rule 46-0340	Community Services	12/5/2022	12/31/2023
C3082	0	Staffing Solutions, LLC	\$ 50,000.00	On-Call Temporary Labor Staffing	HR	12/6/2022	11/19/2023
C3090	0	Studio Davis	\$ 7,900.00	Traffic and parking study for Peaceful Villa.	DCR	12/13/2022	12/31/2023
C3092	0	John Southgate, LLC	\$ 2,750.00	Peaceful Villa meeting facilitation	DCR	12/13/2022	4/30/2023
C3094	0	Trash for Peace	\$ 18,906.68	Youth services coordination at property grouping GGMS	Community Services	12/13/2022	12/31/2023
C3095	0	Trash for Peace	\$ 39,733.28	Youth services coordination at The Ellington	Community Services	12/13/2022	12/31/2023
C3088	0	Family Essentials	\$ 295,067.00	STRA Mobile Housing Team	Homeless Initiatives	12/15/2022	6/30/2023
C3096	0	Amanda Morris	\$ 33,217.47	Foot care clinics at 15 properties	Community Services	12/15/2022	12/31/2023
C3093	0	Trash for Peace	\$ 42,230.00	Youth services coordination at New Columbia	Community Services	12/19/2022	12/31/2023
C3100	0	Family Essentials	\$ 122,397.38	Supportive services for 32 homeless preference units at The Ellington; Rule 46-0340	Community Services	12/31/2022	6/30/2023
Subtotal			\$ 952,571.81	16			

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3078	0	Forensic Building Consultants	\$ 8,880.00	Building Enclosure Rehabilitation consulting services for the Courtyard drain and waterproofing at BCC.	DCR	11/7/2022	4/30/2023
C3061	0	Earth Advantage, Inc	\$ 54,500.00	Earth Advantage Certification for the Peaceful Villa Development from Design Development through Construction Administration.	DCR	11/28/2022	10/2/2027
Total			\$ 63,380.00				2

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3046	2	Freedom Security Solutions	\$ 59,400.00	24/7 Security at Project Open Door; amended to extend contract	Property Management	11/3/2022	11/25/2022
C2993	1	Canaan Land Tile LLC	\$ -	Door replacement for garbage closet at NMW; amended to add time	IFSS	11/8/2022	12/15/2022
C2327	19	LMC, Inc.	\$ -	Group 7 change project end date on schedule	DCR	11/14/2022	1/31/2023
C2547	3	PBS Engineering & Environmental, Inc.	\$ 3,000.00	Environmental services for Dekum Court to decommission an abandoned UIC.	DCR	11/14/2022	6/30/2025
C2884	2	TRC Environmental Corporation	\$ 2,500.00	On-call asbestos and lead testing for Fairfield construction, extending duration	DCR	11/14/2022	12/31/2024
C2920	1	Universal Lawncare Maintenance	\$ 37,920.00	Landscaping Maintenance for Master-Leased Properties; amended to extend contract	Asset Mgmt	11/14/2022	12/31/2023
C2968	1	Hawkins Delafield & Wood LLP	\$ 15,000.00	MTW Consulting; amended to add funds	Executive	11/15/2022	12/31/2022
C2183	1	Otis Elevator	\$ 70,000.00	Elevator Preventive Maintenance Sellwood Center; amended to add funds	Property Management	11/21/2022	2/28/2024
C2367	3	NW Enforcement	\$ 25,000.00	Security Services at Mt. Tabor Annex; amended to extend contract	Asset Management	11/27/2022	12/31/2023
C2462	9	Sera Architects PC	\$ 10,996.00	Baldwin Design Projects; amended to add scope and time	DCR	11/27/2022	2/1/2023
C2840	3	Central Geotechnical Services, LLC	\$ 39,000.00	Add construction observation reports and extending term for Fairfield geotech	DCR	11/28/2022	12/31/2024
C2553	3	Equity Hub	\$ 3,312.00	Online proposal/bid submission tool-BidLocker Plus; amended to extend contract	Procurement	11/28/2022	11/30/2023
C2482	12	Bremik Construction	\$ 111,819.00	Added and changed scope to alternate electrical; spider crawler for elevator; time extension	DCR	11/29/2022	1/3/2023

C2890	1	Water Solutions NW Inc.	\$ 3,720.00	Monthly chemical water treatment for cooling towers at NMW; amended to extend contract	IFS	11/29/2022	11/30/2023
C2219	3	Central City Concern	\$ 10,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters	Community Services	11/30/2022	12/31/2023
C2410	3	Amanda Morris	\$ 716.00	Foot care clinic at BCC; amended to extend contract	Community Services	12/1/2022	12/31/2022
C2964	4	Bora Architecture Inc	\$ 156,137.00	Increased scope of work: ROW Woodward design and engineering, added landscape renderings, QEC building science design and construction administration, and Code Unlimited code appeals.	DCR	12/2/2022	6/30/2026
C2761	2	KPFF Consulting Engineers	\$ -	ALTA survey services prior to construction and after construction for the Troutdale Project; amended to extend contract	DCR	12/4/2022	12/31/2024
C2990	1	Milo Reed	\$ -	Research into Home Forward history to justify creation of a preference policy; amended to add time	Executive	12/5/2022	4/1/2023
C2226	1	Otis Elevator	\$ 96,000.00	Preventive Maintenance at Schunk, Medallion and Williams; amended to extend contract	Property Management	12/6/2022	4/18/2024
C2868	6	Walsh Construction Co.	\$ 73,487.92	Dekum CO #4	DCR	12/7/2022	7/31/2023
C2919	3	Walsh Construction Co.	\$ 28,487.00	Fairfield design-build additional design	DCR	12/7/2022	12/31/2024
C2660	3	Megan Ashlock	\$ 18,000.00	Online Youth Leadership Academy for students aged 12-18; amended to extend contract	Community Services	12/9/2022	12/31/2023
C2656	2	Cloud Nyne Design	\$ -	Website software and security upgrade; amended to extend contract	Executive	12/12/2022	12/31/2023
C2742	1	Carlson Testing, Inc.	\$ 1,226.75	Adding scope for rooftop stair and extending term for special inspections at Dahlke	DCR	12/12/2022	6/30/2023
C2662	2	Trash for Peace	\$ 7,200.00	Resident support and services for Clackamas County; amended to extend contract	Community Services	12/13/2022	12/31/2023
C2668	2	Trash for Peace	\$ 18,410.22	Environmental Education and services at Fairview Oaks, Rockwood Station, and Madrona Place apartments; amended to extend contract	Community Services	12/13/2022	12/31/2023
C3046	3	Freedom Security Solutions	\$ 68,700.00	24/7 Security at Project Open Door; amended to extend contract	Property Management	12/14/2022	1/1/2023
C3059	1	Peter Meijer Architect, PC	\$ 750.00	Fountain place structural design for fire escape	DCR	12/14/2022	4/30/2023
C2327	20	LMC, Inc.	\$ (72,201.61)	Group 7 CO#16	DCR	12/16/2022	1/31/2023
C3031	1	Le Chevallier Strategies	\$ 11,000.00	Assisting with communications related to current events and other media and public engagement as needed; amended to update scope and extend contract	Executive	12/16/2022	6/30/2023
C2436	2	John Keating	\$ -	On- call grant writing, consultation, and fund development; amended to extend contract	Community Services	12/19/2022	12/31/2023
C2835	3	Global Transportation Engineering	\$ 5,885.00	Parking study for the Troutdale Project; additional scope of work added	DCR	12/19/2022	12/31/2023

C2448	1	O'Neill/Walsh Community Builders	\$ 82,433.12	Killingsworth CMGC CO # 1	DCR	12/20/2022	12/31/2024
C2448	2	O'Neill/Walsh Community Builders	\$ 39,510.62	Killingsworth CMGC CO # 1	DCR	12/20/2022	12/31/2024
C2634	2	Megan Ashlock	\$ 15,336.70	Coordinating and managing food distribution at New Columbia; facilitating volunteer coordination meeting for New Columbia and Tamarack; contract extension	Community Services	12/20/2022	12/31/2023
C2965	1	LMC, Inc.	\$ 236,038.00	MEPF design-build	DCR	12/20/2022	4/30/2024
C2953	1	Community Vision Inc.	\$ 5,000.00	Technology Accessibility training for high-rise residents; amended to extend contract	Community Services	12/21/2022	12/31/2023
C3009	2	Carpenter Smith Consulting LLC	\$ 750.00	Beating Burnout and the Power of Belonging Workshops; amended to extend contract	Talent & Organizational Development	12/28/2022	9/15/2023
C2769	5	MWA Architects Inc	\$ 12,985.00	A&E Troutdale: increase scope, additional design	DCR	12/29/2022	12/31/2025
C2934	1	Amanda Morris	\$ 665.30	Footcare clinics; amended to add funds	Community Services	12/29/2022	12/31/2022
C2862	5	Cuenta Conmigo LLC	\$ -	Administrative support and executive assistance to the Director of Equity; amended to extend contract	Executive	12/31/2022	9/30/2023
Subtotal			\$ 1,198,184.02				42

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
GO2488	2	Elevate Energy	\$ -	Fairfield energy and water use contract extension	DCR	12/20/2022	12/31/2024
Subtotal			\$ -				1
Total			\$ 3,310,044.57				71

**Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
6-Month Look Ahead - January 2023**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$100k	Conceptual Master Planning for The Ellington	Asset Mgmt	January 2023
\$400k	Elevator Modernization at Hamilton West	DCR	January 2023
\$160k	HWE Fire Alarm Control Panel Compliance	DCR	January 2023
TBD	STRA	Homeless Initiatives	Mach 2023
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
TBD	A&E for N. Maryland	DCR	TBD
TBD	CM/GC for N. Maryland	DCR	TBD