

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, July 18, 2023
At 5:30 pm
Zoom Register here:

<https://homeforward.zoom.us/j/87098403986?pwd=YjZjUENMb1ZYR3VZTDNpYkxpY3Btdz09>



MEMORANDUM

To: Community Partners

Date: July 11, 2023

From: Ivory N. Mathews, Chief Executive
Officer

Subject: Home Forward Board of
Commissioners July
Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, July 18 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:

<https://homeforward.zoom.us/j/87098403986?pwd=YjZjUENMb1ZYR3VZTDNpYkxpY3Btdz09>

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/87098403986?pwd=YjZjUENMb1ZYR3VZTDNpYkxpY3Btdz0>

9

VIA ZOOM
JULY 18, 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 June 20, 2023 Board of Commissioners Virtual Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
23-07	Topic	Presenter/POC	Phone #
01	Authorize the Property Sale of SE 171 st House	Ian Davie	503.802.8565
02	Authorize the Property Sale of Kernlodge II	Ian Davie	503.802.8565

03	Authorize the Property Sale of Lents Court	Ian Davie	503.802.8565
04	Authorize the Property Sale of SE Grant House	Ian Davie	503.802.8565
05	Authorize the Property Sale of Cora Park	Ian Davie	503.802.8565

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 Board Work Session will be on Wednesday, August 2 at 5:30 PM. The next Board of Commissioners meeting will be Tuesday, August 15, 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.

HOME FORWARD DEVELOPMENT ENTERPRISE CORPORATION BOARD

The Home Forward Development Enterprise Board will meet following the July 18, 2023, Board of Commissioners meeting.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
June 20, 2023

COMMISSIONERS PRESENT

Chair Damien Hall, Vice Chair Matthew Gebhardt, Commissioners TomiRene Hettman, Rakeem Washington

STAFF PRESENT

Alescia Blakely, Ian Davie, Tonya Evans, Dena Ford-Avery, Monica Foucher, Carolina Gomez, Biljana Jesic, Ivory Mathews, Kitty Miller, Zahra Pike, Ian Slingerland, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Joy Yip Richardson

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting of the Board of Commissioners at 5:31 PM.

Cathy Millis, Dahlke Manor resident thanked the board for making her feel welcome. She has met with the new Resident Services team who will tackle resident concerns split between three categories: Housing Stability; Resident Leadership & Community Building; Housing Wellness. She described how this will work between the residents and staff going forward. Millis was positive and excited with how specific needs and interactions will be addressed. Overall, she appreciated staff's willingness to listen and find a creative solution interacting with residents. Millis thanked the Board for giving her the opportunity to speak at the monthly meetings.

Likewise, Chair Hall told Millis. We welcome hearing from her and understanding how staff will engage with residents.

MEETING MINUTES

Minutes of the May 16, 2023 Board of Commissioners Virtual Meeting

Chair Damien Hall requested a motion authorizing approval of the minutes for the May 16, 2023 Board of Commissioners Meeting.

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

The vote was as follows:

Chair Damien Hall—Aye

Vice Chair Matthew Gebhardt—Aye

Commissioner TomiRene Hettman—Aye

Commissioner Rakeem Washington—Aye

MISSION MOMENT – Youth Leadership Academy at Fairview Oaks

Biljana Jesic, Community Services Director commented on the exciting progress being made in Community Services and a special thank you to Cathy Millis for her engagement in the new implementation at high rises with these alignments. Jesic said we used to be driven by budget, which reduced access to services. This new model was first done at New Columbia, and we are excited to roll it out elsewhere.

Onto the Mission Moment and a shout out to Joy Yip Richardson, Zahra Pike and Alescia Blakely for bringing the Leadership Academy to Fairview. Jesic introduced Megan Ashlock. Ashlock has worked with Home Forward for seven plus years, primarily at New Columbia. The leadership academy at Fairview Oaks is a mini version of the program. Ashlock described the six-week program that included five sessions and an in-person graduation. The program was open to kids 12-13 years of age with a focus that also included the neighborhood, with attention to trash, gun violence and bullying. They address leadership and how big ideas can start small. Leadership can be practiced at home and at school establishing valuable building blocks.

Ashlock introduce two amazing young ladies, sisters Kaemoni and Harmoni who attended the six-week program with perfect attendance. Harmoni appreciated learning to be a leader and found the knowledge that she used at home can transcend out in the world. Kaemoni said you can be a leader by being responsible. Through the program she made new friends, learned a lot and found the assignments valuable.

Chair Damien Hall thanked the team for joining the meeting and acknowledged Kaemoni and Harmoni's steadfast attendance. Commissioner Rakeem Washington asked what

advice they had for being a good leader. They both agreed being responsible, trustworthy, and loyal.

Vice Chair Matthew Gebhardt expressed his admiration for the program and its expansion. He thanked everyone who made it possible and looked forward to hearing how it will continue to grow. He asked how program recruitment happened. Jesic responded saying through a “marketing campaign” offered to the youth onsite. There is a short application that is reviewed and then an invitation that is shared with the parents with an expectation that they be engaged as well. The graduation included former members of the program from New Columbia sharing their experiences and serving as role models. The future hope is to use graduates in a mentor role.

Chair Hall thanked Harmoni and Kaemoni for being amazing ambassadors and looks forward to hearing more.

RESOLUTIONS

Resolution 23-06-01 Authorize Amendments or Contracts for Construction Management/ General Contractor Services with Walsh Construction to Commence Stage w Dekum Court Redevelopment

Jonathan Trutt, Development Director presented the resolution opening with the requested board action was reviewed at the June READ meeting, adding the project is on budget and schedule. He gave a high-level review of the project and described the project’s two phases with the first phase of replacement housing anticipated to be completed in early August and more in October. The resolution is the bulk of the work in Phase 2 and reflects those costs which are consistent with the budget estimate. Chair Hall expressed appreciation to the team.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 23-06-01. Vice Chair Matthew Gebhardt moved to adopt Resolution 23-06-01. Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye

Vice Chair Matthew Gebhardt—Aye

Commissioner TomiRene Hettman—Aye

Commissioner Rakeem Washington—Aye

There being no further business, Chair Damien Hall adjourned the meeting at 5:54 PM.

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

ADOPTED: JULY 18, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners Date: July 18, 2023

From: Ian Davie Subject: Authorize the Property Sale of SE
Chief Operating Officer 171st House
503.802.8565 Resolution 23-07-01

The Board of Commissioners is requested to authorize the sale of the single-family residential home located at 3010 SE 171st Drive, Portland OR 97236.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

BACKGROUND

The SE 171st House is a single story, wood framed group home that was built in 1960. The home comprises 5 bedrooms and 2.5 bathrooms that make up approximately 1,904 square feet of livable space, located on a 8,000 square foot lot. The property is currently leased at a below-market rental rate to Portland Metro Residential Services (PMRS) who provides case management for adults with developmental disabilities and/or mental health conditions. The property is currently occupied, but in need of significant repairs.

OVERVIEW

Small properties such as SE 171st House typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant capital infusions and are less attractive to commercial banks due to the limited size of the loans. SE 171st House currently requires at least \$50k-\$75k in repairs including new systems, interior and exterior improvements. The economies of scale are simply not present in a group home like SE 171st House.

Home Forward has historically leased this home at below-market rental rates to a community partner who utilized the property to meet their organizational mission. Market rental rates have never been established; doing so would have required the oversight of a property management company to handle day-to-day operations, adding additional expense the property could not absorb, as well as increasing the financial burden of the service provider.

Recently, Home Forward staff have been in communication with the current tenant PMRS, a local nonprofit that has been providing professional and compassionate residential services for individuals of varying abilities in group home settings. After several discussions, it is apparent PMRS may be interested in purchasing the property at a 10% discount in lieu of Home Forward listing the property on the open market.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning (R7) which allows for 1 lot per 7,000 square feet and is limited to single family houses, plexes and ADU's. The smaller lot size restricts our ability to cost effectively increase density.

There is no debt on the property and no long-term regulatory restrictions in place. Because SE 171st House is not a viable redevelopment candidate and has need for extensive and costly restorative work, we recommend that Home Forward be authorized to sell the property with the caveat that we provide the current tenant (PMRS) the opportunity to purchase at a 10% discount prior to placing the home on the open market. Home Forward would allow PMRS no less than seven (7) business days to respond to our offer with options including:

1. An acceptance to purchase at a discounted estimated value of \$439,000;
2. A counteroffer to the proposed price of \$439,000;
3. A declination of the option to purchase.

If option 3 is chosen, Home Forward will reach out to other service providers with a similar opportunity to see if there is interest in purchasing the property before listing the property at approximately \$488,000 on the open market.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio in order to supplement needed capital improvements to existing sites.

CONCLUSION

The Board of Commissioners is requested to authorize the sale of SE 171st House, located at 3010 SE 171st Drive, Portland OR 97236.

The Real Estate and Development (READ) Committee reviewed a draft of this resolution at its July 7, 2023 meeting.



RESOLUTION 23-07-01

RESOLUTION 23-07-01 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL SE 171st HOUSE, LOCATED AT 3010 SE 171st AVENUE, PORTLAND, OR 97236

WHEREAS, the single-story Progress House group home was built in 1960, is currently owned by Home Forward free of debt, has no long-term regulatory commitments in place, is currently leased to Portland Metro Residential Services (PMRS); and

WHEREAS, cash flow and property reserves are insufficient to continue operating the small property, and it was determined a scope of work needed to replace building systems and failing components would cost at least \$50,000 to \$75,000; and

WHEREAS, redevelopment opportunities are not a viable option as the small lot size makes redevelopment impractical and cost prohibitive; and

WHEREAS, Home Forward agrees to perform outreach to Portland Metro Residential Services (PMRS), a local service provider to present the opportunity to purchase the property prior to listing it on the open market, of which the service provider would have no less than seven business days to respond to; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the sale of SE 171st House, located at 3010 SE 171st Drive, Portland OR 97236.

ADOPTED: JULY 18, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair



MEMORANDUM

To: Board of Commissioners Date: July 18, 2023

From: Ian Davie Subject: Authorize the Property Sale of
Chief Operating Officer Kernlodge II
503.802.8565 Resolution 23-07-02

The Board of Commissioners is requested to authorize the sale of the single-family residential home located at 3923 SE 69th Avenue, Portland OR 97206.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

BACKGROUND

The Kernlodge II is a two single story, wood framed group home that was built in 1994. The home comprises 5 bedrooms and 5.5 bathrooms that make up approximately 2,580 square feet of livable space, located on a 4,000 square foot lot. The property is currently leased at a below-market rental rate to YWCA of Greater Portland (YWCA) who provides support to diminish the stress of caring for children of an incarcerated parent and provides ongoing assistance to help women successfully re-enter society and become self-sufficient. The property is currently occupied, but in need of significant repairs.

OVERVIEW

Small properties such as Kernlodge II typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant capital infusions and are less attractive to commercial banks due to the limited size of the loans. Kernlodge II currently requires at least \$30k-\$50k in repairs including new systems, interior and exterior improvements. The economies of scale are simply not present in a group home like Kernlodge II.

Home Forward has historically leased this home at below-market rental rates to a community partner who utilized the property to meet their organizational mission. Market rental rates have never been established; doing so would have required the oversight of a property management company to handle day-to-day operations, adding additional expense the property could not absorb, as well as increasing the financial burden of the service provider.

Recently, Home Forward staff have been in communication with the current tenant YWCA of Greater Portland (YWCA), a local nonprofit whose mission is to eliminate racism, empower women, and promote peace, justice freedom and dignity for all. Based upon recent conversations, YWCA may be interested in purchasing the property at a 10% discount in lieu of Home Forward listing the property on the open market.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning (R5) which allows for 1 lot per 5,000 square feet and is limited to single family houses, plexes and ADU's. The smaller lot size restricts our ability to cost effectively increase density.

There is no debt on the property and no long-term regulatory restrictions in place. Because Kernlodge II is not a viable redevelopment candidate and has need for extensive and costly restorative work, we recommend that Home Forward be authorized to sell the property with the caveat that we provide the current tenant (YWCA) the opportunity to purchase at a 10% discount prior to placing the home on the open market. Home Forward would allow YWCA no less than seven (7) business days to respond to our offer with options including:

1. An acceptance to purchase at a discounted estimated value of \$541,000;
2. A counteroffer to the proposed price of \$541,000;
3. A declination of the option to purchase.

If option 3 is chosen, Home Forward will reach out to other service providers with a similar opportunity to see if there is interest in purchasing the property before listing the property at approximately \$601,000 on the open market.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio in order to supplement needed capital improvements to existing sites.

CONCLUSION

The Board of Commissioners is requested to authorize the sale of Kernlodge II, located at 3923 SE 69th Avenue, Portland OR 97206.

The Real Estate and Development (READ) Committee reviewed a draft of this resolution at its July 7, 2023 meeting.



RESOLUTION 23-07-02

RESOLUTION 23-07-02 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL KERNLODGE II, LOCATED AT 3923 SE 69th AVENUE, PORTLAND, OR 97206

WHEREAS, the single-story Progress House group home was built in 1994, is currently owned by Home Forward free of debt, has no long-term regulatory commitments in place, is currently leased to YWCA of Greater Portland (YWCA); and

WHEREAS, cash flow and property reserves are insufficient to continue operating the small property, and it was determined a scope of work needed to replace building systems and failing components would cost at least \$30,000 to \$50,000; and

WHEREAS, redevelopment opportunities are not a viable option as the small lot size makes redevelopment impractical and cost prohibitive; and

WHEREAS, Home Forward agrees to perform outreach to YWCA of Greater Portland (YWCA), a local service provider to present the opportunity to purchase the property prior to listing it on the open market, of which the service provider would have no less than seven business days to respond to; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the sale of Kernlodge II, located at 3923 SE 69th Avenue, Portland OR 97206.

ADOPTED: JULY 18, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair



MEMORANDUM

To: Board of Commissioners Date: July 18, 2023

From: Ian Davie Subject: Authorize the Property Sale of
Chief Operating Officer Lents Court Home
503.802.8565 Resolution 23-07-03

The Board of Commissioners is requested to authorize the sale of the single-family residential home located at 6102 SE 86th Avenue, Portland, OR 97266.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

BACKGROUND

The Lents Court is a two story, wood framed group home that was built in 1994. The home comprises 5 bedrooms and 5.5 bathrooms that make up approximately 2,841 square feet of livable space, located on a 4,000 square foot lot. The property is currently leased at a below-market rental rate to YWCA of Greater Portland (YWCA) who provides support to diminish the stress of caring for children of an incarcerated parent and provides ongoing assistance to help women successfully re-enter society and become self-sufficient. The property is currently occupied, but in need of significant repairs.

OVERVIEW

Small properties such as Lents Court Home typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant capital infusions and are less attractive to commercial banks due to the limited size of the loans. Lents Court Home currently requires at least \$25k-\$50k in repairs including new systems, interior and exterior improvements. The economies of scale are simply not present in a group home like Lents Court Home.

Home Forward has historically leased this home at below-market rental rates to a community partner who utilized the property to meet their organizational mission. Market rental rates have never been established; doing so would have required the oversight of a property management company to handle day-to-day operations, adding additional expense the property could not absorb, as well as increasing the financial burden of the service provider.

Recently, Home Forward staff have been in communication with the current tenant YWCA of Greater Portland (YWCA), a local nonprofit whose mission is to eliminate racism, empower women, and promote peace, justice freedom and dignity for all. Based upon recent conversations, YWCA may be interested in purchasing the property at a 10% discount in lieu of Home Forward listing the property on the open market.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning (R2.5) which allows for 1 lot per 2,500 square feet and is limited to single family houses, plexes and ADU's. The smaller lot size restricts our ability to cost effectively increase density.

There is no debt on the property and no long-term regulatory restrictions in place. Because Lents Court Home is not a viable redevelopment candidate and has need for extensive and costly restorative work, we recommend that Home Forward be authorized to sell the property with the caveat that we provide the current tenant (YWCA) the opportunity to purchase at a 10% discount prior to placing the home on the open market. Home Forward would allow YWCA no less than seven (7) business days to respond to our offer with options including:

1. An acceptance to purchase at a discounted estimated value of \$540,000;
2. A counteroffer to the proposed price of \$540,000;
3. A declination of the option to purchase.

If option 3 is chosen, Home Forward will reach out to other service providers with a similar opportunity to see if there is interest in purchasing the property before listing the property at approximately \$600,000 on the open market.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio in order to supplement needed capital improvements to existing sites.

CONCLUSION

The Board of Commissioners is requested to authorize the sale of Lents Court Home, located at 6102 SE 86th Avenue, Portland, OR 97266.

The Real Estate and Development (READ) Committee reviewed a draft of this resolution at its July 7, 2023 meeting.



RESOLUTION 23-07-03

RESOLUTION 23-07-03 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL LENTS COURT HOME LOCATED AT 6102 SE 86th AVENUE, PORTLAND, OR 97266

WHEREAS, the single-story Progress House group home was built in 1994, is currently owned by Home Forward free of debt, has no long-term regulatory commitments in place, is currently leased to YWCA of Greater Portland (YWCA); and

WHEREAS, cash flow and property reserves are insufficient to continue operating the small property, and it was determined a scope of work needed to replace building systems and failing components would cost at least \$25,000-50,000; and

WHEREAS, redevelopment opportunities are not a viable option as the small lot size makes redevelopment impractical and cost prohibitive; and

WHEREAS, Home Forward agrees to perform outreach to YWCA of Greater Portland (YWCA), a local service provider to present the opportunity to purchase the property prior to listing it on the open market, of which the service provider would have no less than seven business days to respond to; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the sale of Lents Court Home, located at 6102 SE 86th Avenue, Portland, OR 97266.

ADOPTED: JULY 18, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair



MEMORANDUM

To: Board of Commissioners Date: July 18, 2023

From: Ian Davie Subject: Authorize the Property Sale of SE
Chief Operating Officer Grant House
503.802.8565 Resolution 23-07-04

The Board of Commissioners is requested to authorize the sale of the single-family residential home located at 11819 SE Grant Street, Portland OR 97216.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

BACKGROUND

The SE Grant House is a single story, wood framed group home that was built in 1962. The home comprises 5 bedrooms and 3 bathrooms that make up approximately 2,239 square feet of livable space, located on a 9,522 square foot lot. The property is currently leased at a below-market rental rate to Portland Metro Residential Services (PMRS) who provides case management for adults with developmental disabilities and/or mental health conditions. The property is currently occupied, but in need of significant repairs.

OVERVIEW

Small properties such as SE Grant House typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant capital infusions and are less attractive to commercial banks due to the limited size of the loans. SE Grant House currently requires at least \$50k-\$75k in repairs including new systems, interior and exterior improvements. The economies of scale are simply not present in a group home like SE Grant House.

Home Forward has historically leased this home at below-market rental rates to a community partner who utilized the property to meet their organizational mission. Market rental rates have never been established; doing so would have required the oversight of a property management company to handle day-to-day operations, adding additional expense the property could not absorb, as well as increasing the financial burden of the service provider.

Recently, Home Forward staff have been in communication with the current tenant PMRS, a local nonprofit that has been providing professional and compassionate residential services for individuals of varying abilities in group home settings. After several discussions, it is apparent PMRS may be interested in purchasing the property at a 10% discount in lieu of Home Forward listing the property on the open market.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning (R7) which allows for 1 lot per 7,000 square feet and is limited to single family houses, plexes and ADU's. The smaller lot size restricts our ability to cost effectively increase density.

There is no debt on the property and no long-term regulatory restrictions in place. Because SE Grant House is not a viable redevelopment candidate and has need for extensive and costly restorative work, we recommend that Home Forward be authorized to sell the property with the caveat that we provide the current tenant (PMRS) the opportunity to purchase at a 10% discount prior to placing the home on the open market. Home Forward would allow PMRS no less than seven (7) business days to respond to our offer with options including:

1. An acceptance to purchase at a discounted estimated value of \$456,000;
2. A counteroffer to the proposed price of \$456,000;
3. A declination of the option to purchase.

If option 3 is chosen, Home Forward will reach out to other service providers with a similar opportunity to see if there is interest in purchasing the property before listing the property at approximately \$507,000 on the open market.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio in order to supplement needed capital improvements to existing sites.

CONCLUSION

The Board of Commissioners is requested to authorize the sale of SE Grant House, located at 11819 SE Grant Street, Portland OR 97216.

The Real Estate and Development (READ) Committee reviewed a draft of this resolution at its July 7, 2023 meeting.



RESOLUTION 23-07-04

RESOLUTION 23-07-04 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL SE GRANT HOUSE, LOCATED AT 11819 SE GRANT STREET, PORTLAND, OR 97216

WHEREAS, the single-story Progress House group home was built in 1962, is currently owned by Home Forward free of debt, has no long-term regulatory commitments in place, is currently leased to Portland Metro Residential Services (PMRS); and

WHEREAS, cash flow and property reserves are insufficient to continue operating the small property, and it was determined a scope of work needed to replace building systems and failing components would cost at least \$50,000 to \$75,000; and

WHEREAS, redevelopment opportunities are not a viable option as the small lot size makes redevelopment impractical and cost prohibitive; and

WHEREAS, Home Forward agrees to perform outreach to Portland Metro Residential Services (PMRS), a local service provider to present the opportunity to purchase the property prior to listing it on the open market, of which the service provider would have no less than seven business days to respond to; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the sale of SE Grant House, located at 11819 SE Grant Street, Portland OR 97216.

ADOPTED: JULY 18, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair



MEMORANDUM

To: Board of Commissioners Date: July 18, 2023

From: Ian Davie Subject: Authorize the Property Sale of
Chief Operating Officer Cora Park
503.802.8565 Resolution 23-07-05

The Board of Commissioners is requested to authorize the sale of Cora Park, a multifamily property located at 4207 SE 37th Avenue, Portland OR 97202 in the Creston-Kenilworth neighborhood.

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves, by allowing Home Forward to reinvest sale proceeds within our existing portfolio to preserve housing.

BACKGROUND

Cora Park is a one-story wood frame property with ten units located in two buildings that were built in 1973. The property consists of (6) 2-bedroom/1-bathroom units and (4) three-bedroom/2-bathroom units that make up approximately 8,324 square feet of rentable space, located on a 25,296 square foot (.58 acre) lot. The property is primarily vacant and in need of modernization.

Per an assessment of Cora Park’s small size and its limited redevelopment potential, Home Forward decided in 2021 to transfer its rental assistance to the redeveloped Dekum Court and sell the property. No resident will involuntarily lose their rental assistance due to these organizational decisions.

OVERVIEW

Small properties such as Cora Park typically have limited rental income and are very difficult to finance and operate over a long-term lifespan. They often require significant

capital infusions and are less attractive to commercial banks due to the limited size of the loans. The economies of scale are simply not present in a ten-unit multifamily property like Cora Park.

Home Forward has historically leased the apartments at below-market rental rates to low-income residents. An appraisal was conducted by Barry & Associates on April 28, 2023, which arrived at an As-Is market value of \$1,905,000.

In assessing the viability of a sale, Home Forward also reviewed potential redevelopment opportunities. Current zoning (RM1 – Residential Multi-Dwelling 1) is intended for lower density multifamily uses with a FAR of up to 1:1 without density bonuses and 1.5:1 with density bonuses. The smaller and interior flag shaped lot size restricts our ability to cost effectively increase density.

There is no debt on the property, and it is anticipated that HUD will release the long-term regulatory restrictions as part of Home Forward’s RAD disposition plan under Section 18. Because Cora Park is not a viable redevelopment candidate and has a need for extensive and costly modernization work, we recommend that Home Forward be authorized to sell the property on the open market.

The intent is for the proceeds for the sale of the property to be directed to the capital reserves for the existing portfolio to supplement needed capital improvements to existing sites.

CONCLUSION

The Board of Commissioners is requested to authorize the sale of Cora Park, located at 4207 SE 37th Avenue, Portland OR 97202.

The Real Estate and Development (READ) Committee reviewed a draft of this resolution at its July 7, 2023 meeting.



RESOLUTION 23-07-05

RESOLUTION 23-07-05 AUTHORIZES THE EXECUTIVE DIRECTOR OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SELL CORA PARK APARTMENTS, LOCATED AT 4207 SE 37th AVENUE, PORTLAND, OR 97202

WHEREAS, Cora Park is a single-story ten unit multifamily property that was built in 1973, is currently owned by Home Forward free of debt and will be vacant prior to any sale;

WHEREAS, cash flow and property reserves are insufficient to continue operating the small property; and

WHEREAS, redevelopment opportunities are not a viable option as the small lot size makes redevelopment impractical and cost prohibitive; and

WHEREAS, Home Forward decided in 2021 to transfer its rental assistance to the redeveloped Dekum Court and no resident will involuntarily lose their rental assistance due to this proposed disposition;

WHEREAS, the proceeds of the sale of Cora Park would be reinvested within Home Forward's real estate portfolio in the interest of supplementing the needs of other sites in order to preserve and continue to safely house participants; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the sale of Cora Park, located at 4207 SE 37th Avenue, Portland OR 97202.

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 05/01/23 - 06/30/23**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3169	0	Buildskape	\$ 488,111.00	Tenant Improvement at Louisa Flowers	DCR	5/30/2023	11/25/2023
C3184	0	Prime Legacy	\$ 12,992.50	Buildback from flood at Humboldt Gardens	Property Management	6/15/2023	8/11/2023
Subtotal			\$ 501,103.50				2

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3167	0	Stan the Hot Water Man	\$ 35,000.00	Remove and replace 3 water heaters at Humboldt Gardens	Property Management	5/15/2023	6/9/2023
C3168	0	Carbonell Cleaning Solutions	\$ 39,756.00	Landscaping at Eliot Square and Maple Mallory	Property Management	5/17/2023	6/30/2024
C3163	0	Hyphn	\$ 150,000.00	Provide office furniture and accessories for Powell	DCR	5/19/2023	6/1/2024
C3172	0	West Coast Landscape LLC	\$ 46,800.00	Landscaping at Tamarack and Camelia Court	Property Management	5/25/2023	6/30/2023
C3178	0	Eclipse Security Service	\$ 4,800.00	Nightly patrols at Gallagher Plaza	Property Management	6/15/2023	12/31/2023
C3181	0	Eclipse Security Service	\$ 9,000.00	Security at Hattie Redmond	Property Management	6/15/2023	12/31/2023
Subtotal			\$ 285,356.00				6

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3161	0	Lift Urban Portland	\$ 20,000.00	Monthly food boxes for high rise properties downtown	Community Services	5/2/2023	12/31/2023

C3162	0	Coles & Betts Environmental Consulting	\$ 11,868.00	Environmental consultation services for Killingsworth Project	DCR	5/5/2023	12/31/2024
C3156	0	Express Employment Professionals	\$ 50,000.00	Temp services: Maintenance positions	HR	5/11/2023	11/30/2023
C3166	0	QEDLAB Qualified Envelope Diagnostics, Inc.	\$ 10,150.00	Window testing for Grace Peck	DCR	5/12/2023	12/31/2024
C3164	0	Worksystems, Inc.	\$ 47,500.00	Workforce development partnership	Community Services	5/16/2023	12/31/2024
C3165	0	Carlson Testing, Inc.	\$ 2,153.00	Special Testing services required by BDS for the for the construction of the Masonry Generator enclosure	DCR	5/16/2023	11/30/2023
C3170	0	Melody Martinez Consulting LLC	\$ 3,750.00	Equity Consultation	Executive	5/22/2023	10/31/2023
C3174	0	PreGame	\$ 72,000.00	Strategic Planning - Team Alignment; Rule 46-0340	Executive	5/26/2023	12/31/2023
C3171	0	B2G Now	\$ 38,519.25	UBE Tracking Software	Procurement	6/8/2023	3/31/2024
C3177	0	Gans, Gans & Associates	\$ 60,000.00	Recruitment for Chief Communications Officer; Rule 46-0340	HR	6/9/2023	10/1/2023
C3182	0	Cuenta Conmigo LLC	\$ 10,500.00	Resident engagement and leadership trainings	Community Services	6/15/2023	12/31/2023
C3179	0	Cornerstone Community Housing	\$ 87,864.00	Resident Services at East Burnside Project	Community Services	6/20/2023	6/30/2024
C3187	0	Community Alliance of Tenants (CAT)	\$ 49,292.00	Tenant education program for recipients	Rent Assistance	6/27/2023	2/15/2024
Subtotal			\$ 463,596.25				13

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Total			\$ -				0

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2990	2	Milo Reed	\$ -	Research into Home Forward history to justify creation of a preference policy; amended to add time	Executive	5/4/2023	6/15/2023

C2846	2	MKE Associates, Inc	\$ 1,200.00	Permit Docs at Schiller Way; amended for Additional drawings of existing circuiting of emergency circuits in permit package.	DCR	5/9/2023	10/31/2023
C2271	7	Colas Construction	\$ 424,372.76	Powell CO #07	DCR	5/10/2023	4/30/2024
C2193	4	Squires Electric, Inc.	\$ 37,500.00	On-call electrical services; amended to extend contract	Property Management	5/11/2023	3/31/2024
C2348	2	Pacific Paint Northwest	\$ 100,000.00	On-Call Painting Services; amended to add funds	Property Management	5/15/2023	10/7/2024
C2919	8	Walsh Construction Co.	\$ 143,476.00	Fairfield Design-Build CO #02	DCR	5/16/2023	12/31/2024
C2668	3	Trash for Peace	\$ 3,455.00	Environmental Education and services at Fairview Oaks, Rockwood Station, and Madrona Place apartments; amended to extend contract	Community Services	5/17/2023	12/31/2023
C3094	1	Trash for Peace	\$ 4,345.00	Youth services coordination at property grouping GGMS; amended to extend contract	Community Services	5/17/2023	12/31/2023
C3008	1	Classie Moore	\$ 5,625.00	Program Coordinator at New Columbia & Tamarack for K-Ching Summer Youth Employment Program; amended to extend contract	Community Services	5/22/2023	12/30/2023
C2515	1	Centric Elevator	\$ 4,230.00	Interim & preventative elevator maintenance at New Market West; amended to update rates and extend contract	DCR	5/30/2023	1/31/2024
C3073	1	LRS Architects, Inc	\$ 2,089.00	Louisa Flowers ground floor renovation design work	DCR	6/2/2023	10/31/2023
C2919	9	Walsh Construction Co.	\$ -	Equity doc update	DCR	6/5/2023	12/31/2024
C3122	1	Environmental Works	\$ 1,500.00	Radon testing at the Hattie Redmond; amended to add scope	DCR	6/9/2023	7/1/2023
C3031	2	Le Chevallier Strategies	\$ 42,500.00	Assisting with communications related to current events and other media and public engagement as needed; amended to update scope and extend contract	Executive	6/13/2023	12/31/2023
C3056	1	Bryan Potter Design	\$ -	Graphic Design Services; amended to add time	DCR	6/14/2023	6/1/2024
C2465	4	Elizabeth Bradley (E.B.) Ferdig	\$ 4,940.00	Weekly yoga classes at BCC; amended to extend contract	Property Management	6/15/2023	6/30/2024
C2786	2	Pegasus Moving & Cleaning	\$ 85,200.00	On-site housekeeping support at BCC, Helen Swindell's, and NWT; amended to extend contract	Community Services	6/15/2023	6/30/2024
C2943	2	Home Instead	\$ 78,941.20	Housekeeping and personal care services for the CHSP program; amended to extend contract	Community Services	6/20/2023	12/31/2023
C3109	1	Nancy Davis Consulting	\$ -	Strategist & Facilitation Consultant; amended to add time	Executive	6/20/2023	6/1/2024
C3039	1	Central City Concern	\$ 60,000.00	Behavioral health case management services at BCC; amended to extend contract	Community Services	6/21/2023	8/31/2023
C2862	6	Cuenta Conmigo LLC	\$ -	Administrative support and executive assistance to the Director of Equity; amended to extend contract	Executive	6/23/2023	6/30/2024

C3100	2	Family Essentials	\$ 138,140.00	Supportive services for 32 homeless preference units at The Ellington; amended to extend contract	Community Services	6/27/2023	6/30/2024
Subtotal			\$ 1,137,513.96				22

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Subtotal			\$ -				0
Total			\$ 2,387,569.71				43

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

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$200k	Peter Paulson HVAC Replacement	DCR	In progress
\$1 million	Rockwood Station Roof Replacement	Prop Mgmt	In progress
\$550k	St. Francis HVAC Replacement	DCR	In progress
TBD	Security Services at HWE & NWT	Prop Mgmt	July 2023
\$2.17 million	Design and construction services for Sequoia	DCR	June 2023
\$910k	Design and construction services for Schiller Way	DCR	June 2023
\$1.650 million	A&E for N. Maryland	DCR	July 2023
\$7.4 million	Design and construction services for Gretchen Kafoury/Peter Paulson	DCR	July/Aug 2023
\$13.2 million	CM/GC for N. Maryland	DCR	October 2023
TBD	STRA	Homeless Initiatives	Jan 2024
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD