

PUBLIC NOTICE:



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

<https://homeforward.zoom.us/j/82663564296?pwd=bpPsrVUa4f1H7xq4ryPT5vPjYNUWcf.1>



MEMORANDUM

To: Community Partners

Date: October 11, 2023

From: Ivory N. Mathews, Chief Executive Officer

Subject: Home Forward Board of Commissioners October Meeting

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

<https://homeforward.zoom.us/j/82663564296?pwd=bpPsrVUa4f1H7xg4ryPT5vPjYNUWcf.1>

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/82663564296?pwd=bpPsrVUa4f1H7xq4ryPT5vPjYNUWcf.1>

VIA ZOOM

OCTOBER 17, 2023, 5:30 PM

UPDATED AGENDA

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

Topic
Minutes of August 15, 2023 Board of Commissioners Virtual Meeting
Minutes of October 4, 2023 Board of Commissioners Virtual Work Session

MISSION MOMENT

Topic	Presenter
Steve Rudman Scholarship Fund Recipients	Shaun Cox

BOARD OF COMMISSIONERS COMMENTS

Topic	Presenter	
REPORT	Nominating Committee Report	Damien Hall, Chair
	Election of Officers for 2024	Damien Hall, Chair

CONSENT CALENDAR

Following Reports and Resolutions:			
23-10	Topic	Presenter/POC	Phone #
02	Authorize Changes to Rent Assistance Administrative Plan to Implement Stability Voucher Program	Ian Slingerland Dena Ford-Avery	503.802.8370 503.802.8568

REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
23-10	Topic	Presenter/POC	Phone #
03	Authorize Powell Naming Committee Recommendation	Amanda Saul Monica Foucher	503.802.8552 503.802.8422

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

EXECUTIVE SESSION

The Board of Commissioners of Home Forward will meet in Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Pursuant to ORS 192.660(4), representatives of the news media will not be allowed to attend. 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
August 15, 2023

COMMISSIONERS PRESENT

Chair Damien Hall, Vice Chair Matthew Gebhardt, Treasurer Jenny Kim, Commissioner Dina DiNucci, Commissioner TomiRene Hettman, Commissioner Rakeem Washington

STAFF PRESENT

April Berg, Ian Davie, Christina Dirks, Dena Ford-Avery, Peter Garcia, Juli Garvey, Biljana Jasic, Celeste King, Jeff Klatke, Casy Little, Ivory Mathews, Kandy Sage, Shannon Schmidt, Kellie Shaw, Aimee Smith, Celia Strauss, Linda Uppinghouse

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Damien Hall convened the meeting of the Board of Commissioners at 5:32 PM.

Cathy Millis, Dahlke Manor resident reported that residents were notified that the building water would be shut off between 8:00 AM to 5:00 PM on the previous Wednesday. To the resident's surprise it was turned off at 6:00 AM. The Community Builder program is underway with two training sessions. Millis was not able to attend the first session due to a prior commitment but will attend the next session August 22, moderated by Alescia Blakely. Residents were happy to have the community room open during the heatwave. Overall, Millis reported things are good at the property.

Chair Damien Hall told Millis we appreciate her taking the time to keep the board updated with activities at Dahlke and hearing about the difficulties and the positives.

MEETING MINUTES

Minutes of the July 18, 2023 Board of Commissioners Virtual Meeting

Chair Damien Hall requested a motion authorizing approval of the minutes for the July 18, 2023 Board of Commissioners Meeting.

There being no discussion, Vice Chair Matthew Gebhardt moved to approve the meeting minutes. Treasurer Jenny Kim seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Dina DiNucci—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Rakeem Washington—Aye

CONSENT RESOLUTIONS

Resolution 23-08-01 Authorize the Modification of the Portland Housing Bureau Loans on Peter Paulson Apartments

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 23-08-01. Vice Chair Matthew Gebhardt moved to adopt Resolution 23-08-01. Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Dina DiNucci—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Rakeem Washington—Aye

REPORTS

Strategic Plan Update

At this junction, Policy and Planning Director Christina Dirks reported we have pivoted to disengage with HCI. The plan was missing an equity analysis and a resident engagement component. PreGame consulted with HCI and we have retained Ciara Pressler and her team for the final lap, getting us over the finish line. Dirks introduce Pressler who presented an overview of their work since late May. She spoke to the engagement phase and how they revisited values that helped identify the goals. The first draft will be shared with

commissioners and staff this week. Staff will convene in mid-September for the all-staff meeting focused on the Strategic Plan. She reviewed the schedule and indicated the commissioners will be receiving a form for feedback on the plan.

Chair Hall had no questions now but welcomes the opportunity for those in the future. He thanked Dirks and Pressler for all the processes and bringing the right people on board.

Annual Procurement and Equity Report for Fiscal Year 2022

Procurement & Contracts Manager Celeste King reported that the Procurement department processed 384 new contracts or contract amendments, committing \$49.6 million. After a previous year of high spending fiscal year 2022 saw a decrease of 26%, which reflects a normal reporting period.

A workforce collaboration with Procurement, Development and Community Services engaged partnerships with local pre-apprenticeship training programs in the early design phase of projects. King described the layers of the collaboration with Home Forward and PATPs also noting that the program requires state-registered apprentices to work a minimum of 20% of the labor hours. The aim is to increase the number of women and people of color in the construction trades. Through these relationships the consortium saw 153 participants in full apprenticeships and/or living-wage construction careers. 253 trainees registered in a BOLI certified pre-apprenticeship program averaging a starting wage of \$24.79. There is movement and we are hopeful the numbers go up.

In 2022, the underutilized business enterprise participation contracts were shy of reaching the 28% goal. Construction projects held strong with numbers in eight contracting categories fell short as shown in Figure 3.

King introduced Pete Garcia, Senior Procurement Coordinator who talked about the makeup of our workforce and the reporting structure. Resources have been made available in pre-apprenticeships to lure a workforce into the construction trade. We are beginning to see a boost in percentages of tradeswomen on site. Women working at Dahlke Manor was 93% performed in skilled trades, with the remaining 7% being construction cleaning. In 2022, Black tradespeople have also seen an uptick in hours with an increase of 1% and women in a journey level position up by 1.5%. Home Forward still falls in between the local and national averages for women and black tradespeople in construction workforce. Gracia adding that Hispanic and Latino tradespeople are represented just above the national average on our projects.

For the first time the report takes a view of geographical boundaries in figures 11 and 12. Garcia reviewed the data compiled from 27 zip codes and found that residents of Portland produced 26% of the labor hours on Home Forward developments.

Chair Damien Hall thanked King and Garcia for the thorough report and opened it up to the board for comments. Treasurer Jenny Kim appreciated the level of detail, including the gender information and found the geographical content interesting. She agreed that staying actively involved, focused and ready will lead to improved results.

Vice Chair Matthew Gebhardt agreed with Treasurer Kim's comments and the focus looking ahead. The report is encouraging to see an increase in apprenticeships in trades construction workforce and the goal to achieve greater numbers long term. Gebhardt asked when we can expect to hear from HUD on the change in Section 3 reporting. Garcia said we have not heard from HUD but are being proactive. We are currently work with the City of Portland workforce eligibility form which has a "self report" box to check. We are capturing data we have not done before, which is now available to us. We anticipate meeting this goal and expect it will be rolled out in the next year.

Chair Damien Hall welcomed the increase in the granulated data and appreciated the work and persistence. He encouraged figuring out ways to get our numbers up through our partnerships on the frontend process/initial procurement. Adding that the READ Committee would be a good place to discuss the outcomes on the backend. He appreciated the thoroughness of the work and institutional documentation.

RESOLUTIONS

Resolution 23-08-02 Authorize Execution of a Contract for Pre-Construction Design Services for Peter Paulson Apartment and the Gretchen Kafoury Commons Envelope Rehabilitation

Interim Director for Asset Management, Juli Garvey presented the resolution providing the history around the Peter Paulson Apartments and Gretchen Kafoury Commons. As a standard practice, a capital needs assessment was done on the properties. Garvey outlined the improvements identified. Home Forward applied to Oregon Housing and Community Services for funding and was awarded \$2.9 million for the Peter Paulson Apartments and \$4.5 million for the Gretchan Kafoury Commons through preservation grants in May.

In July 2023, a request for proposals was published for design-build services for envelope rehabilitation at both properties. Garvey walked through the selection process which

identified the Walsh Construction and KASA Architects team. The request to execute the design-build contract was reviewed by the READ Committee at their August 4 meeting.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 23-08-02. Vice Chair Matthew Gebhardt moved to adopt Resolution 23-08-02. Treasurer Jenny Kim seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye

Vice Chair Matthew Gebhardt—Aye

Treasurer Jenny Kim—Aye

Commissioner Dina DiNucci—Aye

Commissioner TomiRene Hettman—Aye

Commissioner Rakeem Washington—Aye

Resolution 23-08-03 Authorize Fiscal Year 2022 Audit Results

Chief Financial Officer Kandy Sage presented the resolution with the audit's key financial highlights and spoke to some of the constraints in completing the audit. She gave a shout out to Controller Linda Uppinghouse and Assistant Controller Casey Little for tackling their first solo audit.

Sage introduced Mandy Merchant with CLA. Merchant met with Board's Audit and Finance Committee on Monday to review the draft audit and now walked through a high level of the audit results. CLA/Merchant have worked with Home Forward the past four years and she has been with CLA twenty plus. Most significant to note this reflects a clean opinion and not issue with any of the reports. Noting this is the highest level of assurance an agency can obtain.

Merchant walked through the statement of net position calling attention to tax credit partnerships. In reviewing the income statement she noted the increase in operating expenses due to cost increases seen across all industries, adding funding is solid. Reviewing significant disclosures, she called out blended component units (including Home Forward Development Enterprises, Home Forward Community Partnerships, Home Forward Insurance Group, and a number of other partnerships). Sage noted as being approximately 30.

For the single audit reports, three programs were tested: MTW, Emergency rental assistance and COVID state/local recovery funds. Merchant explained the audit

requirement when spending federal funds. No findings were identified with the MTW program and they are in the process of wrapping up two issues. In closing, Merchant reiterated an unmodified opinion.

Chief Financial Officer Sage thanked Merchant and her team for another year. She noted that CLA gives us recommendations on areas to improve on our processes. This allows us to make changes towards improvements. We are working to bring back the dashboard report which will resolve some outstanding issues and allow us to be more efficient based on some of the discussions.

Merchant reviewed the auditors' governance communication saying there were no significant adjustments that were material. There are anticipated GASB pronouncements for next year around lease standards for IT software.

Board Chair Damien Hall appreciated the presentation, all the hard work by the CLA team, Sage and the accounting team during the process including being responsive to the auditors. We cannot overstate the amount of work, diligence and involvement of the complete organization. It is very impressive to have another clean audit.

There being no discussion, Chair Damien Hall made the motion to approve Resolution 23-08-03. Treasurer Jenny Kim seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye
Vice Chair Matthew Gebhardt—Aye
Treasurer Jenny Kim—Aye
Commissioner Dina DiNucci—Aye
Commissioner TomiRene Hettman—Aye
Commissioner Rakeem Washington—Aye

Resolution 23-08-04 Authorize Lending with Beneficial State Bank Agreement

Treasury and Risk Manager Jeff Klatke presented the resolution. In 2012 the Board approved a series of resolutions for bond issuance debt agreements with Wells Fargo which were used for capital repairs at our property New Market West. The expiring loan agreement is not being extended by Wells Fargo. Through our partnership with Beneficial State Bank, we have found a favorable replacement loan. Klatke describe the loan shift and details of the loan.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 23-08-04. Treasurer Jenny Kim moved to adopt Resolution 23-08-04. Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Damien Hall—Aye

Vice Chair Matthew Gebhardt—Aye

Treasurer Jenny Kim—Aye

Commissioner Dina DiNucci—Aye

Commissioner TomiRene Hettman—Aye

Commissioner Rakeem Washington—Aye

Resolution 23-08-05 Authorize Changes to Chapter 3 of the Administrative Plan

Christina Dirks, Policy and Planning Director presented the resolution providing background of more internal policy reform. The rent assistance eligibility policy work group took a deep dive on our exiting criteria to remove many barriers. Over a two-month period, with two primary objectives to reduce admission barriers in order to reduce racial disparities and advance racial equity; align eligibility criteria with the termination reform work done by the rent assistance termination policy workgroup.

Dirks compared the current policy with HUD's mandate and showed where there is discretion. By eliminating the areas of discretion, she reviewed the changes in the new policy. In closing, Dirks gave a shout out to Stephanie Taylor and Eryn Bujosevic, Rent Assistance Program Supervisors, the Rent Assistance Department, especially Dena Ford-Avery, Ian Slingerland and Jimmy Rattanasouk and the Executive team.

Vice Chair Matthew Gebhardt appreciated all the work to remove barriers and the effort with the new policy to get more people into housing. He was interested in knowing if there is a way to quantify those that were denied. Dirks said this was considered but were not able to find a way to evaluate. In discussions with HUD, they want us at the table to inform the ongoing conservation. There was a push to expedite the policy in conjunction with the upcoming waitlist opening.

There being no discussion, Chair Damien Hall requested a motion to approve Resolution 23-08-05. Treasurer Jenny Kim moved to adopt Resolution 23-08-05. Vice Chair Mathew Gebhardt seconded the motion.

The vote was as follows:

- Chair Damien Hall—Aye
- Vice Chair Matthew Gebhardt—Aye
- Treasurer Jenny Kim—Aye
- Commissioner Dina DiNucci—Aye
- Commissioner TomiRene Hettman—Aye
- Commissioner Rakeem Washington—Aye

There being no further business, Chair Damien Hall adjourned the meeting at 7:02 PM.

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

ADOPTED: OCTOBER 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair



BOARD OF COMMISSIONERS MONTHLY WORK SESSION
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
October 4, 2023

COMMISSIONERS PRESENT

Chair Damien Hall, Vice Chair Matthew Gebhardt, Treasurer Jenny Kim, Commissioner Rakeem Washington

STAFF PRESENT

Juhi Aggarwal, April Berg, Ian Davie, Christina Dirks, Dena Ford-Avery, Juli Garvey, Amanda Saul, Kandy Sage, Shannon, Schmidt, Aimee Smith, Celia Strauss, Jonathan Trutt

Chair Damien Hall convened the October Work Session of the Board of Commissioners at 5:33 PM.

RESOLUTION 23-10-01 Authorize Moving To Work Fiscal Year 2014 Plan

Timing of board approval to submit Home Forward's annual Moving To Work plan warranted authorization at the work session. Policy and Planning Director Christina Dirks presented the resolution.

Dirks provided a brief background on the requirements for submitting activities in our annual plan. This year's plan proposes two new activities and reflects a considerable amount of clean-up. Dirks identified the proposed activities:

1. Alternative rent reasonableness standard for Housing Choice Vouchers used at Low-Income Housing Tax Credit assisted units.
2. Use of local housing code versus federal standards for the Housing Choice Voucher Program and Project Based Voucher Program.

Activity 1 was described by Dirks. By making this tweak to the current standard we anticipate this change will avoid added rent burden for our participants. Dirks described

Activity 2 and the proposed changes to the use of City of Portland building codes. We have discretion to apply local code if it provides a higher quality and greater choice for participants rather than the Federal standards.

With approval, the plan will be submitted to HUD, and we await approval. Once approved, we expect to return for authorization to make the proposed changes to our Administrative Plan.

Vice Chair Matthew Gebhardt clarified that using the City of Portland’s building code only applies to properties in Portland adding what the effects are if we did not do this. Dirks said it will be limited to the Housing Choice Voucher program given the impacts it could have on our other portfolio properties.

There being no further discussion, Chair Damien Hall requested a motion to approve Resolution 23-10-01. Treasurer Jenny Kim moved to approve Resolution 23-10-01, and Vice Chair Matthew Gebhardt seconded the motion.

The vote was as follows:

- Chair Damien Hall—Aye
- Vice Chair Matthew Gebhardt—Aye
- Treasurer Jenny Kim—Aye
- Commissioner Rakeem Washington—Aye

There being no further business, Chair Damien Hall adjourned this portion of the meeting at 5:48 PM.

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

ADOPTED: OCTOBER 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

MISSION MOMENT



DIEUMERCI MIGANI

STEVE RUDMAN
SCHOLARSHIP RECIPIENT

COLLEGE

Portland State University



Dieumerci Migani is a sophomore at Portland State University studying Mechanical Engineering. Dieumerci had a fascination with fixing broken objects from an early age and took this natural inclination to explore how vehicles, appliances and electronic devices operate. A desire to solve problems and create functional, efficient systems drives his work and studies.

In addition to Mechanical Engineering, Dieumerci enjoys playing basketball and studying Japanese.

His Japanese language teacher shared, 'Dieumerci always believes in himself and the class, providing me and his peers with joy and a healthy learning environment.'



GRACE MAMII

STEVE RUDMAN
SCHOLARSHIP RECIPIENT

COLLEGE

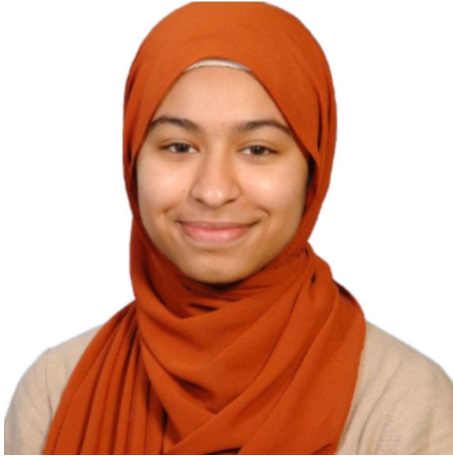
Hamline University



Grace Mamii, a first-generation college student at Hamline University in St. Paul, Minnesota is pursuing a major in psychology and a minor in management. Grace envisions using her degree to promote mental health awareness, particularly within her own community, and to break down the stigma associated with seeking mental health support.

In Portland, Grace has dedicated her time to Harvest Share, a nonprofit focused on combating food insecurity by providing essential food resources. Additionally, she contributed her skills and compassion to Sunrise Senior Living, enriching the lives of elderly residents through her support and companionship. Grace has been an active member of several student organizations that reflect her diverse interests and commitment to fostering inclusivity. She is a proud member of the East African Student Union, where she celebrates her cultural heritage, as well as the Black Student Collective and Hamline Unidos, demonstrating her dedication to promoting diversity, equity, and inclusion on campus.

Upon graduation, Grace has set her sights on pursuing a master's degree in psychology, further solidifying her commitment to making a lasting impact in the field of mental health.



SALMA SHEIKH

STEVE RUDMAN
SCHOLARSHIP RECIPIENT

COLLEGE
Smith College

Salma Sheikh is a freshman attending Smith College. As a first-generation Somali American and child of refugees, she understands the needs of first-generation immigrant teens who navigate multiple cultures and roles and the stresses that come with that journey and believe that every voice needs to be heard.

She is a passionate advocate for women's rights, racial equality/equity, and other social justice causes.

Salma plans to pursue a path in law.

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners
Date: October 17, 2023

From: Ian Slingerland, Director of Homeless Initiatives and Supportive Housing
503.802.8370
Subject: Changes to Rent Assistance Administrative Plan to implement Stability Voucher Program
Resolution 23-10-02

Dena Ford-Avery, Director of Housing Choice Voucher
503.802.8568

The Board of Commissioners is requested to authorize changes to the Rent Assistance Administrative Plan to implement Stability Voucher Program.

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

Home Forward received an allocation of seventy-seven Stability Vouchers. Stability Vouchers are a new type of special purpose Housing Choice Vouchers. Home Forward is proposing changes to our Administrative Plan to implement the new Stability Voucher program. The proposed changes add a section on Stability Vouchers to Chapter 20 “Special Purpose Vouchers” of our Administrative Plan.

OVERVIEW

The Stability Voucher initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with local Continuums of Care and/or Victim Service Providers to assist households experiencing homelessness.

To be eligible for Stability Vouchers, households must be:

1. Homeless as defined in 24 CFR 578.3;
2. At risk of homelessness as defined in 24 CFR 578.3;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
4. Veterans and families that include a veteran family that meet one of the preceding criteria (1-3).

Through Multnomah County's Coordinated Entry system these vouchers will be matched with Continuum of Care funded supportive services provided by the Native American Rehabilitation Association, NW (NARA) and prioritized for households meeting eligibility categories 1 and 3 above.

Home Forward has executed an MOU with the City of Portland / Multnomah County Joint Office of Homeless Services, OR-501 Portland / Gresham / Multnomah County Continuum of Care, and Native American Rehabilitation Association of the Northwest, Inc. to outline roles and expectations for the implementation of the Stability Voucher Program. Similar to HUD's Emergency Housing Voucher program, HUD has provided flexibility to Public Housing Authorities to administer Stability Vouchers differently than the standard Housing Choice Voucher program in order to better meet needs and address circumstances of people experiencing or at risk of homelessness.

Distinct program rules for the Stability Voucher program include:

1. Referrals for Stability Vouchers will come directly from our Continuum of Care's Coordinated Entry System. Stability Vouchers will not be accessed through Home Forward's HCV waitlist.
2. The only background screening reasons for denial of assistance by Home Forward are:
 - a. Family member is subject to a lifetime registration requirement under a state sex offender registration program; or
 - b. Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
3. Payment standards for Stability Vouchers are set at 120% of FMR.
4. All participants will be treated as "Senior / Person with disability" under Home Forward's rent reform categories.

5. Initial self-certification of income is allowed. Additionally, applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

ATTACHMENTS

Revised Administrative Plan Chapter 20

Stability Voucher MOU



RESOLUTION 23-10-02

RESOLUTION 23-10-02 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 seeks to effectively serve low income persons experiencing homelessness in a more intentional way linking housing assistance with appropriate voluntary services; and

WHEREAS, Home Forward remains committed to cross-jurisdictional efforts to address homelessness; and

WHEREAS, Home Forward's collaboration with Multnomah County's Coordinated Entry systems enable us to target these vouchers towards areas of substantial need and aligned services in an administratively feasible manner; and

WHEREAS, Home Forward desires to utilize flexibilities and resources available through the Stability Voucher program,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward hereby authorizes the Executive Director to approve changes to the Administrative Plan for the Housing Choice Voucher program to incorporate policies for the Stability Voucher Program.

ADOPTED: OCTOBER 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)
- Stability Vouchers

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)
- Stability Vouchers

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

Part VI: Stability 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

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 preceding 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 20.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 holder 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 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.

19-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.

PHA Policy

The PHA will establish separate higher payment standards for HUD-VASH. The HUD-VASH payment standards will be set at 120% of FMR.

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.

PHA Policy

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.

20-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.

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.

20-V.D. LEASE UP [Notice PIH 2013-19]

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.

PART VI: STABILITY VOUCHERS

20-VI.A. PROGRAM OVERVIEW [N5:/') PH [i apS:\$&/2/:? V5;' .) 8]

The Stability Voucher initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with local Continuum's of Care and/or Victim Service Providers to assist households experiencing or at risk of homelessness, those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, and veterans and families that include a veteran family member that meets one of the proceeding criteria.

20-VI.B. PARTNERING AGENCIES

Continuum of Care (CoC)

PHAs that accept an allocation of Stability Vouchers are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of Stability Vouchers.

PHA Policy

The PHA has entered into an MOU with OR-501 Portland/Gresham/Multnomah County Continuum of Care. The City of Portland / Multnomah County Joint Office of Homeless Services is also party to the MOU as the lead agency for the Continuum of Care. Native American Rehabilitation Association of the Northwest, Inc. is also party to the MOU as the CoC funded service provider who will make available supportive services to Stability Voucher participants.

20-VI.C. REFERRALS

CoC Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking Stability Voucher assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for Stability Voucher assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for Stability Vouchers. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for Stability Voucher assistance.

PHA Policy

As the lead agency of the Continuum of Care, the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS) will make referrals of eligible families to the PHA. JOHS will certify that the Stability Voucher applicants they refer to the PHA meet at least one of the four Stability Voucher eligibility criteria. JOHS will prioritize individuals and families experiencing unsheltered homelessness. The PHA will maintain a copy of the referral and certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork.

The JOHS will make referrals to the PHA on a schedule agreed upon with PHA. Referrals will be accompanied with a completed release form for each adult family member; and a written certification for each referral indicating they are stability voucher-eligible.

Other Partner Agency Referrals

The PHA must take direct referrals from outside the CoC Coordinated Entry Process if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for Stability Voucher assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), the PHA must enter into a formal partnership with another entity, such as another homeless services provider and/or victim services provider to receive referrals.

20-VLD. HCV WAITING LIST

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to the Stability Voucher program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of Stability Vouchers by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2022-24 (HA).

PHA Policy

The PHA will post information about the Stability Voucher program for families on the PHA's HCV waiting list on their website. The notice will:

- Describe the eligible populations to which stability vouchers are limited
- Clearly state that the availability of these stability vouchers is managed through a direct referral process
- Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for stability voucher assistance

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

20-VLE. STABILITY VOUCHER WAITING LIST

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the Stability Voucher program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the Stability Voucher's available, the PHA must maintain a separate waiting list for Stability Voucher referrals.

Further, the Stability Voucher waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the Stability Voucher waiting list.

20-VI.F. PREFERENCES

HCV Waiting List Preferences

Local preferences established by the PHA for HCV admissions as described in Chapter 4 do not apply to Stability Vouchers.

Stability Voucher Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for Stability Vouchers. The PHA may, however, choose to not establish any local preferences for the Stability Voucher waiting list.

PHA Policy

No local preferences have been established for the Stability Voucher waiting list.

20-VI.G. FAMILY ELIGIBILITY OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2022-24 (HA) and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the Stability Voucher program and outlined below.

20-VI.H. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for a Stability Voucher, an individual or family must meet one of four eligibility criteria:

- Individuals or families who are currently experiencing homelessness as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2022-24) or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Veterans and families that include a veteran that meet one of the preceding criteria.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for Stability Voucher assistance. The PHA must retain this documentation as part of the family's file.

20-VI. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the Stability Voucher applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for a Stability Voucher. Instead, the Stability Voucher alternative requirement listed in this section will apply to all Stability Voucher applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2022-24 (HA) and in this chapter, however, apply only when screening the individual or family for eligibility for a Stability Voucher. When adding a family member after the family has been placed under a HAP contract with Stability Voucher assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

Mandatory Denials

Under alternative requirements for the STABILITY VOUCHER program, mandatory denials for Stability Voucher applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited Stability Voucher grounds for denial of admission first.

PHA Policy

While the PHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the PHA will first notify the family of the limited Stability Voucher grounds for denial of admission as part of the notice of denial that will be mailed to the family.

Permissive Denials

Notice PIH 2022-24 (HA) lists permissive prohibitions for which the PHA may, but is not required to, deny admission to Stability Voucher families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for Stability Voucher families.

If the PHA intends to establish permissive prohibition policies for Stability Voucher applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

PHA Policy

The PHA will not adopt any permissive prohibitions for the Stability Voucher program.

20-VI.J. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the Stability Voucher program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to Stability Voucher families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

PHA Policy

PHA may consider self-certification the highest form of income verification at admission.

Applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request. Original documents are preferred. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

If the PHA later determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

PHA Policy

The PHA will not accept income calculations and verifications from third-party providers.

On a case-by case basis, the PHA may accept income calculations and verifications from an examination that the PHA conducted on behalf of the family for another subsidized housing program, provided they meet the criteria outlined above. Tracking and supervisory approval will be required.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

20-VL.K. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the Stability Voucher program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the Stability program. Instead, PHAs may adopt policies to admit Stability Voucher applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or

confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will not admit Stability Voucher applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination.

20-VI.L. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will not accept self-certification of date of birth and disability status if a higher form of verification is not immediately available.

20-VI.M. INCOME TARGETING

The PHA must determine income eligibility for Stability Voucher families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for Stability Voucher families. The PHA may still choose to include the admission of extremely low-income Stability Voucher families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

The PHA will not include the admission of extremely low-income Stability Voucher families in its income targeting numbers for the fiscal year in which these families are admitted.

20-VI.N. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, Stability 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 Stability 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.

20-VI.O. INITIAL LEASE TERM

Unlike in the standard the HCV program, Stability voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

20-VI.P. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that STABILITY VOUCHER families may be interested in leasing in order to maintain a pool of eligible units.

PHA Policy

The PHA will not conduct pre-inspections available units. The PHA will make every effort to fast track the inspection process, including adjusting the normal inspection schedule for any required reinspections.

20-VI.Q. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to Stability Vouchers. Exceptions are addressed below.

Nonresident Applicants

Under the Stability Voucher program, 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, regardless of PHA policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming Stability Voucher family, regardless of whether the PHA administers Stability Vouchers under its own ACC.

- If the Stability Voucher family moves under portability to another PHA that administers Stability Vouchers under its own ACC:
 - The receiving PHA may only absorb the incoming Stability Voucher family with a Stability Voucher (assuming it has a Stability Voucher available to do so).
 - If the PHA does not have a Stability Voucher available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with Stability Voucher assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's Stability Voucher assistance, the administration of the Stability Voucher is in accordance with the receiving PHA's Stability Voucher policies.
- If the Stability Voucher family moves under portability to another PHA that does not administer Stability Voucher under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

PHA Policy

In addition to following PHA policy on briefings in Chapter 5, as part of the briefing packet for Stability Voucher families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with policies in Chapter 2.

20-VLR. PAYMENT STANDARDS

Payment Standard Schedule

For the Stability Voucher program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for Stability Vouchers. Lower Stability Voucher payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the Stability Voucher payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate Stability Voucher payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for Stability Vouchers, HUD has provided other regulatory waivers:

- Defining the "basic range" for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.

The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

PHA Policy

The PHA will establish separate higher payment standards for Stability Vouchers. The Stability Voucher payment standards will be set at 120 percent of the FMR.

At no time will the Stability Voucher payment standards fall below the HCV payment standards. If the PHA increases the HCV payment standard, the PHA will also increase

the Stability Voucher payment standard if it would be otherwise lower than the new regular HCV payment standard.

Rent Reasonableness

All rent reasonableness requirements apply to Stability Voucher units, regardless of whether the PHA has established an alternative or exception Stability Voucher payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to Stability Vouchers. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

PHA Policy

The PHA will not establish an alternative policy for increases in payment standard. PHA policy in Section 11-III.B. governing increases in payment standards will apply to Stability Vouchers.

20-VLS. PROJECT-BASED UNITS

All tenant-based Stability Voucher awards can be converted to Project-Based Vouchers (PBV) at any time after award without HUD approval provided all the established PBV regulations and requirements are followed. No additional HUD Headquarters approvals are required for project basing Stability Vouchers beyond the normal process. All PBV requirements in 24 CFR part 983 apply for SVs except where waived as described below. The HCV regulations at 24 CFR § 983.251(c)(1) require PHAs to select families for project-based units from its HCV waiting list (or PBV waiting list, if applicable). HUD is waiving this requirement and establishing an alternative requirement that PHAs receive Stability Voucher referrals from CoC partners for vouchers as well as project-based assistance.

20-VLS. TURNOVER

Upon turnover, Stability Vouchers must continue to remain available for families experiencing or at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, or stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria.

PHA Policy

Upon turnover, the PHA will take referrals from the Continuum of Care for eligible individuals and families as described in section 19-VI.C.

20-VLS. REPORTING

PHAs awarded SVs under this notice must maintain a special program code for Stability Voucher participants in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058), as applicable. The special program code is "SV." PHAs

must also properly record the date the PHA issues the voucher to the eligible household in line 2a of the 50058.

MEMORANDUM OF UNDERSTANDING — STABILITY VOUCHER PROGRAM

This Memorandum of Understanding (MOU) has been created and entered into on October 1, 2023 by and between the following parties in relation to the Department of Housing and Urban Development Stability Voucher Program:

Home Forward
(Public Housing Authority)
135 SW Ash Street
Portland, OR 97204

Native American Rehabilitation Association of the Northwest, Inc.
(Continuum of Care Funded Supportive Services Provider)
1776 SW Madison
Portland, OR 97205

City of Portland / Multnomah County Joint Office of Homeless Services
(Continuum of Care Lead Agency/Collaborative Applicant)
421 SW Oak Street, Suite 105
Portland, OR 97204

OR-501 Portland/Gresham/Multnomah County Continuum of Care
(Continuum of Care)
421 SW Oak Street, Suite 105
Portland, OR 97204

This MOU establishes a joint vision providing Stability Vouchers and aligned services to eligible households in Multnomah County's Continuum of Care. The parties acknowledge and agree that this MOU does not create any legally binding or enforceable undertakings. Rather, the MOU expresses the parties' mutual understanding regarding the subject matter described herein.

I. **INTRODUCTION AND GOALS**

For the purposes of this MOU the following are the participating organizations:

Public Housing Authority (PHA): Home Forward

Continuum of Care Funded Services Provider: Native American Rehabilitation Association of the Northwest (NARA NW)

Continuum of Care (CoC): OR-501 Portland/Gresham/Multnomah County Continuum of Care

Continuum of Care Lead Agency / Collaborative Applicant: City of Portland / Multnomah County Joint Office of Homeless Services (also referred to as JOHS)

Commitment to administer the Stability Housing Voucher program

In a joint effort, Home Forward, NARA NW, OR-501 Portland/Gresham/Multnomah County Continuum of Care and the City of Portland / Multnomah County Joint Office of Homeless Services jointly committed to, prepared and agreed upon the stated responsibilities within this Memorandum of Understanding (MOU) for implementing the Stability Voucher Program and commit to administering the Stability Vouchers in accordance with all program requirements.

Staff positions who will serve as the lead Stability Voucher liaisons

Home Forward, the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS), and NARA NW will each designate a staff position to serve as the lead Stability Voucher Liaison. These liaisons will be responsible for the coordination of referrals, lease-up and services for stability voucher assisted households

Name and title of PHA staff position – Home Forward staff position serving as Stability Voucher liaison:

Ian Slingerland, Director of Homeless Initiatives and Supportive Housing

Name and title of CoC Funded Services Provider staff position – NARA NW staff position serving as Stability Voucher liaison:

Amy Thompson, Director of Housing Services

Name and title of CoC staff position – City of Portland / Multnomah County Joint Office of Homeless Services staff position serving as Stability Voucher liaison:

Alyssa Plessner, Continuum of Care Program Specialist Sr.

Goals and Standards of Success in Administering the Stability Voucher Program

Stability Vouchers

1. Stability Voucher Utilization:
 - a. Achieve a minimum of 90% utilization within 12-months of award; and
 - b. Maintain a minimum of 90% utilization of ongoing Stability Voucher participation.

2. Stability Voucher Success Metrics:
 - a. Lease-up speed is equal to or better than non-Stability Voucher HCV families;
 - b. Lease-up success is equal to or better than non- Stability Voucher HCV families; and
 - c. Voucher retention is equal to or better than non- Stability Voucher HCV families

Commitment to Racial Equity¹

Racism is a primary driver of homelessness. Through historical policies such as slavery, the Indian Removal Act of 1830, redlining, and Federal Housing Administration (FHA) loan discrimination, Communities of Color have been systematically excluded from land and property

¹ This Commitment to Equity was previously adopted by Multnomah County and A Home for Everyone as part of the Multnomah County Local Implementation Plan for the Metro Supportive Housing Services Program which can be found here: <http://ahomeforeveryone.net/supportive-housing-services-program>

ownership. This legacy shapes the current configuration of housing and homelessness within our community. Additionally, systemic racism is infused within all social systems; housing, criminal justice, education, healthcare, and social services, which shape opportunities for individuals and communities. The confluence of these systems generates an ongoing channel to homelessness that disproportionately impacts Communities of Color, and makes it significantly more challenging for People of Color to escape homelessness. People of Color are also subjected to the ongoing indignities of interpersonal racism — both implicit and explicit — as they navigate services and community. These different dynamics create a constellation of factors that must be eliminated.

Racial Disparities in the Experience of Homelessness

Disproportionate rates of homelessness among Communities of Color can be traced to centuries of policies that prevented People of Color from accessing resources. Policies such as redlining, where communities of color were disproportionately denied access to FHA loans, and eminent domain, where communities of color were disproportionately displaced, ultimately prevented many BIPOC individuals from obtaining home ownership, which is a major conduit to housing stability and wealth. Further, policies that restrict the level and duration of services and financial assistance for immigrants and refugees force many in these communities to take any housing or employment resource immediately available, foreclosing future opportunities.

The current manifestation of systemic racism within social systems continues to create barriers to housing access for Communities of Color, immigrants and refugees. Two examples of this dynamic can be seen in both criminal justice and housing systems. Through the over-policing of Communities of Color and racism in policing, BIPOC individuals are disproportionately arrested and convicted of crimes. In housing, BIPOC individuals are also disproportionately evicted. Receiving a criminal conviction or a formal eviction can prevent individuals from accessing housing and contributes to the likelihood that a person will become and remain unhoused.

We also continue to see disparities for Communities of Color experiencing homelessness. According to data from the Homeless Management Information System (HMIS) from FY 22-23, BIPOC communities are overrepresented in homeless services, however multiple communities of color continue to be overrepresented in the HUD homeless population according to the 2022 Point in Time (PIT) Count. This is especially true for American Indian/Alaska Native/Indigenous and Black/African American communities. PIT data shows that people who identify as American Indian, Alaskan Native or Indigenous make up 12.9% of the homeless population in Multnomah County, yet only 2.5% of the general population of Multnomah County. People who identify as Black or African American make up 17.2% of the Multnomah County homeless population, yet only 7.1% of the Multnomah County general population.

Stability Voucher Access and Outcomes

To drive down race disparities in the experience of homelessness and COVID-related housing instability, Communities of Color must be overrepresented in access to and success in the Stability Voucher Program

1. Communities of Color, particularly eligible individuals and families who identify as American Indian / Alaskan Native access Stability Vouchers, at rates as high or higher than would be expected based on the makeup of Stability Voucher eligible households as identified in:
 - a. The demographics of individuals and families in Multnomah County’s homeless services system;
 - b. The demographics of individuals and families assessed through Multnomah County’s Coordinated Entry Systems;
 - c. The demographics of individuals and families identified in Multnomah County’s Point in Time Count; and
 - d. The demographics of low-income renters in Multnomah County
2. Success in Stability Voucher program
 - a. Stability Voucher retention rates for individuals and families of color, at minimum, mirror Stability Voucher retention rates for white individuals and families.

II. PROGRAM EVALUATION

All parties to this MOU agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

III. POPULATIONS ELIGIBLE FOR STABILITY VOUCHER ASSISTANCE TO BE REFERRED BY CONTINUUM OF CARE

In order to be eligible for a Stability Voucher, an individual or family must meet one of four eligibility categories:

1. Experiencing homelessness;
2. At risk of homelessness;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
4. Veterans and families that include a veteran family that meet one of the preceding criteria (1-3).

Full definitions for each of these categories is included as Attachment A to this MOU.

Home Forward will issue Stability Vouchers to eligible individuals and families as the result of the direct referral process from the Continuum of Care’s Coordinated Entry Systems managed by JOHS.

Populations to be referred by JOHS

JOHS may make referrals for Stability Vouchers from the Continuum’s Coordinated Entry Systems from all four eligible population categories.

JOHS will prioritize referrals for stability vouchers for individuals and families also referred to the NARA’s Continuum of Care funded NARA NW Unsheltered Homelessness Project FY22 initially funded under the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness. Referrals under this prioritization will be for individuals and families from eligibility categories 1 and 3.

IV. VOLUNTARY ALTERNATIVE WAIVERS AND ALTERNATIVE REQUIREMENTS ADOPTED BY HOME FORWARD FOR ADMINISTRATION OF STABILITY VOUCHERS

PIH Notice 2022-24, provides Home Forward with authority to adopt certain statutory and regulatory requirements and alternative requirements for Stability Vouchers. Home Forward, NARA, and OR-501 Portland/Gresham/Multnomah County Continuum of Care have agreed to adopt the following waivers and alternative requirements:

1. Home Forward is establishing a separate payment standard for Stability Vouchers set at 120% of FMR.
2. Home Forward will only screen for the following mandatory prohibitions
 - a. Home Forward must prohibit admission to the program if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
 - b. Home Forward must prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
3. Home Forward will accept self-certification of income as the highest form of income verification at admission. Applicants may also provide third-party documentation which represents the applicant’s income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA’s request.

V. HOUSING SERVICES, INCLUDING FINANCIAL ASSISTANCE, AND SUPPORTIVE SERVICES THAT WILL BE PROVIDED TO STABILITY VOUCHER APPLICANTS AND PARTICIPANTS

NARA NW, Home Forward and JOHS will ensure application, permanent supportive housing (PSH) services, and housing search and flexible financial assistance is made available to all families and individuals referred for Stability Vouchers. Services and financial assistance will primary be provided by NARA NW. Services and financial assistance will be primarily funded through NARA NW’s HUD Continuum of Care funded NARA NW Unsheltered Homelessness Project FY22 but may be also funded with local General Funds and Metro Supportive Housing Services funds.

1. NARA NW will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. NARA NW will support individuals and families in completing steps necessary to complete Stability Voucher application including supporting attendance at required Stability Voucher briefing orientations.
3. NARA NW will make available housing search assistance to Stability Voucher participants. Housing search assistance will primarily be provided by a PSH Housing Navigator funded through NARA NW Unsheltered Homelessness Project FY22 and may include:
 - a. Assistance identifying eligible units;
 - b. Outreach to owners of potentially eligible units;
 - c. Provide transportation assistance and direction to potential units;
 - d. Assist families and individuals with rental applications, rental agreements and other paperwork;
 - e. Advocate directly, as needed, with landlords on behalf of the families and individuals; and
 - f. Otherwise help expedite the Stability Voucher leasing process for families and individuals.
4. NARA NW will provide Stability Voucher participants with financial assistance to support lease-up. Assistance may include:
 - a. Application fees;
 - b. Security deposits;
 - c. Utility deposits and utility arrears if it is necessary for Stability Voucher lease-up;
 - d. Rent arrears and housing related debt if it is a barrier to Stability Voucher lease-up
 - e. Moving expenses for initial Stability Voucher lease-up; and
 - f. Essential household items.
5. NARA NW will provide culturally specific supportive services that use Housing First and Assertive Engagement philosophies. Supportive Services will be primarily credentialed behavioral health staff included PSH Specialists and Peer Support Specialists funded through NARA NW Unsheltered Homelessness Project FY22 and may include:
 - a. Annual assessment of service needs;
 - b. Case Management, including regular home visits;
 - c. Access to medical, dental, mental health and substance use disorder healthcare;
 - d. Access to educational and vocational training programs;

- e. Assistance with problem-solving any concerns that impact housing stability; and
- f. Social supports and life skills training.

VI. **HOME FORWARD ROLES AND RESPONSIBILITIES**

1. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry Systems;
2. Work with JOHS and NARA NW to develop shared referral schedule and commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner;
3. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner;
4. Through its standard process, Home Forward will, if needed, amend its administrative plan in accordance with applicable program regulations and requirements;
5. Through its standard process, Home Forward will amend its administrative plan to implement limited screening criteria and increased payment standards for the Stability Voucher program;
6. Through its standard process, Home Forward's Rent Assistance department will administer the vouchers in accordance with applicable program regulations and requirements;
7. Using its education team, Home Forward will make training available for JOHS and CoC partner agency staff on the Housing Choice Voucher program and procedures and the unique attributes of the Stability Voucher program;
8. Work with JOHS to develop necessary data and tracking metrics for tracking and improvement purposes;
9. Commit staff to participate in case conferencing through initial Stability Voucher lease-up phase;
10. Designate a staff to serve as the lead Stability Voucher liaison; and
11. Comply with the provisions of this MOU.

VII. **NATIVE AMERICAN REHABILITATION ASSOCIATION OF THE NORTHWEST, INC. ROLES AND RESPONSIBILITIES**

1. Work with JOHS and Home Forward to develop shared referral schedule for Stability Vouchers;
2. Work with JOHS and Home Forward to coordinate and prioritize referrals for Stability Vouchers for individuals and families also referred to NARA NW's Continuum of Care funded NARA NW Unsheltered Homelessness Project;

- 3. Make available services and supports detailed in Section V of this MOU;
- 4. Work with Home Forward to develop necessary data and tracking metrics for tracking and improvement purposes;
- 5. Commit staff to participate in case conferencing through initial Stability Voucher lease-up phase;
- 6. Designate a staff to serve as the lead Stability Voucher liaison; and
- 7. Comply with the provisions of this MOU.

VIII. **JOINT OFFICE OF HOMELESS SERVICES ROLES AND RESPONSIBILITIES ON BEHALF OF THE CONTINUUM OF CARE**

- 1. Work with NARA NW and Home Forward to develop shared referral schedule and direct referrals to Home Forward for eligible individuals and families through the CoC Coordinated Entry Systems;
- 2. Work with NARA NW and Home Forward to coordinate and prioritize referrals for Stability Vouchers for individuals and families also referred to NARA’s Continuum of Care funded NARA NW Unsheltered Homelessness Project;
- 3. Work with Home Forward to develop necessary data and tracking metrics for tracking and improvement purposes;
- 4. Commit staff to participate in case conferencing through initial Stability Voucher lease-up phase;
- 5. Designate a staff to serve as the lead Stability Voucher liaison; and
- 6. Comply with the provisions of this MOU.

Signed By:

10/6/2023

Ivory N. Mathews, CEO, Home Forward

Date

DocuSigned by:

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10/5/2023

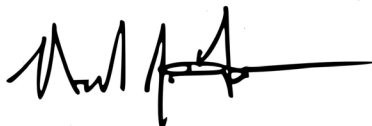
Jackie Mercer, CEO, Native American Rehabilitation Association of the Northwest Date

Laura Golino de Lovato

9/25/23

Patrick Reynolds / Laura Golino de Lovato, CoC Board Co-Chair

Date



9/27/23

Dan Fields, Director, Joint Office of Homeless Services,
CoC Collaborative Applicant Authorized Representative

Date

Attachment A: Households Eligible for Stability Vouchers

Individuals and families who are homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness.

- 1. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
 - iii. Meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - e. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger

- housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- f. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- 1. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- 2. a person with whom the victim shares a child in common,

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

RESOLUTIONS



MEMORANDUM

To: Board of Commissioners
Date: October 17, 2023

From: Monica Foucher
Associate Director of Public
Relations
503.802.8422
Subject: Naming of 3000 SE Powell
Hazel Ying Lee
Resolution 23-10-03

Amanda Saul
Assistant Director of General
Obligation Bond Development
503.802.8552

The Board of Commissioners is requested to adopt a resolution naming the new affordable housing development (located at 3000 SE Powell) “Hazel Ying Lee Apartments”, as recommended by the naming workgroup, consisting of staff, board, and community. When we contacted Ms. Lee’s family, we were met with excitement, honor, and ultimately their approval. Hazel Ying Lee is remembered as an American pilot who flew for the Women Airforce Service Pilots (WASP) during World War II. She is also remembered for her legacy of fighting toward equality and inclusion, for her bravery, and for record of service.

BACKGROUND

The Board of Commissioners adopted a new naming policy in January 2020, that strives to honor the contributions of underrepresented people who have made a significant contribution to our community. The committee followed both the criteria and process for naming which are outlined in the resolution to reach a unanimous decision on the name for this new housing.

OVERVIEW

Home Forward's development of the property at 3000 SE Powell, will provide 206 homes. Rents will be affordable at multiple ranges: 138 homes will be priced at or below 60% AMI (area median income), 68 at or below 30% AMI, 50 of these 30% AMI homes will be supported with Project-based Section 8 rental assistance. Permanent Supportive Housing (PSH) services will be available for 30 families who have experienced homelessness where one person has a disabling condition. A full range of resident services and supportive services will be provided by IRCO.

A naming workgroup was formed with an IRCO staff/community member, a Home Forward Board member, and Home Forward staff. In addition, names that were originally provided for another project by a volunteer member of the Oregon Black Pioneers were considered by the workgroup. After several meetings, the workgroup considered a list of 7 potential names and were unanimous on the choice of Hazel Ying Lee, given her connection to the area and her biography. Remaining nominees remain excellent choices for naming/renaming upcoming and existing buildings in Home Forward's portfolio.

Hazel Ying Lee (1912-1944) was born in Portland, Oregon. Her parents were first generation Chinese Americans who immigrated from Taishan, Guangdong. The family owned a Chinese restaurant in Portland's Old Town Chinatown neighborhood. Despite the widespread anti-Chinese bias of her time, Hazel led a full and active life. Following graduation from Commerce High School (Now Cleveland High School) in 1929, she found a job as an elevator operator at Liebes Department Store in downtown Portland. It was one of the few jobs that a Chinese American woman could hold during this time.

In 1932, Hazel became one of the first Chinese American women to earn a pilot's license, demonstrating her ability to compete in a male-dominated field. Before World War II, however, she struggled to be accepted as a pilot and rarely found work in her field. After the attack on Pearl Harbor, the Women Airforce Service Pilots or "WASP," was created in 1943. Experienced women pilots like Hazel were eager to join the WASP and she was accepted into the 4th class, 43 W 4. She was the first Chinese American woman to fly for the United States military. Upon graduation, she was assigned to the Third Ferrying Group at Romulus, Michigan. Their assignment was critical to the war effort. she quickly emerged as a leader among the WASPs. A fellow pilot summed up Hazel's attitude in her own words: "I'll take and deliver anything." She was described by her fellow pilots as "calm and fearless" and was a favorite with her fellow pilots, known for her sense of humor and for

being mischievous. Hazel was also known as a great cook and used Chinese cuisine to introduce WASP pilots to Chinese culture.

Sadly, on the morning of November 23, 1944, control tower confusion resulted in Hazel's plane colliding with another plane. Two days later, on November 25, 1944, she died of injuries from the crash. She and her family continued to see injustices from her death; even though she flew under military command, the pilots of the WASP were classified as civilians. No military benefits were offered, and when WASP pilots died in the line of duty, no military funerals were allowed. Furthermore, as the family prepared to bury her in a plot they had chosen in a Portland cemetery, the cemetery refused to allow it, citing a policy that did not allow Asians to be buried "in the white section." After a lengthy battle, the Lee family prevailed. Hazel was laid to rest in a non-military funeral at River View Cemetery.

WASP pilots finally received retroactive military status in 1977. In 2004, Hazel Ying Lee was inducted into Oregon's Aviation Hall of Honor. In 2010, all WASP pilots, living and deceased, received a Congressional Gold Medal.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the resolution naming the "Hazel Ying Lee Apartments".

The Real Estate and Development (READ) Committee of Home Forward's Board of Commissioners reviewed a draft of this resolution at its October 6, 2023 meeting.



RESOLUTION 23-10-03

RESOLUTION 23-10-03 AUTHORIZES THE NAMING OF THE “HAZEL YING LEE APARTMENTS”, AN AFFORDABLE HOUSING DEVELOPMENT, LOCATED AT 3000 SE POWELL

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 persons with low income persons residing in Multnomah county, Oregon; and

WHEREAS, Home Forward is developing new affordable housing located on the Portland block fronting SE Powell Boulevard and SE 30th Avenue; and

WHEREAS, Home Forward will ensure the new 206 apartments meet the needs of those at the income levels and demographics specified; and

WHEREAS, Home Forward's Naming Policy, adopted by the Board of Commissioners in January 2020, was utilized to arrive at this recommendation; and

WHEREAS, a naming workgroup was convened (comprised of a diverse group of IRCO staff/community member, Home Forward Board member, and Home Forward staff), who reviewed and prioritized the recommended building name to honor Hazel Ying Lee; and

WHEREAS, the family of Hazel Ying Lee supports the workgroup's recommendation and approves the building name to be the Hazel Ying Lee Apartments;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward approves the name of the new housing development (formerly referred to as the 3000 SE Powell site) as the Hazel Ying Lee Apartments.

ADOPTED: OCTOBER 17, 2023

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Damien R. Hall, Chair

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 08/01/23 - 09/30/23**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3185	0	Apex Mechanical LLC	\$ 208,778.00	Peter Paulson HVAC Replacement low bid	DCR	8/9/2023	1/31/2024
C3219	0	Prime Legacy	\$ 10,250.00	Buildback at Holgate House - units 107 & 213	Property Management	8/29/2023	10/13/2023
C3216	0	Roof Toppers, Inc	\$ 30,350.00	Peter Paulson roofing	DCR	9/1/2023	12/14/2023
C3222	0	Raynor Painting	\$ 56,000.00	North Façade Painting at Fountain Place	DCR	9/14/2023	10/13/2023
C3230	0	Performance Plus Restoration	\$ 42,614.52	Buildback at Slavin Court unit 1	Property Management	9/27/2023	1/15/2024
Subtotal			\$ 347,992.52				5

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3196	0	McFarland's Mobile Mechanics	\$ 150,000.00	General maintenance and repairs to HF fleet vehicles	IFS	8/1/2023	7/17/2026
C3208	0	West Coast Landscape LLC	\$ 24,120.00	Landscaping at Humboldt	Property Management	8/10/2023	8/31/2024
C3210	0	West Coast Landscape LLC	\$ 6,360.00	Landscaping at Sellwood	Property Management	8/10/2023	9/7/2024
C3209	0	Carbonell Cleaning Solutions	\$ 43,980.00	Common area cleaning at Tukwila	Property Management	8/14/2023	9/7/2024
C3213	0	West Coast Landscape LLC	\$ 6,240.00	Landscaping at Gallagher	Property Management	8/14/2023	8/31/2024
C3217	0	West Coast Landscape LLC	\$ 12,360.00	Landscaping at HWE	Property Management	9/11/2023	9/30/2024
C3231	0	Clair Company, Inc	\$ 2,000.00	Fountain place fire escape rail load testing	DCR	9/18/2023	12/31/2023
C3234	0	Tonkin Wilsonville Nissan	\$ 36,871.89	2023 Frontier SV King Cab 4x2	IFS	9/27/2023	10/30/2023

C3228	0	Freedom Security Solutions	\$ 429,240.00	24/7 Security at HWE	Property Management	9/28/2023	9/30/2024
C3229	0	Freedom Security Solutions	\$ 429,240.00	24/7 Security at NWT	Property Management	9/28/2023	9/30/2024
C3235	0	Alpha Environmental Services	\$ 6,500.00	Excavate and replace sewer line at Clark Center	Asset Mgmt	9/29/2023	10/30/2023
Subtotal			\$ 1,146,911.89				11

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3191	0	Robert Half International	\$ 80,000.00	Temp position: Network Services Administrator	IT	8/1/2023	1/12/2024
C3206	0	Environmental Works	\$ 3,370.00	Assess the passive radon resistant construction in place to determine Radon levels at Dekum	DCR	8/8/2023	12/31/2023
C3203	0	Creative Financial Staffing LLC	\$ 15,000.00	Staffing Services	FAAM	8/9/2023	9/1/2023
C3204	0	Austin Advocates With LLC	\$ 20,000.00	Data collection and analysis consulting	Executive	8/9/2023	8/15/2024
C3212	0	ExitBliss	\$ 1,800.00	HR Workshop for employees	T&OD	8/14/2023	12/15/2023
C3198	0	RFM, LLC	\$ 625,000.00	Marketing of Home Forward Cell Sites, Lease Negotiation, Cell Installation Design Review and Construction Management, Existing Lease Modification Review and Negotiation. \$90K NTE and 20% of Revenue.	Asset Mgmt	8/23/2023	7/31/2028
C3215	0	Coles & Betts Environmental Consulting	\$ 7,500.00	ESA for Civic Drive site in Gresham	DCR	8/28/2023	12/31/2026
C3218	0	Village Resiliency Project	\$ 3,800.00	Trauma Workshop	T&OD	9/5/2023	12/31/2024
C3220	0	Susan Brannon Consulting	\$ 200,000.00	Yardi consulting and troubleshooting for IT; Rule 46-0340	Executive	9/7/2023	8/31/2028
C3223	0	Cuenta Conmigo LLC	\$ 4,000.00	Meeting facilitation training for PMs and RPMs	Property Management	9/20/2023	12/31/2023
Subtotal			\$ 960,470.00				10

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
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C3205	0	Northwest Surveying Inc	\$ 8,100.00	Site and topo survey for Civic Drive Site in Gresham	DCR	8/7/2023	12/31/2026
C3207	0	Elemental Energy	\$ 18,500.00	Design Services and support in achieving grant funding for Solar PV System at Peaceful Villa.	DCR	8/10/2023	12/31/2024
C3201	0	Forensic Building Consultants	\$ 98,000.00	Envelope rehabilitation permit drawings for the Schiller Way Apartments.	DCR	9/5/2023	3/1/2025
C3221	0	Environmental Works	\$ 9,000.00	Design of passive radon system for the Peaceful Villa new development. Assistance in providing necessary documentation to the City of Portland for radon system permit.	DCR	9/11/2023	12/15/2024
Total			\$ 133,600.00				4

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2880	1	Allied Systems NW	\$ -	On-Call Maintenance Repair Services; amended to add properties	Property Management	8/3/2023	11/30/2024
C2447	5	Hacker Architects	\$ 55,380.00	Additional design services Killingsworth	DCR	8/7/2023	12/31/2025
C2705	3	Westlake Consultants Inc	\$ 17,700.00	Amend scope to include condo plat and additional ATLA work Killingsworth	DCR	8/7/2023	12/31/2025
C2769	7	MWA Architects Inc	\$ 8,730.00	Additional design and engineering services to create a preliminary design for Troutdale Development Agreement and attend City Council and support meetings.	DCR	8/7/2023	4/1/2026
C3162	1	Coles & Betts Environmental Consulting	\$ 9,075.00	Killingsworth Housing update phase 1 ESA	DCR	8/7/2023	12/31/2025
C2965	2	LMC, Inc.	\$ 2,497.00	Pre-Construction Services for Peaceful Villa; amended to add subcontractor design services	DCR	8/8/2023	7/31/2024
C3154	1	Herrera's Photography	\$ 6,750.00	Dekum Redevelopment. Virtual staging of three apartment types for lease-up marketing.	DCR	8/10/2023	6/13/2025
C3202	2	Dream Development LLC	\$ 50,000.00	Development consultant work to cover 3 projects	DCR	8/10/2023	6/30/2024
C3107	2	Unfold LLC	\$ 4,800.00	Bi-Monthly yoga at Tukwila Springs; amended to extend contract	Community Services	8/14/2023	6/30/2024
C3174	1	PreGame	\$ 11,500.00	Strategic Planning - Team Alignment; amended to add funds	Executive	8/28/2023	12/31/2023
C3168	3	Buildskape	\$ 35,091.10	Tenant Improvement at Louisa Flowers CO #03	DCR	8/29/2023	11/25/2023
C2976	8	Walsh Construction Co.	\$ 147,563.45	Grace Peck CO #03	DCR	8/31/2023	12/31/2024
C2271	10	Colas Construction	\$ 125,820.91	Powell CO #10	DCR	9/5/2023	4/30/2024
C2447	6	Hacker Architects	\$ 7,875.00	Additional design services Killingsworth	DCR	9/5/2023	12/31/2025

C2919	12	Walsh Construction Co.	\$ 149,508.00	Fairfield Design-Build CO #05	DCR	9/5/2023	12/31/2024
C2868	11	Walsh Construction Co.	\$ -	Correcting error in the stated total in Phase 2 GMP. Amount corrected in line item above already	DCR	9/6/2023	9/30/2025
C2868	12	Walsh Construction Co.	\$ 36,722.65	Dekum CO #9	DCR	9/6/2023	9/30/2025
C2868	13	Walsh Construction Co.	\$ -	Amendment to lock in Davis-Bacon rates	DCR	9/6/2023	9/30/2025
C2448	5	O'Neill/Walsh Community Builders	\$ 35,501.00	Killingsworth CMGC CIC 4	DCR	9/8/2023	6/30/2025
C2448	6	O'Neill/Walsh Community Builders	\$ 7,925.00	Killingsworth CMGC CIC 5	DCR	9/8/2023	6/30/2025
C2976	9	Walsh Construction Co.	\$ 450,169.89	Grace Peck CO #04	DCR	9/8/2023	12/31/2024
C2769	8	MWA Architects Inc	\$ 77,780.00	A&E Troutdale Redesign of construction documents to meet the Development Agreement changes which include structural, civil, landscape and architectural changes.	DCR	9/12/2023	4/1/2026
C2271	9	Colas Construction	\$ 2,950,830.00	Powell CO #9	DCR	9/13/2023	4/30/2024
C2857	3	Bremik Construction	\$ 51,634.00	Troutdale CMGC Design modifications for the MEPFS trades to meet the new Troutdale Development Agreement. Including a new scope of work for street lighting design and additional project cost estimating.	DCR	9/13/2023	12/10/2025
C3039	2	Central City Concern	\$ 336,300.00	Behavioral health case management services at BCC; amended to extend contract	Community Services	9/26/2023	6/30/2024
C3139	1	Le Chevallier Strategies	\$ 12,500.00	Event planning & media services for grand openings and ground breakings T&M; amended to add funds for dekum grand opening	DCR	9/26/2023	6/30/2024
C3163	1	Hyphn	\$ (42,382.68)	Deductive amendment because actual chosen furniture was less than the preliminary original contract value	DCR	9/26/2023	6/1/2024
C3013	4	Fulcrum Construction & Building Services LLC	\$ -	Schiller Way Ventilation and Roof Rehab; amended to extend end date for closeout purposes	DCR	9/27/2023	10/31/2023
Subtotal			\$ 4,549,270.32				28

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			\$ 7,138,244.73				58

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

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$2.5 million	Security Services at HWE & NWT	Prop Mgmt	Waiting Board Approval
TBD	Civic Station Housing A&E	DCR	In progress
TBD	Civic Station Housing CM/GC	DCR	In progress
TBD	Relocation for Peaceful Villa	DCR	Waiting Board Approval
TBD	Broadway Corridor A&E	DCR	In progress
TBD	Broadway Corridor CM/GC	DCR	In progress
\$6 million	Sequoia Square Building Enclosure Rehab	DCR	Oct 2023
TBD	STRA	Homeless Initiatives	Jan 2024
\$1.650 million	A&E for N. Maryland	DCR	2024
\$13.2 million	CM/GC for N. Maryland	DCR	2024
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
\$2.17 million	Design and construction services for Sequoia	DCR	TBD
\$910k	Design and construction services for Schiller Way	DCR	TBD