

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, February 20, 2024
At 5:30 pm
Zoom Register here:

<https://homeforward.zoom.us/j/89673934295?pwd=EkNheOrTzKT94VQ8ef1HEcMXIbrGP2.1>



MEMORANDUM

To: Community Partners

Date: February 14, 2024

From: Ivory N. Mathews, Chief Executive Officer

Subject: Home Forward Board of Commissioners February Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, February 20 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/89673934295?pwd=EkNheOrTzKT94VQ8ef1HEcMXIbrGP2.1>

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/89673934295?pwd=EkNheOrTzKT94VQ8ef1HEcMXIbrGP2.1>

VIA ZOOM

FEBRUARY 20, 2024, 5:30 PM

AGENDA

INTRODUCTION AND WELCOME

PUBLIC COMMENT

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

MEETING MINUTES

Topic
Minutes of January 16, 2024 Board of Commissioners Virtual Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
24-02	Topic	Presenter/POC	Phone #
01	Authorize Execution of a Contract for Pre-Construction Design Services for Peter Paulson Apartments and the Gretchen Kafoury Commons Envelope Rehabilitation	Juli Garvey Rocco DeBrodt	503.802.8457 503.802.8460
02	Authorize Changes to Chapter 5 of the Administrative Plan	Christina Dirks	503.802.8554

REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
24-02	Topic	Presenter/POC	Phone #
REPORT	Metro Affordable Housing Bond Update	Amanda Saul Councilor Mary Nolan Patricia Rojas	503.802.8552
03	Authorize Building Trades Council Collective Bargaining Agreement – Ratification for 2024-2026	Aimee Smith	503.802.8529

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 2024 Board Work Sessions will be quarterly with the next meeting May 2, 2024 at Noon. The next Board of Commissioners meeting will be Tuesday, March 19, 2024.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2). Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
January 16, 2024

COMMISSIONERS PRESENT

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

STAFF PRESENT

Juhi Aggarwal, Elise Anderson, Martha Calhoon, Ian Davie, Christina Dirks, Dena Ford-Avery, Juli Garvey, Carolina Gomez, Jeff Lane, Lewis Lyles, Ivory Mathews, Kitty Miller, Kandy Sage, Kellie Shaw, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Terren Wing

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:34.

Cathy Millis, Dahlke Manor resident expressed frustration with lack of staff on site given the recent weather. On a positive note, having access to the community room and restrooms is going well. Millis talked about the first Hygiene Clinic taking place tomorrow at the property. She is hopeful there will be available support to help distribute items to the residents. Property management director Elise Anderson offered to talk with Millis following the meeting.

Chair Matthew Gebhardt thanked Millis for sharing her updates. Keeping us abreast and hearing how she keeps things moving at the property is appreciated. Concluding that we enjoy having her at our meetings.

MEETING MINUTES

Minutes of the December 6, 2023 Board of Commissioners Work Session

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the December 6, 2023 Board of Commissioners Work Session.

There being no discussion, Vice Chair Jenny Kim moved to approve the meeting minutes. Commissioner Rakeem Washington seconded the motion.

The vote was as follows:

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

MEETING MINUTES

Minutes of the December 19, 2023 Board of Commissioners Virtual Meeting

Chair Matthew Gebhardt requested a motion authorizing approval of the amended meeting minutes for the December 19, 2023 Board of Commissioners Virtual Meeting.

There being no discussion, Chair Emeritus Damien Hall moved to approve as amended the meeting minutes. Vice Chair Jenny Kim seconded the motion.

The vote was as follows:

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

CONSENT Calendar

Resolution 24-01-01 Authorize Contracts for General Contractor Services with Baldwin General Contracting, Inc. to Commence Sequoia Square Building Enclosure Rehabilitation

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-01-01. Vice Chair Jenny Kim moved to adopt Resolution 24-01-01. Chair Emeritus Damien Hall seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—Aye
Chair Emeritus and Treasurer Damien Hall—Aye
Commissioner Rakeem Washington—Aye

RESOLUTIONS

Resolution 24-01-02 Authorize Part II of a Contract with Epic Land Solutions for Relocation Services at Peaceful Villa

Development Director Jonathan Trutt presented the resolution for April Berg. As construction is planned to begin this summer, temporary relocation of all residents is necessary. Trutt described the need for a relocation team based on previous experience with 85 Stories. He provided an overview of the services that will be provided. Adding that everyone's rental assistance will continue when relocated. The resolution was reviewed with the READ Committee at their January meeting.

Chair Matthew Gebhardt thanked Trutt and staff for the work that goes into the logistics and challenges in making this happen. He appreciated the efforts to minimize disruptions to the residents.

There being no further discussion, Chair Gebhardt requested a motion to approve Resolution 24-01-02. Vice Chair Jenny Kim moved to adopt Resolution 24-01-02. Chair Emeritus Damien Hall seconded the motion.

The vote was as follows:

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

Resolution 24-01-03 Authorize Guaranteed Maximum Price Amendment to Killingsworth Housing's Construction Manager/General Contractor Contract with O'Neill/Walsh Community Builders

Jonathan Trutt, Development Director presented the resolution saying this is an exciting moment that has been five years in the making. He provided a short background of the project and partnership with Portland Community College. Resolution 24-01-03 expands the scope of pre-construction services by O'Neill/Walsh and were reviewed by Trutt, noting the total contract amount is within the current development budget.

Resolution 24-01-04 Authorize Execution of Financing, Transferring of Property Interests, Development and Operation of Killingsworth Apartments

Chair Gebhardt suggested reviewing resolution 24-01-04, also related to the Killingsworth project before the vote. Director Trutt introduced Jeff Lane, Affordable Housing Developer saying he has been wrangling the funding requested. Trutt reviewed the funding sources which total \$52,820.00. He concluded that the resolutions were reviewed by the READ Committee at their January meeting.

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-01-03 requesting an amendment to the Killingsworth Housing CM/GC contract. Vice Chair Jenny Kim moved to adopt Resolution 24-01-03. Commissioner Rakeem Washington seconded the motion.

The vote was as follows:

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

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-01-04 authorizing financing, transfer of property interest, development and operation of Killingsworth Apartments. Commissioner Rakeem Washington moved to adopt Resolution 24-01-04. Chair Emeritus Damien Hall seconded the motion.

The vote was as follows:

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

Resolution 24-01-05 Authorize Changes to Chapters 7, 8, 9 and 12 of the Administrative Plan

Christina Dirks, Director of Policy and Planning presented the resolution saying these changes are long overdue and are implemented in our latest Moving to Work annual plan as new activities. There are five new activities that HUD approved in July. The changes to activity 24, Chapter 12 requires execution of a 9th amendment to our MTW contract. Once executed, we can implement the changes reflected in the resolution.

Dirks walked through the five new activities and the modifications being proposed in Chapters, 7, 8, 9 and 12 of the Administrative Plan.

Activity No. 23 modifies the parties with the ability to conduct functions with the Housing Choice Voucher program to consolidate the agency's use of staff. These changes are reflected in Chapter 8. Dirks said the housing assistance team helped provide the most in-depth review. Vice Chair Jenny Kim appreciated the great ideas to reduce barriers. She also worries about the workload for staff and hopes there is a checks and balances in place. Dirks is aware of the consequences but noted that rent assistance proposed the changes to the MTW plan.

Activity No. 24 limits permissible basis for termination of housing assistance with the HCV program to reduce the loss of housing assistance.

Activity No. 25 utilizes funding with discretion to preserve and expand affordable housing units.

Activity No. 26 allows a housing assistance contract to be executed and payments to be commenced with two adapted authorizations to expedite the process of accessing housing and housing assistance.

Activity No 27 permits the option to use a more accessible form of the initial income verification for a household to access housing and housing assistance more quickly.

Chair Matthew Gebhardt clarified that the proposed activities with the exception of Activity 24 changes to Chapter 12 are approved in the pending resolution. The resolution reflects that implementation of Activity 24 is dependent on execution of a Ninth Amendment from HUD on the 24th year MTW Annual Plan. Chair Gebhardt said these activities make it better for our residents and thanked staff for all the work that went into this effort.

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-01-05 authorizing Changes to Chapter 7, 8, 9 and 12 of the Administrative Plan. Vice Chair Jenny Kim moved to adopt Resolution 24-01-05. Chair Emeritus Damien Hall seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—Aye

Chair Emeritus and Treasurer Damien Hall—Aye
Commissioner Rakeem Washington—Aye

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 6:15 PM.

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

ADOPTED: FEBRUARY 20, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners

Date: February 20, 2024

From: Juli Garvey, Director of
Asset Management
503.802.8457

Subject: Authorize Execution of a Contract
for Pre-Construction Design
Services for Peter Paulson
Apartments and the Gretchen
Kafoury Commons Envelope
Rehabilitation
Resolutions 24-02-01

Loc Le, Asset Manager
503.802.8467

The Board of Commissioners is requested to authorize the Executive Director or her designee to execute an amendment to the design-build contract between Home Forward and Walsh Construction Company for the design phase of Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project.

These actions support Home Forward's Strategic Plan Goal to improve utilization of the existing housing portfolio while planning for future portfolio needs.

BACKGROUND

Peter Paulson Apartments, built in 1995 and situated at 1530 SW 13th Avenue in Portland, is a 5-story structure with 93 single room occupancy (SRO) units. In line with standard practices, Home Forward's Asset Management department initiated a capital needs assessment (CNA) on the property in 2022. The results indicated significant requirements for system and mechanical capital upgrades. Subsequently, in January 2023, Home Forward applied for funding from Oregon Housing and Community Services. In May 2023, the project secured a \$2.9 million preservation grant. The outlined scope of work encompassed envelope rehabilitation, HVAC system replacement, and roof replacement for the mechanical area.

Gretchen Kafoury Commons, constructed in 2000, is a 9-story affordable property featuring 129 units with one- and two-bedroom configurations, situated at 1240 SW

Columbia Street in Portland. In 2017, Asset Management staff commissioned a capital needs assessment, which highlighted the necessity for exterior improvements to the building envelope, along with mechanical and elevator upgrades. The identified capital improvements aim to rectify known issues such as exterior water intrusion, necessitating window and roof replacements, as well as repairs to the plumbing system. In January 2023, Home Forward submitted a funding application to Oregon Housing and Community Services, and by May 2023, the project was awarded a \$4.5 million preservation grant.

The current residents of both buildings will continue to reside on-site throughout the duration of the envelope rehabilitation project. The revitalization efforts at these properties aim to tackle deferred capital needs, diminish long-term operating costs by enhancing building systems, elevate the quality of living and services for residents, all while preserving low-income housing through the strategic leveraging of external capital.

The Board has previously granted approval for the submission of applications seeking Oregon Housing and Community Services Preservation grants for the Peter Paulson Apartments and Gretchen Kafoury Commons (as outlined in Resolutions 22-08-01 & 22-08-02). In addition, the Board has endorsed a design-build contract for the Envelope Rehabilitation project at these buildings. This contract, awarded to Walsh Construction, specifically covers preconstruction design services, and was authorized in 2023 (as stipulated in Resolution 23-08-02).

OVERVIEW

The Board had initially authorized \$89,750 for the design-build contract of Peter Paulson Apartments and Gretchen Kafoury Commons, specifically for the programming phase. The overall authorization for the design-build contract has now increased to \$907,383, encompassing comprehensive design services (\$521,921 for Gretchen Kafoury and \$385,462 for Peter Paulson). The design services phase includes the creation of construction documents and the coordination of permitting and bidding activities. These activities are crucial for establishing the Guaranteed Maximum Price (GMP) for the construction work. The staff intends to request Board authorization for the GMP in the third quarter of 2024. Considering the financial needs of the properties and the opportunity to leverage \$7.4 million in awarded OHCS preservation funds, Home Forward remains prepared to make a financial contribution if needed. The amount will be determined based on current building envelope conditions.

CONCLUSION

Home Forward staff requests that the Board of Commissioners authorize execution of an amendment to the design-build contract for the Peter Paulson Apartments and the Gretchen Kafoury Commons Envelope Rehabilitation project in the amount of \$907,383.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at its February 2, 2024, meeting.



RESOLUTION 24-02-01

RESOLUTION 24-02-01 AUTHORIZES THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO EXECUTE A DESIGN AMENDMENT TO THE DESIGN-BUILD SERVICES CONTRACT WITH WALSH CONSTRUCTION COMPANY FOR THE PETER PAULSON APARTMENTS/GRETCHEN KAFOURY COMMONS ENVELOPE REHABILITATION PROJECT

WHEREAS, Home Forward has provided asset management services for the Peter Paulson Apartments since 1995 and Gretchen Kafoury Commons since 2000 and seeks to preserve this resource for the benefit of the residents it serves and the surrounding community, to improve the quality of this housing stock, and to provide quality housing for Peter Paulson Apartments and Gretchen Kafoury Commons residents; and

WHEREAS, Home Forward has authorized a contract with Walsh Construction Company for design-build services for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project; and

WHEREAS, the contract will be undertaken in phases, with the programming phase complete and the design phase now requiring authorization by contract amendment; and

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

WHEREAS, Section 456.135 of the Oregon Revised Statutes provides that an authority may delegate to one or more of its agents or employees such powers or duties as it deems proper.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or her designee, to execute the design amendment to the design-build contract with Walsh Construction Company in the amount not to exceed \$907,383 for full design services for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project.

NOW, THEREFORE, BE IT RESOLVED, that if necessary, the Board of Commissioners of Home Forward authorizes the utilization of Home Forward’s line of credit to pay design-build and related costs during the design development of Peter Paulson Apartments/Gretchen Kafoury Commons Envelope Rehabilitation project.

ADOPTED: FEBRUARY 20, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



MEMORANDUM

To: Board of Commissioners

Date: February 20, 2024

From: Christina Dirks
Director of Policy and Planning
503.802.8554

Subject: Authorize Changes to Chapter 5 of
the Administrative Plan
Resolution 24-02-02

The Board of Commissioners is requested to authorize changes to Chapter 5 of Home Forward’s Administrative Plan. These changes are made to bring Chapter 5 of the Administrative Plan into alignment with the recently approved changes to Chapter 12.

These actions support Strategic Plan Priorities: Improve Services to Residents and Participants; and Lead Within the Housing Stability Ecosystem.

BACKGROUND

On January 16, 2024, the Board of Commissioners approved a set of changes to Administrative Plan Chapters 7, 8, 9, and 12 to implement the newly approved Activities in our FY24 MTW Plan. Amongst these changes were updates to permissible basis for termination due to a participant’s violation of the Housing Choice Voucher’s Statement of Family Obligations as part of the Rent Assistance Termination Reform Activity approved by HUD.

OVERVIEW

The Statement of Family Obligations are outlined in Chapter 5 of the Administrative Plan as part of the section that details the program requirements for briefing families new to the program and for providing written materials describing the program and its requirements.

The Statement of Family Obligations outlined in Chapter 5 does not currently reflect the updates to the Statement of Family Obligations contained in Chapter 12 as resolved by the Board. Staff are requesting approval to bring the relevant sections of Chapter 5 into alignment with Chapter 12.

CONCLUSION

Accordingly, staff request approval the changes to Chapter 5 of the Administrative Plan.

ATTACHMENTS

Chapter 5 Administrative Plan (Redlined)
Chapter 5 Administrative Plan (Blacklined)



RESOLUTION 24-02-02

RESOLUTION 24-02-02 AUTHORIZES HOME FORWARD STAFF TO AMEND CHAPTER 5 OF HOME FORWARD'S ADMINISTRATIVE PLAN

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

WHEREAS, on January 16, 2024, the Board of Commissioner approved changes to Chapter 12 of the Administrative Plan, including updating the Statement of Family Obligations for program participants and termination for violation thereof; and

WHEREAS, Home Forward proposes changes to Chapter 5 of the Administrative Plan to bring it into alignment with the Statement of Family Obligations outlined in Chapter 12; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Home Forward that Home Forward staff is authorized to make the changes to Chapter 5 of the Administrative Plan outlined in the February 20, 2024 Memorandum and attachments from Home Forward staff to the Board of Commissioners.

ADOPTED: FEBRUARY 20, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the PHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing HUD-required documents and other information the family needs to know in order to lease a unit under the program. Once the family is fully informed of the program requirements, the PHA issues the family a voucher. The voucher includes the unit size for which the family qualifies based on the PHA's subsidy standards, as well as the issue and expiration of the voucher. The voucher is the document that authorizes the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

Part I: Briefings and Family Obligations. This part details the program requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.

Part II: Subsidy Standards and Voucher Issuance. This part discusses the PHA's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

PART I: BRIEFINGS AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

HUD regulations require the PHA to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains the PHA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

5-I.B. BRIEFING [24 CFR 982.301]

The PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the PHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

PHA Policy

Briefings will be conducted in group meetings.

Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.

Notification and Attendance

PHA Policy

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

If the notice is returned by the post office with no forwarding address, a notice of denial (see Chapter 3) will be sent to the family’s address of record.

Applicants who fail to attend a scheduled briefing will automatically be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without PHA approval, will be denied assistance (see Chapter 3).

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the PHA’s jurisdiction;
- An explanation of how portability works. The PHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction, or outside the PHA jurisdiction under portability procedures, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- The PHA must inform the family of how portability may affect the family’s assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family’s assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

PHA Policy

When PHA-owned units are available for lease, the PHA will inform the family during the oral briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a PHA-owned unit.

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. The PHA must review the availability of this demonstration with all FUP youth during the family briefing [Notice PIH 2016-01].

Briefing Packet [24 CFR 982.301(b)]

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the PHA’s policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family, how the PHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the PHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family’s assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family’s assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the PHA policy on providing information about families to prospective owners.
- The PHA subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. The PHA must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.
- The family obligations under the program, including any obligations of a welfare-to-work family.
- The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act.
- PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

If the PHA is located in a metropolitan area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction.
- Information about the characteristics of these areas including job opportunities, schools, transportation and other services.
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs with names, addresses, and telephone numbers.

Additional Items to be Included in the Briefing Packet

In addition to items required by the regulations, PHAs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7].

PHA Policy

The PHA will provide the following additional materials in the briefing packet:

- The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*.
- A web site with listings of units available for lease.
- PHA schedule of utility allowances.
- Landlord inspection checklist.
- Inspection suggestions.
- Mold basics information sheet.
- Landlord/tenant document checklist.
- FSS information sheet.
- Fair Housing Council information sheet.
- Information on how to fill out and file a housing discrimination complaint form.
- Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking. The VAWA information will consist of the notice in Exhibit 16-1 and a copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, and Stalking (see Section 16-IX.C).
- “Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse.
- “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19.

5-I.C. FAMILY OBLIGATIONS

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The PHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

Time Frames for Reporting Changes Required By Family Obligations

PHA Policy

Unless otherwise noted, when family obligations require the family to respond to a request or notify the PHA of a change, notifying the PHA of the request or change within 10 business days is considered prompt notice.

When a family is required to provide notice to the PHA, the notice must be in writing.

Family Obligations [24 CFR 982.551]

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

PHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.

- The family must not commit any serious or repeated violation of the lease.

PHA Policy

~~The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.~~

~~Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(e)(1)].~~

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.

PHA Policy

The family must promptly notify the PHA in writing if any family member no longer lives in the unit or will be away from the unit for a period of 30 days or more.

- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related

to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).

- Members of the family may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit by members of the family.
- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose.
- The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

PHA Policy

Fraud is defined as an act or pattern of actions done with the intent to deceive or mislead in order to gain an advantage. The act or action can include a false statement, omission, or concealment of a substantive fact. The following do not qualify as fraud:

- An unintentional error
- An omission or misreporting due to misunderstanding.
- See Chapter 14, Program Integrity for additional information. (See Chapter 14, Program Integrity for additional information).

- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.

PHA Policy

Formatted: Underline

Formatted: Indent: First line: 0.25"

Formatted: Indent: Left: 0.5"

Formatted: Bulleted + Level: 2 + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Section 8 Administrative Plan

~~This applies to any member of the household, a guest, or any other person on the property under the tenant's control. Other person under the tenant's control is defined as a person that, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate (legal) commercial purposes is not under the tenant's control.~~

- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.

PHA Policy

~~This applies to any member of the household, a guest, or any other person on the property under the tenant's control. Other person under the tenant's control is defined as a person that, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate (legal) commercial purposes is not under the tenant's control.~~

- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

Additional Requirements for Participant Families (PHA Policy)

- The family must promptly report any changes in family size.
- The family must promptly report any income if no member of the family previously had countable income.
- All family members age 18 and over must attend all scheduled appointments and must bring all requested information to these appointments at the scheduled time.
- ~~• The family may not currently owe rent or other amounts to any PHA. Amounts owed are subject to the local statute of limitations unless owed under a judgment.~~
- ~~• The family must reimburse the PHA for any amounts paid to the owner under a contract for rent or other amounts owed by the family under the lease or for a vacated unit.~~
- ~~• The family must reimburse the PHA for any amounts paid to the owner under the Landlord Guarantee Fund as a compensation for damages to the unit beyond normal wear and tear.~~
- The family may not breach an agreement to repay the PHA for amounts owed. A breach of repayment agreement is defined ~~as failure to make the full payment in the month for which the payment is due~~ in Chapter 16.
- ~~• No member of the family can have been evicted from public or federally assisted housing within the last five years.~~
- ~~• No member of the family can have been terminated from the Section 8 program by the PHA within the last five years.~~
- No member of the family may engage in or threaten abusive or violent behavior toward any personnel of the PHA.
- ~~• No member of the family can have been convicted of drug related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.~~
- ~~• No member of the family can be subject to a lifetime registration requirement under a State sex offender registration program in any state.~~

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.

PHA Policy

If a child or children are projected to be out of the home for more than 180 consecutive calendar days, they will not be considered in determining the family unit size.

- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size.

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

The PHA will assign one bedroom for a single head of household or for married or unmarried persons living together in a spousal relationship, and one bedroom for each two persons thereafter, regardless of age or sex.

Foster children will be included in determining unit size only if they will be in the unit for more than 180 consecutive calendar days.

The subsidy standards will apply as follows:

1. Single persons are eligible for a studio or one bedroom voucher.
2. A pregnant single person or a single person in possession of a certified copy of a final custody order/decreed signed by a judge (without other children) may apply for assistance, and will be issued a two bedroom voucher or one of appropriate size.
3. Married or unmarried persons expecting a child through birth, adoption, or foster care will be issued a voucher based on the anticipated household composition (with verification as above).
4. Married or unmarried persons living together in a spousal relationship will be issued a one bedroom voucher, for example: co-heads.
5. Two unrelated adults, both of whom meet all other eligibility requirements and need to provide support for each other because of a disability, may be issued a two bedroom voucher.
6. Two adults related by blood will be issued a two bedroom voucher.
7. A single head of household with one child will be issued a two bedroom voucher.
8. A single head of household with two children will be issued a two bedroom voucher regardless of age or sex of children.
9. A single head of household with three children will be issued a three bedroom voucher regardless of age or sex of children.
10. A couple with one child will be issued a two bedroom voucher.
11. A couple with two children will be issued a two bedroom voucher regardless of age or sex of children.
12. A couple with three children will be issued a three bedroom voucher regardless of age or sex of children.
13. A couple with four children will be issued a three bedroom voucher regardless of age or sex of children.

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

PHA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, disability, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom must be re-verified at regular reexamination.

The PHA will notify the family of its determination within 15 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of the right to request an informal hearing.

5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and the date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646].

A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

PHA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

PHA Policy

Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list.

5-II.E. VOUCHER TERM AND EXTENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The initial voucher term will be 120 calendar days.

For families moving to the PHA's jurisdiction under portability, the voucher expiration date will be 30 calendar days from the expiration date of the initial PHA's voucher.

The family must submit a Request for Tenancy Approval on or before the voucher expiration date, including any extensions granted by the PHA.

Extensions of Voucher Term [24 CFR 982.303(b)]

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

PHA Policy

The PHA will automatically approve an additional 60-day extension upon written request from the family. The request may be delivered in person, by e-mail, fax, or through a support agency on behalf of the family.

The PHA may approve additional extensions only in the following circumstances:

An additional extension is necessary as a reasonable accommodation for a person with disabilities

An additional extension is necessary due to reasons beyond the family's control, as determined by the PHA. The extenuating circumstances the PHA may consider in making its decision include, but are not limited to, the reasons listed below.

The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special circumstances make it difficult to find a suitable unit.

Additional reasons for extensions may apply for families approved for portability (see Chapter 10).

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 15 business days of the date the request is received, and will immediately provide the family written notice of its decision.

For families moving to the PHA's jurisdiction under portability, the voucher expiration date will be 30 calendar days from the expiration date of the initial PHA's voucher. The PHA will not approve an extension beyond that date unless the initial PHA is willing to extend its voucher term and the billing submission deadline.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

PHA Policy

When a Request for Tenancy Approval is received by the PHA, the term of the voucher will be suspended while the PHA processes the request.

When the PHA denies a request for tenancy, the family will be notified immediately in writing that the clock on the voucher term has restarted. The notice will include the new expiration date of the voucher.

Expiration of Voucher Term

PHA Policy

If an applicant family’s voucher term or extension expires before the family has submitted a Request for Tenancy Approval (RTA), the PHA will require the family to reapply for assistance.

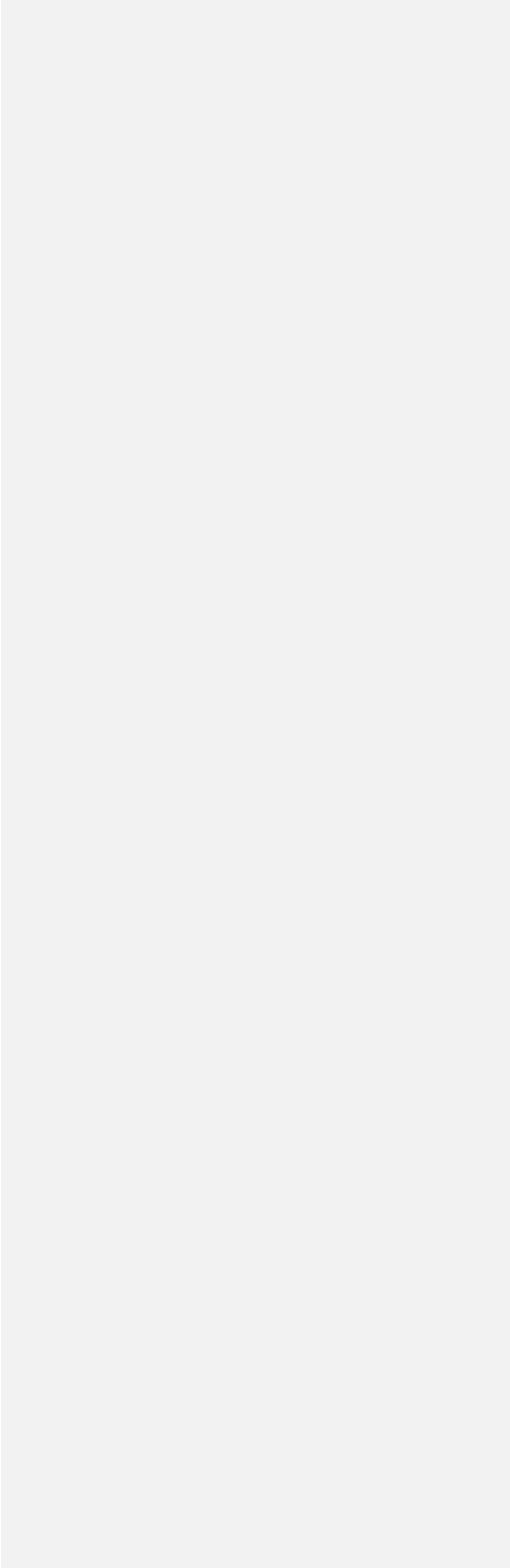
Within 15 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.

Section 8 Administrative Plan

© Copyright 2016 Nan McKay & Associates, Inc.
Unlimited copies may be made for internal use.

Page 5-19

2/17



Chapter 5

BRIEFINGS AND VOUCHER ISSUANCE

INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the PHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing HUD-required documents and other information the family needs to know in order to lease a unit under the program. Once the family is fully informed of the program requirements, the PHA issues the family a voucher. The voucher includes the unit size for which the family qualifies based on the PHA's subsidy standards, as well as the issue and expiration of the voucher. The voucher is the document that authorizes the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

Part I: Briefings and Family Obligations. This part details the program requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.

Part II: Subsidy Standards and Voucher Issuance. This part discusses the PHA's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

PART I: BRIEFINGS AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

HUD regulations require the PHA to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains the PHA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

5-I.B. BRIEFING [24 CFR 982.301]

The PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the PHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

PHA Policy

Briefings will be conducted in group meetings.

Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.

Notification and Attendance

PHA Policy

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

If the notice is returned by the post office with no forwarding address, a notice of denial (see Chapter 3) will be sent to the family's address of record.

Applicants who fail to attend a scheduled briefing will automatically be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without PHA approval, will be denied assistance (see Chapter 3).

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the PHA's jurisdiction;
- An explanation of how portability works. The PHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction, or outside the PHA jurisdiction under portability procedures, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- The PHA must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

PHA Policy

When PHA-owned units are available for lease, the PHA will inform the family during the oral briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a PHA-owned unit.

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. The PHA must review the availability of this demonstration with all FUP youth during the family briefing [Notice PIH 2016-01].

Briefing Packet [24 CFR 982.301(b)]

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the PHA's policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family, how the PHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the PHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family's assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the PHA policy on providing information about families to prospective owners.
- The PHA subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. The PHA must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.
- The family obligations under the program, including any obligations of a welfare-to-work family.
- The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act.
- PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

If the PHA is located in a metropolitan area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction.
- Information about the characteristics of these areas including job opportunities, schools, transportation and other services.
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs with names, addresses, and telephone numbers.

Additional Items to be Included in the Briefing Packet

In addition to items required by the regulations, PHAs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7].

PHA Policy

The PHA will provide the following additional materials in the briefing packet:

- The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*.
- A web site with listings of units available for lease.
- PHA schedule of utility allowances.
- Landlord inspection checklist.
- Inspection suggestions.
- Mold basics information sheet.
- Landlord/tenant document checklist.
- FSS information sheet.
- Fair Housing Council information sheet.
- Information on how to fill out and file a housing discrimination complaint form.
- Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking. The VAWA information will consist of the notice in Exhibit 16-1 and a copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, and Stalking (see Section 16-IX.C).
- “Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse.
- “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19.

5-I.C. FAMILY OBLIGATIONS

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The PHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

Time Frames for Reporting Changes Required By Family Obligations

PHA Policy

Unless otherwise noted, when family obligations require the family to respond to a request or notify the PHA of a change, notifying the PHA of the request or change within 10 business days is considered prompt notice.

When a family is required to provide notice to the PHA, the notice must be in writing.

Family Obligations [24 CFR 982.551]

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

PHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.

- The family must not commit any serious or repeated violation of the lease.
- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.

PHA Policy

The family must promptly notify the PHA in writing if any family member no longer lives in the unit or will be away from the unit for a period of 30 days or more.

- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).
- Members of the family may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit by members of the family.
- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose.

- The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

PHA Policy

Fraud is defined as an act or pattern of actions done with the intent to deceive or mislead in order to gain an advantage. The act or action can include a false statement, omission, or concealment of a substantive fact. The following do not qualify as fraud:

- An unintentional error
- An omission or misreporting due to misunderstanding.

See Chapter 14, Program Integrity for additional information.

- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

Additional Requirements for Participant Families (PHA Policy)

- The family must promptly report any changes in family size.
- The family must promptly report any income if no member of the family previously had countable income.
- All family members age 18 and over must attend all scheduled appointments and must bring all requested information to these appointments at the scheduled time.
- The family may not breach an agreement to repay the PHA for amounts owed. A breach of repayment agreement is defined in Chapter 16.
- No member of the family may engage in or threaten abusive or violent behavior toward any personnel of the PHA.

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.

PHA Policy

If a child or children are projected to be out of the home for more than 180 consecutive calendar days, they will not be considered in determining the family unit size.

- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size.

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

The PHA will assign one bedroom for a single head of household or for married or unmarried persons living together in a spousal relationship, and one bedroom for each two persons thereafter, regardless of age or sex.

Foster children will be included in determining unit size only if they will be in the unit for more than 180 consecutive calendar days.

The subsidy standards will apply as follows:

1. Single persons are eligible for a studio or one bedroom voucher.
2. A pregnant single person or a single person in possession of a certified copy of a final custody order/decreed signed by a judge (without other children) may apply for assistance, and will be issued a two bedroom voucher or one of appropriate size.
3. Married or unmarried persons expecting a child through birth, adoption, or foster care will be issued a voucher based on the anticipated household composition (with verification as above).
4. Married or unmarried persons living together in a spousal relationship will be issued a one bedroom voucher, for example: co-heads.
5. Two unrelated adults, both of whom meet all other eligibility requirements and need to provide support for each other because of a disability, may be issued a two bedroom voucher.
6. Two adults related by blood will be issued a two bedroom voucher.
7. A single head of household with one child will be issued a two bedroom voucher.
8. A single head of household with two children will be issued a two bedroom voucher regardless of age or sex of children.
9. A single head of household with three children will be issued a three bedroom voucher regardless of age or sex of children.
10. A couple with one child will be issued a two bedroom voucher.
11. A couple with two children will be issued a two bedroom voucher regardless of age or sex of children.
12. A couple with three children will be issued a three bedroom voucher regardless of age or sex of children.
13. A couple with four children will be issued a three bedroom voucher regardless of age or sex of children.

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

PHA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, disability, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom must be re-verified at regular reexamination.

The PHA will notify the family of its determination within 15 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of the right to request an informal hearing.

5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and the date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646].

A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

PHA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

PHA Policy

Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list.

5-II.E. VOUCHER TERM AND EXTENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The initial voucher term will be 120 calendar days.

For families moving to the PHA's jurisdiction under portability, the voucher expiration date will be 30 calendar days from the expiration date of the initial PHA's voucher.

The family must submit a Request for Tenancy Approval on or before the voucher expiration date, including any extensions granted by the PHA.

Extensions of Voucher Term [24 CFR 982.303(b)]

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

PHA Policy

The PHA will automatically approve an additional 60-day extension upon written request from the family. The request may be delivered in person, by e-mail, fax, or through a support agency on behalf of the family.

The PHA may approve additional extensions only in the following circumstances:

An additional extension is necessary as a reasonable accommodation for a person with disabilities

An additional extension is necessary due to reasons beyond the family's control, as determined by the PHA. The extenuating circumstances the PHA may consider in making its decision include, but are not limited to, the reasons listed below.

The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special circumstances make it difficult to find a suitable unit.

Additional reasons for extensions may apply for families approved for portability (see Chapter 10).

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 15 business days of the date the request is received, and will immediately provide the family written notice of its decision.

For families moving to the PHA's jurisdiction under portability, the voucher expiration date will be 30 calendar days from the expiration date of the initial PHA's voucher. The PHA will not approve an extension beyond that date unless the initial PHA is willing to extend its voucher term and the billing submission deadline.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

PHA Policy

When a Request for Tenancy Approval is received by the PHA, the term of the voucher will be suspended while the PHA processes the request.

When the PHA denies a request for tenancy, the family will be notified immediately in writing that the clock on the voucher term has restarted. The notice will include the new expiration date of the voucher.

Expiration of Voucher Term

PHA Policy

If an applicant family's voucher term or extension expires before the family has submitted a Request for Tenancy Approval (RTA), the PHA will require the family to reapply for assistance.

Within 15 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.

Metro Affordable Housing Bond Update



Metro

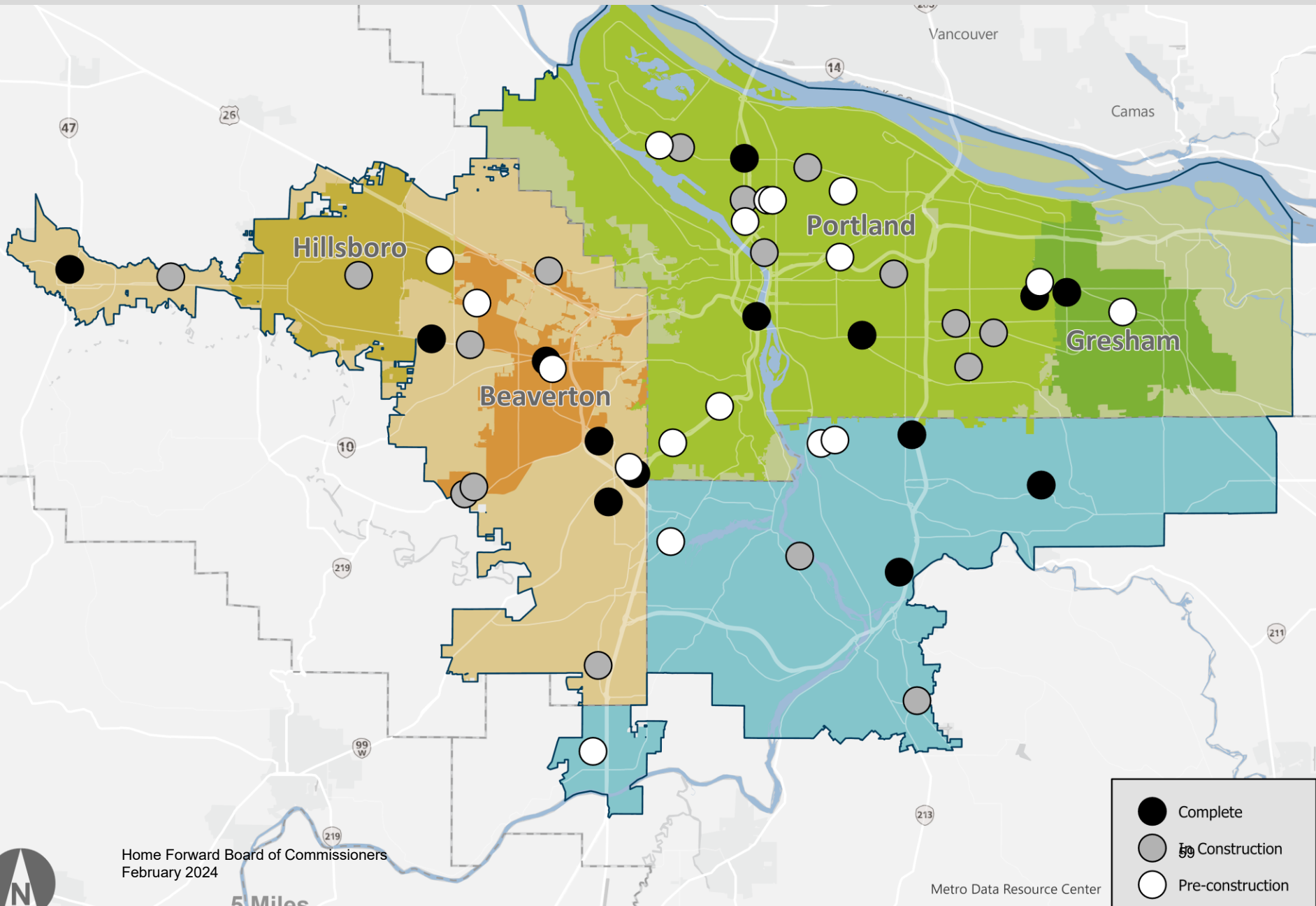


Metro Affordable Housing Bond Update

Home Forward | February 20th, 2024

Home Forward Board of Commissioners
February 2024

Metro affordable housing bond projects



- Complete
- In Construction
- Pre-construction

Priority communities

- Communities of color
- Families with children and multiple generations
- Seniors and older adults
- Veterans
- People experiencing or at risk of homelessness
- People with disabilities
- People experiencing or at risk of displacement



Multnomah County

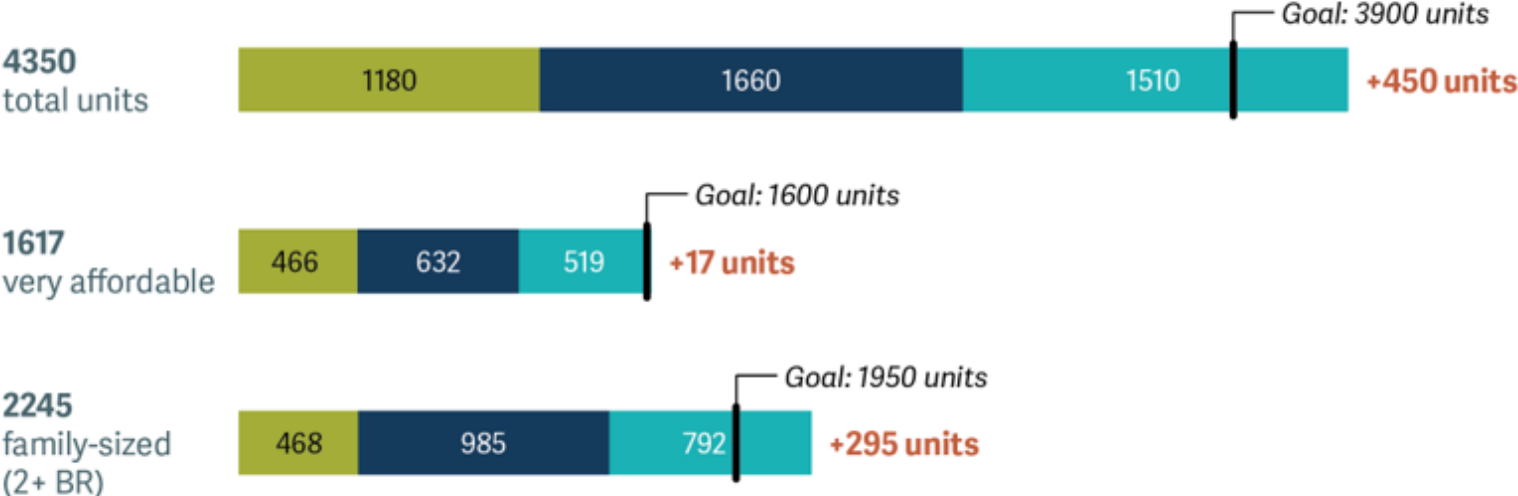


Hattie Redmond – Portland (Kenton)
Home Forward Board of Commissioners
February 2024

Housing production exceeds goals

Housing production progress: currently underway

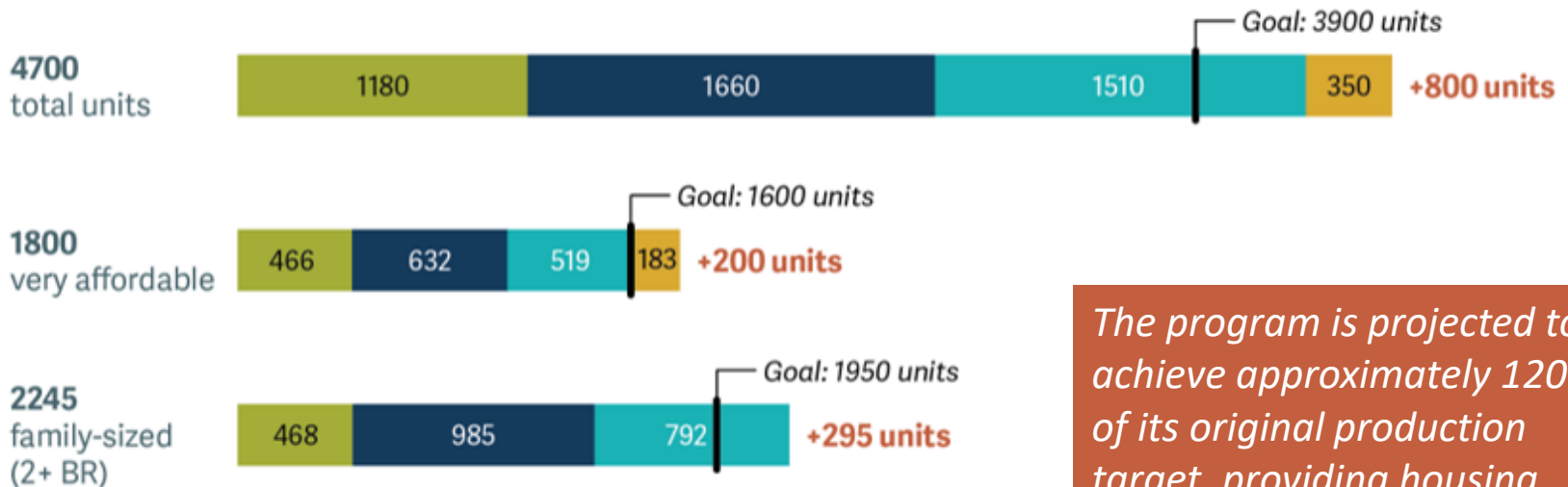
● complete ● under construction ● pre-construction



Forecasted production goes even further

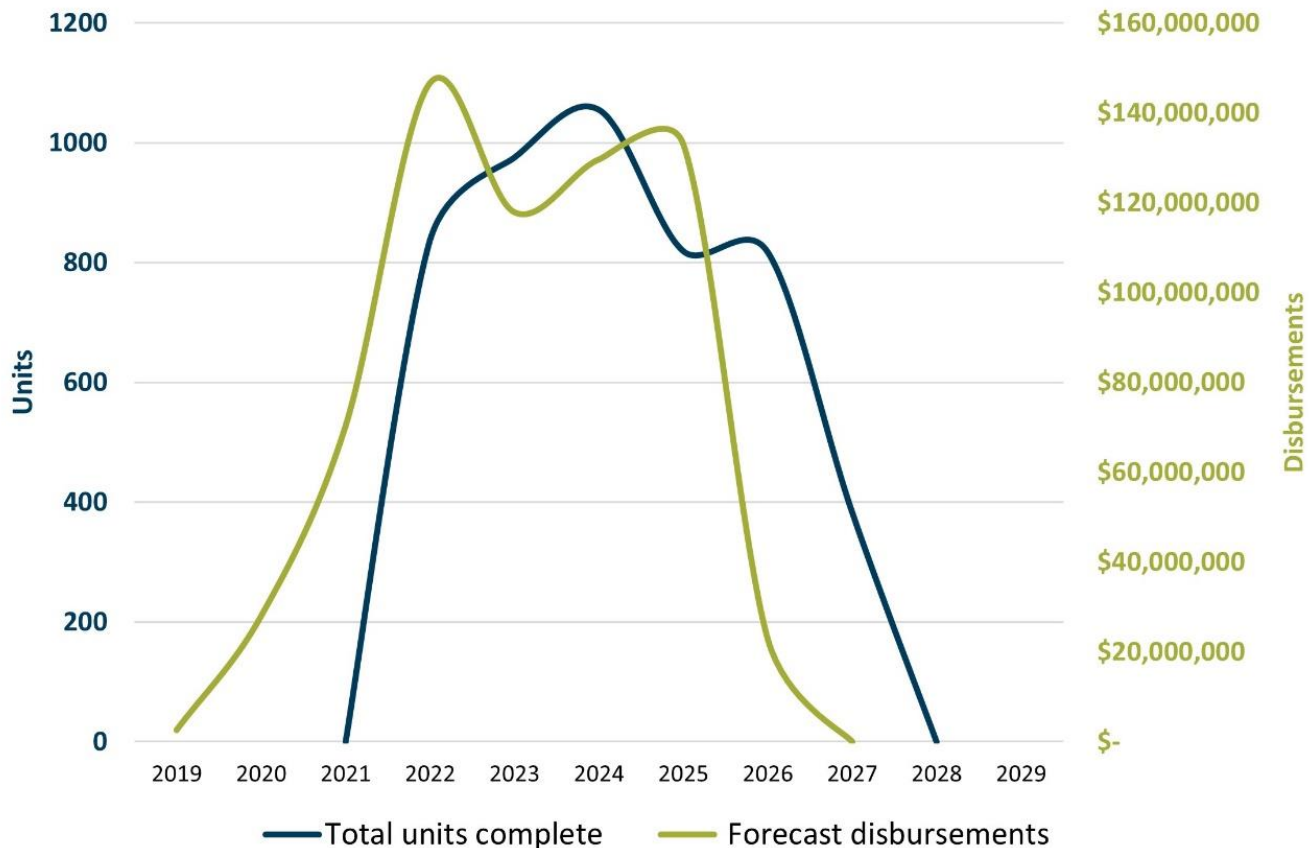
Housing production progress: forecasted

● complete ● under construction ● pre-construction ● forecasted



The program is projected to achieve approximately 120% of its original production target, providing housing for 9,000 to 15,000 people.

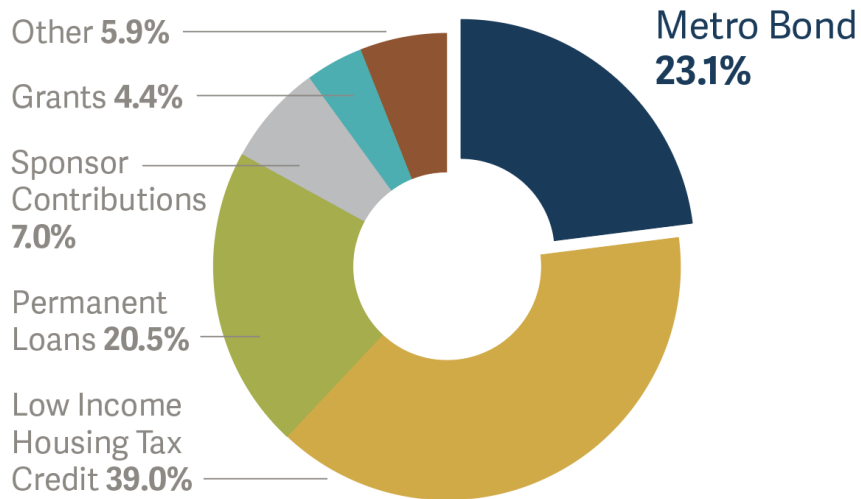
Pipeline forecasting



All remaining funds will be committed by 2024. Final projects are expected to break ground by 2026 and be complete by 2028.

Investing in our communities

Project funding sources



Total leveraged funds **76.9%**

Economic impact:

\$2.2 billion investment to date: 77% is leveraged

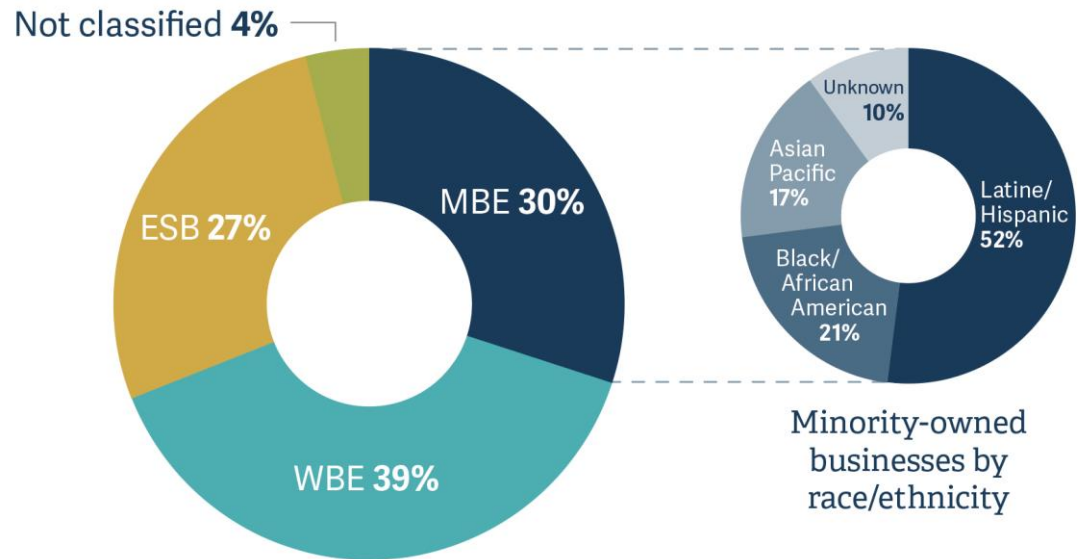
3,203 construction related jobs created

17% of construction contract funds paid to COBID certified MWESB firms

Equitable contracting outcomes

COBID-certified MWESB firms have been paid **\$39.6 million** in contracts, representing **17%** of total construction costs.

Payments to COBID-certified firms by firm type



Service-Disabled Veteran businesses (5%) are included under other categories

oregonmetro.gov



Home Forward Board of Commissioners
February 2024

RESOLUTIONS



MEMORANDUM

To: Board of Commissioners

Date: February 20, 2024

From: Aimee Smith
Director, Human Resources
503.802.8529

Subject: Authorize Building Trades Council
Collective Bargaining Agreement –
Ratification for 2024-2026
Resolution 24-02-03

The Board of Commissioners is requested to approve Resolution 24-02-03 ratifying the collective bargaining agreement between Home Forward and the Building Trades Council. The Building Trades Council is a coalition of unions representing: International Brotherhood of Electrical Workers, International Union of Painter and Allied Trades, United Association of Plumbers and Pipefitters, Laborers' International Union of North America, and the International Union of Operating Engineers.

BACKGROUND

The prior agreement concluded December 31, 2023. Negotiations began in November of 2023 and concluded in January of 2024. This has been a standard 3-year cycle for this collective bargaining agreement.

OVERVIEW

On January 30, 2024, Home Forward and the Building Trades Council reached a tentative agreement on a successor labor contract which expired on December 31, 2023. This bargaining cycle brought forth an opportunity to bridge new relationships, create unity among the various trades, and increase representation in the process. The three-year agreement includes the implementation of a living wage, the merging of two different wage structures, and a process to offer internal skill building. Reaching this agreement would not have been possible if not for our union partners, employee participants, compensation analysts, and management leadership.

During this contract cycle we implemented:

- A unified wage schedule encompassing equitable pay across all staff.
- A living wage.
- Increased access to uniforms and gear for our team members working in environments with waste and blood borne pathogens.
- New structure to facilitate movement between trades groups to allow for skill development.
- Disaster and Emergency supports for continuation of wages when large scale disasters occur.

A new wage schedule was created using Home Forward's living wage as a base line for our amazing Maintenance Generalists who maintain our properties.

We memorialized benefits that had been created over the course of our Home Forward Reimagined work into contract language as well as shortened the probationary period to better align with market standards.

The Building Trades Council concluded their voting process as of Tuesday, February 13th and had one of their highest turnouts for participation in some time. There was overwhelming support to ratify this contract from our staff.

CONCLUSION

The Board of Commissioners is requested to approve Resolution 24-02-03 ratifying the collective bargaining agreement between Home Forward and the Building Trades Council for the current period through December 31, 2026.



RESOLUTION 24-02-03

RESOLUTION 24-02-03 AUTHORIZES THE RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN HOME FORWARD AND THE BUILDING TRADES COUNCIL (BTC).

WHEREAS, it is the policy of Home Forward to recognize the right of its employees to enter into a collective bargaining agreement under the Public Employees Collective Bargaining Act to govern their wages, hours and working conditions; and

WHEREAS, the current collective bargaining agreement expired as of December 31, 2023 and successive contract negotiations were held between Home Forward and BTC; and

WHEREAS, the duly authorized representatives of Home Forward have met in negotiations meetings with representatives of the BTC; and

WHEREAS, the representatives of Home Forward and the BTC reached a tentative agreement on the collective bargaining agreement for 2024 through 2026.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners approved the ratification of the tentative agreement between Home Forward and the BTC.

ADOPTED: FEBRUARY 20, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 12/01/23 - 01/31/24**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

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

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3254	0	Shred-It	\$ 972.00	Document shredding at Dekum	Property Management	12/22/2023	11/30/2024
C3279	0	Equity Hub	\$ 3,312.00	BidLocker - online proposal/bid submission tool	Procurement	1/8/2024	11/30/2024
C3270	0	Performance Systems Integration (PSI)	\$ 9,356.80	Annual fire safety service for SCC	Property Management	1/16/2024	12/31/2024
C3286	0	Diana's Cleaning Professional Services	\$ 39,200.00	Weekly cleaning services at BCC	Property Management	1/26/2024	6/30/2024
Subtotal			\$ 52,840.80				4

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3255	0	CSG Advisors, Inc.	\$ 15,000.00	Troutdale Apts - finance consulting	DCR	12/1/2023	6/30/2024
C3256	0	CSG Advisors, Inc.	\$ 15,000.00	Peaceful villa financial consulting	DCR	12/5/2023	12/31/2024
C3260	0	Trash for Peace	\$ 31,350.00	Youth services at New Columbia	Community Services	12/11/2023	12/31/2024
C3257	0	Tactical Training Academy LLC	\$ 49,750.00	Safety assessments and trainings	IFS	12/12/2023	6/1/2024
C3263	0	Pegasus Moving & Cleaning	\$ 465,504.00	Housekeeping services for CHSP; Rule 46-0340	Community Services	12/18/2023	12/31/2024

C3258	0	Save First Financial Wellness	\$ 10,834.00	Financial Education and Credit Counseling for GOALS participants	Community Services	12/20/2023	12/31/2024
C3262	0	Salomee Souag	\$ 20,094.00	Murals for 3000 Powell	DCR	12/21/2023	5/30/2024
C3261	0	Meals on Wheels People	\$ 29,120.00	Provides 70 meals per week at BCC	Community Services	12/21/2023	12/31/2024
C3267	0	Trash for Peace	\$ 18,963.00	Youth engagement at Rockwood Station/Landing, Madrona, and Fairview Oaks/Woods	Community Services	12/21/2023	12/31/2024
C3272	0	Khalid el-Hakim Enterprises	\$ 3,500.00	The Black History 101 Mobile Museum's Music of the Movement Exhibit	Executive	12/26/2023	2/29/2024
C3266	0	PDX Nutrition Services	\$ 568,481.83	Meal services for CHSP; Rule 46-0340	Community Services	1/3/2024	12/31/2024
C3275	0	Neighborhood Partnerships Inc.	\$ 49,999.00	Resident engagement project	Executive	1/8/2024	9/1/2024
C3265	0	Amanda Morris	\$ 34,214.00	Monthly foot care clinics at 15 Home Forward properties	Community Services	1/9/2024	12/31/2024
C3274	0	Kantor Taylor PC	\$ 960,000.00	Low Income Housing Tax Credit and general real estate and development legal services; Rule 46-0340	DCR	1/9/2024	12/25/2028
C3282	0	Model Integrity LLC	\$ 10,000.00	Facilitation of meetings to evaluate the Unthank Plaza fire and the 2023 AC Project	IFS	1/9/2024	2/29/2024
C3268	0	Trash for Peace	\$ 41,478.00	Youth engagement at the Ellington	Community Services	1/11/2024	12/31/2024
C3269	0	Human Solutions DBA Our Just Future	\$ 42,414.00	Resident services at Gateway Park, Sequoia Square, and Multnomah Manor	Community Services	1/11/2024	12/31/2024
C3276	0	Impact Northwest	\$ 303,562.84	Case Management services for CHSP Buildings; Rule 46-0340	Community Services	1/11/2024	12/31/2024
C3281	0	Kara Sigua Consulting	\$ 10,000.00	Transformational coaching and mentorship to individuals, groups, and teams	Executive	1/11/2024	12/31/2024
C3280	0	Cuenta Conmigo LLC	\$ 38,150.00	Design and facilitate an intensive learning group	Executive	1/16/2024	9/30/2024
C3284	0	Pegasus Moving & Cleaning	\$ 15,000.00	On-call housekeeping for BCC	Community Services	1/18/2024	6/30/2024
C3273	0	Ballard Spahr LLP	\$ 800,000.00	HUD related legal services; Rule 46-0340	DCR	1/26/2024	12/25/2028
C3288	0	Background Investigations, inc	\$ 50,000.00	Background screening of all applicants at Home Forward	Property Management	1/30/2024	1/31/2027
Subtotal			\$ 3,582,414.67				23

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3259	0	Central Geotechnical Services, LLC	\$ 45,000.00	Geotechnical Engineering Services required during Construction phase of Killingsworth Housing.	DCR	12/11/2023	12/31/2025
Total			\$ 45,000.00				1

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2109	14	Holst Architecture	\$ 1,046.00	Powell A&E scope amendment	DCR	12/6/2023	4/30/2024
C2109	13	Holst Architecture	\$ 40,000.00	Powell A&E scope amendment	DCR	12/11/2023	4/30/2024
C2445	7	Lever Architects	\$ 8,000.00	Dekum court architect additional services	DCR	12/13/2023	6/30/2025
C2965	3	LMC, Inc.	\$ 70,000.00	Pre-Construction Services for Peaceful Villa; amended to add additional services	DCR	12/13/2023	7/31/2024
C2919	14	Walsh Construction Co.	\$ 235,545.00	Fairfield Design-Build CO #07	DCR	12/14/2023	12/31/2024
C2976	12	Walsh Construction Co.	\$ 13,699.00	Grace Peck CO #07	DCR	12/19/2023	12/31/2024
C2957	1	TRC Environmental Corporation	\$ 2,950.00	Grace Peck supplemental testing and contract extension	DCR	12/21/2023	12/31/2024
C2662	3	Trash for Peace	\$ 7,416.00	Resident support and services for Clackamas County; amended to extend contract	Community Services	12/21/2023	12/31/2024
C3094	2	Trash for Peace	\$ 19,474.00	Youth services coordination at property grouping GGMS; amended to extend contract	Community Services	12/21/2023	12/31/2024
C3235	2	Alpha Environmental Services	\$ 4,700.00	Excavate and replace sewer line at Clark Center; amended to add scope	Asset Mgmt	12/26/2023	1/20/2024
C3182	1	Cuenta Conmigo LLC	\$ 525.00	Resident engagement and leadership trainings; amended to extend contract	Community Services	1/2/2024	12/31/2024
C2436	3	John Keating	\$ -	On- call grant writing, consultation, and fund development; amended to extend contract	Community Services	1/5/2024	12/31/2024
C3026	8	Bacharach Construction LLC	\$ -	Celilo court project schedule change	DCR	1/5/2024	3/31/2024
C2580	4	Oregon Patrol Service	\$ 64,726.00	Security Services at Floresta, Powellhurst, Tillicum North, Tillicum South, Hunter's Run, Harold Lee Village, Townhouse Terrace, Demar Downs; amended to add funds to cover coverage	Property Management	1/8/2024	12/31/2024

C2943	3	Home Instead	\$ 167,784.00	Housekeeping and personal care services for the CHSP program; amended to extend contract	Community Services	1/8/2024	12/31/2024
C2954	2	Day One Tech	\$ 8,912.00	Educational support, STEM activities, and summer programming; amended to extend contract	Community Services	1/8/2024	12/31/2024
C3159	1	Prime Legacy	\$ 29,204.53	Schrunk adding prevailing wages	Property Management	1/8/2024	2/28/2024
C2271	12	Colas Construction	\$ 88,965.73	Powell CO #12	DCR	1/9/2024	4/30/2024
C2820	1	CSG Advisors, Inc.	\$ -	Extending contract duration	DCR	1/9/2024	12/31/2024
C3117	1	Michelle Mellon	\$ -	Produce messaging and brand material for Community Services; amended to extend contract	Executive	1/9/2024	6/1/2025
C3161	1	Lift Urban Portland	\$ 20,000.00	Monthly food boxes for high rise properties downtown; amended to extend contract	Community Services	1/9/2024	12/31/2024
C2976	13	Walsh Construction Co.	\$ 226,949.00	Grace Peck CO #08	DCR	1/10/2024	12/31/2024
C3249	1	Snugs Services	\$ 200,000.00	Snow/Ice Removal Services; amended to add funds	Property Management	1/16/2024	11/15/2024
C2502	3	Snugs Services	\$ 100,000.00	On-Call Outdoor Maintenance Services; amended to add funds	Property Management	1/19/2024	4/5/2025
C3147	1	Diana's Cleaning Professional Services	\$ 180,000.00	Custodial services at NMW; amended to extend contract	IFS	1/25/2024	3/31/2026
C2969	2	NW Enforcement	\$ 18,112.50	Security at NMW; amended to extend contract	IFSS	1/26/2024	12/31/2024
C2997	1	Environmental Works	\$ 200,000.00	On-call radon testing; amended to extend contract	Property Management	1/30/2024	12/31/2025
C2964	7	Bora Architecture Inc	\$ 40,957.00	Design services for Peaceful Villa; amended to increase scope of work	DCR	1/31/2024	6/30/2026
Subtotal			\$ 1,748,965.76				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			\$ 5,429,221.23				56

**Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
6-Month Look Ahead - February 2024**

Estimated Contract Amount	Description	Dept.	Solicitation Period
TBD	Civic Station Housing A&E	DCR	In progress
TBD	Civic Station Housing CM/GC	DCR	In progress
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	2024
\$1.650 million	A&E for N. Maryland	DCR	2024
\$13.2 million	CM/GC for N. Maryland	DCR	2024
TBD	Townhouse Terrace Construction Project	DCR	Late 2024
TBD	Slavin Court Construction Project	DCR	Early 2025
TBD	On-call Painting Services	IFS	TBD
\$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