

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on

Tuesday, May 20, 2025

At 5:30 pm

Zoom Link Here:

[https://homeforward.zoom.us/j/83607961326?pwd=NRfYKa9kivne  
VICuCoW1ySPWqoNCEg.1](https://homeforward.zoom.us/j/83607961326?pwd=NRfYKa9kivneVICuCoW1ySPWqoNCEg.1)



**MEMORANDUM**

To: Community Partners

Date: May 13, 2025

From: Ivory N. Mathews, Chief Executive  
Officer

Subject: Home Forward Board of  
Commissioners May  
Meeting

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The Board of Commissioners of Home Forward will meet on Tuesday, May 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/83607961326?pwd=NRfYKa9kivneVICuCoW1ySPWqoNC>  
[Eg.1](#)

The commission meeting is open to the public.

# AGENDA



## BOARD OF COMMISSIONERS MEETING

HOME FORWARD  
135 SW ASH STREET  
PORTLAND, OREGON  
VIA ZOOM

<https://homeforward.zoom.us/j/83607961326?pwd=NRfYKa9kivneVICuCoW1ySPWqoNCEg.>

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MAY 20, 2025, 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 April 15, 2025 Board of Commissioners Virtual Meeting

#### REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
25-05	Topic	Presenter/POC	Phone #
01	Authorize Changes to Chapters 6 and 12 of the Administrative Plan and Admissions and Continuing Occupancy Policy (ACOP)	Terren Wing	503.802.8458
REPORT	Resident and Participant Power Sharing, Listening, Outcomes	Biljana Jesic	503.280.3741

## **THE NEXT MEETING OF THE BOARD OF COMMISSIONERS**

Home Forward 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 if the situation changes.

The Board Work Sessions are quarterly with an upcoming work session to be determined. The next Board of Commissioners meeting will be Tuesday, June 17, 2025 at 5:30 PM.

## **EXECUTIVE SESSION**

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

## **ADJOURN**

# MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING  
HOME FORWARD  
HELD VIRTUALLY  
135 SW Ash Street Portland, OR 97204  
April 15, 2025

**COMMISSIONERS PRESENT**

Chair Matthew Gebhardt, Vice Chair Jenny Kim, Treasurer Jessy Ledesma,  
Commissioners TomiRene Hettman, Shannon Olive, Breann Preston

**STAFF PRESENT**

Juhi Aggarwal, Elise Anderson, April Berg, Ian Davie, Christina Dirks, Juli Garvey, Carolina Gomez, Biljana Jesic, Jessica Karam, Ida Kiros, Kitty Miller, Jimmy Rattanasouk, Brian Rutzen, Kandy Sage, Amanda Saul, Hannah Schmalz, Shannon Schmidt, 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 5:31 PM.

Chair Gebhardt acknowledged a successful first day for the waitlist. Jimmy Rattanasouk, Director Housing Choice Vouchers, reported that 8657 applications were received and 1800 phone calls. It was a momentous day and recognizing the collaboration between Rent Assistance and Property Management. Chair Gebhardt said the numbers are sobering and reflect the amount of need in our community. He was appreciative for the tremendous effort by many to pull this together.

Cathy Millis, resident at Dahlke Manor, was happy to be at the meeting. She expressed frustration towards a fellow resident that led to a recent confrontation. He is combative and threatening towards the residents and is continually pulling the fire alarm at all hours. She has spoken with Property Management Director Elise Anderson to share her concerns.

This unstable behavior affects the whole building and like her, many residents feel they are held hostage trying to avoid him. She would like to be informed when these concerns are addressed, although recognized management can't always report on their efforts.

Chair Matthew Gebhardt acknowledged the frustrating situation and challenges. Knowing the situation is complicated, he is confident that staff are working to find the support for this individual and her fellow residents. He thanked Millis for attending and hopes to see her next month.

Gail Hayes, resident at Sellwood Center, returned a third time to advocate the need for 24/7 security. She reported there is a security guard from 7PM to 3AM. She thanked Home Forward and said this has helped. Unfortunately, once the shift ends, by 3:10 the homeless and their dogs are back inside. Hayes gave examples of daytime berating of residents for not allowing a homeless person into the building. Some situations have elevated to requiring a 911 call.

Hayes is trying to understand how Moving To Work and possibly other philanthropic funds can be prioritized to address these types of concerns. She noted that many of the problems stem from a younger population. Hayes asked if the admissions criteria could be changed to seniors only. She doesn't want to lose sight of the need for 24/7 security, quoting Home Forward's mission statement "we believe in our mission of creating . . . services that support quality of life." This request would support the mission. In closing, she urged pause and consideration for the quality of life at Sellwood Center. Adding, how would you feel if it was happening outside your front door.

Chair Matthew Gebhardt thanked Hayes for sharing the latest information. As previously stated, staff continue to make this a priority.

Matt Goodman, Vice President, Downtown Development Group and West Security Systems, expressed concern with Home Forward's lack of participation in neighborhood engagement related to Rosenbaum Plaza. Goodman finds the absence of attention to the building exterior such as maintenance to windows, defaced facade and garbage. Recognizing there is a need for housing, there have been efforts to engage Home Forward but have not received a response. The surrounding neighbors are focused on the streetscape and would like to see the same for Rosenbaum. Goodman is speaking tonight as a last-ditch effort for a dialogue.



Chair Matthew Gebhardt thanked Goodman for sharing his perspective and said we do want to work with our neighbors in a collaborative way. He is encouraged that together the desire to solve the complicated challenges and trusts our staff to be collaborative. Goodman welcomes working with Home Forward but has yet been contacted. Chair Gebhardt said the leadership is listening.

Alix Nathan, owner of the Mark Spencer Hotel, presented public comment. As a property owner and neighbor to the Fairfield Apartments, he expressed how acute their situation is and the compounding factors around the Fairfield. He thanked Juli Garvey, Director of Asset Management, for her recent engagement. Nathan painted an unsavory picture of activities surrounding the property since the remodel's completion and feels it is fostering a negative environment for the neighborhood. He would like to engage with Home Forward to look at available security options. He suggested regular walks around the property by management to help curtail the drug activities surrounding the premises and in the building alcove especially at night. He expressed frustration connecting with the building management. The Fairfield is in a drug zone which is also taking place across the street at the Joyce. Nathan thanked the board for the opportunity to speak and encouraged a partnership to resolve drug activities in this active pedestrian corridor.

Chair Matthew Gebhardt appreciated hearing from Nathan and in particular his willingness to work together. As a fellow downtown resident, he understands the complicated circumstances he described. We want to be positive partners and will continue to work on this situation.

Charles Roberston, community builder and resident at New Columbia asked for support from Home Forward to form a communications committee at New Columbia. Considering the formation of a new Tenant Advisory Committee, New Columbia is unique relative to its size. Having their own TAC, would provide involvement from all residents, homeowners and renters, with an opportunity of collaboration and hearing their desires and concerns. He feels this is an important piece and could be a unique steppingstone for future endeavors,

Chair Matthew Gebhardt appreciated Roberson's thoughtful idea and said residents who build their community like Robertson are important. Staff hear you and can add your thoughts and ideas.

In wrapping up public comments, Chair Gebhardt thanked everyone who provided input saying this is an important channel for the board of commissioners.

## MEETING MINUTES

### Minutes of the March 18, 2025 Board of Commissioners Virtual Meeting

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the March 18, 2025 Board of Commissioners Virtual Meeting.

There being no discussion, Commissioner Breann Preston moved to approve the meeting minutes. Treasurer Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye  
Vice Chair Jenny Kim—Abstained  
Treasurer Jessy Ledesma—Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Shannon Olive—Aye  
Commissioner Breann Preston—Aye

## CONSENT CALENDAR

### Resolution 25-04-01 Authorize Dekum Court County Bond Extension

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 25-04-01. Vice Chair Jenny Kim moved to adopt Resolution 25-04-01. Treasurer Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye  
Vice Chair Jenny Kim—Aye  
Treasurer Jessy Ledesma—Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Shannon Olive—Aye  
Commissioner Breann Preston—Aye

## RESOLUTIONS

### Resolution 25-04-02 Authorize Naming Recommendation for Troutdale Development

Amanda Saul, Assistant Director Development presented the resolution authorizing the naming of York Terrace. Saul introduced Ida Kiros, Development Coordinator who assisted in facilitating the naming committee. The committee consisted of staff, board and community members from the City of Troutdale. Names were considered from a previous project by a volunteer member of the Oregon Black Pioneers, as well as names from Home Forward research. The naming committee recommended York for his significant

contributions to the Lewis and Clark Expedition and the historical gaps in recognizing his unprecedented achievements and pivotal role in the overland expedition. York was the first African American man to reach the Pacific Ocean coast of North America during the expedition. Troutdale is recognized as the gateway to the Columbia River Gorge. The expedition solely recognizes the accomplishments of Lewis and Clark without mentioning York. As Home Forward's first housing community in Troutdale, it is time to honor York's contribution and largely untold history. With completion planned for December, we can now move forward with signage reflecting York's name.

Vice Chair Jenny Kim was pleased we are honoring those who haven't been recognized in our history. Troutdale seems to have some who went through adversity and appreciated acknowledging York. Commissioner Breann Preston said it is a wonderful name. Growing up in the Northwest she never heard this story and congratulated the selection. Saul recognized the team effort.

Chair Matthew Gebhardt thanked everyone involved for their work on the Troutdale project and the name York Terrace. He shares the sentiments of fellow commissioners and for the naming policy that provides an opportunity to elevate people such as York.

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 25-04-02. Treasurer Jessy Ledesma moved to adopt Resolution 25-04-02. Vice Chair Jenny Kim seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—Aye

Treasurer Jessy Ledesma—Aye

Commissioner TomiRene Hettman—Aye

Commissioner Shannon Olive—Aye

Commissioner Breann Preston—Aye

#### **REPORT: Regional Long-Term Rent Assistance Program Update**

Ian Slingerland, Director of Homeless Initiatives, kicked off the report and introduced Housing Program Supervisor Hannah Schmalz and Erin Goldwater, Senior Program Specialist Joint Office of Homeless Services and operational leadership of this program.

Sharing a power point, Schmalz began with an overview of the Regional Long-Term Rent Assistance Program (RLRA). She explained the rental assistance for tenant-based or

project-based households and the eligibility criteria. Schmalz walked through how the resources are accessed, primarily through Multnomah County's coordinated access systems. She also described some other systems of care with outside providers. Schmalz spoke to the population served and the priority addressing racial disparities in housing and homeless services. Notably, 97% of RLRA households are at less than 30% of the area median income. Moving onto the scale of the program by the numbers and turning the presentation over to Erin Goldwater.

Goldwater spoke about the expansion of permanent supportive housing (PSH) with the bulk of RLRA supporting PSH. She talked about the alignment between Multnomah County and the City of Portland to create 2000 new PSH opportunities and proactive outreach to non-profit agencies. Goldwater called attention to the latest PSH expansion opportunity at the Cesar Apartments. She shared a graphic of service providers that were chosen through a NOFA. Additionally, providers that offer services to domestic violence survivors. Goldwater described the case management services and flexible client assistance. There was a robust campaign to support the providers with an initial meeting bringing everyone together, a quarterly RLRA refresher and participant orientations with other ongoing opportunities. Goldwater said landlord support and engagement is a critical piece and described the investments made in the program. In closing, she shared a quote from RLRA participant Eric on his life changing impact to now being in stable housing.

Treasurer Jessy Ledesma said it was an excellent report and appreciated the background on the external processes. Chair Matthew Gebhardt agreed. Hearing these reports grew from a request to have a better understanding of program details. He appreciated highlights of the work that has been done and the refined details. Commissioner Breann Preston appreciated the information and asked if a team of 6-7 is a typical ratio and adequate capacity. Schmalz acknowledged there are six Home Forward staff. Director Ian Slingerland said that Rent Assistant Specialties are supporting the services component. With so many partners, and varying inner workings, we are adding someone that can help navigate.

In response to Commissioner Preston's question regarding program participants and processes among the partners to do better, Erin Goldwater said there is a quarterly workplan and using this information they plan to dive into more detail to understand the trends. They are also in an early stage of surveying landlords to understand who they are. Director Slingerland added they meet monthly with providers and problem solve to help identify where people aren't successful.

Commissioner Preston thanked the team for their great work. Chair Gebhardt hoped we can find ways to share this excellent work to build on the positives, reinforce the value of the program and maintain support. Gebhardt thanked Goldwater, Schmalz and Slingerland and their teams for making a successful program.

### **REPORT: State of the Portfolio**

Elise Anderson, Director of Property Management, and Juli Garvey, Director of Asset Management, co-presented the report. Anderson kicked things off with the purpose and an introduction to their power point presentation. Garvey shared a map of Home Forward properties by portfolio within Multnomah County. Anderson shared a graphic identifying the average area median income of Home Forward households and Garvey highlighted property types. Anderson gave an overview of each property type that includes tax credit/RAD or Section 18, and public housing. Garvey presented an overview of affordable/RAD and leased portfolio. Since 2015, Anderson reported we have converted over 2000 units at 33 properties from public housing to project-based assistance with low-income housing tax credits. In 2026 Holgate House, Ruth Haefner and Peaceful Villa will convert.

Next up was a look at Asset Management and Property Management. Director Anderson explained the difference between the departments as well as their combined roles. Director Garvey walked through the Asset Management functions describing their long-term portfolio planning and goals. Anderson described the day-to-day operations, leasing activities. She also talked about the combined roles and the complexities that go with that.

Pausing from the presentation there was an opportunity for questions with Vice Chair Kim asking if there were lessons learned from the RAD conversions. As we prepare for work at Ruth Haefner and Holgate House, Anderson responded that we have put into place measures in areas that impact residents. This includes being more thoughtful around relocation, required paperwork, resident interviews and tracking moving pieces. Garvey said from a financial lens, we are keeping an eye on rent levels to assure we can cover incremental operating expenses.

Director Anderson presented Property Management which consists of 43 properties and 2483 units. She gave an overview of central department positions/functions and the site teams. In highlighting the staff and resident demographics, Anderson said it is important for residents to see someone like them and described the mission-based philosophy within the department.

Director Garvey said Asset Management is a small but mighty department and described her team, the portfolio value, size and average team tenure. Within Asset Management, we manage three properties for the Portland Housing Bureau. Garvey provided some historic background of the department and its finance focused approach. Today includes all of that and a much more operational focus that comprises a partnership with Property Management which she described. In summary, Garvey spoke to the department's performance and analysis cycle: establishing performance goals, communicating goals and setting benchmarks, analyzing performance review and actions plans based on the results of the goals and benchmarks.

Anderson reviewed the list of what is expected with acquisitions, development and rehabs in the pipeline. It is a robust list that could be compounded by industry wide challenges which include increased operating expenses, reduced property management capacity, a greater need for resident services and supports, higher resident accounts receivable and non-payment of rent delays, as well as a soft rental market.

Garvey painted a picture of the portfolio performance and reviewed budgeted projections. Presenting an outlook with a focus on what is working, a diverse portfolio, majority of units with rental subsidy, stability in site staffing, an increase in occupancy and captive insurance. Garvey highlighted state legislative action in response to preservation advocacy and insurance, with insurance being a pressure point.

Treasurer Jessy Ledesma appreciated the helpfulness of the report, and understanding of the strong portfolio. She asked about the pipeline and if we are targeting property type, number of units. Anderson said we are opportunistic as we explore what is out there to develop more public housing and would focus on larger properties.

From an asset management perspective, in utopia, Garvey said it would be a property with no debt and 100% rent subsidy. Peaceful Villa, Section 18 and a Faircloth to RAD example, going from 70 to 166 units fully subsidized, were touched on.

Director Anderson responded to Commissioner Preston's question whether the forecast baseline assumptions would affect buildings being converted. Anderson described the RAD process and with the later conversion higher rents were added.

Chair Gebhardt was pleased to see the successes, competitive wages and the benefit of retaining quality staff. Anderson adding that the GOALS internship program has been a valuable way to add property management staff and in exploring ways to work around the

difficulty of remote training. Garvey spoke to the third-party management companies and our mission driven approach and a focus on support for their staff.

On a Federal level, Chair Gebhardt was curious if there are specific concerns affecting their work around performance, portfolio support and the insurance captive. He also appreciated the creative ideas.

On a local level Director Garvey said we are seeing good movement and welcome the advocacy from partners for additional funds to maintain consistent on-site staff. The state senate bills are good news. She deferred Terren Wing, Policy Director, regarding a federal update. Wing said there is a lot we are monitoring and happy to provide a briefing later.

In closing, Chair Gebhardt thanked staff for the valuable and important information shared and the highlights of the wonderful work being done by staff. It reflects solid work in a tough environment.

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 7:42 PM.

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

**ADOPTED: MAY 20, 2025**

**Attest:**

**Home Forward:**

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Ivory N. Mathews, Secretary

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Matthew Gebhardt, Chair

# RESOLUTIONS





MEMORANDUM

To: Board of Commissioners

Date: May 20, 2025

From: Terren Wing  
Director, Strategy & Federal Policy  
503.802.8370

Subject: Authorize Changes to Chapters 6  
and 12 of the Administrative Plan  
and Admissions and Continuing  
Occupancy Policy (ACOP)  
Resolution 25-05-01

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The Board of Commissioners is requested to authorize changes to Home Forward's Administrative Plan and Admissions and Continuing Occupancy Policy (ACOP). The Administrative Plan is the programmatic policy document for our Rent Assistance program, which serves over 16,000 households. The ACOP is the programmatic policy document for our public housing program, which serves fewer than 400 households. The changes requested are to Chapters 6 and 12 of the Administrative Plan and in one section of the ACOP.

These changes are needed to document how Home Forward will implement a recently approved Moving to Work flexibility, which allows us to exclude the value of a resident service stipend in excess of \$200 per month from the rent calculation. This approval was granted by HUD in Home Forward's most recently approved Fiscal Year 2025 Moving to Work Plan. The language added to Chapter 6 clarifies that the resident service stipend amount is \$300 per month. Parallel language was added to the relevant section of the ACOP.

The changes to Chapter 12 are to remove outdated references since federal regulations have since changed.

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

## DETAILED OVERVIEW - ADMINISTRATIVE PLAN CHANGES

Home Forward is proposing the following changes to the Administrative Plan.

Chapter 6: Income and Subsidy Determinations	
Current policy	Amended policy
<ul style="list-style-type: none"><li>○ “Introduction” header missing</li><li>○ “Projecting Income” section header included in Chapter in error</li><li>○ Amounts received under a resident service stipend that does not exceed \$200 per month are not included in annual income</li><li>○ “Lump Sum Payments” section outlines treatment of delayed start periodic payments</li></ul>	<ul style="list-style-type: none"><li>○ Added “Introduction” header (page 6-1)</li><li>○ “Project Income” header struck (page 6-9)</li><li>○ Amounts received under a resident service stipend that does not exceed \$300 per month are not included in annual income (page 6-12 and 6-13)</li><li>○ Added language to clarify that these lump sum payments are to be excluded from annual income (page 6-27)</li></ul>

Redline changes in Chapter 6 are detailed below.

Section 8 Administrative Plan

### Chapter 6

#### INCOME AND SUBSIDY DETERMINATIONS

[24 CFR Part 5, Subparts E and F; 24 CFR 982]

##### INTRODUCTION

- A family’s income determines eligibility for assistance and is also used to calculate the family’s payment and the PHA’s subsidy. The PHA will use the policies and methods described in this chapter to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. This chapter describes HUD regulations and PHA policies related to these topics in three parts as follows:

##### ***Consideration of Interim Hardship***

The family may present information that documents that implementing a change before its effective date would create a hardship for the family. In such cases the PHA will calculate annual income using current circumstances and then require an interim reexamination when the change actually occurs. This requirement will be imposed even if the PHA’s policy on reexaminations does not require interim reexaminations for other types of changes. Tracking and supervisory approval will be required for these hardship interim requests.

##### **Projecting Income**

### ***Resident Service Stipend [24 CFR 5.609(b)(12)(iii)]***

Amounts received under a resident service stipend that ~~does~~ not exceed \$200 per month are not included in annual income. A resident service stipend is a modest amount received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.

#### **PHA Policy**

Home Forward follows its MTW Rent Reform activity to exclude from annual income the value of a resident service stipend that does not exceed \$300 per month. Home Forward does not provide a stipend for serving as a member of the PHA's governing board to ensure compliance with Oregon State law.

### **Lump-Sum Payments for the Delayed Start of a Periodic Payment**

Most lump sums received as a result of delays in processing periodic payments, such as unemployment or welfare assistance, are counted as income. However, deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts are to be excluded from annual income. [24 CFR 5.609(b)(16)].

Chapter 12: Termination of Assistance and Tenancy	
Current policy	Amended policy
<ul style="list-style-type: none"><li>○ Revocation of Consent policy outlines process for families to revoke consent and outcomes of choosing to revoke consent</li></ul>	<ul style="list-style-type: none"><li>○ Struck reference to outdated regulation and relocated language to more appropriate section of the Chapter (page 12-3 and 12-4)</li></ul>

Redline changes in Chapter 12 are detailed below.

~~Revocation of Consent [24 CFR 5.230(c)(5)(iii); ] and 24 CFR 5.232(c); 891.105; 891.410(g)(3)(ii); and 891.610(g)(3)(ii)]~~

#### **PHA Policy**

~~Families have the right to revoke consent by providing written notice to the PHA.~~

~~Revocation of consent or refusal to sign the consent forms prohibits the PHA from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.~~

~~Families will receive an explanation of the consequences that if they revoke consent, it will result in termination and denial of admission, and that the local HUD office will be notified of any family's revocation of consent.~~

**Revocation of Consent [24 CFR 5.230(c)(5)(iii) and 24 CFR 5.232(c)]**

**PHA Policy**

Families have the right to revoke consent by providing written notice to the PHA.

Revocation of consent or refusal to sign the consent forms prohibits the PHA from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.

Families will receive an explanation of the consequences that if they revoke consent, it will result in termination of assistance and denial of admission, and that the local HUD office will be notified of any family's revocation of consent.

**DETAILED OVERVIEW - ACOP CHANGES**

Home Forward is proposing the following changes to the ACOP.

Admissions and Continuing Occupancy Plan	
Current policy	Amended policy
o Amounts received under a resident service stipend that does not exceed \$200 per month are not included in annual income	o Amounts received under a resident service stipend that does not exceed \$300 per month are not included in annual income (page 6-8)

Redline changes in the ACOP are detailed below.

***Resident Service Stipend [24 CFR 5.609(b)(12)(iii)]***

Amounts received under a resident service stipend not to exceed ~~\$200~~ \$300 per month are not included in annual income. A resident service stipend is a modest amount received by a resident for performing a service for Home Forward, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination, ~~and serving as a member of the Home Forward's governing board~~. No resident may receive more than one such stipend during the same period of time.

Home Forward follows its MTW Rent Reform activity to exclude from annual income the value of a resident service stipend that does not exceed \$300 per month. Home Forward does not provide a stipend for serving as a member of the PHA's governing board to ensure compliance with Oregon State law.

**CONCLUSION**

Accordingly, staff request approval for changes to Chapters 6 and 12 of the Administrative Plan and in one section of the ACOP.

**ATTACHMENTS**

Given the redline excerpts provided above, full copies of the redline or blackline versions of each chapter and the ACOP are not attached but can be provided upon request.



## RESOLUTION 25-05-01

**RESOLUTION 25-05-01 AUTHORIZES HOME FORWARD STAFF TO AMEND CHAPTERS 6 AND 12 OF HOME FORWARD'S ADMINISTRATIVE PLAN AND ITS ADMISSIONS AND CONTINUING OCCUPANCY POLICY (ACOP)**

**WHEREAS**, the Department of Housing and Urban Development (HUD) permits a Public Housing Authority to amend and modify its Administrative Plan and Admissions and Continued Occupancy Policy with Board of Commissioners' approval; and

**WHEREAS**, on February 26, 2025, HUD approved Home Forward's FY 2025 Moving to Work (MTW) Plan; and

**WHEREAS**, that approved Plan includes a flexibility to allow Home Forward to exclude the value of a resident service stipend in excess of \$200 per month from the rent calculation; and

**WHEREAS**, Home Forward proposes amendments to Chapters 6 and 12 of the Administrative Plan and to one section of the ACOP to document how it will implement the approved flexibility granted in the FY 2025 MTW Plan; and

**WHEREAS**, from time to time, Home Forward reviews its programmatic policy documents to bring them into alignment with current policies, practices, statutes, and regulations; 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 Chapters 6 and 12 of the Administrative Plan and in one section of the ACOP as outlined in the May 20, 2025 Memorandum from Home Forward staff to the Board of Commissioners.

**ADOPTED: MAY 20, 2025**

Attest:

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Ivory N. Mathews, Secretary

Home Forward:

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Matthew Gebhardt, Chair

# STAFF REPORTS

**Procurement & Contracts Department**  
**MONTHLY CONTRACT REPORT**  
**Contracts Approved 3/01/25 - 04/30/25**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3547	0	Prime Legacy	\$304,873.00	Rebuilding storm damage at Floresta (Note: contract amount does not include 9.7% contingency)	DCR	3/11/2025	10/31/2025
C3589	0	Prime Legacy	\$62,200.00	Leak and mold remediation at Project Open Door	Property Management	3/17/2025	3/31/2025
C3599	0	Ainsworth Inc	\$11,000.00	Replace deteriorated section of Ruth Haefner Plaza sewer line	DCR	3/17/2025	12/31/2025
C3597	0	Finnmark Property Services	\$425,255.78	Reconstruction of damaged units at Sellwood Center	Property Management	4/17/2025	7/31/2025
C3624	0	A-Absolute Comfort Heating & Cooling Inc	\$110,358.00	Emergency water heater replacement at Dahlke	Property Management	4/21/2025	7/31/2025
<b>Subtotal</b>			<b>\$913,686.78</b>				<b>5</b>

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3587	0	Sparklean Corp	\$20,280.00	Cleaning services at Humboldt	Property Management	3/7/2025	12/31/2025
C3598	0	Jet Industries	\$2,656.00	Quarterly HVAC maintenance at Humboldt	Property Management	3/18/2025	3/10/2026
C3608	0	USA Mechanical	\$3,180.00	HVAC quarterly maintenance at 1604 SE Cesar Chavez	Property Management	3/31/2025	3/31/2026
C3607	0	Pono Security	\$15,680.00	Security at Sellwood Center	Property Management	4/2/2025	5/25/2025
C3610	0	NW Enforcement	\$21,900.00	Security at Cesar Apts	Property Management	4/4/2025	3/31/2026
C3613	0	Rosecity Builders Corporation	\$19,223.00	Interior and exterior window painting at NMW	IFS	4/15/2025	9/15/2025
C3611	0	EV United	\$42,459.00	Hardware and Software for EV Charger at Troutdale	DCR	4/17/2025	6/30/2025
C3615	0	Carbonell Cleaning Solutions	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027
C3616	0	Diana's Cleaning Professional Services	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027



C3618	0	Prime Legacy	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/17/2025	4/13/2027
C3619	0	Change Commercial Services	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/24/2025	4/13/2027
C3617	0	PDX Construction Group	\$150,000.00	Air conditioner installation, scheduling, and reporting	IFS	4/28/2025	4/13/2027
<b>Subtotal</b>			<b>\$875,378.00</b>				<b>12</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3580	0	Earth Advantage, Inc	\$28,500.00	Certification process for Gresham Civic Station	DCR	3/6/2025	6/1/2027
C3594	0	Bridget Calfee Consulting LLC	\$15,000.00	Leadership training; Leadership retreat	Community Services	3/7/2025	12/31/2025
C3596	0	Environmental Works	\$4,770.00	RRNC Passive Systems Assessment Dekum Cldgs C & D	DCR	3/7/2025	9/30/2025
C3590	0	JLD Cost Consulting	\$98,850.00	Cost estimating services for Broadway Corridor	DCR	3/11/2025	12/31/2026
C3595	0	PassinArt: A Theatre Company	\$33,920.00	Youth Summer Camps at New Columbia	Community Services	3/11/2025	8/30/2025
C3600	0	Stoel Rives LLP	\$650,000.00	On-call agency wide legal services	Executive	3/20/2025	12/31/2026
C3603	0	S. Brannon Consulting LLC	\$300,000.00	Yardi consulting and troubleshooting; Rule 46-0340	Executive	3/24/2025	12/31/2026
C3604	0	S. Brannon Consulting LLC	\$200,000.00	Rent Cafe Implementation; Rule 46-0340	Executive	3/24/2025	12/31/2026
C3605	0	Russ Baker	\$5,000.00	Tech Support for Waitlist Opening	Executive	3/25/2025	5/9/2025
C3601	0	Dudek	\$17,500.00	HUD ER for Holgate House	DCR	3/27/2025	3/31/2026
C3602	0	Dudek	\$18,500.00	HUD ER for Ruth Haefner	DCR	3/27/2025	3/31/2026
C3591	0	Cultivated Sense	\$5,000.00	On-call coaching and facilitating	T&OD	4/16/2025	2/25/2026
C3614	0	Girl Scouts of America	\$3,924.44	Youth program at SCC	Community Services	4/16/2025	6/30/2025
C3620	0	CBRE, Inc	\$6,800.00	Appraisal for Cesar Apts	DCR	4/16/2025	9/30/2025
C3623	0	Immigrant Refugee Community Organization (IRCO)	\$50,000.00	Interpreter and Translation Services for HF	Rent Assistance	4/17/2025	6/26/2028

C3625	0	Fair Housing Council of Oregon	\$750.00	Fair housing trainings	T&OD	4/24/2025	10/31/2025
C3628	0	Soluna Career Consulting	\$11,350.00	Worth It' curriculum development for Home Forward youth age 18-24, focus on finances, employment, education, and leadership	Community Services	4/28/2025	12/31/2025
C3593	0	KGT Consulting	\$5,000.00	On-call coaching and facilitating	T&OD	4/30/2025	2/25/2026
<b>Subtotal</b>			<b>\$1,454,864.44</b>				<b>18</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3578	0	VLMK Engineering + Design	\$15,000.00	Structural engineering and CA at Sequoia Square	DCR	3/11/2025	8/31/2025
C3609	0	Earth Advantage, Inc	\$75,500.00	Functional testing for 45L tax credits	DCR	4/3/2025	1/31/2027
C3622	0	Convergence Architecture	\$41,000.00	A&E services for Demolition project of the N Maryland Property.	DCR	4/18/2025	8/31/2025
C3627	0	KPFF	\$9,000.00	Support on DEQ annual report re: Water Pollution Control Permit	Asset Management	4/28/2025	9/30/2025
<b>Total</b>			<b>\$140,500.00</b>				<b>4</b>

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2515	3	Centric Elevator	\$1,952.00	Interim & preventative elevator maintenance at New Market West; amended to extend contract	DCR	3/3/2025	5/31/2025
C2857	11	Bremik Construction	\$53,097.00	Added scopes and increased labor	DCR	3/3/2025	12/29/2025
C3258	1	Save First Financial Wellness	\$10,000.00	Financial Education and Credit Counseling for GOALS participants; amended to extend contract	Community Services	3/3/2025	12/31/2025
C3582	1	Metro Access Control	\$4,032.00	Additional hardware and install	DCR	3/6/2025	9/30/2025
C3414	1	SunBelt Controls	\$40,798.00	Install DDC Controls at NMW; amendment to update scope	IFS	3/11/2025	6/30/2025
C3554	1	Walsh Construction	\$-	Updating insurance exhibit	DCR	3/11/2025	11/30/2026
C2868	21	Walsh Construction Co.	\$66,071.32	Dekum CO # 17	DCR	3/17/2025	9/30/2025

C3570	1	Harrity Tree Specialists Inc	\$11,840.00	Tree Planting and pruning at Sequoia Square Apartments	DCR	3/17/2025	7/31/2025
C2992	1	CSG Advisors, Inc.	\$-	Financial advisory for faircloth to RAD for Peaceful Villa; amended to extend contract	DCR	3/18/2025	12/31/2025
C3250	5	Holst Architects	\$157,500.00	Incorporating E202 into agreement; additional cost for structural scope re: mass timber	DCR	3/18/2025	5/1/2029
C3304	4	Baldwin General Contracting Inc	\$112,640.70	Sequoia square PCO 002, 012, 013, 014	DCR	3/18/2025	10/31/2025
C3380	1	Model Integrity LLC	\$-	Consulting for supervising staff; amended to extend contract	Talent & Organizational Development	3/19/2025	7/31/2025
C3251	6	Hacker Architects	\$-	Revising insurance requirements for civil subconsultant	DCR	3/20/2025	6/30/2027
C2418	7	Forensic Building Consultants	\$39,000.00	Sequoia square Additional Services Requested for Construction Administration	DCR	3/24/2025	12/2/2025
C3451	2	Idea Language Services LLC	\$-	Translating SharePoint and accompanying forms; amended to extend contract	T&OD	3/25/2025	4/30/2025
C2868	22	Walsh Construction Co.	\$85,606.05	Dekum CO #18	DCR	3/27/2025	9/30/2025
C3421	2	Eliminate Girl Hate	\$1,200.00	Career development for HF employees; amended to extend contract	Talent & Organizational Development	3/31/2025	9/1/2025
C3467	2	W.B. Wells & Associates, Inc	\$7,870.00	Adding permit requirements	DCR	4/1/2025	6/30/2029
C3154	2	Herrera's Photography	\$3,950.00	Virtual furniture staging of still image photographs for Dekum ct	DCR	4/3/2025	8/3/2025
C3556	1	PacificWRO	\$10,061.59	FF&E at Dekum	DCR	4/4/2025	8/8/2025
C3588	1	With The End In Mind LLC	\$1,600.00	Additional training sessions	Executive	4/4/2025	7/31/2025
C2448	10	O'Neill/Walsh Community Builders	\$85,358.87	Killingsworth CO #07	DCR	4/7/2025	7/31/2025
C2965	8	LMC, Inc.	\$103,007.03	Change orders 11, 12, 13, 15	DCR	4/7/2025	2/1/2027
C2410	5	Amanda Morris	\$1,200.00	Foot care clinic at BCC; amended to extend contract	Community Services	4/9/2025	6/30/2025
C2769	13	MWA Architects Inc	\$12,300.00	Additional structural and design services	DCR	4/9/2025	4/1/2026
C3026	13	Bacharach Construction LLC	\$13,115.44	City inspector requires south pedestrian gate to be adjusted, in order to get final approval.	DCR	4/14/2025	6/30/2025
C3492	1	Going Home II	\$-	Provide violence intervention and youth outreach services at New Columbia; amended to add time	Community Services	4/15/2025	8/31/2025
C3204	2	Austin Advocates With LLC	\$15,000.00	Data collection and analysis consulting; amended to extend contract	Executive	4/16/2025	6/1/2026
C3513	1	Novogradac & Company LLP	\$5,000.00	Additional work associated with completing a 50% test analysis, which was not a part of the original scope of work.	DCR	4/17/2025	12/31/2026

C3393	1	Birdee Media	\$12,500.00	Website administration, video production, graphic design; amended to extend contract	Executive	4/18/2025	12/31/2025
C3201	2	Forensic Building Consultants	\$4,400.00	Schiller Way permit add services	DCR	4/21/2025	12/31/2025
C3214	2	Air X LLC	\$7,201.00	St Francis HVAC Replacement CO#2 Replace Fire Smoke Dampers floors 2-7 & Heat Pump lineset relocation.	DCR	4/24/2025	5/30/2025
C3362	1	EVREN Northwest Inc.	\$20,969.61	Environmental Engineering Services at Peaceful Villa; amended to update scope	DCR	4/30/2025	4/1/2026
<b>Subtotal</b>			<b>\$887,270.61</b>				<b>33</b>

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Subtotal</b>			<b>\$0.00</b>				<b>0</b>
<b>Total</b>			<b>\$4,271,699.83</b>				<b>72</b>

**Procurement & Contracts Department**  
**FUTURE FORMAL PROCUREMENTS**  
**Look Ahead - May 2025**

Estimated Contract Amount	Description	Dept.	Solicitation Period
600k	Cesar Apartments Construction Project	DCR	May 2025
\$1.650 million	A&E for N. Maryland	DCR	Spring 2025
\$350k	Demolition at North Maryland	DCR	Spring 2025
\$13.2 million	CM/GC for N. Maryland	DCR	Spring 2025
500k	Goose Hollow Apts Renovations	DCR	Summer 2025
TBD	Townhouse Terrace Construction Project	DCR	Late 2025
TBD	Slavin Court Construction Project	DCR	Late 2025
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD
\$1 million	Rosenbaum Plaza Plumbing Repairs Phase 2/3	DCR	TBD