



homeforward

hope. access. potential.



Home Forward residents in Salem advocating for funding to preserve affordable housing in Oregon.

Board of Commissioners Meeting

Location:

Multnomah County Building
501 SE Hawthorne Blvd
Portland, Oregon 97214

Date & Time:

May 16, 2017
6:15 PM

PUBLIC NOTICE:



*Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, May 16, 2017
At 6:15 pm
At the Multnomah County Building
501 SE Hawthorne Blvd.
In the Board of Commissioners Room*



MEMORANDUM

To: Community Partners

Date: May 10, 2017

From: Michael Buonocore, Executive
Director

Subject: Home Forward Board of
Commissioners May Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, May 16, 2017 at the Multnomah County Building, 501 SE Hawthorne Blvd., in the Board of Commissioners Room, at 6:15 P.M. The commission meeting is open to the public.

The meeting site is accessible, and persons with disabilities may call 503.802.8423 or 503.802.8554 (TTY) for accommodations (e.g. assisted listening devices, sign language, and/or oral interpreter) by 12:00 pm (noon), Friday, May 12, 2017.

[A new name for the Housing Authority of Portland](#)

AGENDA



BOARD OF COMMISSIONERS MEETING

MULTNOMAH COUNTY BUILDING
 COMMISSIONERS BOARD ROOM
 501 SE HAWTHORNE BLVD.
 PORTLAND, OREGON
 May 16, 2017 6:15 PM

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 18, 2017 Board of Commissioners Meeting

MISSION MOMENT

Topic	Presenter
Neighbor to Neighbor Grant Recipients	Kitty Miller, Wakan Alferes

CONSENT CALENDAR

Following Reports and Resolutions:			
17-05	Topic	Presenter/POC	Phone #
01	Authorize a Personal Services Contract with Central City Concern for Case Management Services at Bud Clark Commons	Melissa Arnold Kitty Miller	503.280.4008 503.280.3746

02	Authorize the Renewal of Employee Health and Welfare Benefit Plan for the Plan Year July 1, 2017 to June 30, 2018	Melissa Richardson	503.802.8529
----	---	--------------------	--------------

REPORTS / RESOLUTIONS

Following Reports and Resolutions:			
17-05	Topic	Presenter/POC	Phone #
REPORT	The Meyer Anti-Displacement Project	Candace Jamison Bobby Weinstock, NW Pilot Project	503.802.8584
03	Authorize Ratification of the Tentative Collective Bargaining Agreements between Home Forward and the Building Trades Council and Home Forward and AFSCME Local 3135	Melissa Richardson	503.802.8529
04	Authorizing On-call Contracts with Three Legal Firms for Specialized Legal Services	Jonathan Trutt	503.802.8507
05	Authorize Contract with Merryman Barnes Architects, Inc. for Professional Architecture and Engineering Services for the Renovation of Alderwood, Floresta and Powellhurst Woods Apartments	Jonathan Trutt Leslie Crehan	503.802.8507 503.802.8463

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2), following their regularly scheduled Board of Commissioners meeting. 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.

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The March Work Session will be on Wednesday, June 7, 2017 at 5:30 PM. The meeting will take place at Home Forward, 135 SW Ash Street in the Columbia Room. The next Board of Commissioners meeting will be Tuesday, June 20, 2017 at 6:15 PM. This meeting will take place at the Multnomah County Building, 501 SE Hawthorne Blvd, in the Commissioners Board Room.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MEETING
HOME FORWARD
501 SE Hawthorne Boulevard—Portland, Oregon
April 18, 2017

COMMISSIONERS PRESENT

Chair Jim Smith, Vice Chair Miki Herman, Treasurer Damien Hall, Commissioners Jennifer Anderson, Richard Anderson and Matthew Gebhardt

STAFF PRESENT

Carolina Abdalah, Elise Anderson, Theresa Auld, April Berg, Michael Buonocore, Leslie Crehan, Tim Collier, Dena Ford-Avery, Yvette Hernandez, Ben Loftis, Melissa Richardson, Molly Rogers, Kandy Sage, Ian Slingerland, Celia Strauss, Jonathon Trutt, Lisa Kay Yarborough

COUNSEL PRESENT

None

Chair Jim Smith convened the meeting at 6:15 PM.

PUBLIC COMMENT

None

MEETING MINUTES

Minutes of the March 8, 2017, Special Board of Commissioner Meeting, and March 21, 2017 Board of Commissioners meeting.

Chair Jim Smith requested a motion authorizing approval of the Minutes of the March 8, 2017 Special Board of Commissioners Meeting, and March 21, 2017 Board of Commissioners Meeting Minutes. Commissioner Matthew Gebhardt moved to adopt the minutes and Commissioner Richard Anderson seconded the motion.

[A new name for the Housing Authority of Portland](#)

The vote as follows:

Chair Jim Smith—Aye

Vice Chair Miki Herman—Aye

Treasurer Damien Hall—Aye

Commissioner Jennifer Anderson—Aye

Commissioner Richard Anderson—Aye

Commissioner Matthew Gebhardt—Aye

MISSION MOMENT

Camp Rosenbaum

Leslie Crehan, a member of Camp Rosenbaum’s board, and Home Forward employee, introduced guests Richard Edwards, and his daughter, Tatianna, residents of Stephens Creek Crossing. Crehan reported that Camp Rosenbaum is a community-building nonprofit whose mission is to provide life enhancing opportunities for low-income young people through mentoring, camp and athletic programs. Camp Rosenbaum programs are designed to instill good citizenship, hope and a sense that anything is possible with education, hard work, and good choices. Founded in 1970, by former Home Forward Board of Commissioner Chair, Fred Rosenbaum, who, partnered with the Oregon National Guard to start the citizenship camp held annually, during the last week in July at Camp Rilea.

Camp Rosenbaum serves 175 households from throughout the state of Oregon. To be eligible to attend Camp Rosenbaum, campers must be between the ages of 9.5 to 11. A preference is provided to older children. Camp is staffed by members of housing authorities, the Oregon National Guard and Portland Police Department and Gresham Fire Department.

Former camper, Tatianna Edwards shared that her favorite part of attending Camp Rosenbaum was participating in a talent show. She also said that she enjoyed learning survival skills, and learned to make her own jump rope. Tatianna Edwards’ dad, Richard Edwards, expressed that his children found camp to be an awesome experience. His children benefited from not learning about camp counselor’s professions until the last day of camp. In not disclosing, children can form relationships. At the end of camp children learn their counselors are police officers, firefighters, Air National Guard members and employees of housing authorities. Richard Edwards noted that since attending camp, his

daughter aspires to have a career at the FBI. Camp Rosenbaum offers children an opportunity they may otherwise never get to experience.

Chair Jim Smith asked Tatianna her age and if she was planning to return to camp.

Tatianna Edwards answered that she is 11 and therefore ineligible to continue to attend camp.

Vice Chair Miki Herman inquired if parents had the opportunity to meet camp counselors.

Richard Edwards responded that parents did not have the opportunity to meet counselors before the start of camp, but suspected at pickup that counselors were involved in law enforcement.

Commissioner Jennifer Anderson questioned if waiting to disclose camp counselor's roles in law enforcement until the end of camp made a difference. Richard Anderson disclosed his personal history of positive and negative experiences with law enforcement. Through an opportunity like Camp Rosenbaum, children can learn that the police are a resource and not necessarily a source to be feared.

Tatianna answered that the surprise is fun. Fellow campers try to guess all week long, and express amazement upon learning.

Chair Jim Smith thanked the presenters for sharing their experience of Camp Rosenbaum and is looking forward to another great year.

REPORT

Camp Rosenbaum Star Fund

Melissa Sonsalla introduced herself as the Program Director for Camp Rosenbaum, and thanked the Board of Commissioners for the opportunity to discuss a new initiative, the Star Fund—a partnership between Home Forward and Camp Rosenbaum. Sonsalla shared research that having access to a savings account can significantly motivated a child to consider furthering their education. Secondary education impacts upward mobility and general well-being. Children start thinking about their futures from an early age. The Star Fund seeks to provide children support in their secondary education endeavors.

At enrollment, children receive \$100 in their account, for every grade of middle school they complete they receive \$50, and \$100 for every grade of high school. Balances are available to post-secondary education costs. There is an interest in connecting the Star Fund into an IDA program in the future, so that children can deposit money into their own accounts.

In October 2016, enrollment information for the Star Fund was mailed to 81 Home Forward participants who had attended Camp Rosenbaum earlier that year. As part of enrollment, families were asked to complete a short survey, the hope is to continue the survey to help understand future programming. The survey asked about household composition. Responses from this initial survey speak to the importance of the Star Fund—66% of Star Fund enrollees come from a household with only one adult. In addition, nearly 40% of adults in the household did not have education beyond high school. This indicates that many Star Fund participants are first generation to pursue secondary education. Two-thirds of enrollees do not have anyone in their household with a savings account.

Additional support to launch the program included offering Question/Answer sessions. Staff from Camp Rosenbaum and Home Forward also did individual outreach phone calls, and knock and talks to encourage families to enroll. Individual outreach proved to be the most successful method to get families to enroll in the program. In January 2017, the Star Fund welcomed its first 48 participants, they receive quarterly mailings and agree to share their report cards with Home Forward.

As part of the survey, open ended questions were asked regarding children's goals after high school. Respondents expressed interests in the fields of veterinary sciences, FBI agents, inventors, teachers, doctors and engineers.

Vice Chair Miki Herman asked how Camp Rosenbaum arrived at the number of households to invite to participate in the program and how the amount of funding was established.

Melissa Sonsalla answered that invitations were offered to households that participated in Camp Rosenbaum during July 2016. The Star Fund is entirely funded by Camp Rosenbaum, the amount of the savings is calculated to ensure the commitment of funding

without over-promising. Home Forward does not provide direct funds to the Star Fund. However, Home Forward does provide administrative assistance of mailings for recruitment.

Home Forward benefits from the Star Fund in providing a cohort of children to work with from year to year. Resident Services has talked about the great opportunity to have children to turn to. As an example, a FAFSA can be difficult to complete, and it's possible that in the future, Home Forward could pilot ways to assist in completing FAFSA with this cohort.

Vice Chair Miki Herman inquired about future follow-up. Melissa Sonsalla affirmed that the Star Fund is starting small. Former Home Forward Executive Director, Steve Rudman is on the board of Camp Rosenbaum and has big dreams for making this a connection for kids. The Star Fund is but a seed.

Commissioner Matthew Gebhardt asked what sort of barriers to enrollment exist.

Sonsalla responded that the 60% enrollment rate is a great success for the start of this program. Barriers are the general unknown, it's hard to look at something and say this is too good to be true. Families also expressed concern that receiving assistance may affect how their rent is calculated. Personal outreach helped alleviate these barriers.

Commissioner Richard Anderson wondered if there were any "Aha! Moments?"

Melissa Sonsalla expressed surprise at how easy it was to sell the program, it's not cheap but shows a lot of promise.

Chair Jim Smith appreciated the strategy of starting with what you can sell, and wished the Star Fund luck in its future.

Introduction

Carolina Abdalah, Director of Integrated Facilities & Safety

Michael Buonocore introduced Carolina Abdalah, Director of Integrated Facilities & Safety. Home Forward created the position last year. Chief Operating Officer, Ian Davie and Chief Financial Officer, Peter Beyer worked to create a position to address agency needs

regarding safety, training and steps for the organization to reduce risk. Carolina Abdalah will oversee core maintenance services, which is a chance to be entrepreneurial and generate revenue. The national recruitment produced many qualified candidates.

Carolina Abdalah expressed gratitude for the opportunity to support Home Forward's mission, and is already pursuing strategies to reduce risk.

Vice Chair Miki Herman congratulated Carolina Abdalah, and noted that during the budget process the critical need for the position was prominent.

Commissioner Richard Anderson observed that no one cares as much as an owner and providing this service in-house will benefit Home Forward.

Chair Jim Smith cheered Carolina Abdalah and wished her much success.

REPORT

United States Interagency Council on Homelessness Certification of Achieving the Criteria and Benchmarks for Ending Veteran Homelessness

Ian Slingerland, introduced Sally Erickson, Joint Office of Homelessness, Carolyn Bateman, Veteran's Administration, and Alex Glover, Transition Projects Inc.

Ian Slingerland provided an overview of A Home for Everyone, a community-wide effort to house homeless Multnomah County citizens by making smart investments in the areas of housing, income, survival, emergency services, health, access to services and system coordination. Key partners in the effort include Multnomah County, the City of Portland, the City of Gresham, Home Forward, local nonprofits and members of the public. In January 2015, Multnomah County Chair, Deborah Kafoury, and former Mayor Charlie Hales joined the National Mayors Challenge to End Veteran Homelessness. Portland was chosen to participate in the federal 25 Cities Initiative to End Veteran Homelessness. To achieve an end to Veteran homelessness, A Home for Everyone's, "A Home for Every Veteran" initiative successfully created a system that could offer permanent housing to as many veterans as possible who are estimated to become homeless in Multnomah County during a single year. Based on a point-in-time count conducted in January 2015, the number was estimated to be 690. As of the end of December 2015, the community had successfully permanently housed 695 veterans.

Sally Erickson, with the Joint Office of Homeless Services, described how the Office provides support for A Home for Everyone. A Home for Every Veteran meets bimonthly to coordinate efforts, this work resulted in housing an unprecedented number of homeless veterans, and continues to do so. These efforts satisfied the four benchmarks of Interagency Council on Homelessness Certification of ending homelessness as follows:

- 1) Ended chronic homelessness.
- 2) Veterans have rapid access to permanent housing. The average number of days a veteran experiences homelessness was 54 (the target was 90).
- 3) Sufficient permanent housing.
- 4) Housing First—the number entering intensive service housing is less than the number of homeless veterans.

Most homeless veterans are in a transitional housing or shelter and are on the road to permanent housing. The January 2015 point-in-time count identified 186 chronic homeless veterans. As of summer, 2016, there were 25. This is a remarkable achievement. Work could not have been done without Home Forward's flexible resources and commitment to make VASH work.

Carol Bateman, with the Veteran's Administration, noted that since the inception of a Home for Every Veteran, Home Forward promoted reducing barriers to success. The Veteran's Administration brings boots on the ground to Home Forward's VASH assistance. Bateman emphasized the success of A Home for Every Veteran is the result of collaboration. The amount of support given to the initiative is meaningful and a role model for other communities. Additional victories include learning to target the right resource to the right individual. A coordinated point of entry system and regular meetings supports this work.

Alex Glover, with Transition Projects, identified that a by-name registry was a powerful tool. Once a veteran is added to the list they are screened for resources such as VASH, grant per diem, or low-barrier programs. Veterans are given a choice of programs to access. All unsheltered or unconnected veterans are contacted weekly. An additional success is the action of the Veteran Administration inputting information into the HIMIS system. Monthly meetings entail reviewing the list name by name, everyone leaves with a homework assignment and provides an update at the next meeting on outcomes.

Ian Slingerland stated that Home Forward resources to A Home for Every Veteran included tenant based subsidies and providing priority access to some homes within the affordable housing portfolio. Home Forward committed fifty homes and ultimately provided nearly one-hundred. In Portland's extremely tight rental market this resource was invaluable. Home Forward also provided five apartments at the Apartments at Bud Clark Commons for veteran's that required more intensive housing. In addition, Home Forward provided project-based vouchers reserved for veterans.

The next steps are identifying gaps in the system and sustaining investment locally and at the federal levels. Implementation of the Veteran by-Name List and utilization of cross agency case-conferring in the Veterans Coalition, positions Home Forward to have a nuanced understanding of the remaining gaps in the system and emerging gaps as needs in the community shift.

Vice Chair Miki Herman appreciated the inspiring work of a Home for Every Veteran, and inquired if Portland's prevalence of services promoted homeless veterans moving to the city.

Sally Erickson answered that there is no evidence to suggest systematic shipping of homeless veterans. People in poverty frequently move around seeking opportunities. Portland is special for being the first city on the West coast to have ended veteran homelessness.

Alex Glover noted that many veterans are also moving to obtain healthcare through the Veterans Administration Hospital. National average for new enrolment is 2% per year, for Portland new enrollment is 7% per year.

Carol Bateman disclosed that the federal hiring freeze does not affect the Veteran Administration. Ending veteran's homelessness is one of the top five initiatives of the Veteran Administration.

Chair Jim Smith commended the group for a job well done and urged them to continue the good work.

RESOLUTIONS

RESOLUTION 17-04-01 AUTHORIZE AMENDMENT TO CONTRACT FOR NE GRAND DESIGN AND BUILD SERVICES

Jonathan Trutt reported that NE Grand is a current Home Forward development in the Lloyd District neighborhood. Home Forward received an award from the City of Portland to develop this property. As of the time of this resolution, the site has completed design-review and headed toward a grand-breaking in the fall of 2017. The resolution presented requests to amend the Design-Build contract with O/Neil/Walsh in an amount not to exceed \$170,000 to support the next steps in the Design-Development phase, including sewer line investigation, shoring and piling design, street light engineering and some structural engineering of the exterior cladding system.

Vice Chair Miki Herman referred to the READ Committee's discussion that the amendment be presented in an approach like a checkbook and requested comment from other present READ Committee members.

Commissioner Matthew Gebhardt wondered if there would be an additional ask to modify the contract.

Jonathan Trutt answered that no additional asks are anticipated.

Commissioner Richard Anderson inquired if the contract included a contingency and if so had the contingency been used. He additionally asked if the project is on budget and if it has gone out to bid.

Jonathan Trutt replied that there is a 5% contingency that had not been used. The project is on budget, as of the time of the report the project is still in the design phase, but bid packages are to be issued shortly.

There being no further discussion, Chair Smith requested a motion to approve Resolution 17-04-01. Commissioner Matthew Gebhardt moved to approve, and Commissioner Richard Anderson seconded the motion.

The vote as follows:

Chair Jim Smith—Aye

Vice Chair Miki Herman—Aye
Treasurer Damien Hall—Aye
Commissioner Jennifer Anderson—Aye
Commissioner Richard Anderson—Aye
Commissioner Matthew Gebhardt—Aye

RESOLUTION 17-04-02

AUTHORIZE THE SUBMISSION OF 4% LOW INCOME HOUSING TAX CREDIT APPLICATION FOR NE GRAND

Jonathan Trutt presented Resolution 17-04-02, which requests the Board of Commissioners to authorize the Executive Director to execute and deliver documents such as may be required to enable Home Forward to submit to Oregon Housing and Community Services (OHCS) an application for 4% Low Income Housing Tax Credits (LIHTC) and other potential OHCS funding resources, for our NE Grand development. This resolution is an administrative requirement of OHCS.

Vice Chair Miki Herman asked when the request for proposals (RFP) is anticipated to be issued and if we understand the quantity of organizations that will be solicited.

Trutt was joined by Ben Loftis who answered that the RFP will be issued earlier than June. Home Forward maintains a list of partners that includes names from across the nation. The LIHTC market appears to be stable for the next twelve months and stability is always better than uncertainty. The location and market for Portland are anticipated to generate interest in the opportunity.

Commissioner Matthew Gebhardt followed up on a concern from the READ Committee regarding discussing with Portland Housing Bureau a proposal to change the property to feature only affordable housing and remove potential market rate apartments.

Jonathan Trutt stated that although this discussion has not occurred, there is no anticipation that the City will take issue with the proposed change.

Vice Chair Miki Herman deliberated if the resolution might be premature.

Jonathan Trutt responded that the resolution is procedural in nature and does not bind Home Forward. Loftis observed that Home Forward anticipates meeting with the City of Portland during the week of April 24, 2017, to discuss proposed changes to the development.

Commissioner Richard Anderson asked if the response from the City may alter the award from the City of Portland.

Trutt relayed that the application with OHCS is separate from the City of Portland, and that changes to the development do not change the plan to rely on 4% LIHTC for the development.

There being no further discussion, Chair Jim Smith requested a motion authorizing Resolution 17-04-02. Vice Chair Miki Herman moved to adopt the motion and Commissioner Richard Anderson seconded the motion.

The vote as follows:

Chair Jim Smith—Aye
Vice Chair Miki Herman—Aye
Treasurer Damien Hall—Aye
Commissioner Jennifer Anderson—Aye
Commissioner Richard Anderson—Aye
Commissioner Matthew Gebhardt—Aye

ADJOURN

There being no further business, Chair Jim Smith adjourned the meeting at 7:55 PM.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward did not meet in Executive Session pursuant to ORS 192.660(2).

Attached to the Official Minutes of Home Forward are all Resolutions adopted at this meeting, together with copies of memoranda and material submitted to the Commissioners and considered by them when adopting the foregoing resolutions.

Celia M. Strauss
Recorder, on behalf of
Michael Buonocore, Secretary

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners

Date: May 16, 2017

From: Melissa Arnold, Resident Services
Program Supervisor
503.280.4008

Subject: Authorizing a Personal Services
Contract with Central City
Concern for Case Management
Services at Bud Clark Commons
Resolution 17-05-01

Kitty Miller, Director of Community
Services
503.280.3746

The Board of Commissioners is requested to authorize Resolution 17-05-01, permitting Home Forward to enter into a personal services contract with Central City Concern for a period of up to five (5) years, beginning July 1st, 2017. The contract shall provide services at the Bud Clark Commons and will include case management and life skills support for 130 residents, and the necessary work required to maintain compliance with mental health standards and billing requirements. Previously, in June of 2011, this work was approved to be completed by Cascadia Behavioral Healthcare, Inc. under Resolution 11-06-04.

ISSUE

The Apartments at Bud Clark Commons (BCC) is a collaborative effort between Home Forward and our community's Joint Office of Homelessness Services to house chronically homeless individuals who are assessed as most vulnerable to exploitation, illness, and even death on the streets. To this end, we utilize a prioritization tool called the Vulnerability Assessment Tool (VAT) to determine those most in need of this type of intervention. Those that score highest in acuity on this assessment, and who are then most likely to move into our housing, tend to have multiple co-occurring challenges which could include struggle to provide for oneself, mental illness, substance use, chronic illness, communication challenges, repeat victimization and behavioral concerns.

[A new name for the Housing Authority of Portland](#)

To rapidly house and stabilize these individuals, Home Forward operates this program with fidelity to the “Housing First” approach, a national best practice. Adhering to this approach means that we offer housing as soon as possible to the individuals who need it most, regardless of their desire or ability to engage in services prior to entry or once on site. In pursuit of the “Housing First” philosophy, the community also subscribes to the values of harm reduction and works to ameliorate some of the harmful effects of substance use, chronic illness, and severe and persistent mental illness through assertive, strengths-based engagement. We support this approach with a rich, 24 hour per day staffing pattern and contracted services.

During the first six years of this program’s existence, these case management services have been provided through a contract with Cascadia Behavioral Healthcare, Inc. (pursuant to Resolution 11-06-04). With the sunset of an initial five-year contract term, followed by a one-year extension approved by the Board of Commissioners, Home Forward staff published RFP #2/17-328 to procure case management services for the Apartments at Bud Clark Commons. The RFP was posted in the Daily Journal of Commerce, Portland Observer and on the Home Forward website. This was a competitive process, with multiple interested parties attending a pre-proposal conference. Upon review and evaluation of the submitted proposals, Central City Concern was deemed the most qualified proposer and recommended by the Selection Committee to complete this work.

As a partner already engaged in serving the population at BCC, Central City Concern meets the needs of residents through the BCC Acute Care Clinic, a wound clinic that operates onsite. Additionally, through extensive care team coordination with our staff, we have witnessed an extraordinary commitment to our residents receiving primary care through Old Town Clinic, a Central City Concern Federally Qualified Health Center (FQHC) that predominantly serves individuals experiencing, or formerly experiencing, homelessness. We see Central City Concern’s successful application to provide this Case Management programming as an opportunity to streamline operations and bring organizational knowledge procured from their long history with this population and with Portland’s community resources and culture.

In addition to Case Management stationed onsite at BCC, Central City Concern has agreed to bring several of their key services to the program, including State Medicaid billing capacity. This will allow Central City Concern to assist both Home Forward and the Joint Office of Homelessness Services in developing an optimally sustainable model of funding, with an eye toward long-term success. In addition, our residents will have access to increased prioritization for Central City Concern services including alcohol and drug addiction services,

group programming, peer support, and behavioral therapy. Leveraging these services has been a crucial piece of partnership development and a benefit of working with community based organizations. Lastly, the geographic proximity of Central City Concern's Old Town Recovery Center, under which this programming will fall, is a few city blocks from the BCC, increasing accessibility to these extra supports.

Since BCC's inception, Home Forward has received funding to provide supportive services at BCC, including contracted case management services. This funding initially came to us directly through the Portland Housing Bureau, but more recently has come to us through the collaboration between City of Portland and Multnomah County known as the Joint Office of Homelessness Services. In our 6 years of operation, funding earmarked for these case management services has ranged from \$145,000 to \$210,000. This amount could then be increased or decreased in subsequent fiscal years. For the fiscal year 2017-2018, we anticipate receiving approximately \$210,000 specifically targeted to Case Management Services at BCC.

Central City Concern staff will work independently at the BCC, but will be incorporated into the site team as well. Solid communication with resident services staff will be important to the success of this project. As noted previously, there is ample opportunity to streamline operations while offering increased access to geographically close and programmatically appropriate services. Furthermore, Central City Concern currently serves a majority of our resident population in primary health care, so our hope is that increased involvement in the building will lead to better long-term health outcomes.



RESOLUTION 17-05-01

RESOLUTION 17-05-01 AUTHORIZING HOME FORWARD TO ENTER INTO A CONTRACT WITH CENTRAL CITY CONCERN TO PROVIDE CASE MANAGEMENT SERVICES AT THE APARTMENTS AT BUD CLARK COMMONS FOR UP TO FIVE YEARS

WHEREAS, The Apartments at Bud Clark Commons serves a vulnerable population in need of case management services; and

WHEREAS, Home Forward solicited formal proposals from qualified agencies able to provide case management services at the Apartments at Bud Clark Commons; and

WHEREAS, two proposals were received and evaluated by a Selection Committee knowledgeable with the case management requirements at the Bud Clark Commons; and

WHEREAS, the Selection Committee has determined that Central City Concern is best qualified to provide these services; and

WHEREAS, the Home Forward Board of Commissioners has previously approved such a contract for these services; and

WHEREAS, funding for such services derives from Multnomah County's Joint Office of Homeless Services and is anticipated at approximately \$210,000 per year, and

WHEREAS, a contract in excess of \$100,000 requires Board approval prior to execution by the Executive Director;

NOW, THEREFORE, BE IT RESOLVED: that the Board of Commissioners of Home Forward authorizes the Executive Director or his designee to execute a contract with Central City Concern for the provision of case management services at the Apartments at Bud Clark Commons for up to five years, subject to funding availability through Multnomah County's Joint Office of Homelessness Services or other similar funding source.

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair



MEMORANDUM

To: Board of Commissioners

Date: May 16, 2017

From: Leslie Katbi
Human Resources Supervisor
503.802.8537

Subject: Authorize the Renewal of
Employee Health and Welfare
Benefit Plans for the Plan Year
July 1, 2017 to June 30, 2018
Resolution 17-05-02

Melissa Richardson
Director, Business Services
503.802.8529

The Board of Commissioners is requested to approve the recommendation of Home Forward's Labor Management Healthcare Plan Committee to renew the health and welfare benefits plans for the July 1, 2017 to June 30, 2018 plan year.

ISSUE

Home Forward offers health and welfare benefits to eligible employees. Annually, decisions are made about the plan design of the benefits program, and through Home Forward's benefits broker, contracts are negotiated with benefits providers. Once the contracts are negotiated and approved, Home Forward employees participate in open enrollment.

Under state law, benefits are a mandatory subject of bargaining. Home Forward's Labor Management Healthcare Plan Committee ("the Committee"), established in 2003, is the forum through which Home Forward bargains the health and welfare plan changes required by the escalating costs of medical and dental insurance benefits. The nine members of the Committee include three representatives each from AFSCME, the Building Trades and Management. The agency's benefits broker, The Partners Group, staffs the Committee. The Partners Group provides benefit analysis, healthcare plan utilization, information on health insurance trends and any other information deemed necessary for the Committee to make informed decisions about Home Forward's healthcare plans and cost containment strategies. Recommendations for health plan renewals are made to the Board of Commissioners based on a majority vote of the Committee members.

[A new name for the Housing Authority of Portland](#)

Our standard approach is to navigate to a benefit renewal of no more than a 5% increase over the prior year. A 5% increase was included in the budget for FY18. Other guiding principles for the Committee include trying to maintain benefits, when possible, year-to-year, maintaining parity between the health insurance plans and ensuring that any necessary changes to the plans impact the fewest number of employees possible.

Home Forward's medical insurance, which accounts for the majority of Home Forward's health and welfare costs, is split between two carriers, Kaiser and Providence. Dental insurance coverage is provided by Kaiser and MetLife. The initial renewal increases to keep the current health and welfare plans had Kaiser medical at a 3.7% increase and Providence medical at a 9.4% increase due to over utilization of that plan. Dental insurance renewals were 0% or no change for Kaiser and 3% for MetLife. Our short-term, long-term and life insurance did not experience an increase. Combined, the initial renewal of our health and welfare plans as is would have represented an increase of 5.6% or \$198,353; just over our target of 5%.

After receiving the initial renewal information, the Committee asked The Partners Group to go back to the carriers to see if they had any flexibility in their proposed increases. The Partners Group was successful in negotiating the following final increases: Kaiser medical 3.7%, Providence medical 7.9%, Kaiser dental 0%, MetLife dental 2.0%. The reduction in the increases for Providence and MetLife resulted in a total reduction in costs of \$23,301 for a final projected increase over last year of \$175,052 or 5%.

In addition to asking The Partners Group to seek a reduction in the proposed renewal costs, the Committee asked The Partners Group to explore a new carrier for Home Forward's medical flexible spending account, dependent care account and commuter expense account. This request was made in response to customer service concerns with Allegiance, the current provider. After going to market and getting recommendations from other public sector employers, The Partners Group recommended moving to ASIFlex. ASIFlex's clients include the state of Oregon.

On April 5, 2017, the Labor Management Healthcare Plan Committee voted unanimously to recommend to the Board of Commissioners renewing the current health and welfare benefits package and moving to ASIFlex for our medical, dependent care and transit flexible spending account needs.

ATTACHMENT

Summary of the impact to Home Forward of the health and welfare benefit renewal



RESOLUTION 17-05-02

RESOLUTION 17-05-02 AUTHORIZES THE RENEWAL OF EMPLOYEE HEALTH AND WELFARE BENEFIT PLANS FOR THE PLAN YEAR JULY 1, 2017 TO JUNE 30, 2018

WHEREAS, the representatives of Home Forward, AFSCME and the Building Trades Council have formed a joint Labor Management Healthcare Plan Committee (“the Committee”) for the purpose of evaluating, designing and recommending healthcare plans; and

WHEREAS, the provision of health and welfare benefits is a mandatory subject of bargaining under the Public Employer Collective Bargaining Act; and

WHEREAS, the duly authorized representatives of Home Forward have met in negotiation meetings with representatives of AFSCME and the Building Trades Council; and

WHEREAS, the Committee has voted to recommend to the Executive Director and the Board of Commissioners that the healthcare plans be renewed;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Home Forward to approve the recommendation of the Labor Management Healthcare Plan Committee to adopt the health and welfare benefit plans as described in Attachment A.

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair

Home Forward - Renewal 7/1/2017

Estimated Annual Employer Impact/Cost Projection

Current vs Renewal

Benefit Plan	Current Rates and Fees			Estimated Renewal Costs - Current Rates v. Proposed Rates					
	Total Annual Cost	EE Count	Annual Cost/EE	Rates & Fees		Dollar Change		Percent of Change	
				Total Annual Cost	Annual Cost/EE	Total Annual Cost	Annual Cost/EE	Total Annual Cost	Annual Cost/EE
Providence Health Plans - EPO Plan	\$1,719,811	102	\$16,861	\$1,855,236	\$18,189	\$135,425	\$1,328	7.9%	7.9%
Kaiser - HMO Plan	\$1,832,148	159	\$11,523	\$1,899,182	\$11,945	\$67,034	\$422	3.7%	3.7%
Medical/Rx/Vision Plan(s) Subtotal	\$3,551,960	261	\$13,609	\$3,754,418	\$14,385	\$202,458	\$776	5.7%	5.7%
MetLife Dental	\$105,467	73	\$1,445	\$107,578	\$1,474	\$2,112	\$29	2.0%	2.0%
Kaiser DMO Dental	\$349,909	191	\$1,832	\$349,909	\$1,832	\$0	\$0	0.0%	0.0%
Dental Plan(s) Subtotal	\$455,376	264	\$1,725	\$457,487	\$1,733	\$2,112	\$8	0.5%	0.5%
Subtotal: Combined Health Plans	\$4,007,335	261	\$15,354	\$4,211,905	\$16,138	\$204,570	\$784	5.1%	5.1%
Estimated AFSCME EE Contributions	\$295,889	143	\$2,069	\$310,044	\$2,168	\$14,155	\$99	4.8%	4.8%
Estimated Trades EE Contributions	\$103,132	55	\$1,875	\$107,421	\$1,953	\$4,290	\$78	4.2%	4.2%
Estimated Non-Represented EE Contributions	\$191,553	63	\$3,041	\$202,626	\$3,216	\$11,073	\$176	5.8%	5.8%
Estimated Employee Contributions	\$590,573	261	\$2,263	\$620,091	\$2,376	\$29,518	\$113	5.0%	5.0%
Subtotal: Net Employer Health Plan Cost	\$3,416,762	261	\$13,091	\$3,591,814	\$13,762	\$175,052	\$671	5.1%	5.1%
Hartford Life/AD&D	\$19,547	269	\$73	\$19,547	\$73	\$0	\$0	0.0%	0.0%
Hartford STD	\$57,562	260	\$221	\$57,562	\$221	\$0	\$0	0.0%	0.0%
Hartford LTD	\$22,974	249	\$92	\$22,974	\$92	\$0	\$0	0.0%	0.0%
Life, AD&D & Disability Plans Subtotal	\$100,084	269	\$372	\$100,084	\$372	\$0	\$0	0.0%	0.0%
Subtotal: Net Health, Life/Disability Plan	\$3,516,846	261	\$13,475	\$3,691,898	\$14,145	\$175,052	\$671	5.0%	5.0%
Allegiance 125 Plan Admin Services	\$7,520	117	\$64	\$7,520	\$64	\$0	\$0	0.0%	0.0%
Allegiance 132 (CERA) Plan Admin Services	\$1,200	112	\$11	\$1,200	\$11	\$0	\$0	0.0%	0.0%
Cigna Business Travel Accident	\$2,263	269	\$8	\$2,263	\$8	\$0	\$0	0.0%	0.0%
Ancillary Plans' Subtotal	\$10,983	269	\$41	\$10,983	\$41	\$0	\$0	0.0%	0.0%
NET GRAND TOTAL: ALL PLANS	\$3,527,829	261	\$13,517	\$3,702,881	\$14,187	\$175,052	\$671	5.0%	5.0%

STAFF REPORTS



MEMORANDUM

To: Board of Commissioners
Date: May 16, 2017

From: Dena Ford-Avery, Director of
Housing Choice Vouchers
503.802.8568
Subject: Meyer Anti Displacement
Project

Candace Jamison,
Program Supervisor
503.802.8584

The purpose of this memorandum is to update the Board of Commissioners on the Meyer Anti-Displacement Project. This briefing is informational only and no action is required.

BACKGROUND

The Meyer Anti-Displacement Project is a partnership between Northwest Pilot Project, the Urban League of Portland, Meyer Memorial Trust and Home Forward. Northwest Pilot Project acted as the lead agency and supported the Urban League of Portland's entry into housing placement and retention work. This pilot project targeted low-income households identified by Northwest Pilot Project and the Urban League of Portland as at-risk of displacement due to rising housing costs. In January 2016, the Board approved a resolution which allowed staff to set aside Housing Choice Vouchers prioritized for these households. Meyer Memorial Trust contributed \$130,000 to the referring agencies for case management and to provide rent assistance during the voucher intake process.

OUTCOMES

Households served

Northwest Pilot Project serves low income seniors throughout Multnomah County; the Urban League of Portland provides culturally specific senior service programs through their

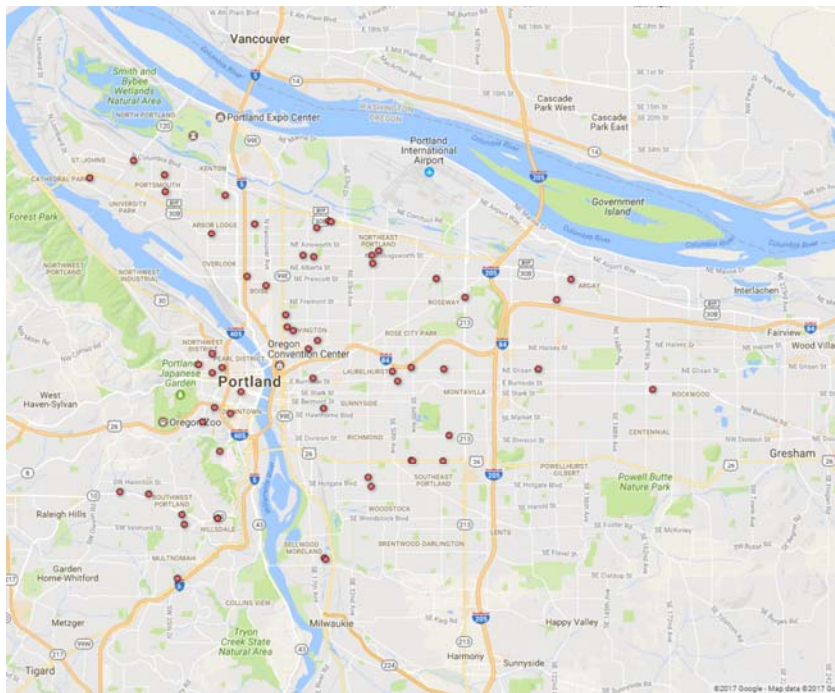
A new name for the Housing Authority of Portland

Multicultural Senior Center. Home Forward, after setting aside sixty vouchers for households referred under this partnership, began accepting referrals for the preference in early 2016. While the parties anticipated an eighteen-month project, all sixty households leased up under the program in twelve months. Here are some highlights about the households served:

- ✓ 100% of the households served had seniors as head of household
- ✓ 38% of the households served had a person of color as head of household
- ✓ 82% of the households utilized their voucher within two months of receiving it

Displacement prevention and ongoing housing stability

A defining characteristic of this pilot is the focus on preventing displacement attributed to rising housing costs and gentrification by introducing a permanent housing subsidy to stabilize households in their current unit. At the time the pilot was proposed, the senior population was experiencing a 23% increase in homelessness over a two-year period, as indicated by the 2015 point-in time count. Staff recognized the need to prevent displacement of seniors to enable this population to age in place in communities where they have established community connections and resources. In particular, due to rising housing costs, low income residents and people of color have been vulnerable to displacement in North and Northeast Portland neighborhoods. Under this pilot project 57% of households assisted utilized their voucher in North and Northeast Portland.



Partnership between private, non-profit and government entities

The Meyer Anti-Displacement Project provides an example of successful private and public agency collaboration, as each agency brought unique competencies to the collaboration. In developing the process to efficiently issue vouchers and work with the partnering agencies to lease up households, Home Forward utilized its experiences with the set-aside preferences for families exiting homelessness. Staff report that the experiences using voucher set asides to address the housing crisis has been very productive and worth replicating as we look for methods to address specific community needs beyond the traditional waiting list process.ⁱ

Northwest Pilot Project recognized the need for positive working relationships with property owners and set a target of utilizing 15% of the vouchers with landlords who did not have previous interactions with Home Forward. We exceeded this goal, as twenty new landlords (33% of the anti-displacement vouchers) are new participants in the Housing Choice Voucher program.

Ultimately, a shared commitment to the policy goal of housing stabilization, coupled with streamlined communication between the agencies, resulted in an efficient lease-up schedule and early achievement of project goals. As a result, Meyer Memorial Trust has signaled an interest in partnering on future projects. Finally, given the successful collaboration between the agencies, Northwest Pilot Project awarded Home Forward their Partner Impact Award for our work on this project.

ATTACHMENTS

1. Meyer Anti-Displacement Project (MAP) Summary

ⁱ Home Forward's Housing Choice Voucher set-aside preferences successfully concluded this year and staff will update the Board of Commissioners during fall 2017 on the outcomes of the preferences for families exiting homelessness. Additionally, given the success of these programs, we anticipate approaching the Board in the future with requests to set aside vouchers to address the specific needs of high barrier households as resources become available.



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

MEYER ANTI-DISPLACEMENT PROJECT (MAP)

Target Group:	60 low income senior households at risk of displacement from their private market, long-term apartments due to rent increases and gentrification in inner city Portland neighborhoods who could remain stable with a Housing Choice Voucher
Partners:	Urban League, Northwest Pilot Project, Home Forward, Meyer Memorial Trust
Vouchers Given:	February 2016 thru February 2017

MAP FACTS

60 households	Successfully leased up their voucher
58 households	Stable in their housing as of May 2017 (one in assisted living, one deceased)
34 households	N/NE Portland neighborhood
39 households	Female head of household
19 households	African-American head of household
11 years	Average time in apartment/neighborhood
39 days	Average time to lease up voucher
20 landlords	New to Section 8 program
\$1,119	Average household monthly income
\$901	Average monthly total rent
\$654	Average HF monthly rent subsidy payment
\$242	Average household monthly rent payment

RESOLUTIONS



MEMORANDUM

To: Board of Commissioners Date: May 16, 2017

From: Melissa Richardson Subject: Ratification of the Tentative
Director, Business Services Collective Bargaining Agreements
503.802.8529 between Home Forward and the
Building Trades Council and Home
Forward and AFSCME Local 3135
Resolution 17-05-03

The Board of Commissioners is requested to approve Resolution 17-05-03 ratifying the tentative collective bargaining agreements between Home Forward and the Building Trades Council and Home Forward and the American Federation of State, County and Municipal Employees (AFSCME) Local 3135. The Building Trades Council represents employees performing maintenance work in buildings managed by Home Forward. AFSCME represents employees who perform professional and administrative work.

ISSUE

In 2015 Home Forward reached agreements with the Building Trades Council and AFSCME on successor labor contracts. These are three year agreements which will expire on March 31, 2018.

In recognition of the volatility of Home Forward's funding, both collective bargaining agreements called for Home Forward to negotiate wages for the third and final year of the labor agreement with the Building Trades and AFSCME beginning in January 2016.

Home Forward management staff worked together with the Building Trades Council over four sessions and AFSCME over five sessions to reach agreements on a financial settlement for the last year of the collective bargaining agreements.

A new name for the Housing Authority of Portland

Home Forward reached a tentative agreement with The Building Trades Council on March 24, 2017. The specifics of the financial settlement for the Building Trades Council are:

Effective Date	Financial Package
4/1/2017	<ul style="list-style-type: none"> • 2.5% increase and a \$500 signing bonus

Home Forward reached a tentative agreement with AFSCME on April 13, 2017. The specifics of the financial settlement for AFSCME are:

Effective Date	Financial Package
4/1/2017	<ul style="list-style-type: none"> • 2.5% increase and a signing bonus of either \$500 or \$300 and 8 hours of vacation time

The total cost of the new agreements is \$385,985.79 over the next year.

On March 24, 2017, the Building Trades Council voted on the ratification of the tentative agreement. Of the 54 members eligible to vote to ratify the contract 34 voted; 32 voted to ratify the agreement and 2 voting against ratification.

AFSCME had 154 employees eligible to vote to ratify the contract. Of the 154 eligible employees, 70 voted; 64 voted to ratify the agreement, 5 voted not to ratify the contract and 1 abstained. AFSCME's ratification process was completed on May 3, 2017.



RESOLUTION 17-05-03

RESOLUTION 17-05-03 AUTHORIZES THE RATIFICATION OF THE RESPECTIVE COLLECTIVE BARGAINING AGREEMENTS BETWEEN HOME FORWARD AND THE BUILDING TRADES COUNCIL AND HOME FORWARD AND AFSCME LOCAL 3135

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 agreements called for Home Forward and the Building Trades Council and Home Forward and AFSCME to negotiate wages for the third year of the collective bargaining agreements; and

WHEREAS, the duly authorized representatives of Home Forward have met in negotiations meetings with representatives of the Building Trades Council and AFSCME Local 3135; and

WHEREAS, the representatives of Home Forward and the Building Trades Council and AFSCME Local 3135 tentatively agreed to wages for the final year of a three year of the collective bargaining agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners approves the ratification of the respective collective bargaining agreements between Home Forward and the Building Trades Council and Home Forward and AFSCME Local 3135.

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair



MEMORANDUM

To: Board of Commissioners Date: May 16, 2017

From: Jonathan Trutt, Director,
Development and Community
Revitalization Subject: Authorizing the Executive Director
to execute an amendment to the
on-call contracts for an aggregate
amount up to \$600,000 for a total
of \$1,600,00 with three legal firms
for specialized legal services
related to bond issuance, tax
credits, HUD, and other affordable
housing financing
Resolution 17-05-04

The Board of Commissioners is requested to authorize the Executive Director or designee to execute amendments for an aggregate amount up not to exceed \$600,000 to the on-call contracts in with Foster Pepper PLLC, Ballard Spahr LLP and Kantor Taylor Nelson Evatt & Decina PC. for specialized legal services related to bond issuance, tax credits, Department of Housing and Urban (HUD) and other affordable housing financing.

ISSUE

In June 2013, per Board adoption of an authorizing resolution, staff of the Development and Community Revitalization Department contracted with three highly qualified legal firms to provide up to \$1 million worth of specialized legal services related to bond issuance, tax credits, HUD, and other affordable housing financing. This selection was based upon a formal procurement process. The specialized legal services identified in the procurement are distinct from the more typical legal services Home Forward currently receives from Stoel Rives, its General Counsel. Apart from a minimal amount of preliminary services sometimes required early in pre-development phases, the vast majority of services contemplated for these contracts will occur after a particular project has been vetted by

staff and board members and becomes a fully-budgeted project. As such, payment for the vast majority of these services is included in project budgets.

The Board approved a resolution authorizing such contracts with the following three firms:

- Foster Pepper PLLC
- Ballard Spahr LLP
- Kantor Taylor Nelson Evatt & Decina PC

These relationships have been successful, with all three firms performing well. Foster Pepper PLLC (Seattle) has acted as Bond Counsel since 2000 on almost all of our tax exempt bond issues. Kantor Taylor Nelson Evatt & Decina PC. acted as tax credit counsel for Beech Limited Partnership. Ballard Spahr acted as counsel for HUD issues with Foster Pepper PLLC (Spokane and Seattle) as tax credit and bond counsel for Stephens Creek Crossing and 85 Stories (West and Woods East). Given the type and amount of development projects through the end of this contract period (July 31, 2018) DCR Staff recommends amending the contracts for an aggregate additional of \$600,000 among all three firms for a total aggregate amount of \$1.6 million. Staff expect that this additional \$600,000 will cover expected costs for a variety of projects, including some of RAD conversion projects that will initiate in the next 1.5 years.



RESOLUTION 17-05-04

RESOLUTION 17-05-04 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE ON-CALL CONTRACTS FOR AN AMOUNT UP TO \$ 600,000 FOR AN AGGREGATE TOTAL OF \$1,600,000 AMONG FOSTER PEPPER PLLC, BALLARD SPAHR LLP AND KANTOR TAYLOR NELSON EVATT & DECINA PC. FOR SPECIALIZED LEGAL SERVICES RELATED TO BOND ISSUANCE, TAX CREDIT, HUD, AND OTHER AFFORDABLE HOUSING FINANCING

WHEREAS, staff of the Development and Community Revitalization department anticipate the need for specialized legal services for a variety of development projects over the next sixteen months;

WHEREAS, a competitive formal RFP process to select multiple qualified legal firms to assist with Home Forward's development projects requiring such legal services has been completed;

WHEREAS, the firms of Foster Pepper PLLC, Ballard Spahr LLP, Kantor Taylor Nelson Evatt & Decina PC. have been selected by decision of the selection committee;

WHEREAS, the original aggregate contract amount of \$1,000,000, approved by the Board of Commissioners, was projected for only three (3) years and an additional \$600,000 will be necessary to support legal services over the full five (5) year contract term;

WHEREAS, as development projects proceed and a need for legal services is identified, Task Orders will be utilized to authorize legal work;

NOW, THEREFORE, BE IT RESOLVED, the Executive Director is authorized to execute an amendment to the on-call contracts for an amount up to \$ 600,000 in the aggregate with Foster Pepper PLLC, Ballard Spahr LLP, and Kantor Taylor Nelson Evatt & Decina PC. for specialized legal services related to bond issuance, tax credits, HUD, and other affordable housing financing.

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair



MEMORANDUM

To: Board of Commissioners Date: May 16, 2017

From: Jonathan Trutt, Director,
Development and Community
Revitalization
503.802.8507

Leslie Crehan, Senior Project
Manager, Development and
Community Revitalization
503.802.8463

Subject: Authorize Contract with Merryman
Barnes Architects, Inc. for
Professional Architecture and
Engineering Services for the
Renovation of Alderwood, Floresta
and Powellhurst Woods
Apartments
Resolution 17-05-05

The Board of Commissioners is requested to authorize the Executive Director or his designee to execute a contract between Home Forward and Merryman Barnes Architects, Inc. Merryman Barnes Architects will provide professional architecture and engineering services for the renovation of Alderwood, Floresta, and Powellhurst Woods Apartments as part of the RAD conversion. This will authorize a contract with Merryman Barnes Architects to cover the full scope of architectural and engineering services needed for all three projects' design and construction administration. The contract will not exceed \$248,000.

Physical improvements to Alderwood, Floresta and Powellhurst Woods Apartments support the current Strategic Plan's One Portfolio Objective by using financing structuring to leverage funds for preservation.

Home Forward's preservation strategy is to preserve the existing 74 public housing apartments at these three properties by correcting construction failures. These failures increase maintenance costs, impact the safety of the housing units, and are an ongoing disturbance to residents. It is also a requirement as part of the RAD Conversion to

A new name for the Housing Authority of Portland

complete the immediate renovation needs at all three properties.

ISSUE

In July of 2015, the Home Forward board of commissioners authorized the submission of Rental Assistance Demonstration (RAD) portfolio applications to convert our remaining public housing properties to site-based rent assistance vouchers through the RAD program. Part of the requirement of conversion is to renovate the properties to address immediate needs.

Under the 85 Stories plan for RAD Conversion, the properties have been clustered into nine Groups. Group 5, the next for RAD Conversion after the HOPE VI developments, contains the properties Alderwood, Floresta and Powellhurst Woods. Architecture and engineering services are needed to investigate the properties, determine the capital needs, complete the construction documents, obtain permits and provide construction administration services.

Home Forward's Procurement and Contracting Department, following Oregon Revised Statutes and Home Forward rules for informal architecture and engineering services procurement, invited five M/W/ESB firms to respond to a request for proposals for "Alderwood, Floresta and Powellhurst Woods Apartments" on March 9, 2017. On March 30, 2017, four proposals were received. A selection committee composed of Home Forward staff reviewed the proposals. The relative merits of all proposals were assessed per the following criteria:

- Strength of Architectural and Engineering Team
- Design Portfolio
- Target Business Participation Plan

After the evaluation process and contract negotiations, the selection committee has recommended a contract with Merryman Barnes Architects for the full design and engineering services for the project. The contract amount has been negotiated at \$248,000. Target business participation is approximately 74%.

Design work will begin immediately following execution of the contract.

The budget for architectural and engineering services is typically between 5% and 12% of construction costs, depending on project variables. The contract with Merryman Barnes Architects is on the low end of this range at 5% assuming the current construction budget

of \$5.2 million. Because the three properties are very similar to each other, there is a savings in the design and construction administration of the project. Details used for one property can be used at the others and two of the properties are expected to have only exterior skin work with very little scope expected inside the units and around the site.



RESOLUTION 17-05-05

RESOLUTION 17-05-05 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE A CONTRACT WITH MERRYMAN BARNES ARCHITECTS, INC. FOR PROFESSIONAL DESIGN SERVICES FOR ALDERWOOD, FLORESTA AND POWELLHURST WOODS APARTMENTS

WHEREAS, Home Forward Board of Commissioners authorized the submission of the RAD application for the public housing properties; and

WHEREAS, Home Forward undertook an informal competitive process for architectural and engineering services necessary to complete the renovation of Alderwood, Floresta and Powellhurst Woods properties; and

WHEREAS, Merryman Barnes Architects was identified as the most qualified proposer by the selection committee; and

WHEREAS, terms of the contract have been successfully negotiated and Merryman Barnes Architects can provide specified design services within the given budget and time frame; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract with Merryman Barnes Architects, Inc. in the amount not to exceed **\$248,000** for architecture and engineering services for Alderwood, Floresta and Powellhurst Woods Apartments.

ADOPTED: MAY 16, 2017

Attest:

Home Forward:

Michael Buonocore, Secretary

James M. Smith, Chair

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 3/1/17 - 4/30/17

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1816	0	LMC, Inc.	\$ 434,118.00	Separate Multnomah Manor - Single Building	DCR	3/15/2017	4/21/2017
Subtotal			\$ 434,118.00				1

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1822	0	Madden Fabrication	\$ 93,400.00	Purchase of Portland Loo for St. Francis Park site	DCR	3/13/2017	6/30/2017
C1825	0	Helping Hands Home Services	\$ 10,000.00	Housekeeping services for residents	Community Services	4/12/2017	3/31/2018
Subtotal			\$ 103,400.00				2

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1682	0	Central City Concern	\$ 10,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters, RFP 02/16-304	DBS-HR	12/7/2016	4/30/2017
C1820	0	OTAK	\$ 1,975.00	AutoCAD site plan and drawings for Kafoury Commons	DCR	3/13/2017	4/30/2017
C1823	0	Benjamin Edwards	\$ 4,740.00	Photographing 40-50 Home Forward families at multiple properties	Executive	3/27/2017	6/30/2017
C1821	0	Family of Friends Mentoring	\$ 5,000.00	Mentoring for Youth ages 6-10	Community Services	3/29/2017	3/16/2020
C1824	0	Radongreen, LLC	\$ 2,625.00	Design of radon-resistant mitigation systems for Grand Ave project	DCR	4/17/2017	12/31/2017
C1826	0	Kay Reid	\$ 50,000.00	Provide classes for ESL residents at New Columbia	Community Services	4/17/2017	3/31/2019
C1828	0	N&M Consult, LLC	\$ 5,000.00	Financial education and workshops for residents	Community Services	4/17/2017	12/31/2017
H1831	0	Angelina Marino-Heidel	\$ 5,000.00	Commissioning mural for St. Francis Park Apartments	DCR	4/27/2017	7/31/2017
H1832	0	Kimberly Kent	\$ 10,000.00	Commissioning an art broker to select, frame, and install artwork for St. Francis Park Apartments	DCR	4/27/2017	5/31/2017
Subtotal			\$ 94,340.00				9

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1769	0	Morrison Hershfield Corporation	\$ 66,500.00	Fairview Woods Building Envelope Consulting Services, Informal - 3 bids	DCR	10/26/2016	7/31/2018
C1829	0	GEO Consultants Northwest	\$ 51,700.00	Geotechnical services for Section 18 properties	DCR	4/19/2017	7/30/2017
Total			\$ 118,200.00				2

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1650	2	LMC, Inc.	\$ 8,871,489.00	GMP Amendment for Gladstone Square & Multnomah Manor, RFP 08/15-298	DCR	11/16/2016	11/3/2017
C1774	1	Gill Group, Inc.	\$ -	Physical needs assessments and obsolescence justification of Section 18 properties - Dahlke Manor, Holgate House, Schrunk Plaza, Williams Plaza, Medallion	DCR	3/3/2017	9/1/2017
C1602	1	Verbio (aka Oregon Translation)	\$ 8,000.00	On-Call Interpreter and Translation Services for the Agency	Prop Mgmt	3/7/2017	8/1/2018
C1739	1	Ri-Ky	\$ 900.00	Richmond Place exterior improvements	FAAM	3/9/2017	10/31/2016
C1650	3	LMC, Inc.	\$ (434,118.00)	Deductive amendment to shift construction money to C1816 for Limited Scope at Multnomah Manor	DCR	3/15/2017	4/22/2017
C1692	3	Amanda Morris	\$ 30,240.00	Resident services foot care clinics at: Williams Plaza, Medallion Apts, Gallagher Plaza, Sellwood Center, Schrunk Riverview Tower, Ruth Haefner Plaza, NW Tower,	Community Services	3/15/2017	3/31/2018
C1708	2	Multnomah Tree Experts	\$ 5,000.00	Consulting services for Multnomah Manor and Gladstone Square; on-site observation and a final report	DCR	3/15/2017	1/30/2018
C1513	2	Stoel Rives LLP	\$ 80,000.00	Agency wide Legal Services; General Counsel, Procurement & Contracts, Real-Estate & Litigation. RFP 09/14-257	Executive	3/16/2017	12/31/2020
C1720	3	Portland Mechanical Contractors	\$ 9,600.48	Unforeseen conditions during the course of construction and supplemental work	DCR	3/20/2017	4/21/2017
C1613	2	NW Enforcement	\$ 160,000.00	On-call security services, RFP 05/15-282	Prop Mgmt	3/23/2017	7/31/2018
C1637	2	Trash for Peace	\$ 15,000.00	Environmental education activities at The Plaza Townhomes, Dekum Court Apartments & Rockwood Station. Adding services at Gladstone Sq. & Fairview Oaks.	Community Services	3/23/2017	3/31/2018
C1540	4	Educate Ya, Inc.	\$ -	Provide assessment and classroom instruction for English language proficiency, Extend contract out to 3/31/18	Community Services	3/24/2017	3/31/2018
C1710	1	The Giving Tree	\$ 6,449.00	Resident Services at Fountain Place	Community Services	3/27/2017	3/31/2018
C1716	2	PBS Engineering & Environmental, Inc.	\$ -	Environmental Assessments on Gladstone Square and Multnomah Manor Apartments	DCR	4/3/2017	4/21/2017
C1514	3	Bittner & Hahs PC	\$ 100,000.00	Agency wide Legal Services; Landlord-Tenant. RFP 09/14-257	Prop Mgmt	4/6/2017	12/31/2020

C1572	3	Northwest Pest Control	\$	50,000.00	On-call pest control services, IRFP 04/15-280	Prop Mgmt	4/6/2017	4/30/2018
C1553	3	Sistahs 4 Life	\$	600.00	Humboldt Gardens, activities & wellness classes to promote healthy living. contract extension	Community Services	4/17/2017	3/31/2018
C1778	2	EMG Corp	\$	12,080.00	Update PNA Reports for Section 18 Properties; Revisit 9 properties, meet with HF, and update assessments.	DCR	4/17/2017	10/31/2017
Subtotal			\$	8,915,240.48				18

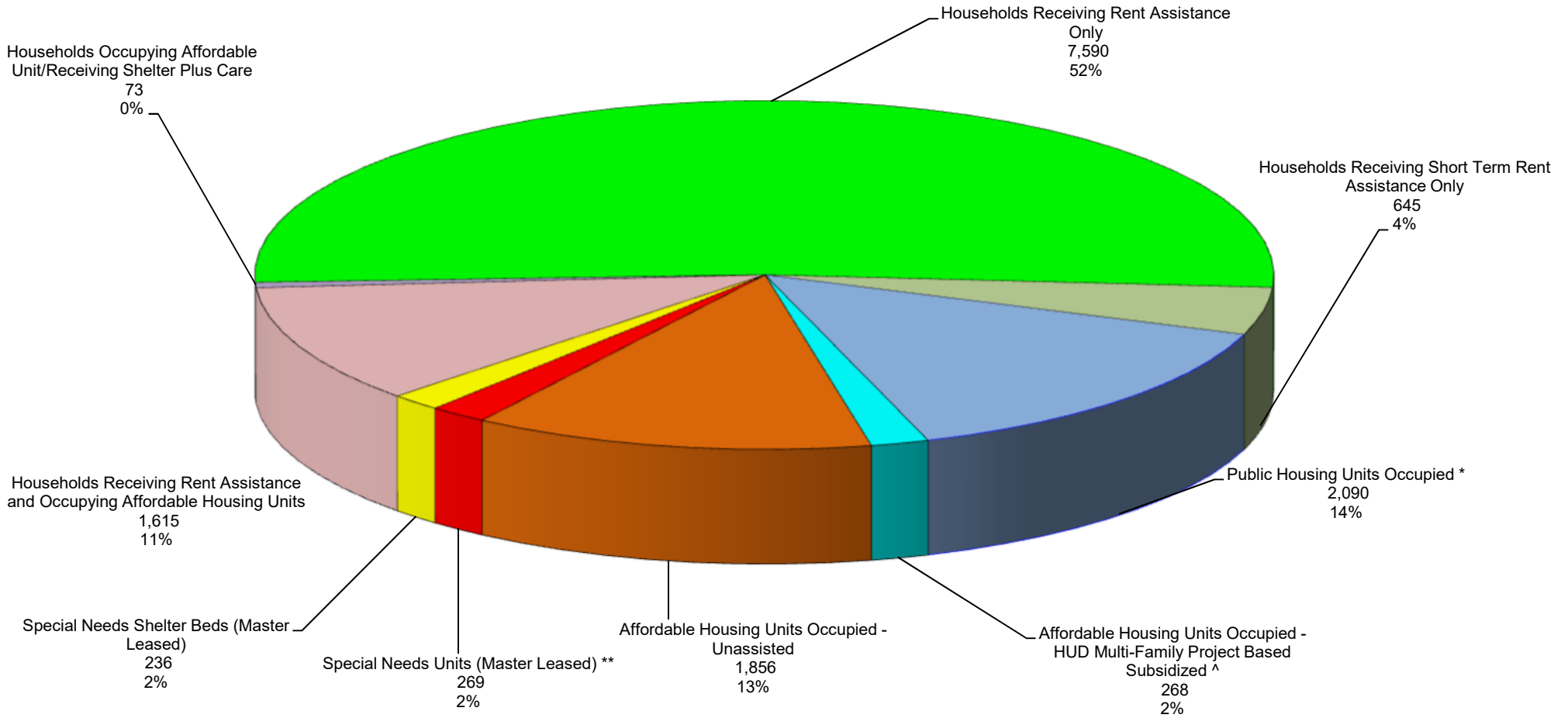
Other Agreements (3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date	
C1593	1	DHS Oregon Department of Human Services	\$	-	Agreement # 142183 Amendment # 3 with state of Oregon DHS. This amendment increases the payment standards for referrals.	Community Services	10/21/2016	9/30/2018
H1454	b	O'Neill/Walsh Community Builders	\$	639,188.00	SFPLP Contract for the St. Francis New Construction Development Project: Construction of Francis & Claire Commons	DCR	2/23/2017	4/26/2017
Subtotal			\$	639,188.00				2

Total **\$** **10,304,486.48** **34**

HOUSEHOLDS SERVED REPORT

Total Households Served: Rent Assistance and Occupied Housing Units April 2017



Total Households Served 14,642

^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza

* Includes Local Blended Subsidy

^^ Total Short Term Rent Assistance less the Households Occupying Affordable Units/Receiving Shelter Plus Care

** Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

Households Served

Households Served Through Housing Supports April 2017

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	9,205	7,689	1,516
Tenant Based Vouchers	5,714	5,714	
Project Based Vouchers	1,321	1,321	
Hi Rise Project Based Vouchers	654	654	
Single Room Occupancy (SRO)/MODS	495		495
Family Unification Program	84		84
Veterans Affairs Supportive Housing (VASH)	519		519
Rent Assistance - PORT IN From Other Jurisdiction	418		418
Short Term Rent Assistance Programs	718	34	684
Shelter + Care	460		460
Locally Funded Short Term Rent Assistance	224		224
Earl Boyles	8	8	
MIF Funded Short Term Rent Assistance	17	17	
Alder School	-	-	
New Doors	5	5	
Employment Opportunity Program	-	-	
Work Systems Inc. - Agency Based Rent Assistance	4	4	
Total Rent Assistance	9,923	7,723	2,200
Subsidized Housing Units			
Public Housing Units Occupied	2,090	2,090	-
Traditional Public Housing units Occupied	1,303	1,303	
Public Housing units Occupied - Local Blended Subsidy	173	173	
Public Housing units Occupied - in Owned Affordable	64	64	
Public Housing units Occupied - in Tax Credit Affordable	550	550	
Affordable Housing Units Occupied (excluding PH subsidized)	3,812		3,812
Affordable Housing Units - Tenant Based Vouchers	532		532
Affordable Housing Units - Shelter + Care	73		73
Affordable Housing Units - Project Based Vouchers	273		273
Affordable Housing Units - Hi Rise Project Based Vouchers	654		654
^ Affordable Housing Units - HUD Multi-Family Project Based	268		268
Affordable Housing Units - VASH Vouchers	124		124
Affordable Housing Units - Family Unification Program	6		6
Affordable Housing Units - Section 8 Port In	26		26
Affordable Housing Units - Unassisted	1,856		1,856
Special Needs	505		505
Special Needs Units (Master Leased) **	269		269
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,407	2,090	4,317
Total Housing Supports Provided to Household	16,330	9,813	6,517
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(1,615)		(1,615)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(73)		(73)
Total Households Served	14,642	9,813	4,829

Notes:

- ^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
 - ** Special Needs are physical disabilities at occupancy levels that are not reported to Home Forward by service providers master leasing these properties.
- Home Forward Board of Commissioners
May 2017

DASHBOARD REPORT

Property Performance Measures

Occupancy

	Number of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage	Unit Mix						Total
						Studio/SRO	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	
Public Housing	34	1,355	1,344	7	99.5%	77	667	342	259	10	0	1,355
Public Housing Mixed Financed Owned *	2	65	65	1	100.0%	0	15	40	10	0	0	65
Public Housing Mixed Finance Tax Credit *	7	681	681	3	99.6%	385	93	89	62	45	7	681
Total Public Housing	43	2,101	2,090	11	99.5%	462	775	471	331	55	7	2,101
Affordable Owned with PBA subsidy	4	281	281	1	99.6%	72	191	12	6	0	0	281
Affordable Owned without PBA subsidy	20	2,078	2,078	12	99.4%	794	525	565	164	30	0	2,078
Total Affordable Owned Housing	24	2,359	2,359	13	99.4%	866	716	577	170	30	0	2,359
Tax Credit Partnerships	17	2,225	2,225	17	99.2%	812	596	386	280	134	17	2,225
Total Affordable Housing	41	4,584	4,584	30	99.3%	1,678	1,312	963	450	164	17	4,584
Eliminate Duplicated PH Properties/Units	-9	-746	-746	-4		-385	-108	-129	-72	-45	-7	-746
Combined Total PH and AH	75	5,939	5,928	37	99.4%	1,755	1,979	1,305	709	174	17	5,939
Special Needs (Master Leased)	32	269	269									
Special Needs (Shelter Beds)	2	236	236									
Total with Special Needs	109	6,444	6433									

* property/unit counts also included in Affordable Housing Count

Financial

Twelve months ending 3/31/2017

Public Housing
Affordable Owned
Tax Credit Partnerships

Fiscal YTD ending 12/31/16				12/31/16		
# of Properties/units Positive Net Operating Income (NOI)		# of Properties/units Negative Net Operating Income (NOI)		# of Properties meeting Debt Coverage	# of Properties not meeting DCR	# of Properties DCR Not Applicable
32	1,328	2	27			
22	2,289	2	70	16	1	7
17	2,225	0	0	12	0	5

Public Housing Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of	% of	Average	Average Unit	Adults no	Family with	Elderly	Disabled	Black African American	White	Native American	Asian	Hawaiian/Pacific Isind	Hispanic/ Latino
Public Housing Residents														
0 to 10% MFI	457	22.3%	2.1	1.8	11.7%	10.7%	0.5%	7.4%	7.1%	9.6%	1.0%	0.3%	0.4%	3.9%
11 to 20%	809	39.6%	1.8	1.5	29.6%	9.9%	9.7%	20.3%	11.4%	20.7%	1.6%	1.5%	0.5%	4.0%
21 to 30%	396	19.4%	2.2	1.7	12.0%	7.3%	6.1%	6.1%	4.8%	10.8%	0.8%	0.9%	0.4%	1.8%
51 to 80%	79	3.9%	3.2	2.4	1.3%	2.6%	0.4%	0.4%	1.1%	1.2%	0.1%	0.2%	0.0%	1.3%
Over 80%	15	0.7%	2.7	2.0	0.4%	0.3%	0.0%	0.1%	0.2%	0.3%	0.0%	0.0%	0.0%	0.1%
All	2,045	100.0%	2.1	1.7	61.4%	38.6%	19.9%	37.7%	28.9%	48.1%	3.9%	3.4%	1.5%	14.2%

Waiting List

0 to 10% MFI	6,565	37.8%	1.9	1.4		1.6%	13.1%	11.9%	18.2%	1.8%	0.9%	0.5%	3.5%	1.0%
11 to 20%	4,824	27.8%	2.1	1.4		3.2%	13.4%	8.5%	13.8%	1.2%	1.1%	0.4%	2.3%	0.5%
21 to 30%	2,938	16.9%	2.3	1.4		2.4%	5.8%	4.8%	8.4%	0.7%	0.8%	0.2%	1.8%	0.3%
31 to 50%	2,312	13.3%	2.5	1.5		1.6%	2.9%	3.8%	6.2%	0.4%	0.7%	0.2%	1.7%	0.3%
51 to 80%	542	3.1%	2.6	1.4		0.3%	0.5%	1.0%	1.3%	0.1%	0.2%	0.1%	0.3%	0.1%
Over 80%	166	1.0%	2.5	1.5		0.1%	0.2%	0.4%	0.3%	0.0%	0.1%	0.0%	0.1%	0.0%
All	17,347	100.0%	2.1	1.4		9.2%	35.9%	30.3%	48.2%	4.3%	3.7%	1.5%	9.8%	2.2%

* Race and ethnicity are not required fields on the Waitlist Application in Yardi

Other Activity

	#'s.days.hrs
Public Housing	
Names pulled from Wait List	167
Denials	21
New rentals	15
Vacates	24
Evictions	2
# of work orders received	1,462
# of work orders completed	951
Average days to respond	15.7
# of work orders emergency	6
Average response hrs (emergency)	27

Home Forward - Dashboard Report For April of 2017

Rent Assistance Performance Measures

Utilization and Activity

	Current Month Status					Current Month Activity			Calendar Year To Date						
	Vouchers	Vouchers	Utilization	Average Voucher	HUD Subsidy Over(Under)	Remaining Waiting List	Waiting List Names	New Vouchers	Vouchers	Voucher Inspections	Utilization	Average Voucher	HUD Subsidy Over(Under)	New Vouchers	Vouchers
Tenant Based Vouchers	7,054	6,647	94%	\$710	-\$173,793	1	0	19	33	459	94%	\$705	\$394,823	157	184
Project Based Vouchers	2,049	1,975	96%	\$827	\$212,362			19	20	106	97%	\$806	\$1,395,342	109	78
SRO/Mod Vouchers	512	495	97%	\$445				7	10	113	97%	\$445	\$29,536	36	41
All Vouchers	9,615	9,117	95%	\$721	\$38,569			45	63	678	95%	\$717	\$1,819,701	302	303

Demographics

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native	Asian	Hawaiian/	Hispanic
Tenant Based Voucher Participants														
0 to 10% MFI	1,122	17.3%	2.1	1.9	9.2%	8.1%	0.7%	4.5%	6.7%	8.2%	0.6%	0.4%	0.2%	1.1%
11 to 20%	2,505	38.6%	1.9	1.9	27.3%	11.3%	12.1%	16.0%	12.7%	19.5%	1.1%	2.9%	0.1%	2.3%
21 to 30%	1,536	23.7%	2.3	2.0	14.6%	9.0%	8.3%	7.9%	7.5%	12.9%	0.6%	1.4%	0.1%	1.2%
31 to 50%	1,124	17.3%	2.8	2.3	7.1%	10.2%	3.4%	4.4%	7.0%	7.8%	0.2%	0.8%	0.2%	1.2%
51 to 80%	194	3.0%	3.2	2.7	0.8%	2.1%	0.3%	0.3%	1.6%	1.1%	0.0%	0.1%	0.0%	0.2%
Over 80%	13	0.2%	2.9	2.5	0.1%	0.1%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%
All	6,494	100.0%	2.2	2.0	59.2%	40.8%	24.8%	33.1%	35.6%	49.5%	2.6%	5.6%	0.7%	5.9%

	Households				% Family Type (head of household)				Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native	Asian	Hawaiian/	Hispanic
Project Based Voucher Participants														
0 to 10% MFI	470	23.7%	1.5	1.3	17.6%	6.1%	1.5%	9.3%	4.5%	15.0%	0.9%	0.5%	0.4%	2.5%
11 to 20%	802	40.5%	1.6	1.3	34.5%	6.1%	14.0%	19.3%	7.5%	27.1%	1.3%	1.1%	0.2%	3.4%
21 to 30%	459	23.2%	1.8	1.4	18.8%	4.3%	10.6%	7.9%	3.5%	16.6%	0.6%	0.6%	0.2%	1.7%
31 to 50%	220	11.1%	2.3	1.7	7.2%	3.9%	3.9%	2.5%	2.4%	6.9%	0.3%	0.3%	0.1%	1.1%
51 to 80%	26	1.3%	3.3	2.4	0.5%	0.9%	0.1%	0.2%	0.4%	0.7%	0.0%	0.1%	0.0%	0.2%
Over 80%	2	0.1%	2.0	1.5	0.1%	0.1%	0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
All	1,979	100.0%	1.7	1.4	78.7%	21.3%	30.1%	39.2%	18.3%	66.4%	3.1%	2.5%	0.9%	8.8%

	Waiting List			Not Reported											
	# of Households	% of Households	Average Family Size	Black	White	Native	Asian	Hawaiian/	Hispanic	Other	Other	Other	Other	Other	Other
0 to 10% MFI	1	100.0%	2.0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11 to 20%	140	26.4%	2.5	1.9%	8.1%	8.8%	12.2%	1.2%	0.8%	0.2%	2.4%	0.8%	0.2%	0.8%	
21 to 30%	70	13.2%	2.6	2.4%	2.8%	3.5%	7.1%	0.2%	0.6%	0.0%	1.3%	0.6%	0.0%	0.6%	
31 to 50%	55	10.4%	2.7	0.9%	1.5%	3.5%	4.7%	0.3%	0.5%	0.6%	0.8%	0.6%	0.0%	0.0%	
51 to 80%	13	2.4%	3.0	0.2%	0.2%	1.2%	0.9%	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	
Over 80%	8	1.5%	2.4	0.2%	0.4%	0.2%	0.9%	0.0%	0.2%	0.0%	0.2%	0.0%	0.0%	0.0%	
All	287	153.9%	2.6	5.6%	13.0%	117.1%	25.9%	1.7%	2.1%	0.8%	5.0%	1.3%	0.8%	1.3%	

Short Term Rent Assistance

	# of Households Participating	\$ Amount of Assistance	Average Cost per Household
Shelter Plus Care	460	\$359,282	781
Short Term Rent Assistance	258	\$180,392	699

Resident Services

Resident Programs

	Housing Program Served	Household Served/ Participant	Monthly Funding Amount	Average Funds per Participant
Congregate Housing Services * as of previous month	Public Housing	118	\$69,447	\$589

	Increased Housing Stability	Increased Self-Reliance	Increased Sense of Community	
	# Interventions regarding lease violations	# of appointments assisting residents to connect and utilize	# of events	# event attendees
Resident Services Coordination	150	1047	283	4370

	# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year
Twelve months ending 3/31/2017	158	\$327,168	1	3	\$6,866	4	\$0	\$1,191
GOALS Program	15	\$719,401	15	3	\$22,519	0	\$0	\$1,922

Agency Financial Summary

Six months ending 12/31/16	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$43,521,063	\$44,111,161	(\$590,098)
Grant Revenue	\$6,562,783	\$6,361,411	\$201,372
Property Related Income	\$8,240,188	\$9,192,423	(\$952,235)
Development Fee Revenue	\$6,289,241	\$2,692,828	\$3,596,414
Other Revenue	\$2,924,237	\$3,720,333	(\$796,096)
Total Revenue	\$67,537,513	\$66,078,155	\$1,459,358
Housing Assistance Payments	\$36,302,642	\$40,023,812	(\$3,721,170)
Operating Expense	\$20,839,530	\$21,802,033	(\$962,503)
Depreciation	\$4,283,119	\$4,412,503	(\$129,384)
Total Expense	\$61,425,291	\$66,238,349	(\$4,813,057)
Operating Income	\$6,112,221	-\$160,194	\$6,272,415
Other Income(Expense)	\$539,790	\$4,948,905	(\$4,409,115)
Capital Contributions	\$610,760	\$1,218,497	(\$607,737)
Increase(Decrease) Net Assets	\$4,961,671	-\$6,327,597	\$11,289,267
Total Assets	\$0	\$0	\$0
Liquidity Reserves	\$22,487,305	\$18,903,659	\$3,583,646

Development/Community Revitalization

New Development / Revitalization

	Units	Constructio Start	Construction End	Current Phase	Total Cost	Cost Per Unit
St. Francis Park	106	Mar-16	May-17	Construction	\$23,250,483	\$219,344
Square Manor						
Gladstone Square	48	Mar-17	Aug-17	Construction	\$11,191,518	\$233,157
Multnomah Manor	53	May-17		Pre-Construction	\$8,949,559	\$168,860

Capital Improvement

Highrise Rehab - Group 1	343	Apr-15	Oct-16	Post-Construction	\$57,643,336	\$168,056
Gallagher	85					
Northwest Tower	258					
Highrise Rehab - Group 2	396	Apr-15	Sep-16	Post-Construction	\$66,078,085	\$166,864
Sellwood	110					
Hollywood East	286					
Harold Lee Comprehensive Rehab	N/A	May-16	Sep-17	Construction	\$1,800,000	N/A
Fairview Oaks Comprehensive Rehab	N/A	Aug-15	May-17	Construction	\$5,100,000	N/A