

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 8/1/17 - 9/30/17

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contract Type (Hide)	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1892	0	Public Improvement	Columbia Cascade Construction	\$ 1,920.00	Install 6 inch high curb in the garbage area at BCC	DCR	8/4/2017	9/30/2017
C1893	0	Public Improvement	Environmental Works	\$ 10,275.00	Radon mitigation at Tamarack	DCR	8/7/2017	3/31/2018
Subtotal				\$ 12,195.00				2

GOODS & SERVICES

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

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contract Type (Hide)	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1887	0	Personal Service	Transition Projects, Inc	\$ 209,497.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/2/2017	6/30/2018
C1868	0	Personal Service	RFM, LLC	\$ 90,000.00	Cell Tower Management Services for Home Forward	Prop Mgmt	8/8/2017	8/31/2018
C1870	0	Personal Service	Cascade AIDS Project	\$ 63,741.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1871	0	Personal Service	Cascadia Behavioral Healthcare	\$ 93,841.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1873	0	Personal Service	EI Program Hispana	\$ 564,541.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1874	0	Personal Service	Human Solutions, Inc.	\$ 1,328,389.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1875	0	Personal Service	Impact Northwest	\$ 184,623.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1877	0	Personal Service	Janus	\$ 79,086.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1879	0	Personal Service	Latino Network	\$ 269,764.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1882	0	Personal Service	NAYA	\$ 546,821.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1884	0	Personal Service	Northwest Pilot Project	\$ 228,873.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018

C1885	0	Personal Service	Outside In	\$ 68,463.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1890	0	Personal Service	Portland Homeless Family Solutions	\$ 511,647.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/11/2017	6/30/2018
C1880	0	Personal Service	Multnomah County Disability Services	\$ 123,351.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/17/2017	6/30/2018
C1888	0	Personal Service	Urban League	\$ 209,524.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	8/17/2017	6/30/2018
C1878	0	Personal Service	JOIN	\$ 589,953.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/5/2017	6/30/2018
C1886	0	Personal Service	SEI, Inc	\$ 1,195,168.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/5/2017	6/30/2018
C1872	0	Personal Service	Central City Concern	\$ 15,345.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/14/2017	6/30/2018
C1881	0	Personal Service	NARA	\$ 96,089.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/14/2017	6/30/2018
C1889	0	Personal Service	Volunteers of America	\$ 531,177.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/14/2017	6/30/2018
C1876	0	Personal Service	Immigrant Refugee Community Organization (IRCO)	\$ 726,262.00	STRA Contract - C1900; to be amended yearly	Rent Assistance	9/20/2017	6/30/2018
Subtotal				\$ 7,726,155.00				21

PROFESSIONAL SERVICE CONTRACTS (A&E)

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

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contract Type (Hide)	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1853	3	Public Improvement	The Strategic Group	\$ (132.00)	Decreased budget amount	DCR	8/1/2017	9/29/2017
C1682	2	Personal Service	Central City Concern	\$ 40,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters, RFP 02/16-304	DBS-HR	8/3/2017	4/30/2019
C1748	1	Goods and Services	Central City Concern	\$ 7,800.00	Cleaning First Floor Public Bathroom at New Market West	Prop Mgmt	8/3/2017	8/14/2018
C1578	2	Personal Service	Susan Brannon Consulting	\$ 52,000.00	Yardi consulting and trouble shooting for IT. Resolution 15-05-03 not to exceed \$250,000	IT	8/10/2017	8/30/2018
C1751	1	Personal Service	Transition Projects, Inc	\$ -	Assistance to veterans with VASH vouchers	Rent Assistance	8/15/2017	2/28/2018
C1650	5	Public Improvement	LMC, Inc.	\$ 214,666.76	Construction changes; buy back supplemental scope to upgrade existing playground at Gladstone	DCR	9/20/2017	12/22/2017

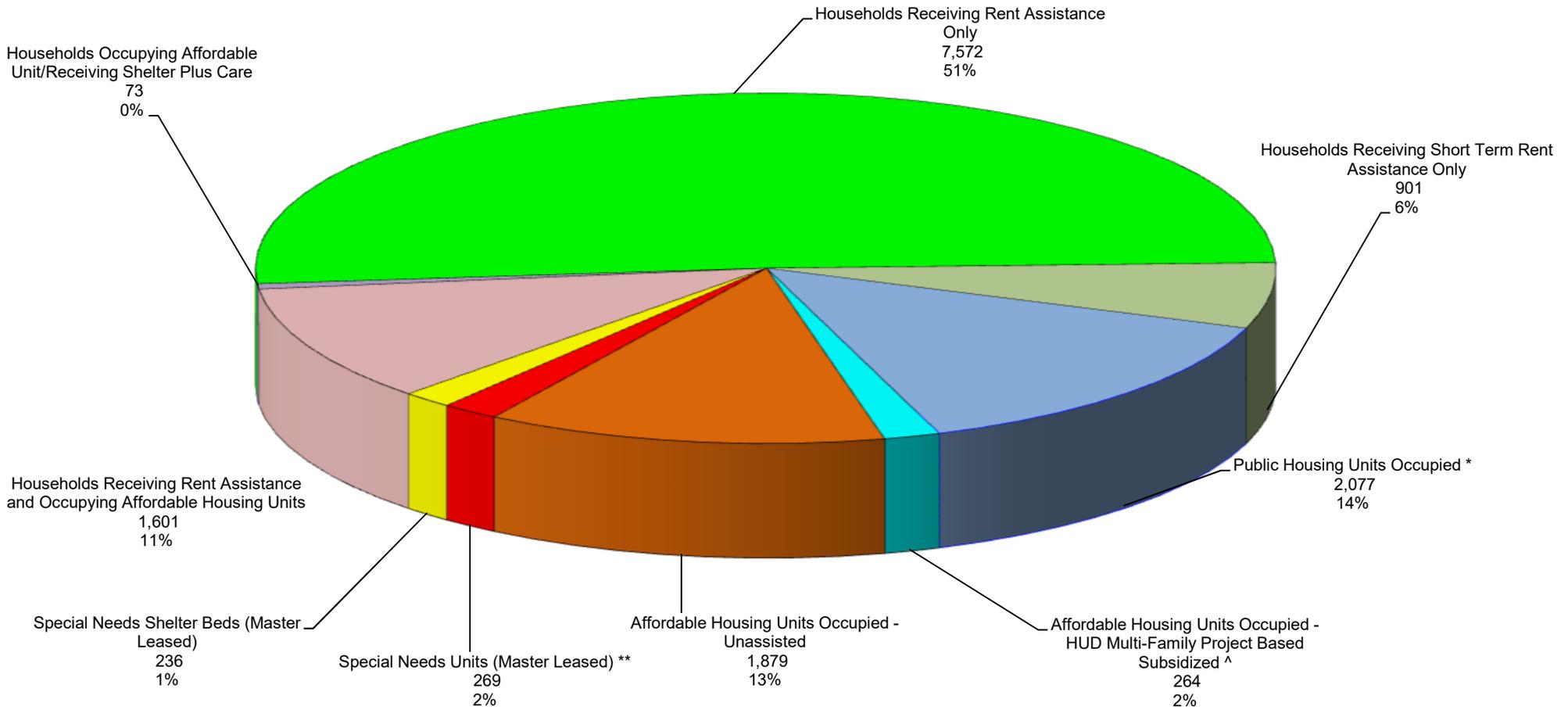
C1840	1	Public Improvement	RichArt Family, Inc.	\$ 309,469.50	Emergency repairs at Fairview Woods, adding to scope and amending time	DCR	09.20.17	2/2/2018
Subtotal				\$ 623,804.26				7

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

Contract #	Amend #	Contract Type (Hide)	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
H1832	1	Personal Service	Kimberly Kent	\$ 1,882.87	Additional artwork for St Francis Park	DCR	8/11/2017	8/31/2017
Subtotal				\$ 1,882.87				1
Total				\$ 8,364,037.13				31

HOUSEHOLDS SERVED REPORT

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



Total Households Served 14,872

^ 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 September 2017

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	9,173	7,664	1,509
Tenant Based Vouchers	5,660	5,660	
Project Based Vouchers	1,351	1,351	
Hi Rise Project Based Vouchers	653	653	
Single Room Occupancy (SRO)/MODS	493		493
Family Unification Program	84		84
Veterans Affairs Supportive Housing (VASH)	515		515
Rent Assistance - PORT IN From Other Jurisdiction	417		417
Short Term Rent Assistance Programs	974	59	915
Shelter + Care	452		452
Locally Funded Short Term Rent Assistance	463		463
Earl Boyles	18	18	
MIF Funded Short Term Rent Assistance	7	7	
Alder School	27	27	
New Doors	5	5	
Employment Opportunity Program	2	2	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
Total Rent Assistance	10,147	7,723	2,424
Subsidized Housing Units			
Public Housing Units Occupied	2,077	2,077	-
Traditional Public Housing units Occupied	1,299	1,299	
Public Housing units Occupied - Local Blended Subsidy	170	170	
Public Housing units Occupied - in Owned Affordable	62	62	
Public Housing units Occupied - in Tax Credit Affordable	546	546	
Affordable Housing Units Occupied (excluding PH subsidized)	3,817		3,817
Affordable Housing Units - Tenant Based Vouchers	521		521
Affordable Housing Units - Shelter + Care	73		73
Affordable Housing Units - Project Based Vouchers	273		273
Affordable Housing Units - Hi Rise Project Based Vouchers	653		653
^ Affordable Housing Units - HUD Multi-Family Project Based	264		264
Affordable Housing Units - VASH Vouchers	122		122
Affordable Housing Units - Family Unification Program	6		6
Affordable Housing Units - Section 8 Port In	26		26
Affordable Housing Units - Unassisted	1,879		1,879
Special Needs	505		505
Special Needs Units (Master Leased) **	269		269
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,399	2,077	4,322
Total Housing Supports Provided to Household	16,546	9,800	6,746
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(1,601)		(1,601)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(73)		(73)
Total Households Served	14,872	9,800	5,072

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
October 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	1,345	12	99.1%	77	667	342	259	10	0	1,355
Public Housing Mixed Finance	2	65	65	3	100.0%	0	15	40	10	0	0	65
Public Housing Mixed Finance T	10	681	681	9	98.7%	385	93	89	62	45	7	681
Total Public Housing	46	2,101	2,091	24	98.9%	462	775	471	331	55	7	2,101
Affordable Owned with PBA sub	4	281	281	1	99.6%	72	191	12	6	0	0	281
Affordable Owned without PBA s	20	2,078	2,078	12	99.4%	794	525	565	164	30	0	2,078
Total Affordable Owned	24	2,359	2,359	13	99.4%	812	596	386	280	134	17	2,359
Tax Credit Partnerships	17	2,225	2,225	20	99.1%	812	596	386	280	134	17	2,225
Total Affordable Housing	41	4,584	4,584	33	99.3%	1,624	1,192	772	560	268	34	4,584
Eliminate Duplicated PH Propert	-12	-746	-746	-12		-385	-108	-129	-72	-45	-7	-746
Combined Total PH and	75	5,939	5,929	45	99.2%	1,701	1,859	1,114	819	278	34	5,939
Special Needs (Master Leased)	32	269	269									
Special Needs (Shelter Beds)	2	236	236									
Total with Special Needs	109	6,444	6,434									

* property/unit counts also included in Affordable Housing Count

Financial

Three months ending 6/30/2C

Fiscal YTD ending 6/30/2017				06/30/17		
# of Properties/units Positive Operating Income (NOI)	Net	# 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	2	6
17	2,225	0	0	13	0	4

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 Island	Hispanic/ Latino
Public Housing Residents	455	22.2%	2.1	1.8	11.7%	10.6%	0.4%	7.5%	7.1%	9.7%	1.1%	0.4%	0.4%	3.5%
0 to 10% MFI	809	39.5%	1.8	1.5	29.8%	9.7%	9.8%	20.3%	11.4%	20.5%	1.6%	1.4%	0.5%	4.1%
11 to 20%	392	19.1%	2.2	1.8	11.8%	7.4%	5.9%	6.1%	4.7%	10.6%	0.6%	0.8%	0.3%	2.1%
21 to 30%	81	4.0%	3.2	2.4	1.4%	2.5%	0.4%	0.4%	1.1%	1.2%	0.1%	0.2%	0.0%	1.3%
51 to 80%	16	0.8%	2.8	2.1	0.4%	0.4%	0.0%	0.1%	0.2%	0.3%	0.0%	0.0%	0.0%	0.2%
Over 80%	2,047	100.0%	2.2	1.7	61.2%	38.8%	19.5%	38.0%	29.0%	48.0%	3.9%	3.3%	1.5%	14.2%

Waiting List

0 to 10% MFI	6,492	37.8%	1.9	1.4	1.6%	13.0%	11.9%	18.1%	1.8%	0.9%	0.5%	3.5%	1.0%
11 to 20%	4,778	27.8%	2.1	1.4	3.2%	13.4%	8.4%	13.8%	1.3%	1.1%	0.4%	2.3%	0.5%
21 to 30%	2,916	17.0%	2.3	1.4	2.5%	5.8%	4.8%	8.4%	0.7%	0.8%	0.2%	1.8%	0.3%
31 to 50%	2,300	13.4%	2.5	1.4	1.6%	2.9%	3.8%	6.2%	0.4%	0.7%	0.2%	1.7%	0.3%
51 to 80%	537	3.1%	2.6	1.4	0.3%	0.5%	1.0%	1.4%	0.1%	0.2%	0.1%	0.3%	0.1%
Over 80%	165	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	17,188	100.0%	2.1	1.4	9.3%	35.9%	30.3%	48.2%	4.3%	3.7%	1.5%	9.8%	2.3%

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

Other Activity

	#'s, days, hrs
Public Housing	
Names pulled from Wait L	189
Denials	16
New rentals	12
Vacates	21
Evictions	3
# of work orders received	2,277
# of work orders complete	1,767
Average days to respond	14.2
# of work orders emergen	9
Average response hrs (en	2

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	6,976	6,589	94%	\$728	-\$46,648	0	0	22	43	459	94%	\$713	\$1,102,705	230	327
Project Based Vouchers	2,067	2,004	97%	\$831	\$231,599			27	48	106	97%	\$815	\$2,379,867	211	174
SRO/Mod Vouchers	512	493	96%	\$450				10	15	113	97%	\$448	\$48,162	66	75
All Vouchers	9,555	9,086	95%	\$735	\$184,951			59	106	678	95%	\$724	\$3,530,734	507	576

Home Forward - Dashboard Report For September of 2017

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 Participant														
0 to 10% MFI	1,102	17.2%	2.1	1.9	9.1%	8.1%	0.8%	4.5%	6.8%	8.0%	0.6%	0.4%	0.2%	1.1%
11 to 20%	2,457	38.3%	1.9	1.9	27.3%	11.0%	12.3%	15.9%	12.5%	19.4%	1.1%	2.9%	0.2%	2.2%
21 to 30%	1,537	23.9%	2.3	2.0	14.7%	9.2%	8.3%	8.0%	7.5%	13.1%	0.6%	1.4%	0.2%	1.2%
31 to 50%	1,117	17.4%	2.8	2.3	7.3%	10.1%	3.6%	4.5%	7.0%	7.8%	0.2%	0.8%	0.2%	1.3%
51 to 80%	198	3.1%	3.2	2.7	1.0%	2.1%	0.2%	0.3%	1.7%	1.1%	0.1%	0.1%	0.0%	0.2%
Over 80%	12	0.2%	2.7	2.3	0.1%	0.1%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%
All	6,423	100.0%	2.2	2.0	59.4%	40.6%	25.3%	33.1%	35.6%	49.4%	2.6%	5.7%	0.7%	6.0%

	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 Participant														
0 to 10% MFI	481	23.8%	1.6	1.3	17.5%	6.3%	1.5%	9.4%	4.6%	15.0%	0.9%	0.6%	0.3%	2.4%
11 to 20%	817	40.5%	1.5	1.3	34.9%	5.6%	14.0%	19.6%	7.7%	26.9%	1.3%	1.1%	0.2%	3.3%
21 to 30%	469	23.2%	1.8	1.4	18.7%	4.5%	10.6%	7.9%	3.7%	16.8%	0.5%	0.5%	0.2%	1.5%
31 to 50%	228	11.3%	2.4	1.7	6.9%	4.4%	3.6%	2.4%	2.4%	6.8%	0.4%	0.3%	0.1%	1.3%
51 to 80%	22	1.1%	3.2	2.5	0.4%	0.6%	0.1%	0.1%	0.3%	0.6%	0.0%	0.0%	0.0%	0.2%
Over 80%	1	0.0%	8.0	4.0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All	2,018	100.0%	1.7	1.4	78.5%	21.5%	29.9%	39.4%	18.8%	66.0%	3.1%	2.5%	0.8%	8.8%

	Households				% Family Type (head of household)				Race % (head of household)						Not Reported
	# 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	
Waiting List															
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%
11 to 20%	140	26.4%	2.5					1.9%	8.1%	8.8%	12.2%	1.2%	0.8%	0.2%	2.4%
21 to 30%	70	13.2%	2.6					2.4%	2.8%	3.5%	7.1%	0.2%	0.6%	0.0%	1.3%
31 to 50%	55	10.4%	2.7					0.9%	1.5%	3.5%	4.7%	0.3%	0.5%	0.6%	0.8%
51 to 80%	13	2.4%	3.0					0.2%	0.2%	1.2%	0.9%	0.0%	0.0%	0.0%	0.3%
Over 80%	8	1.5%	2.4					0.2%	0.4%	0.2%	0.9%	0.0%	0.2%	0.0%	0.2%
All	287	153.9%	2.6					5.6%	13.0%	117.1%	25.9%	1.7%	2.1%	0.8%	5.0%

Short Term Rent Assistance

	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household
Shelter Plus Care	452	\$364,197	806
Short Term Rent Assistance	522	\$515,540	988

Resident Services

Resident Programs

	Housing Program Served	Households Served/ Participants	Monthly Funding Amount	Average Funds per Participant
Congregate Housing Services	Public Housing	126	\$79,858	\$634

* as of previous month

Resident Services Coordinator	Public Housing	# HH Eviction Prevention	Health and Safety Stabilized # of appointments assisting residents to connect and utilize community resources	Unduplicated Number Served	# Events	# Event Attendees
		235	865	239	5303	

	# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year	
Three months ending 6/30/17	Public Housing	158	\$327,168	1	3	\$6,866	4	\$0	\$1,191
Three months ending 6/30/17	Section 8	141	\$269,957	3	0	\$1,483	0	\$0	\$2,017

Agency Financial Summary

Six months ending 06/30/17	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$26,256,015	\$21,593,512	\$4,662,503
Grant Revenue	\$5,889,958	\$3,957,276	\$1,932,681
Property Related Income	\$5,281,124	\$4,563,112	\$718,012
Development Fee Revenue	\$0	\$2,692,828	(\$2,692,828)
Other Revenue	\$2,173,067	\$1,791,012	\$382,055
Total Revenue	\$39,600,164	\$34,597,740	\$5,002,424
Housing Assistance Payments	\$25,565,861	\$20,245,533	\$5,320,328
Operating Expense	\$11,473,816	\$10,722,883	\$750,932
Depreciation	\$2,122,362	\$2,237,345	(\$114,982)
Total Expense	\$39,162,039	\$33,205,761	\$5,956,278
Operating Income	\$438,125	\$1,391,979	(\$953,854)
Other Income(Expense)	-\$532,787	-\$73,450	(\$459,337)
Capital Contributions	\$580,558	\$366,188	\$214,369
Increase(Decrease) Net Assets	\$390,355	\$1,099,241	(\$708,886)
Total Assets	\$448,147,292	\$421,005,477	\$27,141,815
Liquidity Reserves	\$23,207,791	\$22,569,896	\$3,583,646

Development/Community Revitalization

New Development / Revitalization	Units	Construction Start	Construction End	Current Phase	Total Cost	Cost Per Unit
	St. Francis Park Square Manor	106	Mar-16	Aug-17	Construction	\$23,250,483
Gladstone Square	48	Mar-17	Jan-18	Construction	\$11,191,518	\$233,157
Multnomah Manor	54	Aug-17	Jan-18	Construction	\$8,949,559	\$168,860
NE Grand	240	Oct-17	Oct-20	Pre-Construction	\$69,248,377	\$288,535
Capital Improvement						
Harold Lee Comprehensive	N/A	May-16	Sep-17	Construction	\$1,800,000	N/A
Fairview Oaks Comprehensive	N/A	Aug-15	Sep-17	Construction	\$5,100,000	N/A
Fairview Woods Recladding	N/A	Jun-17	Jul-18	Construction	\$3,900,000	N/A