

Housing Authority of Portland Board of Commissioners Meeting



The New Columbia Safety Parade kicked off spring break week with the theme "Slow it down, but keep it moving." More than 200 residents of New Columbia signed a pledge to drive safely and look out for pedestrians. North Portland Precinct Commander Donna Henderson was honorary Grand Marshall.

Housing Authority of Portland
Board of Commissioners Meeting
Maple Mallory Community Room
3800 NE Mallory Ave
Portland, Oregon
April 15, 2008, 6:15 PM



HOUSING AUTHORITY OF PORTLAND

INDEX FOR ELECTRONICALLY DISTRIBUTED BOARD OF COMMISSIONERS BOARD MEETING PACKET FOR APRIL, 2008

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PUBLIC NOTICE:

THE HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS

will meet on

Tuesday, April 15, 2008

At 6:15 pm

At the Maple Mallory Community Center
3800 NE Mallory, Portland Oregon

TO: COMMUNITY PARTNERS

FROM: STEVE RUDMAN

DATE: April 9, 2008

The Board of Commissioners of the Housing Authority of Portland will meet on Tuesday, April 15, 2008 at the Maple Mallory Community Center, 3800 NE Mallory, Portland, Oregon at 6:15 P.M. The commission meeting is open to the public.

The meeting site is accessible, and persons with disabilities may call 503-802-8501 or 503-802-8554 (TTY) for accommodations (e.g. assisted listening devices, sign language, and/or oral interpreter) by 12:00 pm (noon), Friday, April 11, 2008.

CONSENT CALENDAR MINUTES



**HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS MEETING
Maple Mallory Community Center
3800 NE Mallory
Portland, OR
April 15, 2008 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 (Consent Calendar/Minutes TAB)

| |
|---------------------------------------|
| Topic |
| Minutes of March 18, 2008 BOC Meeting |
| |

REPORTS / RESOLUTIONS

| 08-04- | TOPIC | Presenter/POC | Phone # |
|---------------|--|---|--------------------------------------|
| Report | Executive Director's Report (Exec Director TAB) | Steve Rudman | 503.802.8455 |
| 01 | Authorize Naming of Maple Mallory Community Center for Officer Z-Man | Dianne Quast Jacob Fox | 503.802.8338 503.802.8437 |
| Report | Commercial Space Leases in HAP Properties | Dianne Quast Ben Wickham | 503.802.8338 503.802.8483 |
| 02 | Authorize Selection of a Contractor for the Development of the Resource Access Center | Mike Andrews John Manson | 503.802.8507 503.802.8511 |
| 03 | Authorize Construction Contract for The Grove Hotel | Mike Andrews John Manson | 503.802.8507 503.802.8511 |
| 04 | Authorize Submission of a Low Income Housing Tax Credit Application for University Place | Mike Andrews Betty Dominguez | 503.802.8507 503.802.8506 |
| 05 | Authorization to Submit funding applications to the Portland Development Commission for Cambridge Court | Mike Andrews Betty Dominguez | 503.802.8507 503.802.8506 |

ADJOURN

EXECUTIVE SESSION (if needed)

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

The **next regular meeting** of the Board of Commissioners is scheduled for **May 20, 2008 at 6:15 PM** and it will take place at **Gresham City Hall, 1333 NW Eastman Parkway, Council Chambers.**



**HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS MEETING MINUTES
March 18, 2008
Housing Authority of Portland
135 SW Ash, Portland, OR**

COMMISSIONERS PRESENT:

Chair Jeff Bachrach, Vice-Chair Lee Moore, Treasurer Katie Such, Commissioners: Harriet Cormack, Gretchen Kafoury, Nathan Teske

STAFF PRESENT:

Mike Andrews, Brenda Carpenter, Shelley Marchesi, Veronica Sherman, Dianne Quast, Todd Salvo, Rachael Duke, Margaret Van Vliet, John Manson, Michael Havlik, Julie Livingston, Peter Beyer, Cinna'mon Williams, Ron Coulam, Celia Strauss, Pamela Prideaux

LEGAL COUNSEL:

Elaine Albrich

Chair Bachrach opened the meeting at: 6:20pm.

PUBLIC COMMENT

No public comment.

MEETING MINUTES

Chair Bachrach called for a motion to adopt the minutes of the February 19, 2008 Board of Commissioners meeting with a change to the first sentence in Resolution 08-02-03 to read: "Mike Andrews reviewed the resolution and announced that Bridgeview will stay at Golden West; therefore, requiring less rehab at The Grove Hotel. Central City Concern will move The Rich program to The Grove instead. Bridgeview, in turn, is slated to move to the redeveloped University Place that should close by the end of 2008. William Wilson Architects has been issued a limited notice to proceed on University Place. Treasurer Such made a motion to adopt the minutes, with the change, and Commissioner Kafoury seconded the motion.

The vote was as follows:

Chair Bachrach – Aye

Vice-Chair Moore – Aye

Treasurer Such – Aye

Commissioner Teske - Aye

Commissioner Kafoury – Aye

Commissioner Cormack – Abstained (not present at February meeting)

REPORTS

Executive Director's Report

Executive Director Rudman reviewed his March report, beginning with the fiscal year 2009 budget, saying that for the first time in four years there will be no layoffs, which, hopefully, will be the trend. He reported on his recent trip back to Washington, D.C., saying that he is not feeling optimistic about anything happening until after the election and that Congress is winding down. We are still not receiving sufficient funding for public housing operations, but fees from development activities and the strength of the affordable housing portfolio have helped the budget.

Regarding HAP's 3-Year Business Plan, led by Deputy Executive Director Margaret Van Vliet, Executive Director Rudman said the plan would capture initiatives set forth in our Moving-To-Work Plan, as well as other ongoing work such as looking at ways to improve business processes, internal systems, and investments in our programs and properties. He credited Dianne Quast, Director of Real Estate Operations, and her leadership, for more clearly defining our capital needs, adding that we have a very bullish development agenda.

Executive Director Rudman said HAP's financial situation looks relatively good, but that we will take measured steps moving forward. He said Van Vliet will be reviewing the business plan, and if the Board is comfortable with the various pieces of the budget, the budget can be wrapped up. Since our fiscal year begins April 1, the budget needs to be adopted this evening. Executive Director Rudman said that a Board business plan presentation is scheduled in May.

Rudman cited our major development projects (Resource Access Center, Grove Hotel, and University Place) saying that it's amazing how many moving pieces are involved. He talked about the Section 8 dilemma in that the private rental market has really tightened up with fewer vacancies in the market, causing some Section 8 landlords to consider opting out of the program. He said that Jill Riddle, Director of Rent Assistance, has been doing a lot of work retooling our program, making it more efficient and responsive, and also reaching out to advocates and landlords.

Rudman suggested that the Board meeting in April could be held at Maple Mallory after a tour of Humboldt Gardens, saying he would like the Commissioners to see it before it is completed, as well as Maple Mallory, following its extensive renovation. He also said we are recommending naming the community center at Maple Mallory after Portland Police Officer Mark Zylawy, who was killed in January of this year, and had been very involved in improving public safety in the Maple Mallory neighborhood.

Chair Bachrach asked when the Board could expect an update on Section 8 and Rudman said that would happen in April at the work session.

RESOLUTIONS

08-03-01

Authorize Adoption of the FY08 Annual Budget

Chief Financial Officer Todd Salvo presented a brief summary of the budget, reviewing the numbers and explaining the \$700,000 in excess funding, reporting that the way we recognize development fees drives the difference. He said we have had strong affordable housing performance and the operating subsidy is stable. He sited the sizable maintenance increase is due to the increase in what we do and the reduction in capital funds.

Chair Bachrach asked about the Section 8 assumption and whether that is an implication of not utilizing all the vouchers. Salvo answered that since we are assuming full lease up and are now having problems finding rentals who accept vouchers, a budget impact will be realized. Van Vliet added that, yes, this could be true this year and next year, especially as we recalibrate the cost of vouchers with inflation.

Commissioner Teske asked if the market changes that help us in our affordable portfolio has hurt us in Section 8. Rudman confirmed that this is the case, and said that 15% of our tenant based vouchers are used in affordable housing properties. Treasurer Such suggested for the April work session they discuss whether we can we turn affordable housing units into project based Section 8 housing. Rudman answered that because we are a Moving-To-Work agency, we can do this, giving the example of Cambridge Court. Van Vliet added that this would be a challenge, to balance choices in the private market.

Commissioner Cormack commended HAP staff for an excellent presentation of the budget, saying that it gets better each year, and thanking them for their high quality work. Salvo also thanked Julie Satterwhite, Manager of Planning, Analysis & Reporting, for her hard work the past six months.

Chair Bachrach asked to hear the Work Plan discussion before calling for a motion on the budget resolution.

Update on Business Plan

Van Vliet presented an update on HAP's 3-year business plan, stating that the plan is still in development and that next year's planning calendar for the Moving To Work Plan, the budget, and the business plan will flow better. She distributed a draft "planning calendar" showing how staff intends to line up these large pieces of work in future years. The plan is an attempt to capture work already in progress and to get ourselves ready to deliver on the various initiatives during the next three years. Van Vliet pointed out there are no new initiatives other than number six, but that the plan demonstrates greater clarity of purpose and logical sequencing in how the various initiatives fit together to help further HAP's mission. She said the plan will answer questions not only from employees about how their work is prioritized, but also questions from the Commissioners. The plan will represent the way senior staff will accomplish everything they've set out to do in continuing the agency transformation that began when Executive

Director Rudman first came to HAP six years ago. Van Vliet lined out how work will be organized under six initiatives as described in a hand out; 1) Preserve and expand housing options, 2) Increase resident participant engagement, improve resident relations, and provide for more services to the people we house, 3) Become one of the top 10 employers of choice in Portland, 4) Design and implement a more effective decision and policy making and planning process, 5) Improve HAP's internal infrastructure system, and 6) Realign the local social housing system.

Rudman said that HAP is involving all the different operating units and strengthening what is already on our plate. There was extensive discussion about proposed new positions in the budget, and concern on the part of some Commissioners about approving new positions tied to the business plan, when the board had not yet approved that plan. Discussion centered on how many new positions in total are reflected in the budget, the fact that some were begun during the current fiscal year and there will be some juggling of current positions to cover existing work and anticipated new work. Vice Chair Moore and Chair Bacharach indicated they would like to better understand the work that would be done by new positions, and have a chance to decide if they agree with staff assumptions. The budget narrative states that four specific positions will not be considered approved until the business plan is adopted. Vice Chair Moore asked if limited resources has effected the ongoing labor negotiations, and does adding new positions send the message that there is more money available. Director Carpenter answered that staff is relieved there are no cuts in the new budget, and since they appreciate that staff has had to work double jobs, this comes as a relief.

RESOLUTIONS

08-03-01

Authorize Adoption of the FY08 Annual Budget

Chair Bachrach called for a motion. Commissioner Kafoury made a motion to adopt and Treasurer Such seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Vice-Chair Moore – Aye
Treasurer Such – Aye
Commissioner Teske - Aye
Commissioner Kafoury – Aye
Commissioner Cormack - Aye

08-03-02

Authorize Construction Contract for Slavin Court

John Manson outlined the resolution and reviewed the scope of the project. Ron Coulam explained the bid process and said at the pre-bid walk-through there were 12 general contractors, and 19 subcontractors. HAP received five bids, and selected Richart Family, a Section 3 firm, as the lowest responsible bidder. He said that Richart has worked on several other jobs for HAP. Coulam said they will be able to relocate six

families at a time because of vacancies at the property and that the project should be completed by January 2009. Treasurer Such asked where on the list of capital improvements Slavin Court is. Andrews said Slavin Court has significant water issues in every room and he explained how John Manson and his staff identify properties with pressing needs. Chair Bachrach asked what the game plan was and Coulam said he worked with Real Estate Operations and the site manager to come up with a relocation plan that made sense. Chair Bacharach went on to point out that a separate staff person was not required to complete this work. Vice Chair Moore, who serves on the neighborhood association board, said he has only heard positive comments and that HAP staff is to be commended.

Chair Bachrach called for a motion. Vice Chair Moore made a motion to adopt and Commissioner Teske seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Vice-Chair Moore – Aye
Treasurer Such – Aye
Commissioner Teske - Aye
Commissioner Kafoury – Aye
Commissioner Cormack - Aye

Update on Downtown Development Activities

Mike Andrews, Director Development and Community Revitalization reported on recent development activities in downtown Portland, beginning with Golden West. Andrews said that PDC has an agreement with Central City Concern (CCC) to remain in the building, which will result in a lighter rehab at The Grove. He said that CCC will notify Cascadia that they can remain for three years. Andrews reported that R&H Construction has been issued a notice to proceed for the amount of \$800,080 and that the rehab will be completed by July. He added that all work is being done with funds from PDC, although HAP is fronting it and will be reimbursed soon.

Andrews went on to discuss the University Place project and said that by June, the process with PDC will conclude after the May 7 City Council meeting, which will include PDC's budget. Andrews said that William Wilson Architects is on board and have been given a limited notice to proceed through schematic design. A process to procure a CM/GC is nearly complete, and R&H Construction is the preferred contractor. R&H is currently doing work at The Grove and have worked on similar projects, such as Fairview Oaks/Woods. Formal Board approval of the construction contract will happen at a future meeting, but in the meantime, the Executive Director will authorize pre-construction services within his authority level.

Bridgeview will continue to operate at Golden West until University Place is built. Chair Bachrach referred to a recent article that was published in the Tribune about the Bridgeview population and wondered about the fit for this program at University Place. There was discussion about roles and responsibilities between HAP, Multnomah County

(which funds and contracts for Bridgeview) and the operator in siting the project and then with ongoing management. It was agreed that these matters will need to be clearly worked out with all parties in advance.

Andrews then reviewed the Resource Access Center and announced that Block U had been approved by PDC and the Portland City Council. Andrews said there was a good level of interest shown for the RFP for a CM/GC, saying that ten contractors attended the pre-proposal conference to walk the site. There will be two agreements with PDC, identifying rules and responsibilities, and the transfer of Block U to HAP. Andrews said that Stoel Rives is working on a Development and Disposition Agreement between HAP and PDC, and Bachrach clarified that an Intergovernmental Agreement (IGA) is also under development. Commissioner Kafoury thanked Andrews and his staff on patience and persistence above and beyond, saying that the Board is very appreciative. Commissioner Teske asked if Block U was selected rather than Block 25 because there was less resistance and Andrews answered yes, noting that the area around Block U is also less organized. Andrews added that the City Council will add to the resolution that if PDC doesn't transfer the title by June, then Block 25 will be the site of the Resource Access Center.

ADJOURN

There being no further business, Chair Bachrach adjourned the meeting at 8:12 pm.

EXECUTIVE SESSION:

The Board of Commissioners of the Housing Authority of Portland did meet in Executive Session pursuant to ORS 192.660(2)(c).

Attached to the Official Minutes of the Housing Authority of Portland are all Resolutions adopted at this meeting, together with copies of all memoranda and material submitted to the Commissioners and considered by them when adopting the foregoing Resolutions. A taped recording of the proceedings is also kept on file.

Celia M. Strauss
Recorder, on behalf of
Steven D. Rudman, Secretary

ADOPTED: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

ATTEST:

Steve Rudman, Secretary

EXECUTIVE DIRECTOR'S REPORT

M E M O R A N D U M



DATE: April 8, 2008
TO: Board of Commissioners
FROM: Steve Rudman
SUBJECT: April Executive Director's Report

This month we are excited to show you the progress we have made at Humboldt Gardens, with a tour before the board meeting. The meeting itself will be at our Maple Mallory public housing apartments. There we will start the meeting by honoring the memory of Portland police officer Mark Zylawy, an exemplary public servant who served Northeast Portland and lost his life earlier this year in an auto accident.

The remainder of the meeting will focus on a range of business required to move our different downtown development projects forward.

Humboldt Gardens Tour

We are working on all cylinders to transform Humboldt Gardens from a construction project to home for 130 families. As I've said many times over the past several years, our second HOPE VI project has been much quieter than New Columbia on almost every front. However, the results are every bit as striking. When you see what has emerged and compare it to what existed, I think you will agree that Humboldt Gardens – both the physical complex and the programs that it will embody – will be a positive force for revitalization in a neighborhood undergoing significant change.

We also believe it's going to be viewed as a very desirable place to live. Last week we opened the waiting list for Humboldt Gardens public housing units for a week and received nearly 900 applications in five days. That's also a sobering demonstration of need for deeply affordable housing in our community – we estimate we have just over 50 public housing units available in the short-term after providing apartments for returning Iris Court Cluster residents and families that are being relocated as a result of scattered site sales.

Honoring Officer Mark Zylawy

There was an outpouring of grief when Officer Zylawy died a few months ago. Officer Zylawy, or Z-Man as he was known to many, was beloved on the force and an example of community policing at its finest – a thoughtful person who tried to understand all of the dynamics in the neighborhoods served by the Northeast Precinct, reaching out to develop positive relationships with everyone, even with those who found themselves on the wrong side of the law.

Here are the words of Felicia Poe, our site manager for Maple Mallory, on the impact he made in her world:

“When I first started my job as the manager of the Maple Mallory apartment community for the Housing Authority of Portland within one week I was visited by Z-man. He introduced himself, gave me his contact information and also gave me the contact information for other Portland Police Bureau officers who could help me when he was off shift. He welcomed me to this community, and as I worked with him over the next two years, he always helped me keep my property stable and treated our staff and residents with great respect. We miss him dearly.”

Felicia joined with her public housing colleagues to recommend that we name the new community center at Maple Mallory in Officer Zylawy’s honor. We will be joined by Northeast Precinct Commander, Jim Ferraris, at the start of the board meeting and present a resolution to memorialize Z-man’s service to HAP, our clients, and the surrounding neighborhoods.

Downtown Development Projects

We will be bringing business matters for each of our downtown development projects to you this month:

- Resource Access Center: We received excellent responses to our Request for Proposals for a Construction Manager/General Contractor for this project. The selection team is meeting this week, and we hope to bring the recommended firm forward for your approval next week. With construction slated to begin in summer 2009, the project is on a very aggressive development track. We in the midst of planning and recruitment for a Community Advisory Committee, to be co-chaired by HAP board member Harriett Cormack and Bud Clark, a Transition Projects board member. We hope all of you will be able to attend at least one CAC meeting over the course of the project; the orientation meeting will be held on Monday, April 28 at 5:45 p.m. at the Port of Portland. In addition to the first CAC meeting, we will be holding public design workshops at the same location on two Saturdays mornings next month – May 17 and May 31 – that I urge you to attend if you have the time.

- Grove Hotel: We are asking for approval to proceed with the work that R&H Construction has started on the Grove Hotel. Over the past two months, we have worked with R&H, William Wilson Architects, and Central City Concern (they will operate their Rapid Response program at the Grove) to develop a cost-effective approach to selective rehab. Two rooms were renovated as examples for partner review and approval. By all reports, they are a great improvement over what exists now. Your approval at the Board meeting will allow us to continue and finish this work, which also includes improvements to address fire-life safety and code violations, plumbing and roofing repairs, and improvements to accommodate the Rapid Response program.
- University Place: To keep on the development schedule we have outlined for University Place, which in turn allows us to use bond cap authorization before it disappears, we are seeking approval to submit an application for 4% Low Income Housing Tax Credits. The tax credits will be combined with other sources of funding to replace the existing structure with a six-story building that offers 50 studio apartments to participants in Multnomah County's Bridgeview program. The Bridgeview will provide safe, low-barrier, high tolerant housing to individuals who are homeless or are at risk of homelessness and are experiencing mental health and often, addiction, issues.

In addition to seeking approval for taking the next steps involving these downtown projects, we would like to apply to the Portland Development Commission (PDC) for support for rehabilitation work at Cambridge Court, a housing development across the street from Humboldt Gardens. Cambridge Court is a special needs property that is master leased to Central City Concern, which operates it as housing for families transitioning from drug and alcohol treatment. The project has a number of very pressing deferred capital needs and with very low-income tenants, doesn't have the revenue stream to cover this work. Staff has worked with PDC on a solution that involves loan refinancing and a grant from PDC paired with our commitment of \$100,000 and ongoing use of 21 project-based vouchers already dedicated to the project.

Upcoming Events

The May board meeting will be held on May 20 at Gresham's city offices. We will offer a tour of HAP properties in the area ahead of the meeting.

STAFF REPORTS

Real Estate Operations Commercial Leasing Summary

| Affordable Hsg | Sq Ft | Tenant | | Base Rent | Lease Exp | Mgmt |
|---------------------------------|--------------------|--------------------------------------|---|-----------|------------|----------|
| Fairview | 2,500 | Headstart | children's programing | 923.00 | 11/30/09 | Guardian |
| | | | cell tower (interior and exterior space and cable rights) | 1,741.83 | 3/29/10 | Quantum |
| Grace Peck Terr. | 476 | Verizon Wireless | | | | |
| Hamilton West | 2,420 | Blockbuster Video | video rental store | 2,908.00 | 10/31/10 | Cascade |
| Helen Swindells | 2,950 | Shanghai Steakery | bar and grill | 1,700.00 | 5/31/2008† | IPM |
| | 1,995 | Helen's Market | grocery store | 2,594.50 | 1/31/10 | IPM |
| | 2,224 | Sushi Takahashi | restaurant | 1,845.00 | 2/28/11 | IPM |
| | 768 | Art FX Murals | Art Gallery | 200.00 | 6/30/10 | IPM |
| | 170 | Cingular Wireless | cell tower | 1,276.28 | 7/31/12 | IPM |
| Lovejoy Station | 1,271 | H & R Block | tax preparation store | 2,023.00 | 4/30/09 | BPMC |
| | 1,618 | Subway | fast food restaurant | 3,292.63 | 9/30/12 | BPMC |
| | 2,050 | Amore | salon and spa | 3,805.98 | 2/28/09 | BPMC |
| | 1,423 | Dai-Ichi International | travel agency | 3,201.75 | 10/31/13 | BPMC |
| NC - N. Trenton Mid Rise | 11,457 | HAP - New Columbia Community Center | | | | |
| | 4625 N Trenton | Community Education Center | | 0.00 | | Allied |
| NC- Community Builders | 754 | Heron Room | computer and resource room | 0.00 | 4/1/08 | Allied |
| NC - S. Trenton Mid Rise | 10,161 | Portland Community College | teaching space | 3,000.00 | 4/30/2009† | Allied |
| | 4610 N Trenton St. | | | | | |
| | 2,435 | Big City Produce | grocery store | 0.00 | 10/1/11 | Allied |
| | | AJ Java | | | | |
| | 1,625 | 9022 N Newman | coffee shop | 331.00 | 12/1/09 | Allied |
| | 0 | Albina Community Bank (ATM) | ATM | 0.00 | 6/30/16 | Allied |
| Rosenbaum | 3,900 | Ma and Pa Market (includes basement) | grocery store | 1,518.20 | 10/31/09 | Quantum |
| | 1,200 | Innovative Housing | nonprofit developer of affordable ho | 599.00 | 1/31/09 | Quantum |
| | 1,500 | Finks Luggage | retail luggage | 2,050.00 | 8/1/13 | Quantum |
| St Francis | 6,000 | Loaves & Fishes | meals on wheels program | 6,066.00 | 4/30/17 | BPMC |
| Total Space | 78,573 | | | | | |

| Public Hsg | Sq Ft | Tenant | Description | Base Rent | Lease Exp | Mgmt |
|------------------------|-------|---------------------------------|---------------------------|-----------|-------------|------|
| Dahlke Manor | | Cingular (was AT&T) | cell tower site | 1,688.52 | 4/1/09 | REO |
| Hogate House | | Sprint/Nextel | cell tower site | 1,553.01 | current | REO |
| | | T Mobile (Voicestream) | cell tower site | 1,324.85 | 11/30/11 | REO |
| | | Verizon | cell tower site | 1,522.50 | current | |
| Hollywood East | | MCI/World Com | cell tower site | 624.25 | 5/1/09 | REO |
| | | Sprint/Nextel | cell tower site | 1,291.20 | current | REO |
| | | TMobile (Voicestream) | cell tower site | 1,203.91 | 11/30/11 | REO |
| | | MetroFi (City wifi) | wifi site | 925.00 | 1/1/12 | REO |
| | | PacificCorp (repeater) | cell tower site | 59.72 | 1/1/12 | REO |
| Northwest Tower | | LCW Wireless(Cricket) | cell tower site | 1,518.75 | 11/1/11 | REO |
| | | Heidi Pearce Salon | hair salon | 200.00 | 12/1/08 | REO |
| Shrunk | | Cingular (AT&T) | cell tower site | 938.19 | current | REO |
| | | MCI/World Com | cell tower site | 1,288.36 | 5/1/09 | REO |
| | | TMobile | cell tower site | 1,203.90 | 11/30/11 | REO |
| | | Verizon | cell tower site | 940.74 | 5/1/07 | REO |
| | | MetroFi (City wifi) | wifi site | 925.00 | 1/1/12 | REO |
| | | SkyTel (Pager Equip) | pager site | 316.16 | 11/1/10 | REO |
| | | ETS (Police Bureau) | police/ FBI antenna | 25.00 | 12/1/11 | REO |
| Sellwood | | Cingular (AT&T) | cell tower site | 1,608.11 | 4/1/09 | REO |
| | | Verizon | cell tower site | 1,313.09 | 4/1/25 | REO |
| | | MetroFi (City wifi) | wifi site | 925.00 | 1/1/12 | REO |
| Carlton Court | 1,920 | Headstart 5249 NE Killingsworth | early childhood education | 148.00 | 12/31/2007† | REO |
| Dekum Court | 2,380 | Headstart 2513 NE Saratoga | early childhood education | 148.00 | 12/31/2007† | REO |
| Lexington Court | 1,920 | Headstart 7858 SE 72nd | early childhood education | 148.00 | 12/31/2007† | REO |

| Special Needs | Sq Ft | Tenant | Description | Base Rent | Lease Exp | Mgmt |
|---------------------|---------------|---------------------------------|-----------------------|------------------|-----------|---------|
| Clark Center | 1,067 | Ecdysiast | dance studio | 985.00 | 2/29/11 | REO |
| | 408 | Portland Police Bureau | police station | 0.00 | N/A | REO |
| The Grove | 1,920 | Dugo's Inc. | | | | |
| | | Tavern (401) | tavern | 1,250.00 | 5/23/08* | REO |
| | 400 | Barber Shop (409) | barbar shop | 350.00 | no lease† | REO |
| | 1,600 | Grocery Store (413) | grocery store | 1,100.00 | no lease† | REO |
| | | Vacant (439) | | | | REO |
| | 2,090 | Huang's Art Co. (13 NW 4th Ave) | Art Gallery | 450.00 | 12/31/10 | REO |
| Interstate | 2,850 | Albina Headstart | children's programing | 0.00 | 7/31/08 | REO/CCC |
| Kelly Place | 2,856 | MHCC Headstart | children's programing | 660.37 | 3/1/17 | REO |
| Richmond Pl. | 1,630 | Kalqa Café | coffe shop | 1,494.22 | 9/30/10 | REO |
| | 1,056 | Mt. Hood Hearing Aid Center | sales center | 915.20 | 9/30/10 | REO |
| | 631 | International Loving Touch | massage therapy | 0.00 | 12/31/09 | REO |
| | 1,056 | International Loving Touch | massage therapy | 961.69 | 12/31/09 | REO |
| | 1,056 | Edward Jones | financial institution | 1,144.00 | 12/31/08 | REO |
| | 1,056 | Marino Adriatic (Café) | coffe shop | 1,060.90 | 2/28/11 | REO |
| Total | 19,676 | | | 10,371.38 | | |

* terminated early
† termination in progress
‡ lease currently in progress

| Purchasing Department | | | | | | |
|---|-----------------|-----------------|--|-------------------|----------------|-----------------|
| MONTHLY CONTRACT REPORT | | | | | | |
| (Contracts Approved 02/01/08 -- 03/31/08) | | | | | | |
| Contractor | Contract Amount | Incurred Amount | Description | Department | Execution Date | Expiration Date |
| <i>PROFESSIONAL SERVICES</i> | | | | | | |
| Pacific Resources Group | \$19,804 | | New Columbia tree conservation plan | Development | 2/8/2008 | 10/31/2010 |
| LifeWorks Northwest | \$154,967 | | Youth prevention services at multiple HAP properties (<i>Dekum, Fir Acres, Stark Manor, Hillsdale Terrace, Townhouse Terrace, St. Johns Woods, Multnomah Manor and Plaza Townhomes</i>). | Resident Services | 2/1/2008 | 6/30/2008 |
| William Wilson Architects | \$526,500 | | University Place Architectural & Engineering Services | Development | 2/20/2008 | 3/1/2010 |
| Worthey Consulting, Inc. | \$20,000 | | Yardi related projects, V6 upgrade | Human Resources | 2/6/2008 | 1/8/2009 |
| Suzanne Lee | \$4,500 | | Provide mentoring for emerging public artists at New Columbia for Humboldt Gardens | Development | 2/1/2008 | 1/31/2008 |
| Intercultural Communication Solutions | \$7,050 | | Diversity training for HAP staff | Human Resources | 2/14/2008 | 2/29/09 |
| Construction & Mapping | \$8,215 | | Topography and boundary survey for existing conditions at University Place | Development | 2/20/2008 | 3/31/2008 |

| Contractor | Contract Amount | Incurred Amount | Description | Department | Execution Date | Expiration Date |
|---|-----------------|-----------------|--|-------------------|----------------|-----------------|
| Hood to Coast Restoration, Inc. | \$80,056 | | Repair fire damaged scattered site at 3354 SE 62nd Avenue, 97215; (Insurance Claim \$5,000 deductible). | Development | 1/28/2008 | 6/30/2008 |
| TACS | \$1,200 | | Mediation and facilitation services at Plaza Townhomes | Resident Services | 2/22/2008 | 6/30/2008 |
| BAM! Boys Advocacy & Mentoring | \$3,000 | | Facilitate ten sessions for 10-12 adolescent boys at New Columbia | Development | 2/22/2008 | 5/2/2008 |
| RichArt Family, Inc. | \$1,712,951 | | Upgrade apartment interiors at Slavin Court (Section 3 Contractor). | Development | 3/5/2008 | 1/9/2009 |
| <i>PUBLIC IMPROVEMENTS/CONSTRUCTION</i> | | | | | | |
| River City Environmental, Inc. | \$19,579 | | Decommission cesspool and sewer work at three public housing scattered sites in preparation for sale of homes (5406, 5410 & 5414 NE 62nd). | REO | 2/26/2008 | 4/15/2008 |
| Professional Minority Group, Inc. | \$10,400 | | Abatement of floor tile/mastic in six apartments at Slavin Court. | Development | 3/7/2008 | 3/31/2008 |
| Hood to Coast Restoration | \$18,959 | | Repair water damage at 4125 SE 138th (Insurance Claim \$5,000 deductible) | Development | 2/15/2008 | 4/1/2008 |

| Contractor | Contract Amount | Incurred Amount | Description | Department | Execution Date | Expiration Date |
|---|-----------------------|-----------------|---|-------------------|----------------|-----------------|
| <i>SERVICES</i> | | | | | | |
| G & L Janitorial | \$23,500 | | Part-time evening and weekend janitorial help at New Market West for FY '09 (Resident-owned business). | REO | 3/4/2008 | 3/31/2009 |
| Precision Images | NTE \$99,999 annually | | Piggy-back on Port of Portland's cooperative agreement to save time and costs for specialty printing needs. | Purchasing | 3/31/2008 | 1/31/2011 |
| <i>GOODS/SUPPLIES</i> | | | | | | |
| Siemens Building Technologies, Inc. | \$20,200 | | Replace 5 magnetic card reader systems in doors at New Market West Building | REO | 2/12/2008 | 6/30/2008 |
| <i>AMENDMENTS TO EXISTING CONTRACTS</i> | | | | | | |
| Bonnie Newman | \$3,500 | | Provides foot care at Dahlke Manor and Grace Peck | Resident Services | 2/14/2008 | 12/31/2008 |
| Dana Wedel | \$2,000 | | Adds beginning and intermediate English classes at Plaza Townhomes and extends term | Resident Services | 2/29/2008 | 3/31/2008 |
| Kristina Smock Consulting | \$1,500 | | Adds \$1,500 to contract | Executive | 1/7/2008 | 6/21/2008 |

DASHBOARD REPORT

Housing Authority of Portland - Dashboard Report For February of 2008

Property Performance Measures

| | Number of Properties | Physical Units | Rentable Units | Vacant Units | Occupancy Percentage | Unit Mix | | | | | | |
|---|----------------------|----------------|----------------|--------------|----------------------|--------------|--------------|--------------|------------|------------|-----------|--------------|
| | | | | | | Studio/SRO | 1 Bdrm | 2 Bdrm | 3 Bdrm | 4 Bdrm | 5+ Bdrm | Total |
| Public Housing | 44 | 2,176 | 2,139 | 62 | 97.1% | 512 | 840 | 353 | 414 | 20 | 0 | 2,139 |
| Public Housing Mixed Financed Owned * | 1 | 34 | 34 | 0 | 100.0% | 0 | 14 | 10 | 10 | 0 | 0 | 34 |
| Public Housing Mixed Finance Tax Credit * | 4 | 297 | 297 | 4 | 98.7% | 0 | 94 | 89 | 62 | 45 | 7 | 297 |
| Total Public Housing | 49 | 2,507 | 2,470 | 66 | 97.3% | 512 | 948 | 452 | 486 | 65 | 7 | 2,470 |
| Affordable Owned with PBA subsidy | 6 | 496 | 496 | 10 | 98.0% | 72 | 229 | 104 | 91 | 0 | 0 | 496 |
| Affordable Owned without PBA subsidy | 9 | 861 | 861 | 23 | 97.3% | 12 | 262 | 444 | 125 | 18 | 0 | 861 |
| Total Affordable Owned Housing | 15 | 1,357 | 1,357 | 33 | 97.6% | 84 | 491 | 548 | 216 | 18 | 0 | 1,357 |
| Tax Credit Partnerships | 19 | 2,162 | 2,162 | 90 | 95.8% | 845 | 523 | 425 | 211 | 141 | 17 | 2,162 |
| Total Affordable Housing | 34 | 3,519 | 3,519 | 123 | 96.5% | 929 | 1,014 | 973 | 427 | 159 | 17 | 3,519 |
| Eliminate Duplicated PH Properties/Units | -5 | -331 | -331 | -4 | | 0 | -108 | -99 | -72 | -45 | -7 | -331 |
| Combined Total PH and AH | 78 | 5,695 | 5,658 | 185 | 96.7% | 1,441 | 1,854 | 1,326 | 841 | 179 | 17 | 5,658 |
| Special Needs (Master Leased) | 37 | 417 | | | | | | | | | | |
| Total with Special Needs | 115 | 6,112 | 6,075 | | | | | | | | | |

* property/unit counts also included in Affordable Housing Count

| Financial | Per Unit Per Month | | | | | | Fiscal YTD ending 12/31/2007 | | | | as of 12/31/2007 | |
|-------------------------------|--------------------|-----------------|---------------|---------------------------|---------------------------|----------|---|-------|---|-------|---|---------------------------------|
| | Property Revenue | Subsidy Revenue | Total Revenue | Operating Expense w/o HMF | HAP Management Fees (HMF) | NOI | # of Properties/units Positive Net Operating Income (NOI) | | # of Properties/units Negative Net Operating Income (NOI) | | # of Properties meeting Debt Coverage Ratio (DCR) | # of Properties not meeting DCR |
| | | | | | | | Properties | Units | Properties | Units | | |
| Nine months ending 12/31/2007 | | | | | | | | | | | | |
| Public Housing | \$184.86 | \$246.18 | \$431.03 | \$346.24 | \$59.17 | \$25.62 | 17 | 1,009 | 27 | 1,190 | | |
| Affordable Owned | \$477.59 | \$167.08 | \$644.67 | \$368.83 | \$49.85 | \$225.99 | 5 | 403 | 11 | 1,034 | 4 | 8 |
| Tax Credit Partnerships | \$462.15 | \$13.88 | \$476.03 | \$298.87 | \$16.85 | \$160.31 | 1 | 199 | 18 | 1,963 | 9 | 8 |

Public Housing Demographics

| Public Housing Residents | Households | | | | % Family Type (head of household) | | | | Race % (head of household) | | | | | Ethnicity % (hoh) | |
|--------------------------|-----------------|-----------------|---------------------|-------------------|-----------------------------------|----------------------|---------|----------------------|----------------------------|-------|-----------------|-------|-------------------------|-------------------|---------------------|
| | # of Households | % of Households | Average Family Size | Average Unit Size | Adults no Children | Family with Children | Elderly | Disabled Not Elderly | Black African American | White | Native American | Asian | Hawaiian/Pacific Island | Hispanic/Latino | Non Hispanic/Latino |
| 0 to 10% MFI | 490 | 20.7% | 2.3 | 1.8 | 9.6% | 11.1% | 0.6% | 5.1% | 5.6% | 13.8% | 0.7% | 0.4% | 0.4% | 4.0% | 16.7% |
| 11 to 20% | 1,025 | 43.2% | 1.7 | 1.4 | 33.0% | 10.2% | 11.9% | 22.3% | 9.5% | 30.6% | 1.4% | 2.3% | 0.1% | 3.3% | 39.9% |
| 21 to 30% | 503 | 21.2% | 1.9 | 1.6 | 14.8% | 6.5% | 6.4% | 9.0% | 3.7% | 15.7% | 0.8% | 1.0% | 0.3% | 2.8% | 18.4% |
| 31 to 50% | 271 | 11.4% | 2.5 | 1.9 | 5.6% | 5.8% | 2.2% | 3.4% | 2.9% | 7.8% | 0.5% | 0.5% | 0.0% | 1.7% | 9.7% |
| 51 to 80% | 71 | 3.0% | 3.2 | 2.4 | 1.1% | 1.9% | 0.3% | 0.5% | 1.2% | 1.6% | 0.0% | 0.1% | 0.0% | 0.5% | 2.5% |
| Over 80% | 10 | 0.4% | 2.3 | 1.9 | 0.3% | 0.2% | 0.1% | 0.0% | 0.1% | 0.3% | 0.1% | 0.0% | 0.0% | 0.1% | 0.3% |
| All | 2,370 | 100.0% | 2.0 | 1.6 | 64.4% | 35.6% | 21.6% | 40.3% | 23.0% | 69.8% | 3.4% | 4.3% | 0.8% | 12.5% | 87.5% |

Waiting List

| | | | | | | | | | | | | | | |
|--------------|-------|--------|-----|-----|--|------|-------|-------|-------|------|------|------|-------|-------|
| 0 to 10% MFI | 1,197 | 59.2% | 2.1 | 1.8 | | 1.8% | 13.8% | 16.7% | 36.7% | 3.4% | 2.0% | 1.4% | 8.8% | 49.7% |
| 11 to 20% | 496 | 24.5% | 2.2 | 1.7 | | 1.6% | 8.9% | 6.2% | 16.4% | 0.7% | 1.2% | 0.2% | 2.5% | 21.8% |
| 21 to 30% | 196 | 9.7% | 2.3 | 1.9 | | 0.4% | 2.9% | 2.5% | 6.1% | 0.4% | 0.3% | 0.1% | 1.7% | 8.0% |
| 31 to 50% | 115 | 5.7% | 2.4 | 2.0 | | 0.4% | 0.9% | 2.0% | 3.1% | 0.0% | 0.5% | 0.1% | 0.6% | 4.9% |
| 51 to 80% | 16 | 0.8% | 2.8 | 1.8 | | 0.0% | 0.0% | 0.3% | 0.2% | 0.0% | 0.1% | 0.1% | 0.0% | 0.7% |
| Over 80% | 1 | 0.0% | 6.0 | 6.0 | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| All | 2,021 | 100.0% | 2.1 | 1.8 | | 4.4% | 26.5% | 27.7% | 62.5% | 4.6% | 4.3% | 2.0% | 13.6% | 85.3% |

Other Activity

| | #s, days, hrs |
|----------------------------------|---------------|
| Public Housing | |
| Names pulled from Wait List | 65 |
| Denials | 1 |
| New rentals | 27 |
| Vacates | 28 |
| Evictions | 1 |
| # of work orders received | 1,376 |
| # of work orders completed | 1,275 |
| Average days to respond | 9.0 |
| # of work orders emergency | 15 |
| Average response hrs (emergency) | 12 |

Housing Authority of Portland - Dashboard Report For February of 2008

Rent Assistance Performance Measures

Utilization and Activity

| | Current Month Status | | | | | Current Month Activity | | | | | Calendar Year To Date | | | | |
|------------------------|----------------------|---------------|------------------------|----------------------|----------------------------------|-----------------------------|---------------------------|---------------------|---------------------|-------------------------------|------------------------|----------------------|----------------------------------|---------------------|---------------------|
| | Vouchers Available | Vouchers Paid | Utilization Percentage | Average Voucher Cost | HUD Subsidy Over(Under) Utilized | Remaining Waiting List Size | Waiting List Names Pulled | New Vouchers Leased | Vouchers Terminated | Voucher Inspections Completed | Utilization Percentage | Average Voucher Cost | HUD Subsidy Over(Under) Utilized | New Vouchers Leased | Vouchers Terminated |
| Tenant Based Vouchers | 6,450 | 6,488 | 101% | \$559 | \$123,842 | 1,334 | 309 | 167 | 51 | 786 | 99% | \$561 | \$182,154 | 193 | 94 |
| Project Based Vouchers | 1,026 | 942 | 92% | \$471 | -\$113,860 | | | 43 | 42 | 49 | 92% | \$456 | -\$256,212 | 88 | 55 |
| SRO/Mod Vouchers | 562 | 540 | 96% | \$336 | | | | 8 | 10 | 20 | 96% | \$336 | | 15 | 20 |
| All Vouchers | 8,038 | 7,970 | 99% | \$534 | \$9,982 | | | 218 | 103 | 855 | 98% | \$533 | -\$74,058 | 296 | 169 |

Demographics

| | Households | | | | % Family Type (head of household) | | | | Race % (head of household) | | | | | Ethnicity % (hoh) | |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------------------------|----------------------|---------|----------------------|----------------------------|-------|-----------------|-------|-------------------------|-------------------|--------------|
| | # of Households | % of Households | Average Family Size | Average Unit Size | Adults no Children | Family with Children | Elderly | Disabled Not Elderly | Black | White | Native American | Asian | Hawaiian/Pacific Island | Hispanic | Non Hispanic |
| Tenant Based Voucher Participants | | | | | | | | | | | | | | | |
| 0 to 10% MFI | 1,150 | 18.1% | 2.4 | 2.1 | 6.7% | 11.4% | 0.2% | 0.9% | 8.8% | 8.6% | 0.6% | 0.5% | 0.1% | 1.0% | 17.1% |
| 11 to 20% | 2,598 | 40.9% | 2.0 | 1.9 | 25.7% | 15.2% | 8.2% | 18.4% | 13.4% | 24.5% | 1.1% | 2.7% | 0.2% | 2.0% | 38.8% |
| 21 to 30% | 1,434 | 22.6% | 2.4 | 2.1 | 11.6% | 11.0% | 6.0% | 7.3% | 6.7% | 14.2% | 0.3% | 1.5% | 0.1% | 1.3% | 21.3% |
| 31 to 50% | 1,040 | 16.4% | 3.0 | 2.5 | 5.0% | 11.4% | 2.3% | 3.2% | 6.2% | 8.8% | 0.4% | 1.1% | 0.1% | 0.8% | 15.5% |
| 51 to 80% | 125 | 2.0% | 3.4 | 3.0 | 0.4% | 1.6% | 0.1% | 0.3% | 1.0% | 0.8% | 0.0% | 0.2% | 0.0% | 0.1% | 1.9% |
| Over 80% | 8 | 0.1% | 3.1 | 2.8 | 0.1% | 0.1% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.1% |
| All | 6,355 | 100.0% | 2.4 | 2.1 | 49.4% | 50.6% | 16.8% | 30.2% | 36.1% | 56.9% | 2.4% | 6.1% | 0.5% | 5.3% | 94.7% |

Waiting List

| | | | | | | | | | | | | | | |
|--------------|-------|--------|-----|--|--|------|-------|-------|-------|------|------|------|------|-------|
| 0 to 10% MFI | 600 | 45.0% | 1.9 | | | 1.6% | 15.0% | 15.8% | 24.0% | 3.1% | 1.4% | 0.4% | 2.9% | 36.9% |
| 11 to 20% | 318 | 23.8% | 2.1 | | | 2.5% | 10.0% | 7.2% | 13.1% | 1.2% | 1.8% | 0.3% | 2.4% | 19.3% |
| 21 to 30% | 216 | 16.2% | 2.3 | | | 1.9% | 4.6% | 4.9% | 9.5% | 0.7% | 0.7% | 0.1% | 1.1% | 13.1% |
| 31 to 50% | 191 | 14.3% | 2.3 | | | 1.5% | 3.1% | 4.2% | 8.9% | 0.4% | 0.4% | 0.1% | 1.9% | 11.0% |
| 51 to 80% | 8 | 0.6% | 1.9 | | | 0.1% | 0.1% | 0.3% | 0.1% | 0.1% | 0.0% | 0.1% | 0.2% | 0.3% |
| Over 80% | 1 | 0.1% | 1.0 | | | 0.0% | 0.1% | 0.0% | 0.1% | 0.0% | 0.0% | 0.0% | 0.0% | 0.1% |
| All | 1,334 | 100.0% | 2.1 | | | 7.5% | 32.9% | 32.5% | 55.8% | 5.5% | 4.4% | 1.0% | 8.5% | 80.7% |

Short Term Rent Assistance

| | # of Households Participating | \$ Amount of Assistance Provided | Average Cost per Household |
|----------------------------|-------------------------------|----------------------------------|----------------------------|
| Shelter Plus Care | 301 | \$150,100 | \$499 |
| Short Term Rent Assistance | 289 | \$111,710 | \$387 |

Resident Services

Resident Programs

| Housing Program Served | Households Served/ Participants | Monthly Funding Amount | Average Funds per Participant | | | | | | | |
|--------------------------------|---------------------------------|------------------------|-------------------------------|-------------------------------------|----------------|---------------------|-----------------------|---------------------|--|--|
| Congregate Housing Services | Public Housing | 89 | \$91,801 | \$1,031 | | | | | | |
| Resident Services Coordination | | # HH Stabilized | # HH Transitioned | # Mental/Physical Health Stabilized | | | | | | |
| | Public Housing | 5 | 5 | 12 | | | | | | |
| Community Supportive Services | | # HH Enrolled | # in Self Sufficiency | # In GOALS | | | | | | |
| | Public Housing | 53 | 24 | 5 | | | | | | |
| | Section 8 | 24 | 14 | 1 | | | | | | |
| GOALS Program | | # of Participants | Escrow \$ Held | New Enrollees | # of Graduates | Escrow \$ Disbursed | Terminations or Exits | Escrow \$ Forfeited | Avg Annual Earned Income Increase Over Last Year | |
| | Public Housing | 97 | \$177,061 | 0 | 4 | \$1,410 | 0 | \$0 | \$3,532 | |
| | Section 8 | 354 | \$1,138,008 | 0 | 4 | \$19,277 | 4 | \$0 | \$831 | |

Agency Financial Summary

| Nine months ending 12/31/2007 | Fiscal Year to Date | Prior YTD | Increase (Decrease) |
|-------------------------------|---------------------|---------------------|---------------------|
| Subsidy Revenue | \$49,008,454 | \$46,606,059 | \$2,402,396 |
| Grant Revenue | \$4,584,446 | \$6,932,621 | (\$2,348,175) |
| Property Related Income | \$11,038,197 | \$10,642,173 | \$396,024 |
| Development Fee Revenue | \$3,267,988 | \$3,523,699 | (\$255,711) |
| Other Revenue | \$1,914,169 | \$1,167,916 | \$746,253 |
| Total Revenue | \$69,813,254 | \$68,872,468 | \$940,786 |
| Housing Assistance Payments | \$40,672,092 | \$38,126,051 | \$2,546,042 |
| Operating Expense | \$24,867,649 | \$24,299,003 | \$568,646 |
| Depreciation | \$3,348,043 | \$3,195,601 | \$152,442 |
| Total Expense | \$68,887,784 | \$65,620,655 | \$3,267,129 |
| Operating Income | \$925,471 | \$3,251,813 | (\$2,326,343) |
| Other Income(Expense) | \$448,260 | -\$1,031,042 | \$1,479,301 |
| Capital Contributions | \$6,504,910 | \$13,152,792 | (\$6,647,882) |
| Increase(Decrease) Net Assets | \$7,878,640 | \$15,373,563 | (\$7,494,923) |
| Total Assets | \$321,457,557 | \$302,228,435 | \$19,229,122 |
| Liquidity Reserves | \$11,559,244 | \$10,056,279 | \$1,502,966 |

Development/Community Revitalization

| New Development / Revitalization | Units | Construction Start | Construction End | Current Phase | Total Cost |
|-------------------------------------|-------|--------------------|------------------|----------------|--------------|
| Humboldt Gardens | 130 | Apr-07 | Jul-08 | Construction | \$40,484,042 |
| Pine Square | 142 | tbd | tbd | Predevelopment | \$6,400,000 |
| Rockwood Station | 195 | tbd | tbd | Predevelopment | tbd |
| Ainsworth Court | 88 | tbd | tbd | Concept | tbd |
| Helen Swindells | 105 | tbd | tbd | Concept | tbd |
| University Place | 50 | Feb-08 | Dec-08 | Predevelopment | \$7,960,000 |
| Trenton St. lots @ NC | 0 | tbd | tbd | Concept | tbd |
| Sears Army Site | 0 | tbd | tbd | Concept | tbd |
| Multnomah Village Lots | 0 | tbd | tbd | Concept | tbd |
| The Grove Hotel | 60 | Feb-08 | Jun-08 | Construction | \$3,800,000 |
| The Resource Center (Access Center) | 0 | tbd | tbd | Predevelopment | tbd |
| Hillsdale Terrace | 0 | tbd | tbd | Concept | tbd |

| Capital Improvement | Units | Construction Start | Construction End | Current Phase | Total Cost |
|-------------------------|-------|--------------------|------------------|-----------------|-------------|
| Maple Mallory | 48 | Jul-06 | Dec-07 | Construction | \$3,395,850 |
| Sellwood Plumbing | 110 | Sep-07 | Mar-08 | Construction | \$800,430 |
| Sellwood Windows * | | Oct-08 | May-08 | Construction | \$730,000 |
| Slavin Court Sitework | 24 | Sep-07 | Oct-07 | Complete | \$55,000 |
| Slavin Court Renovation | | Apr-08 | Jan-08 | Predevelopment | \$2,538,000 |
| Dahlke Manor Plumbing | | Jun-08 | Oct-08 | Pre-development | \$680,000 |
| Cambridge Court | 20 | May-08 | Jul-08 | Predevelopment | \$1,322,000 |
| Ruth Haefner | 84 | Sep-07 | Oct-07 | Complete | \$217,695 |

| Pending Sales | Units | Listing Price |
|----------------------------|-------|---------------|
| Humboldt Gardens Scattered | 14 | \$750,000 |
| PH Scattered Sites | 2 | \$312,664 |

* Contract funded and administered by Multnomah County Weatherization Program

RESOLUTIONS



MEMORANDUM

**SUBJECT: RESOLUTION 08-04-01
REQUEST FOR BOARD APPROVAL TO NAME MAPLE MALLORY
COMMUNITY CENTER THE “OFFICER ZYLAWY (Z-MAN)
COMMUNITY CENTER”**

TO: BOARD OF COMMISSIONERS

FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org

**CONTACT: Jacob Fox 503.802.8437 jacobf@hapdx.org
Felicia Poe 503.284.6772 feliciap@hapdx.org**

DATE: April 8, 2008

ISSUE:

HAP staff members have recommended that the new community center be named the “Officer Zylawy (Z-Man) Community Center” and are requesting that the Board of Commissioners formally approve this recommendation through resolution.

BACKGROUND:

For the last 4 years HAP staff members have been working closely with the Portland Police Bureau’s NE Precinct and the City of Portland’s Office of Neighborhood Involvement on ensuring that HAP apartment communities throughout the city are safe and healthy places for our residents to live. We have worked with many key Portland Police Bureau staff on this effort and one of the most supportive was Officer Zylawy.

Officer Zylawy was tragically killed in a traffic accident on January 27, 2008. Known informally as Z-Man, Officer Zylawy was a leader in the Portland Police Bureau’s efforts in community policing and was know throughout inner NE Portland as a man with great depth of character and a genuine compassion for the diverse citizens of his district.

Felicia Poe is the site manager for the Maple Mallory Apartment Community and her experience with Officer Zylawy was extremely positive, which is captured in the quote below.

“When I first started my job as the manager of the Maple Mallory Apartment Community for the Housing Authority of Portland within one week I was visited by Z-Man. He introduced himself, gave me his contact information and also gave me the contact information for other PPB officers that could help me when he was off-shift. He welcomed me to this community and as I worked with him over the next two years he always helped me keep my property stable and treated our staff and residents with great respect. We miss him dearly.”

By naming the community center after Officer Zylawy we honor the amazing contribution that he has made over his years of service in the Portland Police Bureau and specifically in the inner NE neighborhoods HAP staff. In addition, we also want to honor the continued efforts that the Portland Police Bureau makes everyday on behalf of our community at large and HAP apartment communities specifically.

RECOMMENDATION:

Resolution 08-04-01 formally names the community building at Maple Mallory the "Officer Zylawy Community Center." Staff recommends approval of Resolution 08-04-01.



RESOLUTION 08-04-01

REQUEST FOR BOARD APPROVAL TO NAME MAPLE MALLORY COMMUNITY CENTER THE "OFFICER ZYLAWY (Z-MAN) COMMUNITY CENTER"

WHEREAS, HAP staff have been working closely with the Portland Police Bureau and the City of Portland's Office of Neighborhood Involvement for the last 4 years;

WHEREAS, the Maple Mallory apartment community has been completely rehabilitated and a community center has been added to the property as part of the rehab work;

WHEREAS, Officer Zylawy was tragically killed in a traffic accident on January 27th, 2008 and for years had been upholding the law and compassionately serving inner NE Portland's most vulnerable citizens;

WHEREAS, staff have made recommendation to name the community center after Officer Zylawy and have communicated this desire to the Portland Police Bureau's NE Precinct Commander, James Ferraris, who is supportive of this recommendation.

NOW THEREFORE, BE IT RESOLVED:

The Board of Commissioners approved the naming of the new community center in the Maple Mallory Apartment Community the "Officer Zylawy (Z-Man) Community Center."

Adopted: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

SUBJECT: RESOLUTION 08-04-02
AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A PRE-CONSTRUCTION SERVICES AGREEMENT WITH THE SELECTED CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR THE RESOURCE ACCESS CENTER

TO: BOARD OF COMMISSIONERS

FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Mike Andrews 503.802.8507 michaela@hapdx.org

DATE: April 8, 2008

ISSUE:

Resolution 08-04-02 approves selection of _____ as the Construction Manager/General Contractor (CM/GC) for the Resource Access Center, and authorizes the execution of a pre-construction services agreement. The scope and fee for pre-construction services are subject to final negotiations between HAP and the contractor, but the contract will not exceed \$_____.

BACKGROUND:

In September of 2007 the City of Portland asked the Housing Authority to act as developer and owner of a new building in Old Town/Chinatown as part of the City's 10-Year Plan to End Homelessness. The building, called the Resource Access Center (RAC), will be developed in participation with Transition Projects, Inc., the Portland Development Commission (PDC), and the Bureau of Housing and Community Development. The RAC will be located on a full block bounded by NW Irving and Hoyt Streets on the north and south and NW Broadway Street and NW 6th Avenue on the west and east. The site sits to the south of Union Station and is adjacent to the Greyhound Bus Station. The new southbound MAX light rail alignment is on NW 6th Avenue. Holst Architects was selected as project architect in February of 2008 (Resolution 08-02-02).

PROGRAM:

In accepting the City of Portland's request to serve as developer for the RAC, HAP assumed an overall development initiative that includes the following components:

- The Resource Access Center, a central intake and information sharing area that includes employment opportunities, housing information, local services, restrooms, showers, lockers, mail service and meals;
- Approximately 150 – 200 units of mixed-income housing above the RAC, to include some combination of affordable (0% - 60%) and Permanent Supportive Housing (0%-30%) rental units;

- A 90-bed men's shelter, and administrative offices that will be master-leased to Transition Projects, Inc.;
- Ground floor commercial/retail space;
- Appropriate auxiliary support functions (parking and loading, lobbies, etc.).

Beyond these general parameters, HAP is working with its partners on refining proposals for programming, building design, mix of housing units, and financial structuring. HAP's BOC will have opportunities to review options and recommendations in advance of them needing to provide specific approvals.

PROCESS:

On January 17, 2006, the Contract Review Board of the Housing Authority of Portland (HAP) adopted findings, as required by HAP's Purchasing and Contracting Rules, prior to initiation of a CM/GC selection process. A publicly advertised Request for Proposals was issued March 7th that requested contractor proposals describing firm capacity and experience; record of safety; experience of the project team; project approach; fee proposal; approach and commitment to involvement by target businesses; and plan to achieve Workforce Training and Hiring Goals.

An Outreach Plan promoting this opportunity included advertisements in the Daily Journal of Commerce and community based publications, staff phone calls to CM/GC firms, and letters by HAP's Executive Director to 16 local firms. A pre-proposal conference was held March 17th that was attended by 10 general contractors.

Four proposals were received by the deadline of April 2nd. HAP conducted a proposal review process with a Selection Committee consisting of four HAP staff and one representative each from Transition Projects, PDC, and the Old Town/Chinatown community. A HAP Board Member and a representative of the design team attended selection committee meetings as non-voting observers. The Selection Committee reviewed the written proposals and selected _____ firms for interviews. At the conclusion of the interviews, _____ emerged as the top ranked firm.

The CM/GC will provide design phase pre-construction services as well as management of the construction. A pre-construction services agreement will describe the scope and price for a range of pre-construction services delivered during the design phase. As design work progresses and subcontractor bidding is completed, a guaranteed maximum price (GMP) for construction will be established. Construction services for site preparation and construction will be added to the pre-construction services agreement through contract amendments, which are subject to approval by the Board of Commissioners.

RECOMMENDATION:

The Executive Director and Development and Community Revitalization staff recommends approval of Resolution 08-04-02.



RESOLUTION 08-04-02

RESOLUTION 08-04-02 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A PRE-CONSTRUCTION SERVICES AGREEMENT WITH THE SELECTED CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR THE RESOURCE ACCESS CENTER

WHEREAS, in January 2008, with the approval of the Contract Review Board of the Housing Authority of Portland (HAP), the Development and Community revitalization Department initiated a Construction Manager/General Contractor selection process to select a contractor for the Resource Access Center project; and

WHEREAS, HAP finds that the response of _____, combined with their performance on similar projects, including an effective plan for including Target Businesses, and Workforce Training and Hiring opportunities in the execution of the work conforms to HAP's requirements; and

WHEREAS, HAP and _____ will negotiate a pre-construction services agreement in an amount not to exceed \$ _____; and

WHEREAS, approval by the Board of Commissioners of HAP is requested prior to execution of the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HAP authorizes the Executive Director to execute a pre-construction services agreement with _____ for the Resource Access Center in an amount not to exceed \$ _____.

Adopted: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

SUBJECT: RESOLUTION 08-04-03

**AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT MODIFICATION FOR THE GROVE HOTEL**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Mike Andrews 503.802.8507 michaela@hapdx.org**

DATE: April 8, 2008

ISSUE:

Resolution 08-04-03 requests authorization to execute Modification #2 to the Pre-Construction Services Contract for The Grove Hotel.

BACKGROUND:

HAP purchased The Grove Hotel on November 28, 2007 at the request of the City of Portland and for the purpose of cleaning up terrible living conditions and preserving 70 units of housing for very low income residents. Under terms of an agreement between HAP and the Portland Development Commission (PDC), HAP will temporarily manage The Grove, relocate existing Grove residents, and rehabilitate the property to satisfy code violations and to accommodate the Rapid Response program – a supportive services program operated by Central City Concern. HAP will cease management operations at the end of June and it will convey property ownership to PDC. Central City Concern will assume property management responsibilities effective July 1st.

CONSTRUCTION MANAGEMENT:

In December of 2007 HAP initiated a contractor selection process for rehab of The Grove. HAP's Contract Review Board adopted findings on December 18th, as required by HAP's Purchasing and Contracting Rules, prior to initiation of a CM/GC selection process. A publicly advertised Request for Proposals was issued on December 21st that solicited contractor proposals describing firm capacity and experience; record of safety; experience of the project team; fee proposal, commitment to involvement by target businesses, and other factors.

An Outreach Plan promoting this opportunity included advertisements in local publications and letters by HAP's Executive Director to eleven firms. Optional pre-proposal conferences were held on December 21st and 28th. Seven proposals were received by the deadline of January 9, 2008. An evaluation committee appointed by HAP interviewed the two top ranked firms, and R&H construction was chosen for the project based on its RFP response and interview.

Over the past two months HAP, Central City Concern, William Wilson Architects, and R&H Construction have collaborated to establish a cost effective approach to selective rehab at The Grove. In order to meet schedule deadlines and provide partners with a “standard of livability”, the CM/GC was issued Modification # 1 with Notice to Proceed up to \$99,999 to perform miscellaneous work including renovation of two rooms as “mock ups” for partner review and approval. Final scope of work includes improvements to address fire-life safety and code violations, wall and flooring repairs and upgrades, painting, electrical improvements, replacement of dilapidated windows, plumbing and roofing repairs, and improvements to accommodate services for the Rapid Response program. The scope of work and level of improvements was a joint decision by HAP, Central City Concern, and PDC, who is funding the acquisition and rehabilitation of The Grove.

Bid results and negotiations with the CM/GC resulted in a not-to-exceed Modification #2 amount of \$ 613,267. The combined not-to-exceed price for Modification #1 (\$99,999) and Modification #2 (\$613,267) results in a total guaranteed maximum price (GMP) of \$ 713,266, which is within the project construction budget. The GMP includes 21% target business participation.

Approval of Modification #2 will allow the contractor to complete work by the end of June and facilitate transfer of building management to Central City Concern and building ownership to PDC.

RECOMMENDATION:

Development and Community Revitalization staff recommends approval of Resolution 08-04-03.



RESOLUTION 08-04-03

AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT MODIFICATION TO THE GROVE HOTEL PRE-CONSTRUCTION SERVICES CONTRACT

WHEREAS, the Housing Authority of Portland (HAP) purchased The Grove Hotel at the request of the City of Portland to preserve low income housing and clean-up substandard living conditions ; and

WHEREAS, R & H Construction was selected in January of 2008 as construction manager/general contractor (CM/GC) for the project; and

WHEREAS, the CM/GC received bids for construction services work consisting of repair of code violations, upgrades to address fire-life safety, wall and flooring repairs and upgrades, painting, electrical improvements, replacement of dilapidated windows, plumbing and roofing repairs, and other miscellaneous improvements, and the CM/GC will meet project goals for participation by target businesses, and workforce participation; and

WHEREAS, the guaranteed maximum price for the work was judged reasonable and within project resources; and

WHEREAS, approval by the Board of Commissioners of the Housing Authority of Portland is required prior to the execution of contract modifications adding construction services over \$100,000 to the CM/GC's pre-construction services agreement; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Portland, Oregon authorizes the Executive Director to execute a contract modification to the pre-construction services agreement with R & H Construction, adding building repairs and improvements at a not-to-exceed amount of \$ 613,267.

ADOPTED: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-04-04
AUTHORIZES SUBMISSION OF AN APPLICATION TO THE STATE OF OREGON DEPARTMENT OF HOUSING AND COMMUNITY SERVICES FOR AN AMOUNT OF 4% LOW INCOME HOUSING TAX CREDITS SUPPORTED BY THE ELIGIBLE BASIS GENERATED BY THE PROJECT TO BE DEVELOPED AND OWNED BY UNIVERSITY PLACE LIMITED PARTNERSHIP**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Michael Andrews 503.802.8507 michaela@hapdx.org
Betty Dominguez 503.802.8506 bettyd@hapdx.org**

DATE: April 8, 2008

ISSUE:

The Board is being asked to authorize submission of an application to the Oregon Housing and Community Services Department for 4% Low Income Housing Tax Credits in an annual amount of up to \$350,000 for the redevelopment of the University Place Apartments site.

BACKGROUND:

Originally purchased as a redevelopment opportunity in 2002, this 28-unit project is located in Downtown's west end. It's on the same block and contiguous to HAP's Hamilton West and Peter Paulson.

Built in 1908, the building was showing its age and compromising residents' health and safety to some extent. Deferred capital needs were fairly extensive to the point that rehabilitation options were eventually eliminated. Primarily because costs to bring the building to a quality standard would have been prohibitive, as replacement of major systems such as plumbing and heating would have been necessary. After considerable investigation, demolition and redevelopment of the site emerged as the most feasible alternative.

The physical constraints and the size of the site presented a challenge. The buildable footprint was small (4500 sq ft) and height would have to be limited to five residential floors above a concrete podium in order to avoid the high cost of steel. Given the lot size, on-site parking at grade was not achievable. Additionally the site sits at the on ramp of I-405 and is part of a block developed entirely with affordable housing. The combination of these physical and marketing restrictions greatly limited the options for

development on this site. Unable to continue operating for the long term in its current state both physically and financially, burdened by an existing debt load, and hampered by the physical and marketing constraints of the site, redevelopment options were few.

REDEVELOPMENT PROPOSAL

What has emerged as the most viable option is a six story, wood over concrete podium building, of approximately fifty studio units. Preliminary work anticipates that all apartments would have kitchenettes and private bathrooms, that a mix of large and small studio units will be fully accessible, and that the ground floor uses may include a lobby, property management office, community rooms for residents, service provider office, and meeting rooms.

HAP has partnered with Multnomah County Department of County Human Services, Mental Health and Addiction Services Division (MHASD), to create a new facility suitable for an existing successful program known as The Bridgeview. Housed in the downtown area for nearly fifteen years, the program is in need of a new location and University Place was selected by the County as the Bridgeview's new permanent home.

Bridgeview will provide safe, low-barrier, high tolerant housing to individuals that are homeless or at risk of homelessness, and who are experiencing disabling symptoms of a mental health issue, and often co-occurring addictions issues. The program receives County and State Funding, and is operated under contract by a local service provider which the county will select. University Place will provide an opportunity for locating this valuable program in a brand new building that will serve the needs of its clients long into the future.

FINANCING STRUCTURE

HAP intends to utilize a combination of Low Income Housing Tax Credits, tax-exempt bonds, tax increment financing and other resources to develop 50 studio units at University Place. Total project costs are approximately \$8,863,545. Anticipated preliminary funding sources are as follows:

| | |
|-------------------|-------------------|
| Tax Credit Equity | \$2,622,392 |
| PDC | \$6,000,000 |
| BETC Equity | \$ 12,500 |
| HAP Equity | <u>\$ 228,653</u> |
| TOTAL: | \$8,863,545 |

HAP Commissioners will have an opportunity to review the final financial structure for the redevelopment before needing to provide specific financing authorizations as financing commitments are obtained and project costs become better known.

RECOMMENDATION:

Staff recommends approval of Resolution 08-04-04.



RESOLUTION 08-04-04

AUTHORIZES SUBMISSION OF AN APPLICATION TO THE STATE OF OREGON DEPARTMENT OF HOUSING AND COMMUNITY SERVICES FOR AN AMOUNT OF 4% LOW INCOME HOUSING TAX CREDITS SUPPORTED BY THE ELIGIBLE BASIS GENERATED BY THE PROJECT TO BE DEVELOPED AND OWNED BY UNIVERSITY PLACE LIMITED PARTNERSHIP

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) purchased University Place Apartments as a redevelopment opportunity in 2002; and

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) is the Owner of University Place Apartments which are in need of redevelopment; and

WHEREAS, HAP will redevelop the University Place site into a six story, wood over concrete podium building, of approximately fifty studio units each with kitchenettes and private bathrooms; and

WHEREAS, HAP has partnered with Multnomah County to create a new facility suitable for their successful Bridgeview program; and

WHEREAS, University Place was selected by the County as the Bridgeview’s new permanent home

WHEREAS, HAP expects the Portland Development Commission will provide \$6,000,000 of Tax Increment Financing from the South Park Blocks Urban Renewal Area for use in this project; and

WHEREAS, HAP intends to utilize a combination of Low Income Housing Tax Credits, tax-exempt bonds, tax increment financing and other resources to redevelop the site;

NOW THEREFORE, BE IT RESOLVED: that the Board of Commissioners of the Housing Authority of Portland authorizes the Executive Director to:

Submit an application to the State of Oregon Department of Housing and Community Services for an amount of 4% Low Income Housing Tax Credits supported by the eligible basis generated by the project to be developed and owned by University Place Limited Partnership.

Adopted: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-04-05
AUTHORIZES APPLICATION TO THE PORTLAND DEVELOPMENT
COMMISSION SEEKING RESOURCES NECESSARY TO FUND
PLANNED INTERIOR AND EXTERIOR REHABILITATION OF THE
CAMBRIDGE COURT APARTMENTS**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Michael Andrews 503.802.8507 michaela@hapdx.org
Betty Dominguez 503.802.8506 bettyd@hapdx.org**

DATE: April 8, 2008

ISSUE:

The Board is being asked to authorize application to the Portland Development Commission seeking resources necessary to fund planned interior and exterior rehabilitation work on the Cambridge Court Apartments.

BACKGROUND:

Built in 1948 and purchased by the Housing Authority in 1991, Cambridge Court Apartments is comprised of twenty, two-bedroom units located in North Portland, across North Vancouver Avenue from the Humboldt Gardens redevelopment project. The project is master-leased by Central City Concern who has successfully operated it as housing for families transitioning from drug and alcohol treatment for many years. This project serves an important role in the community in providing housing which might otherwise not be available, to twenty very low-income families who face the challenges of drug and alcohol treatment and family reunification. It has been highly successful and is valued by both the City and the County.

Various upgrades were undertaken at the time of acquisition such as installation of vinyl windows, updated unit finishes, electrical work, and steel siding over the existing wood lap siding. However, after fifteen years the initial upgrades of 1991 have little useful life remaining and need to be addressed.

CURRENT CONDITION

The roof was replaced in 2005, but most other maintenance needs have not been addressed due to a lack of funds. A 2007 Needs Assessment identified the capital needs of the project. The most pressing need is for replacement of the steel siding, which has been progressively detaching from the building, exposing large areas of deteriorated lead-based paint. Further evaluation revealed a number of interior items

that needed to be addressed. As a result, planned interior improvements include kitchen and bath cabinetry, plumbing fixtures, bath fans and ducted range hoods, new carpet and resilient flooring, furnaces, and vertical louver blinds.

With twenty to thirty children in residence at any given time, the play structure on site is inadequate and, unfenced. Installing an expanded play structure with an appropriate play surface as well as fencing would provide a safe and protected area for the children.

Additionally, the overall appearance of the property is poor. With improvements to the site such as landscaping and associated grading and irrigation, lighting, porches, and improved hard surfaces (many sidewalks have shifted and cracked), the property will exhibit an enhanced and high quality appearance consistent with neighboring Humboldt Gardens.

Cambridge Court has been operating at about a break-even level for the past four or five years. The vacancy rate is low and the income stream is stable as the property benefits from twenty project based vouchers. However, expenses are high and with the pressing deferred capital needs, the project requires renewed financial assistance.

PROJECT FINANCING

Staff entered into discussions with PDC asking for financial assistance with needed improvements at the Cambridge Court property in November 2007. Our request included a combination of debt forgiveness of a previous loan with a high interest rate and a balance of \$252,000, new debt at a favorable rate, and a grant. HAP had also committed to invest new cash of \$100,000 as well as to pledge the on-going dedication of the twenty project based Section 8 vouchers currently utilized at the project.

Total project costs are approximately \$1,316,471. Anticipated uses and funding sources are as follows:

| | | | |
|---------------------------|---------------|-----------------|----------------|
| <u>USES:</u> | | <u>SOURCES:</u> | |
| Payoff existing loan | 252,000 | New PDC loan | 515,228 |
| Interior improvements | 507,193 | PDC Equity gap | 621,243 |
| Exterior improvements | 316,202 | PDC lead grant | 80,000 |
| Construction Contingency | 79,000 | HAP funds | <u>100,000</u> |
| UST decommission | 25,000 | | 1,316,471 |
| Building permits/fees | 5,000 | | |
| Environmental reports | 9,815 | | |
| Survey | 2,850 | | |
| Marketing/advertising | 3,000 | | |
| Architectural/engineering | 60,000 | | |
| Developer fee | 21,411 | | |
| Loan closing fees | 5,000 | | |
| Development contingency | 15,000 | | |
| Relocation | <u>15,000</u> | | |
| | 1,316,471 | | |

RECOMMENDATION:

Staff recommends approval of Resolution 08-04-05.



RESOLUTION 08-04-05

AUTHORIZES APPLICATION TO THE PORTLAND DEVELOPMENT COMMISSION SEEKING RESOURCES NECESSARY TO FUND PLANNED INTERIOR AND EXTERIOR REHABILITATION OF THE CAMBRIDGE COURT APARTMENTS

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) purchased Cambridge Court Apartments in 1991; and

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) is the Owner of Cambridge Court Apartments which are in need of rehabilitation; and

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) master leases the property to Central City Concern who operates it as housing for families transitioning from drug and alcohol treatment; and

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) desires to complete comprehensive interior and exterior rehabilitation of the property; and

WHEREAS, the Housing Authority of Portland (“HAP” or the “Authority”) sought funding from the Portland Development Commission to support the proposed renovations;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Portland authorizes the Executive Director to:

Submit application to the Portland Development Commission seeking resources necessary to fund planned interior and exterior rehabilitation of the Cambridge Court Apartments.

Adopted: April 15, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary