



**homeforward**

hope. access. potential.

**YEAR 12**

# Moving to Work

**ANNUAL REPORT**

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A new name for the Housing Authority of Portland

## **Name Change Embodies Home Forward's Mission**

After 70 years as the largest provider of affordable housing in Oregon, the Housing Authority of Portland found it had outgrown its name. No longer an accurate reflection of the geography it serves, nor an accurate reflection of its mission, the name had become confusing to many in the community. The agency's new name and identity represent the goals it has always championed – shelter and support for neighbors in need. By providing stability and opportunity through housing, Home Forward enables individuals to move forward in life. The Board of Commissioners adopted the new name in May 2011 to help to strengthen existing partnerships, develop new relationships, and connect with the community in a more meaningful way. For more information on the name change, visit [www.homeforward.org](http://www.homeforward.org).

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## I. Introduction

Moving to Work (MTW) is a demonstration program that offers public housing authorities (PHAs) the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies for low income families by allowing exemptions from existing public housing and tenant-based Housing Choice Voucher rules. The program also permits PHAs to combine operating, capital, and tenant-based assistance funds into a single agency-wide funding source, as approved by HUD. The purposes of the MTW program are to give PHAs and HUD the flexibility to design and test various approaches for providing and administering housing assistance that accomplish three primary goals:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

Home Forward, the new name for the Housing Authority of Portland, has been designated an MTW agency since 1998. In 2009 we signed a new agreement with HUD that will ensure our participation in the program until 2018, providing a long horizon to implement, test, and assess new initiatives and approaches to our work in support of the MTW program's goals.

### **Overview of the Agency's ongoing MTW goals and objectives**

In FY2011 Home Forward made significant progress in advancing our goal of providing new, and maximizing existing, opportunities for our residents to achieve the principles of Moving to Work: accessing housing, achieving stability and progressing to self-sufficiency. We embarked on an ambitious strategic planning process, which culminated in the identification of several strategic directions and guiding principles that will serve to shape and lead much of our work in the coming years. In partnership with our many community stakeholders we continued the complex process of modeling what wholesale rent reform would look like and arrived at a finished plan that traverses both public housing residents and Section 8 participants, and which was subsequently integrated into our FY2012 MTW Plan.

Additionally, a number of smaller-scale rent reform activities such as alternate rent calculations for public housing and changes in public housing utility allowance determinations were successfully implemented in this Plan year at a limited number of sites. As this annual report will show, our varied and numerous ongoing activities continue to show success in meeting their specific targets and the MTW principles in general.

## Overview of the Agency's MTW Activities

<p>Page 17      <b>FY2011-P1: Alternative rents at Rockwood Station, Martha Washington and the Jeffrey</b></p> <p>At public housing units for these three sites, Home Forward calculates the rents using a simplified method.</p>	<p>Page 35      <b>FY2011-O6: Measures to improve the rate of voucher holders who successfully lease up</b></p> <p>Home Forward has implemented a variety of measures to improve landlord acceptance of Section 8 vouchers in the community.</p>
<p>Page 19      <b>FY2011-P2: Change in public housing utility allowance adjustments</b></p> <p>Public housing adopted the Section 8 methodology of utility allowance calculation, adjustments and implementation.</p>	<p>Page 37      <b>FY2011-O7: Limits for zero-subsidy participants</b></p> <p>Home Forward has implemented limits for families that have a pattern of lowering their income after subsidy ends.</p>
<p>Page 20      <b>FY2011-P4: Modified contract rent determinations and payment standard adjustments</b></p> <p>Home Forward revised the policy on the application of payment standards for project-based voucher participants.</p>	<p>Page 38      <b>FY2011-O8: Project-based vouchers: exceeding the limit of 25% per building</b></p> <p>Home Forward may allow project-based vouchers to be awarded to more than 25% of units in a given complex.</p>
<p>Page 21      <b>FY2011-O1: Opportunity Housing Initiative</b></p> <p>Home Forward operates three site-based and a DHS Voucher OHI self-sufficiency program.</p>	<p>Page 39      <b>FY2011-O9: Family eligibility for project-based voucher assistance</b></p> <p>Screening and eligibility requirements at certain project-based voucher properties may differ from traditional criteria.</p>
<p>Page 25      <b>FY2011-O2: Biennial reviews</b></p> <p>All MTW voucher holders in Section 8, and elderly/disabled residents in public housing are on a biennial review schedule.</p>	<p>Page 40      <b>FY2011-O10: Project-based vouchers: site-based waitlists and restrictions on tenant-based preference</b></p> <p>PBV buildings may maintain their own waitlists. PBV households do not receive a tenant-based voucher preference.</p>
<p>Page 27      <b>FY2011-O3: Simplified administrative procedures</b></p> <p>Home Forward has implemented several measures to relieve administrative burden and reduce intrusiveness.</p>	<p>Page 41      <b>FY2011-O11: Bud Clark Commons development (formerly known as Resource Access Center)</b></p> <p>This project, designed to serve homeless households, has modified screening and eligibility criteria.</p>
<p>Page 29      <b>FY2011-O4: Biennial inspections</b></p> <p>Home Forward conducts biennial inspections for qualifying Section 8 households.</p>	<p>Page 42      <b>FY2011-O12: MTW flexibilities to increase subsidized housing opportunities</b></p> <p>Home Forward exceeds the 25% PBV limit at the Martha Washington and The Jeffrey.</p>
<p>Page 31      <b>FY2011-O5: Agency-based rent assistance project with local non-profits</b></p> <p>Home Forward has allocated a small pool of rent assistance funds to be administered by non-profit partners.</p>	

## II. General Housing Authority Operating Information

### A. Housing Stock Information

#### Number of public housing units at the end of FY2011

Elderly/Disabled Units	1,244
Family Units	<u>1,305</u>
<b>Total</b>	<b>2,549</b>

#### Change in number of public housing units in FY2011

Units added during FY2011	36
Units removed during FY2011	<u>(26)</u>
<b>Cumulative Change</b>	<b>+10 (0.4%)</b>

#### Breakdown of Public Housing Units at the end of FY2011

	Bedroom Size				Total Households
	Studio/ 1 BR	2BR	3BR	4+BR	
Elderly/Disabled Units	1,238	6	0	0	1,244
Family Units	309	522	401	73	1,305
<b>Total</b>	<b>1,547</b>	<b>528</b>	<b>401</b>	<b>73</b>	<b>2,549</b>

#### Units added in FY2011

Development	Description	Units
Martha Washington	Studio & one bedroom units	25
The Jeffrey	One bedroom units	11
<b>Total Units added in FY2011</b>		<b>36 units</b>

**Planned vs. actual changes to housing units:** Only 11 of the planned 20 units at The Jeffrey were leased in FY2011. These planned 20 units are the result of public housing subsidy being placed at an existing site; however, most of the non-subsidized units are inhabited by Section 8 voucher holders. Adding public housing subsidy to a unit would require the resident to give up their Section 8 voucher. As a result, we are gradually adding the public housing units as residents move out. We plan to have all 20 public housing units in place by the end of FY2012.

## FY2011 Capital Expenditures

Community	Activity	ARRA	Scattered Sites	Capital Fund	% of Cap Fund	Total Expended	% of Total Expended
Alderwood	Plumbing & electrical upgrades, new flooring, new furnaces, energy upgrades, kitchen & bath renovations, door upgrades	\$50,987	--	\$968,051	13.00%	\$1,019,038	7.35%
Powellhurst	Plumbing & electrical upgrades, new flooring, new furnaces, energy upgrades, kitchen & bath renovations, door upgrades	49,867	--	1,697,897	22.82%	\$1,747,764	12.60%
Demar Downs	Plumbing & electrical upgrades, new flooring, energy upgrades, kitchen & bath renovations, new playground equipment, site repairs	810,152	45,328	31,313	0.42%	886,793	6.40%
Fir Acres	Plumbing & electrical upgrades, new flooring, energy upgrades, kitchen & bath renovations, new playground equipment, site repairs	1,390,544	--	115,853	1.56%	1,506,397	10.87%
Stark Manor	Plumbing & electrical upgrades, new flooring, kitchen & bath renovations, new exterior doors, misc.	1,263,658	--	113,046	1.52%	1,376,704	9.94%
Townhouse Terrace	Plumbing & electrical upgrades, new flooring, kitchen & bath renovations, new exterior doors, misc.	1,222,209	--	137,110	1.84%	1,359,319	9.81%
Celilo Court	Plumbing & electrical upgrades, new flooring, new furnaces & water heaters, energy upgrades, kitchen & bath renovations	273,826	839,417	285,735	3.84%	1,398,978	10.10%
Lexington Court	Comprehensive renovation	--	233,644	889,557	11.96%	1,123,201	8.11%
Carlton Court	Comprehensive renovation	--	--	821,268	11.04%	821,268	5.93%
Eliot Square	Comprehensive renovation	--	48,657	56,825	0.76%	105,481	0.76%
Eastwood Court	Comprehensive renovation	--	186,963	1,091,482	14.67%	1,278,446	9.23%
Hollywood East	Window replacement	--	--	1,232,738	16.57%	1,232,738	8.90%
	<b>Total Capital Expenditures</b>	<b>\$5,061,243</b>	<b>\$1,354,009</b>	<b>\$7,440,875</b>	<b>100.00%</b>	<b>\$13,856,127</b>	<b>100.00%</b>

**Units removed in FY2011**

<b>Development</b>	<b>Justification</b>	<b>Units</b>
Scattered Sites:	HUD approved disposition of scattered sites, as first	
OR002032	described in our FY2008 MTW Plan	4
OR002036		4
OR002048		6
OR002049		10
OR002050		2
<b>Total Units removed in FY2011</b>		<b>26 units</b>

**Overview of other housing managed by the Agency:**

	<b>Number of Properties</b>	<b>Physical Units</b>
Affordable Owned with PBA* subsidy	6	496
Affordable Owned without PBA subsidy	<u>11</u>	<u>1,164</u>
<b>Total Affordable Owned Housing</b>	<b>17</b>	<b>1,660</b>
Tax Credit Partnerships	<u>19</u>	<u>2,156</u>
<b>Total Affordable Housing</b>	<b>36</b>	<b>3,816</b>
Duplicated PH Properties/Units	7	491
Special Needs (Master Leased)	36	422

\*Project-based assistance

**MTW Housing Choice Vouchers (HCV) units authorized:**

<b>MTW HCV at beginning FY2011</b>	<b>7,690</b>
No HCV added or removed	<u>  --</u>
<b>MTW HCV at end of FY2011</b>	<b>7,690</b>

**Non-MTW Housing Choice Vouchers units authorized:**

SRO/MODS at beginning of FY2011	512
No SRO/MODS added or removed	<u>  --</u>
<b>SRO/MODS at end of FY2011</b>	<b>512</b>

Veteran Affairs Supportive Housing at beginning of FY2011	105
Units added June 1, 2010	60
Units added October 1, 2010	<u>  30</u>
<b>VASH at end of FY2011</b>	<b>195</b>
<b>Cumulative Change</b>	<b>+90 (+86%)</b>

Opt-Out vouchers at beginning of FY2011	0
Aldercrest vouchers added October 1, 2010	<u>  9</u>
<b>Opt-Out at end of FY2011</b>	<b>9</b>
<b>Cumulative Change</b>	<b>+9 (+100%)</b>

**Discuss changes over 10%:** In FY2011, HUD awarded Home Forward an additional 90 VASH vouchers, via two allocations, based on our strong utilization of existing VASH vouchers. Home Forward also was asked to administer 9 Opt-Out vouchers for a HUD project-based building where the owner chose not to renew the contract.

**Housing Choice Vouchers – total units project-based in FY2011: 1,206**

Units previously committed, newly leased in FY2011

<b>Project</b>	<b>Initial Leasing Date</b>	<b>Units</b>	<b>Target Population</b>	<b>Service Provider</b>
Clifford Apartments	03/01/2011	15	Disabled	Luke-Dorf, Innovative Housing Resident Services Department
Eastgate Station	08/01/2010	20	Disabled, homeless families	Bridges to Housing program, Human Solutions, Aging/Disability Services
James Hawthorne	08/01/2010	9	Disabled	Luke-Dorf
Martha Washington	08/01/2010	45	Disabled, homeless, permanent supportive housing	Central City Concern, Cascade AIDS Project, NW Pilot Project
Sandy Apartments	07/01/2010	14	Disabled	Luke-Dorf
PCRI	11/01/2010	7	Homeless families	PCRI
Greentree Court	06/01/2010	3	Homeless families	Human Solutions

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## B. Leasing Information

**Total number of MTW public housing units leased in FY2011:** 2,498 units

Home Forward continues to have an occupancy rate of 98% in its public housing units.

**Total number of Non-MTW public housing units leased in FY2011:**

Home Forward does not have any non-MTW public housing units.

### Description of issues:

There have been no issues with leasing public housing units in FY2011.

**Total number of MTW HCV units leased in FY2011:**

7,690 units authorized

7,692 units leased

100.02% utilization

**Total number of non-MTW HCV units leased in FY2011:**

SRO/MODS:

512 units authorized

476 units leased

93.0% utilization

Veteran Affairs Supportive Housing:

195 units authorized

120 units leased

61.7% utilization

Aldercrest Opt-Out Vouchers:

9 units authorized

1 unit leased

11% utilization

### Description of issues:

There have been no issues with leasing MTW vouchers in FY2011.

Nearly 50% of our Veterans Affairs Supportive Housing (VASH) vouchers were awarded during this fiscal year and have not yet had time to fully lease. Our original 105 VASH vouchers are fully utilized, and we are increasing the number of new vouchers utilized each month. The VA did not complete the process of hiring additional staff to work with the 90 veterans who would utilize the new vouchers until March 2011, which meant that Home Forward was not receiving referrals for the 90 new vouchers until then. However, with the new VA staff in place, utilization is increasing each month.

Home Forward was awarded 9 Opt-Out vouchers for the Aldercrest building in October 2010. Existing tenants were notified immediately of the availability of the tenant-based vouchers, but the process of actually assisting those tenants to utilize the vouchers has been slow. A number of tenants have remained in the building without the voucher and are still deciding whether or not to take the voucher. Only one tenant managed to lease up in the first six months; therefore, utilization was low this year.

**Number of Project-Based Vouchers committed/in use:** 1,206 vouchers in use  
212 additional vouchers committed

**Description of projects where new vouchers are placed:**  
(Vouchers committed, but did not begin leasing in FY2011)

Project	Date Committed	PBVs Committed	Project Description
Bud Clark Commons	Sept 2009	100	Permanent Supportive Housing targeting disabled and elderly households who are medically vulnerable. Services provided by Transition Projects, Inc., Outside In, Central City Concern, and others
Madrona Studios	May 2010	15	Permanent Supportive Housing for homeless households with services provided by Central City Concern, Cascade AIDS Project, and NW Pilot Project
Villa de Suenos	July 2010	10	Targeted to homeless families with services provided by the Bridges to Housing Program and Impact NW
Los Jardines Hacienda	May 2010	10	Targeted to homeless families with services provided by the Bridges to Housing Program
Rockwood – Human Solutions	Sept 2009	15	Targeted to homeless families with services provided by Human Solutions and the Bridges to Housing Program
Briarwood – Human Solutions	May 2010	10	Targeted to homeless families with services provided by Human Solutions and the Bridges to Housing Program
Block 49	Nov 2010	42	Targeted to veterans with services provided by the VA and Reach CDC.
Holgate House	May 2010	10	Targeted to homeless families with services provided by the Native American Youth & Family Center

### C. Waiting List Information

#### Households on the waiting lists at the end of FY2011

##### Public Housing

	Bedroom Size					Total Households	Percent Households
	Studio/ 1 BR	2BR	3BR	4BR	5+BR		
Elderly/Disabled Units	2,721	111	0	0	0	2,832	28.3%
Family Units	961	3,777	2,229	210	16	7,193	71.7%
<b>Total</b>	<b>3,682</b>	<b>3,888</b>	<b>2,229</b>	<b>210</b>	<b>16</b>	<b>10,025</b>	<b>100%</b>

##### Description of waiting lists and any changes made:

Home Forward currently manages public housing through site-based waiting lists, in addition to a “first available” option for sites operated by Home Forward staff. Applicants have the option of choosing up to three individual properties (from those with open waiting lists) or selecting the first available option. The following properties have waiting lists that are separate from the centralized list: New Columbia, Humboldt Gardens, Fairview Oaks, Rockwood Station, Martha Washington and the Jeffrey.

Home Forward opened the following public housing waiting lists in FY2011:

- July 2010 – Elderly/disabled waiting lists at Sellwood Center and Dahlke Manor were opened. Additionally, the following family site waiting lists were opened: Bel Park, Peaceful Villa, Stark Manor, Tamarack Apartments, Northwest Towers Annex, Townhouse Terrace, Alderwood Court and Slavin Court. This resulted in **3,624** new applicants.
- October 2010 – The Humboldt Gardens waiting list was opened. This resulted in **1,600** new applicants.
- December 2010 – The Jeffrey waiting list was opened. This resulted in **569** new applicants.
- December 2010 – The Fairview Oaks waiting list for 1- and 2-bedroom units was opened, as was the Rockwood Station waiting list for 2-bedroom units. This resulted in **476** new applicants.
- March 2011 – The New Columbia waiting list was opened for 1-, 2- and 3-bedroom units. This resulted in **900** new applicants.

### Section 8 / Housing Choice Voucher (HCV)

At the end of FY2011, there were **1,452** households on the HCV waiting list:

Family Type (members)	1	2	3	4	5	6	7+	Total
No. on wait list	639	329	235	128	72	22	27	<b>1,452</b>

#### Description of waiting lists and any changes made:

The HCV waiting list is a centralized list maintained by Home Forward, which is currently closed except for terminally ill applicants who provide documentation that they are expected to live for less than 12 months. The waiting list was last opened in November 2006, and Home Forward accepted 10,000 applications over three weeks. Applicants were randomly assigned numbers and the first 3,000 were placed on the waiting list. As Home Forward neared the end of the list in late 2008, letters were sent to the remaining 7,000 applicants who were given a chance to be put back on the waiting list. Approximately 3,000 people accepted this opportunity.

During FY2011, **419** applicants were pulled from the waiting list. There are currently 1,452 people remaining on the waiting list. No changes were made to the waiting list procedures during FY2011.

#### Description of other waiting lists:

The project-based waiting lists are site-based and maintained by management at each of the properties where project-based vouchers are placed. Nearly half of the project-based vouchers are in buildings with waiting list preferences for elderly or disabled households. Many of the buildings that do not offer an elderly or disabled preference offer a preference for homeless households. Home Forward audits waiting list maintenance at each site to ensure that lists are maintained in accordance with project-based voucher regulations.

### III. Non-MTW Related Housing Authority Information (Optional)

#### Description of non-MTW activities implemented by the Agency

##### Non-Smoking Policy

Home Forward continues to work with residents on converting the public housing portfolio to non-smoking buildings. We have pursued lease enforcement actions with a small number of residents and all have been able to modify their behavior and/or get assistance to quit smoking. We continue to work closely with our community partners to refer residents to cessation programs.

##### HOPE VI Grant Application

An application for a FY2010 HOPE VI grant was submitted to HUD in November 2010 for the redevelopment of Hillsdale Terrace. Extensive resident and community outreach resulted in a plan for the complete revitalization of the 60 existing units of distressed public housing. Home Forward has since been awarded the grant. The resulting redevelopment will include 122 mixed-income rental units plus an additional seven off-site home ownership opportunities made possible by a partnership with Habitat for Humanity. In order to increase physical connections with the neighborhood, Home Forward purchased adjacent property with excellent transportation access. This purchase will enable a new early childhood education center, including Head Start facilities, to be built at the gateway to the new apartment community.

#### **IV. Long-Term MTW Plan (Optional)**

Home Forward's FY2011 MTW Plan described our long term goal for engaging in a comprehensive strategic planning process that would not only incorporate, refine and build upon activities portrayed in previous years' plans but which would also embrace a number of new and innovative activities. The outcomes of that goal have manifested themselves in the Year 13 MTW Plan and we look forward to sharing those exciting results with our many partners next year.

## V. Proposed MTW Activities

### **FY2011-P3: USE OF MIXED-FINANCE FLEXIBILITIES FOR PUBLIC HOUSING PRESERVATION**

#### **A. List activities that were proposed in the Plan, approved by HUD, but not implemented:**

In the original submission of the FY2011 Plan, Home Forward included a proposed activity to use the Construction Manager General Contractor (CM/GC) form of construction contracting in a number of public housing preservation projects.

#### **B. Discuss why the activity was not implemented:**

Upon guidance from HUD that CM/GC contracting does not require MTW authority, Home Forward removed this activity from the final FY2011 Plan.

### **FY2011-P5: SUBSIDY CHANGE TO PRESERVE PUBLIC HOUSING UNITS**

#### **A. List activities proposed in the Plan, approved by HUD, but not yet implemented:**

In the original submission of the FY2011 Plan, Home Forward included a proposed activity to submit a request to HUD to switch the funding for its portfolio of public housing properties to project-based Section 8 subsidy.

#### **B. Discuss why the activity was not implemented:**

Before final submission, Home Forward decided there were a number of priorities that would not make this activity feasible for the 2011 fiscal year. Therefore, HAP removed this activity from the final FY2011 Plan.

## **FY2011-P6: REDEVELOPMENT OF HILLSDALE TERRACE**

### **A. List activities proposed in the Plan, approved by HUD, but not yet implemented:**

In the original submission of the FY2011 Plan, Home Forward included a proposed activity to use the Construction Manager General Contractor (CM/GC) form of construction contracting for the redevelopment of Hillside Terrace.

### **B. Discuss why the activity was not implemented:**

Upon guidance from HUD that CM/GC contracting does not require MTW authority, Home Forward removed this activity from the final FY2011 Plan.

## VI. Ongoing MTW Activities

### FY2011-P1: ALTERNATE RENT CALCULATION FOR PUBLIC HOUSING UNITS AT ROCKWOOD STATION, MARTHA WASHINGTON AND THE JEFFREY APARTMENTS

(Identified in Plan Year FY2011; Implemented FY2011)

#### A. List activities continued from the prior Plan year(s)

Home Forward has implemented alternate rent calculations for the public housing units that have been added to larger, non-subsidized communities at Rockwood Station, Martha Washington and the Jeffrey Apartments.

#### B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics

Impact	Metric	Baseline	Benchmark	Outcome
Increase public housing units	Public housing units at these three sites	0 units at the beginning of FY2011	Total of 70 units by the end of FY2011	At the end of FY2011, there were 61 total public housing units at these three sites
Reduce staff time spent on rent calculation training	Staff hours spent training property management on the rent calculation	104 annual staff hours for initial and ongoing training of the standard rent calculation	Reduction to 72 annual staff hours for training of the alternate rent calculation	Staff spent 72 hours training property management on the alternate rent calculation
Reduce staff time spent on eligibility reviews	Staff hours spent on eligibility reviews	140 annual staff hours for eligibility reviews for the standard rent calculation	Reduction to 70 annual staff hours for eligibility reviews with the alternate rent calculation	Staff spent 61 hours on eligibility reviews with the alternate rent calculation

Result of hardship requests: There were no hardship requests as a result of this activity.

**C. Provide a narrative explanation if benchmarks were not achieved or if the activity was determined ineffective**

Only 11 of the planned 20 units at The Jeffrey were leased in FY2011. These planned 20 units are the result of public housing subsidy being placed at an existing site; however, most of the non-subsidized units are inhabited by Section 8 voucher holders. Adding public housing subsidy to a unit would require the resident to give up their Section 8 voucher. As a result, we are gradually adding the public housing units as residents move out. We plan to have all 20 public housing units in place by the end of FY2012.

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-P2: CHANGE IN PUBLIC HOUSING UTILITY ALLOWANCE ADJUSTMENTS TO ALIGN WITH SECTION 8**

(Identified in Plan Year FY2011; Implemented FY2011)

**A. List activities continued from the prior Plan year(s)**

Home Forward has implemented alternate utility allowance adjustment policy for public housing, so that the process aligns with the Section 8 program.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Reduce costs spent on engineering surveys	Costs spent on engineering surveys	\$8,000 - \$10,000 annually before implementation	\$0 in FY2011	\$0 spent on engineering surveys for utility allowance determinations in FY2011
Reduce staff time spent on interim reviews for public housing utility adjustments	Staff hours spent on interim reviews for public housing utility adjustments	393 annual staff hours conducting utility adjustments before implementation	0 annual staff hours conducting utility adjustments in FY2011	Staff spent 0 hours on interim reviews for public housing utility adjustments in FY2011, saving approx. \$10,214

Result of hardship requests: There were no hardship requests as a result of this activity.

**C. Provide a narrative explanation if benchmarks were not achieved or if the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-P4: MODIFIED CONTRACT RENT DETERMINATIONS AND PAYMENT STANDARD ADJUSTMENTS FOR PROJECT-BASED VOUCHER UNITS**

(Identified in Plan Year FY2011; Implemented FY2011)

**A. List activities continued from the prior Plan year(s)**

Home Forward has implemented modified contract rent determinations and payment standard adjustments for project-based voucher units to ensure that these units are affordable for high-barrier applicants and to make adjustments more favorable for landlords.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Increase housing choice for very low income households	PBV units affordable to zero income households	In FY2010, 211 PBV units had rent above the maximum of the current payment standard less utility allowance, reducing affordability to zero income households	0 PBV units with rent above the maximum, making all PBV units affordable to zero income households	In FY2011, 224 PBV units still have rents above the maximum and remain unaffordable to zero income households.

Result of hardship requests: There were no hardship requests as a result of this activity.

**C. Provide a narrative explanation if benchmarks were not achieved or if the activity was determined ineffective**

The number of project-based voucher units above the payment standard, and thus unaffordable to zero income households, increased in FY2011. One reason for this is an increase in utility allowances. Because of this increase, the gross rents of 64 units inched above the payment standards by \$8 or less. These units will not be approved for further rent increases, per Home Forward policy, unless the payment standards increase.

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O1: OPPORTUNITY HOUSING INITIATIVE (OHI)**

(Identified in Plan Years FY2008-FY2010; Implemented FY2008-FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward operates OHI self-sufficiency programs site-based at Fairview Oaks, Humboldt Gardens and New Columbia, and through a collaborative program with the Oregon Department of Human Services (DHS).

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
<b>Fairview</b>				
Maintain enrollment	Households served	40	40	40 households in FY2011
Successfully graduate participants	Participants successfully graduated	0	75% / 30 participants after 5 years	2 participants have graduated, however, participants are on track to graduate after 5 years
Increase participant income	Average participant earned income	\$11,414 average income at program entry	5% annual increase <ul style="list-style-type: none"> <li>• \$11,985 by FY2010</li> <li>• \$12,584 by FY2011</li> <li>• \$13,213 by FY2012</li> <li>• \$13,874 by FY2013</li> </ul> 100% at graduation <ul style="list-style-type: none"> <li>• \$22,828 by FY2014</li> </ul>	FY2011 average income for all participants was \$14,038  FY2011 average earned income for only participants with earnings was \$24,414
Increase employment/work opportunity	Participants receiving employment or promotion	0	75% / 30 participants by FY2014	24 participants employed in FY2011; of those, 13 were new jobs or promotions
Increase escrow accumulation	Average dollars in escrow	\$0 at entry	\$5000 upon graduation (FY2014)	25 participants have begun earning escrow with an average accumulation of \$3,282

<b>Humboldt Gardens</b>				
Maintain enrollment	Households served	57 households	57 households	67 households in FY2011
Successfully graduate participants	Participants successfully graduated	0	75% / 43 participants after 5 years	Participants are on track to graduate after 5 years
Increase participant income	Average participant earned income	\$6,756 average income at program entry	5% annual increase <ul style="list-style-type: none"> <li>• \$7,094 by FY2010</li> <li>• \$7,449 by FY2011</li> <li>• \$7,821 by FY2012</li> <li>• \$8,212 by FY2013</li> </ul> 100% at graduation <ul style="list-style-type: none"> <li>• \$13,512 by FY2014</li> </ul>	FY2011 average income for all participants was \$8,324  FY2011 average earned income for only participants with earnings was \$17,249
Increase employment/work opportunity	Participants receiving employment or promotion	0	75% / 43 participants in FY2014	33 participants employed in FY2011; of those, 16 were new jobs or promotions
Increase escrow accumulation	Average dollars in escrow	\$0 at entry	\$5000 upon graduation (FY2014)	33 participants have begun earning escrow with an average accumulation of \$1,744
<b>New Columbia</b>				
Increase enrollment	Households served	0 households served before activity began	50 households enrolled in FY2011	34 households enrolled as of FY2011
Successfully graduate participants	Participants successfully graduated	0	75% / 38 participants after 5 years	Participants are on track to graduate after 5 years
Increase participant income	Average participant income	\$10,023 beginning average income for those enrolled in FY2010	5% annual increase <ul style="list-style-type: none"> <li>• \$10,524 by FY2010</li> <li>• \$11,050 by FY2011</li> <li>• \$11,603 by FY2012</li> <li>• \$12,183 by FY2013</li> </ul> 100% at graduation <ul style="list-style-type: none"> <li>• \$20,046 by FY2014</li> </ul>	FY2011 average income for all participants was \$12,218  FY2011 average earned income for only participants with earnings was \$24,436

Increase employment/work opportunity	Participants receiving employment or promotion	0	75% / 38 participants by 2014	17 participants employed in FY2011; of those, 8 were new jobs or promotions
Increase escrow accumulation	Average dollars in escrow	\$0 at entry	\$5,000 upon graduation (FY2014)	13 participants have begun earning escrow, with an average accumulation of \$2,607
<b>DHS Voucher Program</b>				
Maintain enrollment	Households served	18 households	18 households	18 households were enrolled at the beginning of FY2011, and 16 households remain enrolled.  Two households exited voluntarily this year due to changes in family circumstances that precluded them from feeling able to participate.
Successfully graduate participants	Participants successfully graduated	0	75% / 16 participants after 5 years	No participants have graduated yet. However, of the 5 participants who have exited the program, 2 did so with increased earnings, including one household with an income over \$40,000.
Increase participant income	Average participant earned income for those with earnings	\$8,613	5% annual increase: <ul style="list-style-type: none"> <li>• \$9,044 by FY2010</li> <li>• \$9,496 by FY2011</li> <li>• \$9,971 by FY2012</li> <li>• \$10,469 by FY2013</li> </ul> Double by graduation: <ul style="list-style-type: none"> <li>• \$17,226 by FY2014</li> </ul>	\$16,848 in FY2011 (factoring in all participants with earned income on the last day of the fiscal year, including the earned income at time of exit for those who have exited)

Increase employment/work opportunity	Participants receiving new employment or promotion	0	75% / 16 participants by FY2014	To date, 9 of 18 (50%) participants have gained new employment.
Increase escrow accumulation	Average dollars in participants' escrow	\$0	\$5000 upon graduation (FY2014)	10 participants have begun earning escrow, with an average accumulation of \$2,495

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

The baseline for average participant income at New Columbia was incorrectly calculated to exclude participants without income. The correct baseline average earned income was \$10,023.

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O2: BIENNIAL REVIEWS – RENT REFORM ACTIVITY**

(Identified in Plan Years FY2008-FY2009; Implemented FY2008)

**A. List activities continued from the prior Plan year(s)**

Home Forward has implemented a biennial review schedule for all MTW voucher holders in Section 8, and for elderly/disabled residents in public housing.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Annual staff time savings for Section 8 qualifying participants	Qualifying participants	7,475, which equates to 3,737 hours saved	7,000, which equates to 3,500 hours saved	7,461 qualifying participants in FY2011, which equates to a total of 3,731 hours saved, equivalent to approximately \$110,092
Annual staff time savings for qualifying public housing households	Qualifying households	1,092, which equates to 548 hours saved	1,000, which equates to 500 hours saved	1,113 qualifying households in FY2011, which equates to a total of 556 hours saved, equivalent to approximately \$12,512

Result of hardship requests: There were no hardship requests as a result of this activity.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

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### FY2011-O3: SIMPLIFIED ADMINISTRATIVE PROCEDURES – RENT REFORM ACTIVITY

(Identified in Plan Years FY2008-FY2009; Implemented FY2008)

#### A. List activities continued from the prior Plan year(s)

Home Forward has implemented the following measures to relieve administrative burden and reduce intrusiveness with residents and participants:

- Disregard income related to assets valued at less than \$25,000
- Eliminate interim reviews for income increases (except in cases with an increase from zero income)
- Streamline Earned Income Disallowance (EID) for qualifying clients
- Eliminate EID for new GOALS participants

#### B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics

Impact	Metric	Baseline	Benchmark	Outcome
<b>Disregarding assets &lt;\$25,000</b>				
Decrease annual staff time spent tracking assets	Hours spent on assets tracked	2,905 hours spent tracking 5,811 assets (approx. 30 minutes per asset) in FY2007	581 hours or less spent tracking 1,162 assets	24 hours spent tracking 47 assets in FY2011 (Approx. 2,881 less hours, equivalent to savings of \$80,959)
<b>Eliminating Interim Reviews</b>				
Decrease annual staff time spent on interim reviews	Hours spent on interim reviews	10,317 hours spent on 10,317 interim reviews (est. 1 hour per review)	10,000 hours or less spent on interim reviews	6,729 hours spent on interim reviews in FY2011 (Approx. 3,588 less hours, equivalent to savings of \$100,826)
<b>Changes to EID</b>				
Decrease annual staff time spent on EID reviews	Hours spent on second interim EID reviews	90 hours spent on 180 second interim EID reviews	0 hours spent on second interim EID reviews	52 households who qualified for the EID in FY2011 0 hours spent on second interim EID reviews (Savings of 26 hours, equivalent to approx. \$731)

Result of hardship requests: There were no hardship requests as a result of this activity.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O4: BIENNIAL INSPECTIONS**

(Identified in Plan Years FY2008-FY2009; Implemented FY2008)

**A. List activities continued from the prior Plan year(s)**

Home Forward conducts biennial inspections for qualifying Section 8 households.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Annual cost savings for Section 8 qualifying participants	Qualifying participants	1,043 qualifying participants, resulting in cost savings of approximately \$52,150	2-5% annual increase	1,043 qualifying households in FY2011, resulting in a cost savings of approximately \$52,150.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

Until this year, project-based voucher (PBV) holders were included in the count of participants qualifying for biennial inspections. This year, we changed our inspection protocols and are now doing full-building inspections for PBVs where we inspect 20% of units at the property, as allowed by federal regulations. Because we have over 1,200 PBVs, removing those households from the count of qualifying participants reduced the number to 1,043 households.

**D. Identify any new indicators if benchmarks or metrics have been revised**

We have revised our baseline to reflect this year’s data (1,043 qualifying households at a savings of \$52,150), now that all PBVs have been removed from the count. We will continue to aim for an annual increase in the number of qualifying households.

**E. Describe revisions if data collection methodology has changed**

As described above, the count of qualifying participants now excludes project-based voucher holders.

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

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**FY2011-O5: AGENCY-BASED RENT ASSISTANCE PROJECT WITH LOCAL NON-PROFITS**

(Identified in Plan Year FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward has allocated a small pool of rent assistance funds to be administered by SE Works and NW Pilot Project – local non-profits serving distinct groups of participants. Home Forward also partners in an agency-based rent assistance project with Multnomah County and WorkSystems, Inc.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
SE Works				
Maintain households served	Households served	0 households served before activity began	20 households	26 participants have enrolled since inception. <ul style="list-style-type: none"> <li>• Of the households enrolled in FY2010, 9 continued to be served in FY2011</li> <li>• 10 new households enrolled in FY2011</li> <li>• Total of 19 households served during FY2011</li> </ul>
Maintain households retaining housing	Households retaining housing	0 households	<ul style="list-style-type: none"> <li>• 80% / 16 households throughout receipt of rent assistance</li> <li>• 75% / 15 households 6 months after assistance ends</li> </ul>	<ul style="list-style-type: none"> <li>• 100% have maintained housing throughout receipt of rent assistance, although 3 of the 19 households served in FY2011 were terminated from the program for non-compliance. The remaining 84% of households are still enrolled in the program or exited with stable housing.</li> <li>• Of all households who have exited the program since its inception, there are 9 who exited 6 or more months ago. Of those, 5 (56% are still housed). Three have been unreachable, which means we cannot confirm their housing stability. One client lost his housing. Of clients we were able to contact, 5 of 6 (83%) have maintained housing for at least 6 months after the end of rent assistance.</li> </ul>

Maintain high employment and participation in education/ training programs	Households employed or participating in education/ training programs	0 households	<ul style="list-style-type: none"> <li>• 75% / 15 households 6 months after assistance ends</li> <li>• 65% / 13 households 9 months after assistance ends</li> </ul>	<p>Nine households exited the program six or more months ago. Of those nine, six were employed at exit.</p> <ul style="list-style-type: none"> <li>• 67% (4 of 6) have maintained employment 6 months after assistance ended. The other two clients have been unreachable.</li> </ul> <p>Six households exited the program nine or more months ago. Of those six, five were employed at exit.</p> <ul style="list-style-type: none"> <li>• 40% (2 of 5) have maintained employment 9 months after assistance ended. The other three clients have been unreachable.</li> </ul>
Maintain low re-offender rate	Participants who reoffend within one year of release date	0 participants	<ul style="list-style-type: none"> <li>• Less than 15% / 3 participants</li> </ul>	<ul style="list-style-type: none"> <li>• 1 participant (4% of those enrolled) reoffended</li> </ul>
NW Pilot Project				
Maintain households served	Households served	0 households	10 households	<p>21 households have enrolled since inception.</p> <ul style="list-style-type: none"> <li>• Of the households enrolled in FY2010, 9 continued to be served in FY2011</li> <li>• 10 new households enrolled in FY2011</li> <li>• Total of 19 households served during FY2011</li> </ul>
Maintain successful housing	Participants successfully housed after two years	0 participants	90% / 9 participants	<p>No households have been enrolled long enough to reach the two year mark.</p> <ul style="list-style-type: none"> <li>• 17 out of 21 participants (81%) are either a) still on the program and stably housed; b) exited the program for a permanent housing opportunity; or c) increased their income sufficient to pay their own rent.</li> <li>• 2 additional participants were determined to need a different level of support and exited the program, but have maintained their housing.</li> <li>• Only 2 participants (10%) were terminated from the program and lost their housing.</li> </ul>

Increase participants receiving disability income	Participants receiving disability income within two years	0 participants	70% / 7 participants	<ul style="list-style-type: none"> <li>• 13 of 19 participants (68%) have already received disability benefits within an average of 4.2 months after enrollment.</li> <li>• Participants continue to work toward receiving benefits within the two year timeframe.</li> </ul>
Multnomah County/WorkSystems				
Maintain households served	Households served	0 households served before activity began	100 households in the first year	Program implementation was delayed while Home Forward finalized programmatic details with partners. Contracting began in April 2011. Therefore there are no outcomes to report for FY2011.
Maintain households retaining housing	Households retaining housing	0 households	<ul style="list-style-type: none"> <li>• 80% / 80 households throughout receipt of rent assistance</li> <li>• 75% / 75 households 6 months after assistance ends</li> </ul>	
Maintain high employment and participation in education/ training programs	Households employed or participating in education/ training programs	0 households	<ul style="list-style-type: none"> <li>• 75% / 75 households 6 months after assistance ends</li> <li>• 65% / 65 households 9 months after assistance ends</li> </ul>	

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

Initial outcomes for SE Works' Agency-Based Assistance program have fallen short of benchmark goals. This portion of the program serves ex-offenders who are transitioning out of (or were recently released from) prison, with a focus on helping them achieve stable housing and acquire employment. In its first round of program enrollment, SE Works saw a number of clients struggle with drug and alcohol relapses, resulting in program termination. Additionally, the initial time limit of 18 months seemed to reduce clients' urgency for finding work, and the agency struggled with addressing the challenge of clients who gained minimum wage jobs (with no prospect for increasing income) but still couldn't pay market rents.

Home Forward and SE Works worked together to overhaul program policies last summer, including shortening the time limit to 12 months, focusing on serving clients who seem reasonably capable of increasing their incomes within 12 months, and mandating Alcohol & Drug Free housing for clients with addiction histories. The 10 new households enrolled during FY2011 are still active on the program and we anticipate outcomes to increase sharply over the final year of the program.

The partnership with Multnomah County and Worksystems, Inc. promises to be an exciting venture, but the implementation was delayed until April 2011 as the partners worked together to finalize contracts, draft program guidelines, and provide necessary training to the 50 line staff who will be operating the program. Program enrollment began in April 2011, and program outcomes will be available in next year's report.

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O6: MEASURES TO IMPROVE THE RATE OF VOUCHER HOLDERS WHO SUCCESSFULLY LEASE-UP**

(Identified in Plan Year FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward has implemented a variety of measures to improve landlord acceptance of Section 8 vouchers in the local community.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Improve voucher lease-up rate	Voucher lease-up rate	74% in FY2009	85% in FY2010	<p>For households pulled from the waitlist in <u>FY2010</u> who had their voucher issued for:</p> <ul style="list-style-type: none"> <li>• at least 60 days, the lease up rate is 77.5%.</li> <li>• at least 120 days, the rate is 89.3%.</li> </ul> <p>For households pulled from the waitlist in <u>FY2011</u> who had their voucher issued for:</p> <ul style="list-style-type: none"> <li>• at least 60 days, the lease up rate is 79.1%.</li> <li>• at least 120 days, the rate is 80.8%.</li> </ul> <ul style="list-style-type: none"> <li>• See Part C for narrative about this benchmark</li> </ul>
Maintain landlords who accept Section 8	Number of landlords who accept Section 8	3,166 in FY2009	3,166	<p>2,704 in FY2010 2,634 in FY2011</p> <ul style="list-style-type: none"> <li>• See Part C for narrative about this benchmark</li> <li>• See Part D for narrative about this metric</li> </ul>
Decrease lease-up time	Average number of days for a voucher holder to lease up	51 days	Less than 50 days	<p>46.4 days in FY2010 48.8 days in FY2011</p>

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

Overall, the voucher lease-up rate this year declined. This is due in large part to two factors. First, we pulled only 419 names from the waitlist this year, resulting in the issuing of only about 250 vouchers. This small sample size amplifies the effect of any applicants who fail to lease up. Second, the tightening rental market makes landlords less open to accepting Section 8 vouchers, especially if the households have rental barriers, such as poor credit history, poor references, or a criminal history.

The number of landlords who accept Section 8 also appears to have declined this year. However, the only way Home Forward currently has to track this number is to examine the number of landlords with current Section 8 tenants. Since our vouchers are fully utilized each year, the number of landlords accepting Section 8 is simply indicative of where tenants are living and not of how many landlords in our community would actually accept a voucher if presented with the opportunity. See parts D & E for plans to adjust this metric.

During FY2011, Home Forward determined that the Tenant Education courses were not a cost-effective way to help achieve this goal. Data showed course graduates had the same turnback rate (expired vouchers) as those who did not enroll. While Rent Well graduates leased up significantly faster than any other group of voucher holders – likely a result of the course’s focus on housing search – at a cost of roughly \$350 per household, this was not the best use of Home Forward resources and the initiative has been discontinued.

In addition to the existing measures being used to improve landlord acceptance of Section 8 vouchers in the local community, Home Forward intends to increase the payment standards for one-bedrooms in FY2012 in order to come in line with the market. We are hopeful that this will improve the lease-up rate and increase the number of landlords willing to accept Section 8 vouchers.

**D. Identify any new indicators if benchmarks or metrics have been revised**

Home Forward hopes to include, in future reports, a metric that tracks the number of landlords in the community who indicate willingness to accept a Section 8 voucher. Home Forward is currently working with Metro Multifamily Housing Association to determine how this could be tracked.

**E. Describe revisions if data collection methodology has changed**

Home Forward continues to work with Metro Multifamily Housing Association to determine if we can create baselines, benchmarks, and data collection methodology to track the number of landlords in the community who indicate a willingness to accept a Section 8 voucher. Metro Multifamily Housing Association issues a regular survey to landlords that may be able to include questions that would indicate landlord attitudes around accepting a Section 8 voucher.

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O7: LIMITS FOR ZERO-SUBSIDY PARTICIPANTS**

(Identified in Plan Year FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward has implemented limits for families that have a pattern of lowering their income after subsidy ends.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Decrease in participants repeating pattern	Participants repeating pattern	10 zero-subsidy participants cycled back onto assistance in FY2009	10 participants or less	15 zero-subsidy participants cycled back onto assistance in FY2011

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

Although the number of participants who cycled back to subsidy increased in this plan year, the numbers are too small to be significant. Furthermore, with the current state of the economy, it is not surprising that more households would gain income for a time, and then subsequently lose their jobs.

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O8: PROJECT-BASED VOUCHERS: EXCEEDING THE LIMIT OF 25% PER BUILDING**

(Identified in Plan Year FY2003; Implemented FY2003)

**A. List activities continued from the prior Plan year(s)**

In some complexes, Home Forward may allow project-based vouchers (PBVs) to be awarded to more than 25% of the units.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Maintain availability of PBV units	PBV units	Over 1,000 units as of FY2010	At least 1,000 units	Home Forward administers 1,206 project-based voucher units as of FY2011
Increase housing choice for zero-income households	Percentage of PBV units rented to zero-income households, as compared to percentage of tenant-based units rented to zero-income households	In FY2011, zero-income households account for 4.8% of tenant-based voucher households	At least 4.8%	In FY2011, zero-income households account for 12.7% of PBV units
Increase housing choice for elderly/disabled households	Percentage of PBV units rented to elderly/ disabled households, as compared to percentage of tenant-based units rented to elderly/ disabled households	In FY2011, elderly/ disabled households account for 49.4% of tenant-based voucher households	At least 49.4%	In FY2011, elderly/ disabled households account for 55.1% of PBV units

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-09: FAMILY ELIGIBILITY FOR PROJECT-BASED VOUCHER ASSISTANCE**

(Identified in Plan Year FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

In order to provide greater access to low-income families with high barriers, screening and eligibility requirements at certain project-based voucher properties may differ from traditional criteria.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Increase retention rates	Retention rates at PBV properties with reduced screening criteria	80%	80% retention rate after 12 months	100% of families who entered PBV units in FY2010 at buildings with reduced screening criteria retained their housing for at least 12 months.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O10: PROJECT-BASED VOUCHERS: SITE-BASED WAITLISTS AND RESTRICTION ON TENANT-BASED PREFERENCE**

(Identified in Plan Year FY2003; Implemented FY2003)

**A. List activities continued from the prior Plan year(s)**

Home Forward allows each PBV building to maintain its own waiting list, and requires PBV residents to apply for and remain on the tenant-based waitlist in order to transfer to a tenant-based voucher unit.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
Staff time savings associated with maintaining a centralized waitlist for PBV units	Staff hours that would be associated with maintaining a centralized waitlist for PBV units	917 staff hours saved annually through having site-based waitlists	917 staff hours saved annually	In FY2011, Home Forward saved an estimated 917 hours, or \$27,060, through having site-based waitlists
Maintain housing choice for tenant-based voucher holders	PBV holders who would have requested a tenant-based voucher	70% of PBV holders who complete their one-year lease	0 PBV holders	In FY2011, if 70% (131) had requested tenant-based vouchers, this would have reduced the number pulled from the waitlist by over 30%.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

This activity continues to be considered imperative in terms of providing housing choice to the hundreds and hundreds of people who have been waiting on the tenant-based waiting list for the last five years. As a result of low turnover (only about 45 per month) and new PBV commitments this year, we pulled only 419 names from the waitlist and issued only about 250 vouchers. PBV holder requests for tenant based vouchers under traditional program rules would result in almost no pulls from our waitlist, which was last opened to the public in 2006.

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O11: BUD CLARK COMMONS DEVELOPMENT (FORMERLY KNOWN AS RESOURCE ACCESS CENTER)**

(Identified in Plan Years FY2008-FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward is serving as the master developer for this new facility to house the City of Portland and Multnomah County’s primary day access center for people experiencing homelessness, a 90-bed men’s shelter and approximately 130 units of affordable housing for people with very low incomes.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

<b>Impact</b>	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>
Increase public housing units	Public housing units at Bud Clark Commons (BCC)	0 units attributable to the BCC before the activity began	30 additional PH units attributable to the BCC by end of FY2012	Status as of March 31, 2011: Lease up is slated for June 1, 2011. We are on track to achieve this goal.
Increase project-based voucher (PBV) units	PBV units at BCC	0 PBV units attributable to the BCC before the activity began	100 PBV units allocated at the BCC by FY2012	Status as of March 31, 2011: PBV units are scheduled to be leased up by July 31, 2011. We are on track to achieve this goal.

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

**FY2011-O12: MTW FLEXIBILITIES TO INCREASE SUBSIDIZED HOUSING OPPORTUNITIES**

(Identified in Plan Years FY2007-FY2010; Implemented FY2010)

**A. List activities continued from the prior Plan year(s)**

Home Forward is utilizing MTW authority to exceed the traditional limit of a 25% cap on the number of project-based voucher (PBV) units in a single building. At The Jeffrey and the Martha Washington, this flexibility allows Home Forward to take on these projects and make the operating budgets for these two developments work.

**B. Provide detailed information on the impact of the activity, compared against the proposed benchmarks and metrics**

Impact	Metric	Baseline	Benchmark	Outcome
<b>The Jeffrey</b>				
Increase subsidized housing units available	Subsidized housing units available	<ul style="list-style-type: none"> <li>• 30 PBV units online</li> <li>• 0 public housing units</li> </ul>	Add 20 public housing units in FY2012	Status as of March 31, 2011: 11 units have been added at The Jeffrey.
<b>Martha Washington</b>				
Increase subsidized housing units available	Subsidized housing units available	<ul style="list-style-type: none"> <li>• 0 public housing units</li> <li>• 0 PBV units (vacant building)</li> </ul>	<ul style="list-style-type: none"> <li>• 25 public housing units online in FY2011</li> <li>• 45 PBV units online in FY2011</li> </ul>	<ul style="list-style-type: none"> <li>• 25 public housing units online in FY2011</li> <li>• 45 PBV units online in FY2011</li> </ul>

**C. Provide a narrative explanation if benchmarks were not achieved or the activity was determined ineffective**

N/A

**D. Identify any new indicators if benchmarks or metrics have been revised**

N/A

**E. Describe revisions if data collection methodology has changed**

N/A

**F. If a different authorization was used, provide the new authorization and describe why the change was necessary**

N/A

**G. Cite the specific provision(s) or regulation that authorized the Agency to make the change**

N/A

## VII. Sources and Uses of Funding

Due to the timing of Home Forward's fiscal year end audit, actual activity presented below is preliminary and unaudited.

### A. Sources & Uses of MTW Funds

Sources of Funds	Actual	Budget as Adopted	Preliminary Plan*
Rental Revenue	4,684,855	4,422,094	4,489,923
Section 8 Subsidy	61,930,839	59,835,874	60,183,473
Operating Subsidy	10,567,151	10,007,387	9,379,954
HUD Grants	1,090,537	1,224,460	1,348,420
Other Revenue	489,731	867,804	818,474
HUD Non-Operating Contributions	4,006,554	3,175,186	3,769,035
<b>Total Sources</b>	<b>82,769,667</b>	<b>79,532,805</b>	<b>79,989,279</b>

\*As submitted in MTW Plan (prepared February 2010); final budget adopted March 2010.

\*\*HUD Grants reflects Capital Fund used for Operating expenses including modernization/rehab that is less than our capitalization threshold.

Uses of Funds	Actual	Budget as Adopted	Preliminary Plan*
Housing Assistance Payments	53,447,233	54,833,780	54,541,625
Administration	8,025,058	8,102,689	7,430,343
Tenant Services	612,511	533,873	126,355
Maintenance	5,870,788	5,806,638	5,912,816
Utilities	2,309,524	2,104,566	1,900,434
General	483,569	382,758	395,259
PH Subsidy Transfer	1,852,115	1,706,227	1,211,183
Overhead Allocations	3,400,561	3,432,659	3,075,343
HUD Capital Expenditures	4,006,554	3,175,186	3,769,035
<b>Total Uses</b>	<b>80,007,913</b>	<b>80,078,376</b>	<b>78,362,393</b>

\*As submitted in MTW Plan (prepared February 2010); final budget adopted March 2010.

Excess funds reflected in Sources are held in reserve pending use by approved MTW initiatives.

(Note: ARRA funds are not included on the MTW Sources and Uses Statement)

## B. Sources & Uses of State and Local Funds

Sources of Funds	Actual	Budget as Adopted	Preliminary Plan*
State, Local & Other Grants			
State of Oregon	64,562	-	80,457
City of Portland	816,142	677,637	610,131
Multnomah County	812,088	40,000	232,302
City of Gresham	5,387	9,397	-
Non-Operating Capital Contributions	11,621,840	-	2,255,752
<b>Total Sources</b>	<b>13,320,019</b>	<b>727,034</b>	<b>3,178,642</b>

\*As submitted in MTW Plan (prepared February 2010); final budget adopted March 2010.

Uses of Funds	Actual	Budget as Adopted	Preliminary Plan*
Housing Assistance Payments (STRA)	1,004,358	604,759	716,215
Administration	248,845	117,905	94,711
Tenant Services	365,265	-	91,378
Maintenance	30,086	-	10,080
Utilities	-	-	-
General	-	-	-
Other Personnel Expense	28,284	4,371	10,507
PH Subsidy Transfer	-	-	-
Central Office Cost Allocations	21,340	-	-
Capital Expenditures	11,621,840	-	2,255,752
<b>Total Uses</b>	<b>13,320,018</b>	<b>727,035</b>	<b>3,178,643</b>

\*As submitted in MTW Plan (prepared February 2010); final budget adopted March 2010.

\*\* Short-term Rent Assistance

## C. Sources & Uses of COCC (If Applicable):

Not applicable. Home Forward uses a cost allocation system.

#### **D. Allocation Method for Central Office Costs**

Home Forward has elected to use an allocation method for central office costs. We have a variety of administrative departments and have developed a method to allocate these departments based on the key drivers of expense. This methodology meets the requirements of OMB A-87.

The allocation method is as follows:

1. Level 1:
  - a. The cost of the administrative office building is allocated to the departments based on space occupied
2. Level 2:
  - a. The executive department is allocated equally to each of the operating groups
  - b. Human Resources, Purchasing and IT are allocated to the operating groups based on FTEs within the operating groups
  - c. Accounting and Finance is allocated to the operating groups based on a combination of operating expenses and fixed assets
3. Level 3:
  - a. Public Housing Administration as well as the central office allocations to public housing are then allocated to the properties based on units
  - b. Rent Assistance Administration (Housing Choice Vouchers and other Rent Assistance Programs) as well as the central office allocations to Rent Assistance are then allocated to the departments within this operating group based on vouchers
  - c. Resident Services Administration as well as the central office allocations to Resident Services are then allocated to the departments within this operating group based on operating expenses

Allocated overhead is reported separately from direct operating costs in the operating group financial reports. The allocations result in a net zero Net Operating Income/Loss for the administrative departments.

#### **E. Uses of Single-Fund Flexibility**

Single-fund flexibility allows for the combination of capital funds, operating subsidy and Housing Choice Voucher funds into a single fund used for MTW eligible activities. In FY2011, Home Forward used single-fund flexibility for two such activities: the continuation of an agency-based rent assistance project with local non-profits, and measures to improve the rate of voucher holders who successfully lease up.

For the agency-based rent assistance activity, Home Forward sets aside a small pool of rent assistance funds that are administered by the Rent Assistance department, but do not operate like traditional vouchers. Funds are provided to the partner agencies who take responsibility for

administering housing assistance, as well as supports for additional stability. Partner agencies must provide quarterly and annual reports detailing their outcomes.

To improve the rate of voucher holders who successfully lease up, Home Forward uses fungible Section 8 dollars for measures aimed at increasing landlord participation in the program. These measures include 1) a pilot landlord guarantee fund to reimburse for damages by Section 8 participants; 2) a 12-hour tenant education course for applicants with rental barriers, which provides graduates access to another guarantee fund to reimburse landlords; and 3) payments to owners through the end of the month after move-out, when vacancies are unexpected and owners did not receive proper notice.

## **VIII. Administrative**

### **A. Correction of Observed Deficiencies**

HUD conducted a site-visit in June 2010. There were no major observed deficiencies.

During Home Forward's annual agency audit by third party auditors TKW, there were four errors found that required corrective action by the Rent Assistance department. Errors were related to timely receipt of a client response letter and inspections errors resulting in late or missed inspections. In order to address these issues, tighter quality control procedures have been put in place for both the leasing and inspections departments, including:

- 1) Additional cross-checking of data entry
- 2) Additional auditing of paperwork related to waitlist purges
- 3) Implementation of formalized electronic auditing process for all inspections overseen by quality control staff and inspections supervisor
- 4) Creation of additional audit reports for the leasing and inspections teams with continued review by department's quality control auditor
- 5) Adjustment of process for re-scheduling inspections when there are multiple units in a building that require re-inspection

Public housing did not have any REAC inspections in 2010.

### **B. Agency-Directed Evaluations, as applicable**

N/A

**C. Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 3/31/2014

<b>Part I: Summary</b>					
PHA Name: Home Forward formerly known as Housing Authority of Portland		Grant Type and Number Capital Fund Program Grant No: OR-16S00250109 Replacement Housing Factor Grant No: Date of CFFP:			
		FFY of Grant: 2009 FFY of Grant Approval:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:2 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	-0-	1,492,467	1,492,467	1,492,467
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	230,000	239,541	239,541	239,541
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	387,523	359,751	359,751	359,751
8	1440 Site Acquisition				
9	1450 Site Improvement	614,750	453,796	453,796	453,796
10	1460 Dwelling Structures	4,812,491	4,994,051	4,994,051	4,994,051
11	1465.1 Dwelling Equipment—Nonexpendable	69,917	65,515	65,515	65,515
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	153,058	155,085	155,085	155,085
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> Home Forward formerly known as Housing Authority of Portland		<b>Grant Type and Number</b> Capital Fund Program Grant No: OR-16S00250109 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2009</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	6,267,739	6,267,739	6,267,739	6,267,739
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 6-15-11		Signature of Public Housing Director	
				Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Home Forward formerly known as Housing Authority of Portland			Grant Type and Number Capital Fund Program Grant No: OR-16S00250109 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Capital Fund Project wide Admin	Relocation Staff direct coding for projects Development Finance Construction Accounting Stimulus Coordinator Salary and Benefits for above positions	1410		230,000	239,541	239,541	239,541	Complete 200,899 Non-CFP Funds
OR 2-21	Fir Acres		28					
	A&E services - Design, Drawings	1430		42,291	57,219	57,219	57,219	Complete
	Site Improvements - New wrought iron fencing, playground	1450		148,780	148,780	148,780	148,780	Complete
	Comprehensive modernization kitchen and bathroom	1460		1,171,185	1,164,621	1,164,621	1,164,621	Complete
	Appliances	1465.1		12,488	4,995	4,995	4,995	Complete
	Window Treatments	1465.1		4,097	4,087	4,087	4,087	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	17,677 *	17,677 *	17,677 *	Complete
	Tenant relocation cost for modernization	1495.1		5,199	6,547	6,547	6,547	Complete
OR 2-21	Subtotal			1,384,040	1,386,249	1,386,249	1,386,249	
OR 2-22	Townhouse Terrace		30					
	A&E services - Design, Drawings	1430		57,626	51,458	51,458	51,458	Complete
	Site Imp - new irrigation system	1450		145,677	66,475	66,475	66,475	Complete
	Comprehensive modernization kitchen and bathroom	1460		982,839	1,085,278	1,085,278	1,085,278	Complete
	Appliances	1465.1		2,336	4,800	4,800	4,800	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	20,875 *	20,875 *	20,875 *	Complete
	Window Treatments	1465.1		16,497	12,276	12,276	12,276	Complete
	Tenant relocation cost for modernization	1495.1		246	246	246	246	Complete
	Subtotal			1,205,221	1,220,533	1,220,533	1,220,533	

Part II: Supporting Pages								
PHA Name: Home Forward formerly known as Housing Authority of Portland			Grant Type and Number Capital Fund Program Grant No: OR-16S00250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2-23	Stark Manor		30					
	A&E Services - Design, Drawings	1430		57,138	51,149	51,149	51,149	Complete
	Site Improv - Demolition, new trash enclosures	1450		215,194	139,310	139,310	139,310	Complete
	Comprehensive modern Kitchn & Bath	1460		981,683	1,051,122	1,051,122	1,051,122	Complete
	Appliances - Ranges	1465.1		12,000	4,800	4,800	4,800	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	17,562 *	17,562 *	17,562 *	Complete
	Window Treatments	1465.1		8,897	13,038	13,038	13,038	Complete
	Tenant relocation costs for modernization	1495.1		1,755	1,755	1,755	1,755	Complete
OR 2-23	Subtotal			1,276,667	1,261,174	1,261,174	1,261,174	
OR 2-32	Camelia, Bel Park, Demar Downs		42					
	A&E Services - Design, Drawings	1430		71,427	52,471	52,471	52,471	Complete
	Non-CFP Funds (Design)	1430		-0- *	16,420 *	16,420 *	16,420 *	Complete
	Site work - Overlay parking lots, new striping	1450		92,122	92,121	92,121	92,121	Complete
	Non-CFP Funds (Sitework)	1450		-0- *	7,480 *	7,480 *	7,480 *	Complete
	Site work - landscaping replacing diseased trees with new trees	1450		7,110	7,110	7,110	7,110	Complete
	Comprehensive modernization Kitchen and Bath	1460		1,216,745	1,221,624	1,221,624	1,221,624	Complete
	Non-CFP Funds (modernization bath)	1460		-0- *	8,885 *	8,885 *	8,885 *	Complete
	Appliances - ranges	1465.1		2,208	1,749	1,749	1,749	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	33,001 *	33,001 *	33,001 *	Complete
	Window Treatments	1465.1		7,755	2,208	2,208	2,208	Complete
	Tenant relocation costs for modernization	1495.1		59,822	72,201	72,201	72,201	Complete
	Non-CFP Funds (relocation)	1495.1		-0- *	11,885 *	11,885 *	11,885 *	Complete
OR 2-32	Subtotal			1,457,189	1,449,484	1,449,484	1,449,484	

<b>Part II: Supporting Pages</b>								
PHA Name: Home Forward formerly known as Housing Authority of Portland			Grant Type and Number Capital Fund Program Grant No: OR - 16S00250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2-36	Winchell, Cora Park, Chateau		30					
	A&E Services - Design, Drawings	1430		31,644	31,644	31,644	31,644	Complete
	Site work - New fencing and landscaping	1450		5,867	-0-	-0-	-0-	
	Window Treatments	1465.1		3,639	27	27	27	Complete
	Non-CFP Funds (Appliances, Water Htrs)	1465.1		-0- *	88,064 *	88,064 *	88,064 *	Complete
	Comprehensive interior modernization including kitchen,bath, replaced carpet in each unit, replace doors and hardware, painting, etc	1460		199,687	209,166	209,166	209,166	Complete
	Non-CFP Funds (Insulation)	1460		-0- *	1,931 *	1,931 *	1,931 *	Complete
	Tenant relocation costs for modernization	1495.1		44,798	45,959	45,959	45,959	Complete
OR 2-36	Subtotal			285,635	286,796	286,796	286,796	
OR 3-37	Alderwood, Powellhurst, Gallagher		139					
	A&E Services - Design, Drawings	1430		70,418	60,418	60,418	60,418	Complete
	Comprehensive interior modernization including kitchen, bath, resilient flooring, painting, new insulation, etc.	1460		-0-	-0-	-0-	-0-	Complete
	Appliances	1465.1		-0-	16,365	16,365	16,365	Complete
	Non-CFP Funds (Appliances & Furnaces)	1465.1		-0- *	136,397 <sup>1</sup>	136,397 *	136,397 *	Complete
	Tenant relocation costs for modernization	1495.1		41,238	26,368	26,368	26,368	Complete
OR 3-37	Subtotal			111,656	103,151	103,151	103,151	Complete

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name: Home Forward formerly known as Housing Authority of Portland			Grant Type and Number Capital Fund Program Grant No: OR-16S00250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2-51	Tillicum North, Tillicum South		30					
	A&E Services - Design, Drawings	1430		23,921	23,921	23,921	23,921	Complete
	Comprehensive exterior renovation includes replacing window sills, replace wood siding.	1460		-0-	-0-	-0-	-0-	
	Non-CFP Funds (Appliances)	1465.1		-0- *	14,850 *	14,850 *	14,850 *	Complete
	Tenant relocation costs for modernization	1495.1		-0-	-0-	-0-	-0-	Complete
OR 2-51	Subtotal			23,921	23,921	23,921	23,921	
OR 2-52	Hunter's Run, Harold Lee		20					
	A&E Services - Design, Drawings	1430		23,536	23,536	23,536	23,536	Complete
	Comprehensive exterior renovation includes replacing window sills, replace wood dising.	1460		-0-	-0-	-0-	-0-	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	9,900 *	9,900 *	9,900 *	Complete
	Tenant relocation cost for modernization	1495.1		-0-	-0-	-0-	-0-	Complete
OR 2-52	Subtotal			23,536	23,536	23,536	23,536	Complete

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name: Home Forward formerly known as Housing Authority of Portland			Grant Type and Number Capital Fund Program Grant No: OR-16S00250109 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OR 2-42	Celilo Court		28					
	A&E Services - Design, Drawings	1430		9,522	7,935	7,935	7,935	Complete
	Non-CFP Funds (sidewalks, fencing, landscaping)	1450		-0- *	10,565 *	10,565 *	10,565 *	Complete
	Comprehensive interior renovation includes replace underlayment and floor tile, replace kitchen and laundry cabinets and countertops, etc.	1460		260,352	262,240	262,240	262,240	Complete
	Non-CFP Funds (interior renovation, exterior doors, outside lighting)	1460		-0- *	823,314 *	823,314 *	823,314 *	Complete
	Appliances	1465.1		-0-	1,170	1,170	1,170	Complete
	Non-CFP Funds (Appliances)	1465.1		-0- *	5,538 *	5,538 *	5,538 *	Complete
	Non-CFP Funds (Appliances, Furnace, Hot Water Heaters, Insulation)	1465.1		-0- *	67,224 *	67,224 *	67,224 *	Complete
	Tenant relocation cost for modernization	1495.1		-0-	2,009	2,009	2,009	Complete
OR 2-42	Subtotal			269,874	273,354	273,354	273,354	
<b>Grand Total</b>								
1410				230,000	239,541	239,541	239,541	
1430				387,523	359,751	359,751	359,751	
1450				614,750	453,796	453,796	453,796	
1460				4,812,491	4,994,051	4,994,051	4,994,051	
1465.1				69,917	65,515	65,515	65,515	
1495.1				153,058	155,085	155,085	155,085	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

## D. Certifications / Board Resolution



### MEMORANDUM

To: Board of Commissioners

Date: June 21, 2011

From: Betty Dominguez, Program Director,  
Policy and Planning

Subject: Authorizes Home Forward to submit the  
MTW Twelfth-Year Annual Report, with  
certifications, to the Department of  
Housing and Urban Development (HUD)  
Resolution 11-06-08

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The Board of Commissioners is requested to authorize Home Forward to submit the MTW Twelfth-Year Annual Report, with certifications, to the Department of Housing and Urban Development (HUD). This year's report corresponds to Home Forward's fiscal year 2011.

#### Background

As a housing authority with the MTW designation, Home Forward is obligated to submit an annual report detailing its progress toward objectives proposed in its prior year's annual MTW plan. This year's report follows the format prescribed in Home Forward's 10-year agreement with HUD, which requires certifications to ensure the agency serves primarily the same population of people as it would absent the MTW flexibility. These are incorporated in the resolution.

#### Conclusion/Recommendation

Staff recommends approval of resolution 11-06-08.



**RESOLUTION 11-06-08**

**RESOLUTION 11-06-08 AUTHORIZES HOME FORWARD STAFF TO SUBMIT THE MOVING TO WORK (MTW) TWELFTH YEAR ANNUAL REPORT, WITH CERTIFICATIONS, TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

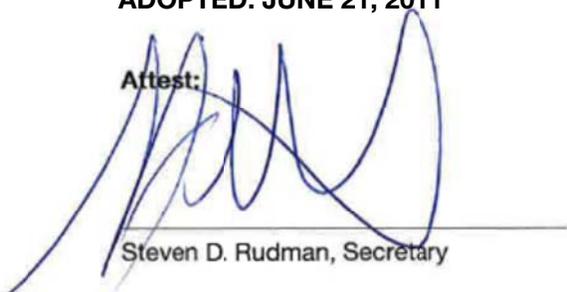
**WHEREAS**, Home Forward is obligated by its MTW agreement with HUD to submit an annual report detailing its progress toward objectives proposed in its prior year's annual MTW plan; and

**WHEREAS**, as part of its MTW reporting obligation, Home Forward certifies that more than 75% of families assisted by the Agency are very low-income families; that it continues to assist substantially the same total number of eligible low-income families as would have been served without MTW; and that it maintains a comparable mix of families as would have been served had the agency not participated in the MTW demonstration.

**NOW, THEREFORE, BE IT RESOLVED:** by the Board of Commissioners of Home Forward that staff is directed to submit this approved Moving to Work Twelfth Year Annual Report to the Department of Housing and Urban Development.

**ADOPTED: JUNE 21, 2011**

Attest:

  
\_\_\_\_\_  
Steven D. Rudman, Secretary

Home Forward:

  
\_\_\_\_\_  
Lee E. Moore, Sr., Chair