

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, December 17, 2024
At 5:30 pm
Zoom Link Here:

<https://homeforward.zoom.us/j/89163859075?pwd=DnzhZcxAfP49xfh4sfleCqnQ6gmpb4.1>



MEMORANDUM

To: Community Partners Date: December 11, 2024

From: Ivory N. Mathews, Chief Executive Officer Subject: Home Forward Board of Commissioners December Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, December 17 at 5:30 PM virtually using the Zoom platform. The meeting will be accessible to the public via phone and electronic device.

If you would like to provide public testimony or view the meeting, please use this link:

<https://homeforward.zoom.us/j/89163859075?pwd=DnzhZcxAfP49xfh4sfleCqnQ6gmpb4.1>

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON
VIA ZOOM

<https://homeforward.zoom.us/j/89163859075?pwd=DnzhZcxAfP49xfh4sfleCqnQ6gmpb4.1>

DECEMBER 17, 2024, 5:30 PM

AGENDA

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

| Topic |
|---|
| Minutes of November 19, 2024 Board of Commissioners Virtual Meeting |

BOARD OF COMMISSIONERS COMMENTS

| Topic | Presenter |
|--------------------------------------|-------------------------|
| REPORT Election of Officers for 2025 | Matthew Gebhardt, Chair |

CONSENT CALENDAR

| Following Reports and Resolutions: | | | |
|------------------------------------|--|------------------------------|------------------------------|
| 24-12 | Topic | Presenter/POC | Phone # |
| 01 | Authorize Execution of a Contract for Design-Build Services for Holgate House and Ruth Haefner Plaza Renovation Projects (85 Stories, Group 8) | Robert Dell Rocco DeBrodt | 503.802.8528 503.802.8460 |

| | | | |
|----|---|------------------------------|------------------------------|
| 02 | Authorize Construction Contract Authority Increase for Celilo Court | Juli Garvey Chris Hughson | 503.802.8457 503.802.8483 |
|----|---|------------------------------|------------------------------|

REPORTS AND RESOLUTIONS

| Following Reports and Resolutions: | | | |
|------------------------------------|---|---------------------------|------------------------------|
| 24-12 | Topic | Presenter/POC | Phone # |
| 03 | Authorize Property Purchase of the Cesar Apartments | Jonathan Trutt | 503.802.8507 |
| 04 | Authorize Fiscal Year 2025 Budget | Kandy Sage | 503.802.8585 |
| 05 | Authorize Home Forward Insurance Renewals | Kandy Sage Jeff Klatke | 503.802.8585 503.802.8531 |
| 06 | Recognize Dena Ford-Avery | Ian Davie | 503.802.8565 |

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

Home Forward will continue to conduct board-related business as it is currently scheduled but will update the public on the venue or forum by which it occurs if the situation changes.

The Board Work Sessions are quarterly with the next meeting on Thursday, February 6, 2025 at Noon. The next Board of Commissioners meeting will be Tuesday, January 21, 2025 at 5:30 PM.

EXECUTIVE SESSION

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

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
November 19, 2024

COMMISSIONERS PRESENT

Chair Matthew Gebhardt, Vice Chair Jenny Kim, Chair Emeritus and Treasurer Damien Hall, Commissioners Jessy Ledesma, Breann Preston

STAFF PRESENT

Elise Anderson, April Berg, Ian Davie, Christina Dirks, Dena Ford-Avery, Juli Garvey, Biljana Jasic, Ivory Mathews, Kitty Miller, Jimmy Rattanasouk, Kandy Sage, Amanda Saul, Shannon Schmidt, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Nikolai Ursin, Terren Wing

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:30.

Cathy Millis, resident at Dahlke Manor reported on the resident meeting and the delightful conversations. They continue to be swimming along and grateful for a place to live while the homeless contend with the rainy weather. There are still concerns at the property with unauthorized guests entering the building.

Chair Matthew Gebhardt appreciated Millis' participation, updates and we look forward to seeing Millis at the next meeting.

Charles Robertson, resident and community builder at New Columbia thanked the board and staff for all the great work and appreciated being included in the board meeting. Robertson gave a shout out to Kitty Miller and Celia Strauss and said the organization is friendlier with Ivory Mathews at the helm.

Chair Matthew Gebhardt thanked Roberts for taking the time and acknowledged we have wonderful staff and appreciate them getting the recognition.

MEETING MINUTES

Minutes of the October 15, 2024 Board of Commissioners Work Session

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the October 15, 2024 Board of Commissioners Virtual Meeting.

There being no discussion, Commissioner Breann Preston moved to approve the meeting minutes. Chair Emeritus Damien Hall seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye
Vice Chair Jenny Kim—Aye
Chair Emeritus Damien Hall—Aye
Commissioner Jessy Ledesma—Aye
Commissioner Breann Preston—Aye

CONSENT CALENDAR

Resolution 24-11-01 Authorize Changes to Chapters 2, 3, 5, 6, 7, 10, 15, 16, 17, 18, and 20 of the Administrative Plan

Commissioner Breann Preston said it would be helpful to have a summary page with an expanded view of the redlined changes, consolidating the number of pages to review in the future. Chair Matthew Gebhardt recognized all the work that went into documenting and coordinating the changes.

There being no further discussion, Chair Emeritus Damien Hall moved to approve Resolution 24-11-01. Vice Chair Jenny Kim seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye
Vice Chair Jenny Kim—Aye
Chair Emeritus Damien Hall—Aye
Commissioner Jessy Ledesma—Aye
Commissioner Breann Preston—Aye

RESOLUTIONS

Resolution 24-11-02 Authorize Early Learning Center Tenant Improvement Amendment to Killingsworth Housing’s Construction Manager/General Contractor Contract with O’Neill/Walsh Community Builders

Development Director Jonathan Trutt presented the resolution saying this is an exciting moment moving forward with the location of the early learning center classrooms. Trutt described the location adjacent to PCC’s Workforce Center along with pictures. The ground floor center will be operated by the Native American Youth and Family Center (NAYA). In partnership, Home Forward will construct the space, and NAYA will be responsible for the tenant improvements of the unfinished classroom space with construction by O’Neill/Walsh.

We are amending the contract because the original resolution did not include the construction costs or contingency associated with the ELC’s. With the completion of the design and bidding we are moving forward. We anticipate using a construction contingency through future contract amendments to address changes to the scope of work, unforeseen conditions, and building upgrades. Trutt noted that the proposed increase to the total construction cost amount was anticipated at the beginning of construction and is included in the current development budget. In closing, the resolution was reviewed by the READ Committee at their November meeting.

Commissioner Breann Preston was happy to see the learning center on the campus with Vice Chair Jenny Kim agreeing. Adding, this will open doors for others to follow. Chair Gebhardt acknowledged the hours of behind the scenes work that went on to build the relationship.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-11-02. Commissioner Jessy Ledesma moved to adopt Resolutions 24-11-02. Commissioner Breann Preston seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—Aye

Chair Emeritus Damien Hall—Aye

Commissioner Jessy Ledesma—Aye

Commissioner Breann Preston—Aye

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 5:48 PM.

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

ADOPTED: DECEMBER 17, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners
Date: December 17, 2024

From: Robert Dell, Project Manager
503.802.8528
Subject: Authorize Execution of a Contract
for Design-Build Services for
Holgate House and Ruth Haefner
Plaza Renovation Projects (85
Stories, Group 8)
Resolution 24-12-01

Rocco DeBrodt, Project Manager
503.802.8460

April Berg, Assistant Director of
Development
503-802.8326

The Board of Commissioners is requested to authorize the execution of design-build services contracts with Walsh Construction Co. for the Holgate House and Ruth Haefner Plaza Renovation Projects (85 Stories, Group 8).

These actions support Home Forward's 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our development expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

Home Forward's 85 Stories project began almost two decades ago, with a review of our public housing properties that determined the portfolio required a preservation initiative (Resolution 07-07-02). The initiative came to be referred to as 85 Stories, a reference to the number of total floors in the combined properties initially selected for preservation. Beginning in 2015, groups of public housing properties were defined and shepherded through subsidy conversion, financing, and renovation processes. The initiative has now reached Group 8, which includes the Holgate House and Ruth Haefner Plaza properties.

Holgate House is a five-story public housing apartment community with 80 one-bedroom homes. This community serves seniors and persons with disabilities. It is located in the Woodstock neighborhood of Southeast Portland, at 4601 SE Cesar Chavez Blvd. The

scope for the Holgate House Renovation Project will likely include plumbing system replacements, elevator modernization, structural and masonry repairs, common-area upgrades, and upgrades to unit heating and finishes.

Ruth Haefner Plaza is a four-story public housing apartment community with 73 one-bedroom homes. The community is located in Southwest Portland, at 6005 SW Beaverton-Hillsdale Hwy, and is reserved for seniors and persons with disabilities. The scope for the Ruth Haefner Plaza renovation project will likely include plumbing system replacements, elevator modernization, roof replacement, structural repairs, common area upgrades, and upgrades to unit heating and finishes.

The ultimate scopes for each renovation project will be determined through the programming and design phases of the design-build process that this resolution will authorize. The scope of work will be informed by third-party needs assessments as well as the selected architecture and engineering teams. Residents of both buildings will be relocated within each building when work affects their units.

Aside from resolutions relating more generally to the 85 Stories initiative, the Board has previously authorized exemptions from competitive bidding for Holgate House and Ruth Haefner Plaza (Resolution 17-02-03), which allows for these projects to take advantage of a design-build approach to the renovations.

OVERVIEW

In October 2024, Home Forward's procurement department issued a Request for Proposals for design-build services for the Holgate House and Ruth Haefner Plaza Renovation Projects. A selection committee composed of Home Forward development staff reviewed the five responses submitted. Evaluation criteria included:

- Overall quality and experience of the proposed team.
- The proposed team's portfolio of work.
- Approach to executing the work.
- The team's Economic Equity Plan
- Cost

The selection committee identified the proposal from Walsh Construction Co., with Holst Architecture leading the design team, as most qualified to undertake these projects.

Though financed as a group, each property will be under separate contract. Holgate House's contract will start with an amount of \$77,500. Ruth Haefner Plaza's will start with

an amount of \$78,000. These initial amounts will launch the projects' Programming Phases, during which potential scopes are identified given preliminary costs. Staff will return to the Board to authorize amendments for each project's full Design Phase, which will settle the project scopes and secure permits. Staff will also return to the Board to authorize amendments to cover Guaranteed Maximum Prices (GMPs) for each project's construction.

CONCLUSION

Home Forward staff requests that the Board of Commissioners authorize execution of design-build contracts for the Holgate House and Ruth Haefner Plaza Renovation Projects.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at its December 06, 2024, meeting.



RESOLUTION 24-12-01

RESOLUTION 24-12-01 AUTHORIZES THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE TO EXECUTE CONTRACTS WITH WALSH CONSTRUCTION CO. FOR DESIGN-BUILD SERVICES FOR THE HOLGATE HOUSE AND RUTH HAEFNER PLAZA RENOVATION PROJECTS

WHEREAS, the Contract Review Board of Home Forward previously adopted findings and granted an exemption from competitive bidding for the Holgate House and Ruth Haefner Plaza Renovation Projects; and

WHEREAS, Home Forward undertook a formal competitive process for procuring design-build services for the Holgate House and Ruth Haefner Plaza Renovation Projects; and

WHEREAS, Walsh Construction Co. was identified as the most advantageous proposer by the selection committee; and

WHEREAS, the contracts will be undertaken in phases, with programming the initial phase and future phases (design and construction) authorized by contract amendments; and

WHEREAS, Home Forward identifies significantly important contracts to be presented to the Board of Commissioners; and

WHEREAS, prior to financial closing, Home Forward's line of credit will be used to pay for the Holgate House and Ruth Haefner Plaza Renovation Projects' design services and other pre-development expenses; and

WHEREAS, at financial closing, Home Forward's line of credit will be reimbursed for the Holgate House and Ruth Haefner Plaza Renovation Projects' design and other pre-development expenses.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Chief Executive Officer, or her designee, to execute contracts with Walsh Construction Co. in the amount of \$77,500 for design-build services for the Holgate House Renovation Project and \$78,000 for design-build services for the Ruth Haefner Plaza Renovation Project; and

NOW, THEREFORE, BE IT RESOLVED, that if necessary, the Board of Commissioners of Home Forward authorizes the utilization of Home Forward's line of credit to pay design-build and related costs during the predevelopment of the Holgate House and Ruth Haefner Plaza Renovation Projects.

ADOPTED: DECEMBER 17, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



MEMORANDUM

To: Board of Commissioners

Date: December 17, 2024

From: Juli Garvey
Director of Asset Management
503.802.8457

Subject: Construction Contract Authority
Increase for Celilo Court
Resolution 24-12-02

Chris Hughson, Asset Manager
Asset Management
503.802.8483

The Board of Commissioners is requested to authorize the Chief Executive Officer or her designee to approve:

- Additional construction expenditures authority for Celilo Court above the original contract amount of \$887,793. The requested authorization will increase construction expenditures to \$1,600,000.

This action supports Home Forward’s 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our development expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

Celilo Court is a public housing apartment community with 28 two and three-bedroom townhomes, including two that have physical accommodations for accessibility. It has been undergoing a series of improvements to address site security concerns, caused by a previous lack of lighting and fencing. These improvements include new site lighting, a new precast wall and new ornamental fencing with vehicle and pedestrian gates.

No previous board action was required for Celilo Court’s site improvements since the original contract was for \$887,793.00 (C3026) – i.e. below the Board-delegated

contracting authority for the Chief Executive Officer. Subsequently, change orders have caused the improvements' cost to increase above the \$500,000 contract amendment threshold requiring board approval.

OVERVIEW

To pay for project completion, Home Forward will need to increase our construction expenditures for Celilo Court to \$1,600,000. The increase of expenditures is due to unforeseen site conditions, city requirements, and electrical issues, specifically:

- Labor and material cost escalation resulting from the pandemic
- Vehicle gate and site vandalism
- Unforeseen conditions from existing underground utilities
- Project extension due to storm/weather events

Home Forward staff met with the contractor on November 21st and are confident that the additional construction expenditure requested is sufficient to complete Celilo Court's improvements. Home Forward resources will pay for these additional construction costs.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the attached resolution increasing Celilo Court's construction contract to an amount not-to-exceed \$1,600,000.

The Real Estate and Development (READ) Committee of Home Forward's Board of Commissioners reviewed a draft of this resolution at its December 6, 2024 meeting.



RESOLUTION 24-12-02

RESOLUTION 24-12-02 AUTHORIZES THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE TO INCREASE CONSTRUCTION EXPENDITURES FOR CELILO COURT TO \$1,600,000

WHEREAS, the Home Forward Board of Commissioners previously authorized the execution of a contract with Bacharach Construction for \$887,793.00 for improvements to Celilo Court;

WHEREAS, unforeseen site conditions, city requirements, and electrical issues at Celilo Court require additional construction expenditure authorization to pay for the completion of its improvements;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Chief Executive Officer, or her designee, to increase the amount of the Bacharach Construction contract for Celilo Court's improvements to \$1,600,000.

BE IT FURTHER RESOLVED that the Board of Commissioners of Home Forward ratifies and affirms any prior actions taken in furtherance of the foregoing resolution.

ADOPTED: December 17, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

RESOLUTIONS



MEMORANDUM

To: Board of Commissioners
Date: December 17, 2024

From: Jonathan Trutt
Director of Development
503.802.8507
Subject: Authorize Purchase of the Cesar
Apartments
Resolution 24-12-03

The Board of Commissioners is requested to authorize the purchase of the Cesar Apartments. The purchase price is \$12,580,000 (\$268,660 per unit).

This action supports Home Forward's 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our development expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

For the past 18 months, Development has been working to acquire recently-built, market-rate apartment buildings and convert them into affordable housing. This effort ties to the following Strategic Plan Strategies:

- Acquire at least two market rate properties and phase in rent and income restrictions without utilizing Low Income Housing Tax Credits (LIHTC).
- Explore additional 100% Permanent Supportive Housing (PSH) new construction.

These strategies respond to three factors:

- 1) 4% LIHTCs—the life blood of Home Forward's development pipeline—have become scarce in recent years in the state of Oregon. Until 2022, 4% LIHTCs were freely available. Now projects seeking 4% LIHTCs face a funding bottleneck, which causes delays and higher costs.
- 2) The legislature provided record levels of state affordable housing funding in the last legislative session, the vast majority of which is typically paired with 4% LIHTCs.
- 3) Low purchase prices due to a mix of increased interest rates and decreased institutional real estate investment in Portland. Relatively new apartments buildings

are selling for far less than what they would cost Home Forward to design and build from scratch.

Against this backdrop, Home Forward signed a purchase contract for the Cesar Apartments in August 2024. The Cesar Apartments is located at 1604 SE Cesar Chavez Boulevard in Portland, just South of Hawthorne Street. It opened in August 2023. It has 28 studios, 15 one-bedroom apartments and four two-bedroom apartments. The building also has a property management office, community space, and flexible spaces that can be utilized for the delivery of resident and supportive services.

OVERVIEW

Suitability for Purchase

Home Forward Development staff has commissioned and reviewed inspections of the Cesar Apartments' units, windows and siding, roof, and mechanical systems. Development Staff concluded that the Cesar Apartments were well-designed and constructed. Asset Management and Property Management staff also had the opportunity to tour the Cesar and assess the quality of its design and construction.

Permanent Supportive Housing (“PSH”) Conversion

Based on conversations between multiple departments—Development, Community Services, Property Management, Asset Management, Homeless Initiatives and Supportive Housing—Home Forward plans to convert the Cesar Apartments into PSH for adults referred via the Joint Office of Homeless Services (JOHS). PSH conversion will require minimal modifications to the building. Like other 100% PSH properties—The Bud Clark Commons, the Hattie Redmond, Tukwila Springs—Home Forward will property manage the Cesar Apartments. Conversations continue with JOHS about selecting a supportive services partner.

Capital Funding

Capital funding for the Cesar Apartments' acquisition and conversion to PSH will come from two sources: the Portland Housing Bureau (PHB) and Oregon Housing and Community Services (OHCS).

PHB will provide \$9 million, and its money will be available for acquisition in December 2024. OHCS will provide the balance of acquisition and conversion costs. Its funding will become available post-acquisition upon certification of residents' income eligibility. Home Forward will therefore use its line of credit as a short-term acquisition financing source, which OHCS funding will repay. Home Forward does not anticipate investing any of its

development resources in the Cesar Apartments on a long-term or permanent basis.

Operational Funding

The Joint Office of Homeless Services has committed rental assistance for all 47 apartments through its Regional Long-Term Rent Assistance (RLRA) program and supportive services of up to \$17,500 per household per year. Home Forward is also exploring project-basing its Foster Youth to Independence (FYI) vouchers at the Cesar Apartments as a source of rental assistance.

Transition Planning

Home Forward anticipates that the Cesar Apartments will begin accepting referrals from JOHS approximately 6 months after acquisition. We will communicate the upcoming changes to the building's current residents in writing and in-person immediately after acquisition.

A key component of the Cesar's transition into PSH is that Home Forward will not compel the relocation of any existing Cesar tenants in conjunction with its conversion into permanent supportive housing. Apartments will convert to permanent supportive housing as they become vacant and are leased to households referred to the Cesar via JOHS. Given the change in building population, Home Forward anticipates that the majority of existing residents will want to move. Home Forward will facilitate these voluntary moves by:

- Assuming that the Cesar's conversion to PSH effectively triggers Portland's Mandatory Renter Relocation Assistance program.
- For households who opt to relocate within one year of the acquisition, supplementing the maximum Mandatory Renter Relocation Assistance payments by bedroom size by 50%. This would lead to the following payments per unit size:
 - Studio: \$4,350
 - One-Bedroom: \$4,950
 - Two-Bedroom: \$6,300
- Providing all current residents with:
 - The opportunity to break their current leases at any point.
 - Relocation assistance payments as described above.
 - Information on nearby Home Forward properties.
 - Free assistance from Home Forward relocation staff for households with rent assistance vouchers and persons with disabilities. This assistance would be tailored to individual needs—e.g. help identifying a new home,

assistance packing and unpacking, hiring and coordinating movers.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve Resolution 24-12-03 to authorize the purchase of the Cesar Apartments.

The Real Estate and Development (READ) Committee of Home Forward's Board reviewed a draft of this resolution at its November 1, 2024 meeting.



RESOLUTION 24-12-03

RESOLUTION 24-12-03 AUTHORIZES THE APPROVAL AND EXECUTION OF DOCUMENTS AND UTILIZATION OF HOME FORWARD'S LINE OF CREDIT TO PURCHASE THE CESAR APARTMENTS FOR A PURCHASE PRICE OF \$12,580,000

WHEREAS, Home Forward is a public body corporate and politic of the State of Oregon and is empowered by ORS 456.005 to 456.725 to purchase any real property and to accept advances, loans or grants or any other form of financial assistance from any source public or private for the purpose of carrying out a housing project; and

WHEREAS, Home Forward seeks to encourage the provision of affordable housing for persons with low-income persons residing in Multnomah County; and

WHEREAS, Home Forward has the opportunity to purchase the Cesar Apartments, a market-rate apartment building located at 1604 SE Cesar E. Chavez Boulevard in Portland, Oregon, and convert it into Permanent Support Housing; and

WHEREAS, Home Forward staff has completed its due diligence for the Cesar Apartments and concluded that it is well-built and a suitable addition to our real estate portfolio;

WHEREAS, Home Forward's purchase of the Cesar Apartments will provide an opportunity to immediately house persons with low incomes in a location that is well suited to provide access to jobs, transportation, grocery stores, and health services; and

WHEREAS, Home Forward will utilize financing, including funds from its line of credit facility and funding from the Portland Housing Bureau ("PHB") and Oregon Housing and Community Services ("OHCS") to pay for the Cesar Apartments acquisition;

WHEREAS, on-going rent assistance and supportive services from Metro, the City of Portland, and/or Multnomah County will enable the Cesar Apartments' operation as Permanent Supportive Housing;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes Home Forward to purchase the Cesar Apartments for the price of \$12,580,000;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes Home Forward to utilize its line of credit as short-term financing in an amount not to exceed \$6 million to purchase the Cesar Apartments, to be repaid by funding from Oregon Housing and Community Services and the Portland Housing Bureau;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes Home Forward to enter into such agreements as are reasonably necessary for Home Forward to obtain a loan from PHB in the approximate amount of \$9,000,000 (the “PHB Loan”), including but not limited to such contracts, loan agreements, promissory notes, deeds of trust, assignments, indemnities, guaranties, pledges, subordinations, security agreements, reserve account agreements, regulatory agreements, restrictive covenants and such other documents as may be deemed reasonable by the Chief Executive Officer, or her designee, with respect to the PHB Loan (the “PHB Loan Documents”);

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes Home Forward to enter into such agreements as are reasonably necessary for Home Forward to obtain a loan from OHCS in the approximate amount of \$6,000,000 (the “OHCS Loan”), including but not limited to such contracts, loan agreements, promissory notes, deeds of trust, assignments, indemnities, guaranties, pledges, subordinations, security agreements, reserve account agreements, regulatory agreements, restrictive covenants and such other documents as may be deemed reasonable by the Chief Executive Officer, or her designee, with respect to the PHB Loan (the “OHCS Loan Documents”);

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes Home Forward to enter into such agreements as are reasonably necessary for operating subsidies, rental assistance, relocation assistance, property management, resident services, and any and all other services related to the operation and maintenance of Cesar Apartments as may be desirable (the “Project Documents”);

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Chief Executive Officer, or her designee, to take all actions and execute all documents necessary to obtain the financing for and to complete the purchase of the Cesar Apartments

including, without limitation, the Purchase and Sale Agreement and Receipt for Earnest Money, Assignment of Leases and Agreements, Bill of Sale, and Settlement Statements, the OHCS Loan Documents, the PHB Loan Documents and any Project Documents; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward ratifies and affirms any prior actions taken in furtherance of the foregoing resolutions.

ADOPTED: DECEMBER 17, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

Placeholder for Resolution 24-12-04
Authorize Fiscal Year 2025 Budget

Placeholder for Resolution 24-12-05
Authorize Home Forward Insurance Renewals

Placeholder for Resolution 24-12-06
Recognize Dena Ford-Avery

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 10/01/24 - 11/30/24**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|------------------------------|---------------------|--|---------------------|----------------|-----------------|
| C3461 | 0 | Prime Legacy | \$49,627.10 | Gallagher plaza build back unit 507, 407, 307, 207 | Property Mgmt | 10/1/2024 | 12/31/2024 |
| C3474 | 0 | Prime Legacy | \$13,558.00 | Restoration repair at Eliot Square | Property Mgmt | 10/18/2024 | 11/3/2024 |
| C3484 | 0 | Get It Done PDX LLC | \$97,593.04 | Restoration/remodel at SCC | Property Mgmt | 12/11/2024 | 12/11/2024 |
| C3499 | 0 | Prime Legacy | \$13,805.00 | Vacant unit repairs at Eliot Square | Property Management | 12/15/2024 | 12/15/2024 |
| C3404 | 0 | Alliance Environmental Group | \$41,148.21 | Madrone attic mold remediation | DCR | 12/31/2024 | 12/31/2024 |
| Subtotal | | | \$215,731.35 | | | | 5 |

GOODS & SERVICES

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|--|---------------------|--|--------------------|----------------|-----------------|
| C3462 | 0 | Metro Saw Cutting LLC | \$21,825.00 | Cut and remove concrete at Carlton Court | Property Mgmt | 10/16/2024 | 11/30/2024 |
| C3478 | 0 | NW Enforcement | \$14,668.00 | Security services at Hattie Redmond | Property Mgmt | 10/22/2024 | 2/28/2024 |
| C3459 | 0 | NQ Industries | \$20,800.00 | Metal container boxes | IFS | 10/23/2024 | 12/30/2024 |
| C3485 | 0 | Carahsoft Technology DBA DocuSign | \$13,582.50 | Electronic document signing | Procurement | 10/28/2024 | 10/15/2025 |
| C3497 | 0 | Prime Legacy | \$20,130.00 | Sheetrock cutting and repair; preventative maintenance on sprinkler heads at SCC | Property Mgmt | 11/13/2024 | 11/22/2024 |
| C3505 | 0 | NW Enforcement | \$664,598.52 | Security at Tukwila | Community Services | 11/20/2024 | 11/30/2027 |
| C3498 | 0 | Performance Insulation & Energy Services Inc | \$22,875.00 | Insulation work on all units to prevent pipe bursting and flooding; preventative maintenance on sprinkler heads at SCC | Property Mgmt | 11/26/2024 | 11/29/2024 |
| Subtotal | | | \$778,479.02 | | | | 7 |

PERSONAL SERVICE CONTRACTS

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|------------|---------|---|-----------------|---|----------------------|----------------|-----------------|
| C3443 | 0 | Volunteers of America Oregon | \$531,940.00 | STRA | Rent Assistance | 9/27/2024 | 6/30/2029 |
| C3465 | 0 | Motus Recruiting & Staffing Inc. | \$9,500.00 | External Investigation Services | HR | 10/1/2024 | 12/15/2024 |
| C3468 | 0 | Portland Foot Care Clinic | \$8,100.00 | Monthly foot care clinics for 10 residents | Community Services | 10/2/2024 | 12/31/2024 |
| C3469 | 0 | Colliers International Valuation & Advisory Services, LLC | \$5,000.00 | Appraisal for property Home Forward is considering purchasing Goose Hollow Lofts; appraisal is a funder requirement | DCR | 10/2/2024 | 4/30/2025 |
| C3463 | 0 | Robert Half International | \$50,000.00 | Temp position: Administrative Analyst | Executive | 10/4/2024 | 12/31/2024 |
| C3464 | 0 | Robert Half International | \$123,760.00 | Temp position: Senior Project Manager | Executive | 10/4/2024 | 4/8/2025 |
| C3470 | 0 | Cascade Environmental Solutions | \$4,500.00 | Phase 1 ESA - Ruth Haefner | DCR | 10/8/2024 | 6/30/2029 |
| C3471 | 0 | Cascade Environmental Solutions | \$4,500.00 | Phase 1 ESA - Holgate House | DCR | 10/9/2024 | 6/30/2029 |
| C3435 | 0 | NAYA | \$713,531.00 | STRA | Rent Assistance | 10/17/2024 | 6/30/2029 |
| C3473 | 0 | Elevator Consulting Services | \$5,500.00 | Elevator Consultant Services for Gretchen Kafoury Commons | DCR | 10/18/2024 | 12/31/2025 |
| C3475 | 0 | Life After Patriarchy LLC | \$15,113.50 | Facilitate Intensive Learning Group | Executive | 10/18/2024 | 7/31/2025 |
| C3476 | 0 | Cuenta Conmigo LLC | \$36,200.00 | Facilitate Intensive Learning Group | Executive | 10/18/2024 | 7/31/2025 |
| C3477 | 0 | Wholesome Health | \$2,000.00 | Menu review and certification for CHSP | Community Services | 10/22/2024 | 12/31/2024 |
| C3482 | 0 | Clair Company | \$512.00 | Special Testing Inspections at Peter Paulson Apts. envelope rehabilitation project. | DCR | 10/23/2024 | 9/30/2025 |
| C3483 | 0 | The Bookin Group | \$9,300.00 | Consulting for Land Use Replat of Gresham Civic Parcel | DCR | 10/23/2024 | 5/1/2025 |
| C3481 | 0 | Clair Company | \$750.00 | Special Testing inspections at Gretchen Kafoury Commons envelope rehabilitation project. | DCR | 10/25/2024 | 9/30/2025 |
| C3487 | 0 | Environmental Works | \$3,000.00 | Post-rehab radon survey of Grace Peck Terrace | DCR | 10/25/2024 | 12/31/2024 |
| C3425 | 0 | Central City Concern | \$15,697.00 | STRA | Rent Assistance | 10/30/2024 | 6/30/2029 |
| C3489 | 0 | Life After Patriarchy LLC | \$1,800.00 | Equity Coaching | IFS | 10/30/2024 | 4/30/2025 |
| C3490 | 0 | Northwest Pilot Project | \$66,077.00 | JOHS funded supportive services for participants in HF's SPC program; Rule 46-0340 | Homeless Initiatives | 10/31/2024 | 6/30/2025 |

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|-----------------|---|----------------------------------|-----------------------|--|---------------------|------------|------------|
| C3486 | 0 | Trupp HR Inc | \$15,000.00 | Compensation consulting | HR | 11/5/2024 | 8/30/2025 |
| C3493 | 0 | KPFF | \$9,000.00 | Topographic survey for Broadway Corridor | DCR | 11/5/2024 | 4/30/2025 |
| C3496 | 0 | Affordable Community Solutions | \$25,000.00 | Specialized compliance re: Killingsworth and Berry Ridge | DCR | 11/8/2024 | 10/26/2026 |
| C3479 | 0 | Melody Martinez Consulting LLC | \$24,250.00 | Facilitate Intensive Learning Group | Executive | 11/13/2024 | 7/31/2025 |
| C3492 | 0 | Going Home II | \$21,000.00 | Provide violence intervention and youth outreach services at New Columbia | Community Services | 11/19/2024 | 12/31/2024 |
| C3502 | 0 | White Glove Building Maintenance | \$10,000.00 | Window infrared imaging for property Home Forward is considering purchasing Goose Hollow Lofts | DCR | 11/19/2024 | 4/30/2025 |
| C3513 | 0 | Novogradac & Company LLP | \$10,000.00 | LIHTC consultation services to assess the financial projections and to help determine the project's ability to achieve LITE-specific thresholds and requirements during the construction and lease up period of development. | DCR | 11/25/2024 | 12/31/2025 |
| C3514 | 0 | Nancy Davis Consulting | \$3,000.00 | Support & Facilitation of team retreat | Property Management | 11/26/2024 | 6/1/2025 |
| Subtotal | | | \$1,724,030.50 | | | | 28 |

PROFESSIONAL SERVICE CONTRACTS (A&E)

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|--------------|---------|------------------------------|--------------------|--|-------|----------------|-----------------|
| C3467 | 0 | W.B. Wells & Associates, Inc | \$26,000.00 | Surveying for Ruth Haefner | DCR | 10/7/2024 | 6/30/2029 |
| C3456 | 0 | KASA Architects | \$23,160.00 | Design services for Cesar to improve property for PSH services | DCR | 10/9/2024 | 12/31/2025 |
| C3500 | 0 | Northwest Surveying Inc | \$4,700.00 | Create partition plat for Civic project | DCR | 11/13/2024 | 12/1/2025 |
| Total | | | \$53,860.00 | | | | 3 |

AMENDMENTS TO EXISTING CONTRACTS

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|------------|---------|-------------------|-----------------|--|-------|----------------|-----------------|
| C3251 | 4 | Hacker Architects | \$126,329.00 | Revising schematic design; deducting amount from Amendment 2 | DCR | 9/4/2024 | 12/31/2026 |
| C2445 | 10 | Lever Architects | \$9,000.00 | RDH Additional services | DCR | 9/10/2024 | 6/30/2025 |

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|-------|----|--|--------------|--|---------------------|------------|------------|
| C3250 | 1 | Holst Architects | \$65,685.00 | CLT Feasibility Study | DCR | 9/26/2024 | 12/31/2024 |
| C2271 | 16 | Colas Construction | \$230,680.73 | Powell CO #16 | DCR | 10/1/2024 | 12/31/2024 |
| C2857 | 9 | Bremik Construction | \$61,512.00 | Adding to scope of work for additional drains in the unit bathrooms on floors 2 and 3 at the Troutdale Project. | DCR | 10/1/2024 | 12/29/2025 |
| C3168 | 1 | Carbonell Cleaning Solutions | \$10,548.50 | Landscaping at Eliot Square and Maple Mallory; amended to extend contract | Property Management | 10/2/2024 | 10/30/2024 |
| C3304 | 2 | Baldwin General Contracting Inc | \$31,198.97 | Sequoia square envelope rehab PCO #5 Add Window Check Rails, Tempering, FAV's, ADA Windows & Material Cost Increase | DCR | 10/2/2024 | 10/31/2025 |
| C3218 | 2 | Village Resiliency Project | \$- | adding language re: selling work product | T&OD | 10/8/2024 | 12/31/2024 |
| C2878 | 1 | Carbonell Cleaning Solutions | \$- | On-Call Maintenance Repair Services; amended to extend contract | Property Management | 10/9/2024 | 11/30/2025 |
| C3239 | 1 | Carbonell Cleaning Solutions | \$9,828.00 | Landscaping at Medallion & Williams; amended to extend contract | Property Management | 10/9/2024 | 10/8/2025 |
| C2880 | 2 | Allied Systems NW | \$- | On-Call Maintenance Repair Services; amended to extend contract | Property Management | 10/16/2024 | 11/30/2025 |
| C2919 | 21 | Walsh Construction Co. | \$392,480.00 | Fairfield Design-Build CO #14 | DCR | 10/18/2024 | 12/31/2025 |
| C3271 | 1 | Gordon & Rees LLP | \$- | Legal Representation of Home Forward; amended to add time | Executive | 10/18/2024 | 12/31/2024 |
| C3368 | 1 | Rosecity Builders | \$- | On-call painting services; amended to update rates | IFS | 10/21/2024 | 5/31/2027 |
| C2418 | 6 | Forensic Building Consultants | \$4,500.00 | Sequoia square Additional Services Provided Permitting Plans and Design Details Temporary stairs and landing plan code updates | DCR | 10/22/2024 | 9/2/2025 |
| C3373 | 1 | immigrant Refugee Community Organization (IRCO) | \$121,303.50 | Permanent Supportive Housing support services for 20 units at The Ellington; amended to expand scope and add funds | Community Services | 10/23/2024 | 6/30/2025 |
| C3363 | 1 | QEDLAB Qualified Envelope Diagnostics, Inc. | \$- | Peter Paulson window testing extending contract date | DCR | 10/24/2024 | 8/30/2025 |
| C2964 | 9 | Bora Architecture Inc | \$74,833.00 | Added services for the Peaceful Villa project: Excessive permitting comments, three code appeals, extended time line June - October, review of GC clarifications and exclusions and engineering of retaining wall for PBOT permit. | DCR | 10/28/2024 | 3/31/2027 |
| C3233 | 2 | Epic Land Solutions | \$- | Resident Relocation at Peaceful Villa; amended to extend contract | DCR | 10/28/2024 | 1/31/2025 |
| C3314 | 1 | Hollywood Senior Center DBA The Community for Positive Aging | \$10,000.00 | Resident relocation assistance for the Fairfield remodel; amended to add funds | DCR | 10/28/2024 | 2/28/2025 |
| C2965 | 5 | LMC, Inc. | \$642,496.00 | Additional pre-con, including muck out and abatement (locks in DB wages) | DCR | 10/31/2024 | 3/31/2025 |
| C2857 | 10 | Bremik Construction | \$59,703.00 | Additional scope | DCR | 11/6/2024 | 12/29/2025 |
| C3304 | 3 | Baldwin General Contracting Inc | \$133,486.16 | Sequoia Square PCO #7 Temp Stairs and Related Engineering - Bldg's A-D | DCR | 11/6/2024 | 10/31/2025 |
| C2777 | 2 | Carbonell Cleaning Solutions | \$67,653.60 | Landscaping at Stark Manor, Madrona Place, Fir Acres, Eastwood Court, and Alderwood; amended to extend contract | Property Management | 11/14/2024 | 12/31/2025 |

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|-----------------|---|---|-----------------------|--|---------------------|------------|------------|
| C3275 | 1 | Neighborhood Partnerships Inc. | \$- | Resident engagement project; amended to add time | Executive | 11/14/2024 | 2/28/2025 |
| C3469 | 1 | Colliers International Valuation & Advisory Services, LLC | \$500.00 | Increase appraisal scope to include additional valuation method Goose Hollow Lofts | DCR | 11/14/2024 | 4/30/2025 |
| C3227 | 5 | Walsh Construction Co. | \$80,708.00 | Peter Paulson Replacing of exterior gypsum with new Denz Glass. | Asset Mgmt | 11/19/2024 | 12/31/2025 |
| C3252 | 1 | Melody Martinez Consulting LLC | \$- | Design and facilitate a series of Listening Sessions with prioritized stakeholders to inform policy development; amended to add time | Executive | 11/19/2024 | 5/30/2025 |
| C2969 | 3 | NW Enforcement | \$25,380.00 | Security at NMW; amended to extend contract | IFSS | 11/22/2024 | 12/31/2025 |
| C3229 | 1 | Freedom Security Solutions | \$429,240.00 | 24/7 Security at NWT; amended to extend contract; **next amendment needs to go to BOC** | Property Management | 11/22/2024 | 9/30/2025 |
| Subtotal | | | \$2,587,065.46 | | | | 30 |

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

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|------------|-----------------------|-------------|-------|----------------|-----------------|
| | | | | | | | |
| Subtotal | | | \$0.00 | | | | 0 |
| Total | | | \$5,359,166.33 | | | | 73 |

**Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
Look Ahead - December 2024**

| Estimated Contract Amount | Description | Dept. | Solicitation Period |
|---------------------------|--|--------------------|---------------------|
| \$42 million | Group 8 | DCR | In Progress |
| \$1.650 million | A&E for N. Maryland | DCR | Spring 2025 |
| \$13.2 million | CM/GC for N. Maryland | DCR | Spring 2025 |
| TBD | Townhouse Terrace Construction Project | DCR | Late 2025 |
| TBD | Slavin Court Construction Project | DCR | Late 2025 |
| \$1.5 million | CHSP Housekeeping & Personal Care | Community Services | TBD |
| \$1 million | Rosenbaum Plaza Plumbing Repairs Phase 2/3 | DCR | TBD |
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