

## **PUBLIC NOTICE:**



Home Forward  
BOARD OF COMMISSIONERS  
will meet on  
Tuesday, March 18, 2025  
At 5:30 pm  
Zoom Link Here:

<https://homeforward.zoom.us/j/86815095702?pwd=WwbWh9wToyDDTOyPbrEYLjtlmxW0Hj.1>



**MEMORANDUM**

To: Community Partners Date: March 11, 2025

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

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The Board of Commissioners of Home Forward will meet on Tuesday, March 18 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/86815095702?pwd=WwbWh9wToyDDTOyPbrEYLjtlmxW0Hj.1>

The commission meeting is open to the public.

# AGENDA



**BOARD OF COMMISSIONERS MEETING**

HOME FORWARD  
135 SW ASH STREET  
PORTLAND, OREGON  
VIA ZOOM

MARCH 18, 2025, 5:30 PM

<https://homeforward.zoom.us/j/86815095702?pwd=WwbWh9wToyDDTOyPbrEYLjtlmxW0Hj>

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**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 February 18, 2025 Board of Commissioners Virtual Meeting

**CONSENT CALENDAR**

Following Reports and Resolutions:			
25-03	Topic	Presenter/POC	Phone #
01	Authorize Execution of Contract Amendments for Full Design Services for Holgate House and Ruth Haefner Plaza Renovation Projects (85 Stories, Group 8)	Robert Dell Rocco DeBrodt April Berg	503.802.8528 503.802.8460 503.802.8326

## REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
25-03	Topic	Presenter/POC	Phone #
02	Authorize the Purchase of the Goose Hollow Lofts	Jonathan Trutt Ryan Winterberg-Lipp	503.802.8507 503.802.8520
REPORT	Fiscal Year 2024 Moving to Work Report & Fiscal Year 2025 Moving to Work Plan Approval	Terren Wing	503.802.8458
03	Authorize Changes to the Administrative Plan and Admissions & Continued Occupancy Policy	Terren Wing	503.802.8458

### 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 upcoming work session on Thursday, April 3 at Noon. The next Board of Commissioners meeting will be Tuesday, April 15, 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  
February 18, 2025

**COMMISSIONERS PRESENT**

Chair Matthew Gebhardt, Vice Chair Jenny Kim, Treasurer Jessy Ledesma,  
Commissioners TomiRene Hettman, Shannon Olive, Breann Preston

**STAFF PRESENT**

Juhi Aggarwal, Elise Anderson, April Berg, Ian Davie, Christina Dirks, Juli Garvey, Carolina Gomez, Biljana Jesic, Meg Kausch, Ivory Mathews, Kitty Miller, Jimmy Rattanasouk, Kandy Sage, Amanda Saul, Shannon Schmidt, Kellie Shaw, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Terren Wing

**LEGAL COUNSEL**

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:31 PM.

Dahlke Manor resident Cathy Millis reported that Dahlke and the residents are holding steady. They were without property management during the snow days and sadly learned that two previous managers passed away. Millis shared she is no longer a community builder but will watch for opportunities to stay involved.

Chair Matthew Gebhardt appreciated hearing from Millis and is hopeful more opportunities to stay involved will come her way.

Charles Robertson, Community Builder at New Columbia reported that the number one language in the community is Spanish and advocated for ways to engage residents through language classes. Classes are difficult to find and not affordable. There have been partnerships in the past and he would like to see Home Forward step in to help.

Chair Gebhardt thanked Roberston and acknowledged the importance of building language skills which will enrich the environment. Staff is listening and can think about partnerships that could be taken into consideration. Robertson added that New Columbia looked at this a year ago and hoped it could be revisited. Adding as the community builder, he would be pleased to help.

## **MEETING MINUTES**

### **Minutes of the January 21, 2025 Board of Commissioners Work Session**

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the January 21, 2025 Board of Commissioners Virtual Meeting.

There being no discussion, Commissioner TomiRene Hettman moved to approve the meeting minutes. Treasurer Jessy Ledesma seconded the motion.

The vote was as follows:

- Chair Matthew Gebhardt—Aye
- Vice Chair Jenny Kim—Abstained
- Treasurer Jessy Ledesma—Aye
- Commissioner TomiRene Hettman—Aye
- Commissioner Shannon Olive—Aye
- Commissioner Breann Preston—Aye

## **CONSENT CALENDAR**

### **Resolution 25-02-01 Authorize Refinance for Expiring Loan at Fenwick Apartments**

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 25-02-01. Treasurer Jessy Ledesma moved to adopt Resolution 25-02-01. Vice Chair Jenny Kim seconded the motion.

The vote was as follows:

- Chair Matthew Gebhardt—Aye
- Vice Chair Jenny Kim—Aye
- Treasurer Jessy Ledesma—Aye
- Commissioner TomiRene Hettman—Aye
- Commissioner Shannon Olive—Aye
- Commissioner Breann Preston—Aye



## RESOLUTIONS

### Resolution 25-02-02 Authorize Naming of Fairfield Apartments Kathleen Saadat Apartments

Amanda Saul, Assistant Development Director presented the resolution. We celebrated the property grand opening last summer providing 75 homes to chronically homeless people who request culturally specific services for Black/African Americans. Saul recapped Home Forward’s naming policy established in 2020. Urban League of Portland formed a naming committee and following several meetings considering a list of potential names, the committee was unanimous in the choice of Kathleen Saadat given her contributions to the community. Saadat is a consummate advocate who has served Oregon’s LGBTQ community over four decades. Given her expansive efforts, she has been called “the social conscience of Oregon.” More information on Saadat can be found at the Outwords link in the resolution. In closing, Saul noted that the resolution was reviewed at the February READ meeting.

Treasurer Jessy Ledesma appreciated the back story and narrative for Saadat, and the thoughtful process. Chair Matthew Gebhardt was excited for another successful process and for the naming of future properties.

There being no further discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 25-02-02. Vice Chair Jenny Kim moved to adopt Resolution 25-02-02. Commissioner Breann Preston seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye  
Vice Chair Jenny Kim—Aye  
Treasurer Jessy Ledesma—Aye  
Commissioner TomiRene Hettman—Aye  
Commissioner Shannon Olive—Aye  
Commissioner Breann Preston—Aye

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 5:47 PM.

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

ADOPTED: MARCH 18, 2025

Attest:

Home Forward:

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Ivory N. Mathews, Secretary

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Matthew Gebhardt, Chair

# CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners  
Date: March 18, 2025

From: Robert Dell, Project Manager  
503.802.8528  
Subject: Authorize Execution of Contract  
Amendments for Full Design  
Services for Holgate House and  
Ruth Haefner Plaza Renovation  
Projects (85 Stories, Group 8)  
Resolution 25-03-01

Rocco DeBrodt, Project Manager  
503.802.8460

April Berg, Assistant Director of  
Development  
503-802.8326

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The Board of Commissioners is requested to authorize the execution of full design services amendments to 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**

The Holgate House and Ruth Haefner Plaza Renovation Projects are part of Home Forward's public housing preservation initiative, 85 Stories.

Holgate House, built in 1971, 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.

Ruth Haefner Plaza, built in 1983, is a four-story public housing apartment community with 73 one-bedroom homes for seniors and persons with disabilities. The community is located in Southwest Portland, at 6005 SW Beaverton-Hillsdale Hwy.

Aside from resolutions relating more generally to the 85 Stories initiative, the Board has previously authorized exemptions from competitive bidding (Resolution 17-02-03) and execution of design-build contracts (Resolution 24-12-01) for the Holgate House and Ruth Haefner Plaza Renovation Projects.

## **OVERVIEW**

Following the Board's authorization to execute design-build contracts for the Holgate House and Ruth Haefner Plaza Renovation Projects, representatives of the design-build teams began the projects' Programming Phases. This included meeting with the building's management staff, touring each site and building, visiting each unit to note conditions of finishes and systems, hosting resident meetings to gather input on renovation priorities, exploratory demolition, and review of draft capital needs assessments and environmental site assessments.

Out of these investigations, the design-build teams developed understandings of each project's potential scope. The teams are now ready to start the projects' Design Phases, which will produce drawings and specifications to use for permitting, to support our funding applications, and to direct the construction work. To cover Holgate House's Design Phase, its contract amount will increase \$1,100,000. Ruth Haefner Plaza's contract amount will increase by \$1,000,000.

Staff will return to the Board to authorize amendments to cover Guaranteed Maximum Prices (GMPs) for each project's construction work.

## **CONCLUSION**

Home Forward staff requests that the Board of Commissioners authorize execution of Design Phase amendments to the 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 March 07, 2025, meeting.



RESOLUTION 25-03-01

RESOLUTION 25-03-01 AUTHORIZES THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE TO EXECUTE DESIGN PHASE AMENDMENTS TO THE CONTRACTS WITH WALSH CONSTRUCTION CO. FOR THE HOLGATE HOUSE AND RUTH HAEFNER PLAZA RENOVATION PROJECTS

**WHEREAS**, Home Forward owns Holgate House and Ruth Haefner Plaza and seeks to preserve and improve the quality of these resources for the benefit of the residents and surrounding community; and

**WHEREAS**, Home Forward has executed contracts with Walsh Construction Company for design-build services for Holgate House and Ruth Haefner Plaza Renovation Projects; and

**WHEREAS**, the contract has been undertaken in phases, with the Programming Phase complete and the Design Phase now requiring authorization by contract amendment; and

**WHEREAS**, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contract amendments in excess of \$1,000,000; and

**WHEREAS**, Section 456.135 of the Oregon Revised Statutes provides that an authority may delegate to one or more of its agents or employees such powers or duties as it deems proper; 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 Executive Director, or her designee, to execute the Design Phase amendments to the design-build contracts with Walsh Construction Company in the amount \$1,100,000 for full design services for the Holgate House Renovation Project and \$1,000,000 for full design services for the Ruth Haefner Plaza Renovation Project.

**NOW, THEREFORE, BE IT RESOLVED**, that 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: MARCH 18, 2025**

**Attest:**

**Home Forward:**

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Ivory N. Mathews, Secretary

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Matthew Gebhardt, Chair

# RESOLUTIONS





MEMORANDUM

To: Board of Commissioners

Date: March 18, 2025

From: Jonathan Trutt  
Director of Development  
503.802.8507

Subject: Authorize Purchase of the Goose  
Hollow Lofts  
Resolution 25-03-02

The Board of Commissioners is requested to authorize the purchase of the Goose Hollow Lofts. The purchase price is \$11,150,000, or approximately \$182,800 per unit of housing.

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, Home Forward's Development department, in collaboration with other Home Forward departments, 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 Strategy:

- Acquire at least two market rate properties and phase in rent and income restrictions without utilizing Low Income Housing Tax Credits (LIHTC).

These strategies respond to three factors:

- 1) 4% LIHTCs—the life blood of Home Forward's development pipeline—have become scarce in recent years. Until 2022, 4% LIHTCs were freely available. Now projects seeking 4% LIHTCs face a funding bottleneck and competitive process, 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 us to design and build from scratch.

Against this backdrop, Home Forward purchased the Cesar Apartments in December 2024 to convert to Permanent Supportive Housing and signed a purchase contract in August 2024 for the Goose Hollow Lofts. Goose Hollow Lofts is located at 1450 SW Jefferson Street in the Goose Hollow neighborhood of southwest Portland. It opened in 2018 and has 61 units: 41 studios, 15 one-bedroom, and five two-bedroom units. The property has a staff office, resident lobby lounge, and bike parking on the ground floor.

## **OVERVIEW**

### Suitability for Purchase

Home Forward Development staff commissioned and reviewed inspections of Goose Hollow Lofts' units, windows and siding, roof, and mechanical systems. Staff also conducted radon testing and a Phase I Environmental Site Assessment. Development Staff concluded that Goose Hollow Lofts was well-designed and constructed. Asset Management and Information Technology (IT) staff also had the opportunity to tour Goose Hollow Lofts and assess the quality of its design and construction.

### Affordable Housing Conversion

Based on an analysis of Goose Hollow's current market rents and affordable housing options available in the area, Development staff proposed to restrict property rents to amounts that would be affordable to a household earning 50% of Area Median Income (AMI) (also known as "50% AMI rents"). Much of the new regulated affordable housing supply constructed in recent years has offered rents affordable to households earning 60% of the Area Median Income. Goose Hollow Loft's affordable conversion will serve workforce populations with lower incomes, in recognition of the largely stagnant wages and high regional AMIs that do not reflect the economic reality of many people. Goose Hollow Lofts will not have any project-based rental assistance, so each household will be responsible for payment of the full contract rent.

### Capital Funding

Capital funding for the Goose Hollow Lofts' acquisition and conversion to affordable housing will come from two sources: the Portland Housing Bureau (PHB) and Oregon Housing and Community Services (OHCS).

PHB will provide \$6.06 million, and its money will be available for acquisition in March 2025. OHCS will provide the balance of acquisition and conversion costs. Its funding will become available post-acquisition upon certification of residents' income eligibility—both existing income-qualifying residents or new residents. Home Forward will therefore use its Moving to Work (MTW) funds, subject to compliance with any applicable HUD

requirements, as a short-term acquisition financing source, which OHCS funding will repay. Home Forward does not anticipate investing any of its development resources in Goose Hollow Lofts on a permanent basis.

#### Transition Planning

Home Forward will use a third-party Property Management Agent to manage Goose Hollow Lofts. Home Forward anticipates that the Goose Hollow Lofts will begin accepting applications for new income-qualified households approximately 2-3 months after we acquire the building. This time will be used to build a waitlist and conduct outreach to partner organizations. We will communicate the upcoming changes to the building's current residents in writing and in-person immediately after acquisition.

A key component of Goose Hollow Lofts' transition to affordable housing is that Home Forward will not compel the relocation of any existing tenants. Apartments will convert to income-restricted housing as they become vacant and are leased to income-qualifying households or as existing residents income-qualify, as applicable.

#### **CONCLUSION**

Home Forward staff requests that the Board of Commissioners approve Resolution 25-03-02 to authorize the purchase of Goose Hollow Lofts.

The Real Estate and Development (READ) Committee of Home Forward's Board reviewed a draft of this resolution at its March 7, 2025 meeting.



RESOLUTION 25-03-02

RESOLUTION 25-03-02 AUTHORIZES THE APPROVAL AND EXECUTION OF DOCUMENTS AND UTILIZATION OF HOME FORWARD'S MOVING TO WORK (MTW) FUNDS TO PURCHASE GOOSE HOLLOW LOFTS FOR A PURCHASE PRICE OF \$11,150,000 PER THE TERMS OF THE PURCHASE AGREEMENT

**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 Goose Hollow Lofts, a market-rate apartment building located at 1450 SW Jefferson Street in Portland, Oregon (the "Goose Hollow Lofts"), pursuant to a Real Property Purchase and Sale Agreement effective as of August 14, 2024 between Home Forward and Goose Hollow West Holding LLC, an Oregon limited liability company, as amended by that certain First Amendment to Real Property Purchase Agreement dated effective as of October 9, 2024, and further amended by that certain Second Amendment to Real Property Purchase Agreement dated effective as of November 5, 2024, and further amended by that certain Third Amendment to Real Property Purchase Agreement dated effective as of December 20, 2024, and further amended by that certain Fourth Amendment to Real Property Purchase Agreement dated effective as of January 8, 2025; and further amended by that certain Fifth Amendment to Real Property Purchase Agreement dated effective as of February 26, 2025 (collectively, as amended and any other subsequent amendments, the "Purchase Agreement");

**WHEREAS**, Home Forward intends to convert Goose Hollow Lofts into an affordable housing property;

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

**WHEREAS**, Home Forward's purchase of Goose Hollow Lofts 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, parks, and health services; and

**WHEREAS**, Home Forward will utilize financing, including MTW funds and funding from the Portland Housing Bureau ("PHB") and has applied for funding from Oregon Housing and Community Services ("OHCS") to pay for the acquisition and retrofit of the Goose Hollow Lofts;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Home Forward authorizes Home Forward to purchase Goose Hollow Lofts pursuant to the terms of the Purchase Agreement for the price of Eleven Million One Hundred Fifty Thousand and No/100 Dollars (\$11,150,000), subject to further adjustments as provided in the Purchase Agreement;

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of Home Forward authorizes Home Forward to utilize its MTW funds, subject to compliance with any applicable HUD requirements, as short-term financing in an amount not to exceed Eight Million Ten Thousand and No/100 Dollars (\$8,010,000) to purchase Goose Hollow Lofts, fund property reserves, execute a retrofit scope to meet organizational needs, and implement the conversion to affordable housing, to be repaid by funding from OHCS;

**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 one or more loans from OHCS (collectively, 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 OHCS 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 Home Forward to obtain a loan from PHB in the approximate amount of Six Million Sixty Thousand and No/100 Dollars (\$6,060,000) (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, including, without limitation, the Metro Housing Bond Program Loan Agreement, Replacement Reserve Agreement, Metro Bond Regulatory Agreement and Declaration of Land Use Restrictive Covenants, Promissory Note, Operating Reserve Agreement, and Line of Credit Trust Deed, Security Agreement, Fixture Filing and Assignment of Leases and Rent (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 operating subsidies, rental assistance, relocation assistance, property management, resident services, and any and all other services related to the operation and maintenance of Goose Hollow Lofts 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 Goose Hollow Lofts including, without limitation, the Purchase Agreements and any subsequent amendments thereto, Assignment and Assumption of Leases, Assignment and Assumption of Contracts, Bill of Sale, Settlement Statements, the OHCS Loan Documents, the PHB Loan Documents, the Project Documents, and any other related documents In furtherance of the foregoing resolutions; 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: MARCH 18, 2025**

**Attest:**

**Home Forward:**

\_\_\_\_\_  
Ivory N. Mathews, Secretary

\_\_\_\_\_  
Matthew Gebhardt, Chair



MEMORANDUM

To: Board of Commissioners Date: March 18, 2025

From: Terren Wing Subject: Authorize Changes to Chapters 3, 6, 7, 12, 14, 16, Temporary Policy Supplement, and 20 of the Administrative Plan and Admissions and Continuing Occupancy Policy (ACOP) Resolution 25-03-03

Director, Strategy & Federal Policy  
503.802.8370

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The Board of Commissioners is requested to authorize changes to Home Forward’s Administrative Plan and Admissions and Continuing Occupancy Policy (ACOP). The Administrative Plan is the programmatic policy document for our Rent Assistance program, which serves over 16,000 households. The ACOP is the programmatic policy document for our public housing program, which serves fewer than 400 households. The requested changes are to Chapters 3, 6, 7, 12, 14, 16, Temporary Policy Supplement (TPS), and 20 of the Administrative Plan and throughout the ACOP.

These changes are needed to implement the Housing Opportunity Through Modernization Act of 2016 (HOTMA) which affect both the public housing and rental assistance programs. HOTMA is a law enacted in 2016 that changes requirements for the Department of Housing and Urban Development (HUD) to calculate income and assets for public housing and rental assistance programs. Select HOTMA provisions must be implemented by July 1, 2025. The requested changes to the Administrative Plan and ACOP will enable Home Forward to meet this compliance date to implement these HOTMA provisions.

Changes are requested to Chapters 16, TPS, and 20 of the Administrative Plan to mirror flexibilities provided by Home Forward's Moving to Work (MTW) Plan. These flexibilities allow Home Forward to minimize administrative impact to staff as it relates to the Emergency Housing Voucher (EHV), Stability Voucher, and Veterans Affairs Supportive Housing (VASH) programs.

These actions support Strategic Plan Priorities: Improve Services to Residents and Participants; Support Employees; and Lead Within the Housing Stability Ecosystem.

## **BACKGROUND**

Though the Housing Opportunity through Modernization Act (HOTMA) was passed in 2016, HUD has adopted a phased approach to implementation. Many of the key income and asset provisions of the law will require both HUD and public housing authorities (PHAs) to use new technology and software systems. The development of the necessary HUD technology systems has been delayed, which means PHAs will not have software capable of submitting HOTMA-compliant forms in time for the original compliance dates outlined by HUD. At this time, HUD is requiring compliance with those HOTMA provisions that can be implemented before HUD completes its software transition. The requested changes to the Administrative Plan and ACOP are to ensure compliance with these select provisions.

## **SUMMARY OF HOTMA REQUIRED CHANGES**

In summary, the HOTMA provisions that PHAs must update in their Administrative Plan and/or ACOPs to comply with by July 1, 2025, are as follow:

- Income Exclusions: must begin using a list of new and revised income exclusions on all income examinations including new admissions, annual reexamination, and interim reexaminations. These new or revised income exclusions include:
  - Nonrecurring Income
  - Lump-Sum Additions to Net Family Assets
  - Income Earned on Amounts Placed in a Family's Family Self Sufficiency (FSS) Account
  - Income of Live-in Aides, Foster Children, and Foster Adults
  - Payments Received for the Care of Foster Children or Foster Adults or State or Tribal Kinship or Guardianship Care Payments
  - Insurance Payments or Settlements
  - Civil Action Recoveries or Settlements
  - Earned Income of Dependent Full-Time Students
  - Adoption Assistance Payments
  - Veterans Regular Aid and Attendance



- Home-Based Care Payments for a Family Member(s) with one or more Disabilities
- Loan Proceeds
- Certain Payments Received by Tribal Members
- Exclusions from Other Federal Statutes
- Replacement Housing Gap Payments
- Student Financial Assistance
- Achieving a Better Life Experience (ABLE) Accounts
- Income and Distributions from Coverdell Education Savings Accounts, 529 Accounts, and “Baby Bond” Accounts
- Gross Income from Self-Employment or Operation of a Business
- Civil Rights Settlements or Judgments
- Certain distributions of irrevocable trusts or revocable trusts outside the control of the family or household (including most Special Needs Trusts)
- New or revised definitions: must begin using new or revised definitions of terms including earned income, unearned income, family, day laborer, independent contractors, seasonal worker, dependent, foster child, foster adult, health and medical care expenses, and minor.
- De minimis errors: de minimis errors happen when the determination of a family’s income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (or \$360 in annual adjusted income). Requires PHAs to take corrective action to credit or repay a family if the family was overcharged tenant rent, but families are not required to repay the PHA in instances where they were undercharged.

**DETAILED OVERVIEW - ADMINISTRATIVE PLAN CHANGES**

Home Forward is proposing the following changes to the Administrative Plan.

Chapter 3: Eligibility	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Family and household definitions</li> <li>○ Dependent definitions</li> <li>○ Foster child and foster adult definitions</li> <li>○ Outlines requirements for consent to release of information</li> </ul>	<ul style="list-style-type: none"> <li>○ Update family definition to align with CFR and PIH Notice (page 3-3)</li> <li>○ Add definition of minor per updated CFR (page 3-7)</li> <li>○ Update dependent definition per updated CFR (page 3-8)</li> <li>○ Update reference to new consent form, now HUD-9886-A and remove reference to Home Forward’s equivalent form (page 3-23)</li> </ul>

Redline changes in Chapter 3 are detailed below.

**3-1.B. FAMILY AND HOUSEHOLD [24 CFR 982.201(c); FR Notice 02/03/12; Notice PIH 2014-20; 24 CFR 5.403, Notice PIH 2023-27]**

The terms *family* and *household* have different meanings in the HCV program.

**Family**

To be eligible for assistance, an applicant must qualify as a family. ~~The definition of family as defined by HUD~~ includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: a single person, who may be: an elderly person, displaced person, disabled person, near-elderly person, or any other single person; an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or is at risk of becoming homeless at age 16 or older; or a group of persons residing together, ~~and~~ ~~such~~ such group includes, but is not limited to: a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.

Gender identity is one's innermost concept of self – how individuals perceive themselves and what they call themselves. Gender identity can be the same or different from sex assigned at birth. means actual or perceived gender-related characteristics.

Sexual orientation is an inherent or immutable enduring physical, romantic, emotional, and/or spiritual attraction to members of the same and/or different sex and/or gender means homosexuality, heterosexuality, or bisexuality.

**3-1.E. SPOUSE, COHEAD, MINOR, AND OTHER ADULT**

A family may have a spouse or cohead, but not both [HUD-50058 IB, p. 13].

*Spouse* means the marriage partner of the head of household.

PHA Policy

A *marriage partner* includes the partner in a "common law" marriage as defined in state law. The term "spouse" does not apply to friends, roommates, or significant others who are not marriage partners. A minor who is emancipated under state law may be designated as a spouse.

A *cohead* is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one cohead.

A *minor* is a member of the family, other than the head of family or spouse, who is under 18 years of age [24 CFR 5.603].

**3-1.F. DEPENDENT [24 CFR 5.603]**

A *dependent* is a member of the family (which excludes foster children and foster adults) other than the family head or spouse who is under 18 years of age, or is a person with a disability, or is a full-time student. family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: the head of household, spouse, cohead, foster children/adults and live-in aides.

Identifying each dependent in the family is important because each dependent qualifies the family for a dependent allowance as described in Chapter 6.

### 3-III. FOSTER CHILDREN AND FOSTER ADULTS

~~A *Foster adult* is a member of the household who is 18 years of age or older and meets the definition of a foster adult under State law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609603].~~

~~A *The term foster child* is a member of the household who meets the definition of a foster child under State law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction [24 CFR 5.603] not specifically defined by the regulations.~~

Foster children and foster adults who are living with an applicant or who have been approved by the PHA to live with a participant family are considered household members but not family members. The income of foster children/adults is not counted in family annual income, and foster children/adults do not qualify for a dependent deduction [24 CFR 5.603 and HUD-50058 IB, p. 13 [and Notice PIH 2023-27](#)].

### 3-III.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230, HCV GB, p. 5-13]

HUD requires each adult family member, and the head of household, spouse, or cohead, regardless of age, to sign form HUD-9886-A, Authorization for the Release of Information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 7 provides detailed information concerning the consent forms and verification requirements.

#### PHA Policy (MTW)

~~The PHA will use its equivalent form in place of form HUD-9886, Authorization for Release of Information/Privacy Act Notice.~~

Chapter 6: Income and Subsidy Determinations	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Outlines annual income definition</li> <li>○ Summarizes income excluded by person to include employment income of children under 18</li> <li>○ Includes language that requires the PHA to anticipate all income received from a source outside the family during the 12 months after admission or annual reexamination; cites CFR</li> <li>○ References guidance from a webinar on projecting income</li> <li>○ Explicitly names Earned Income Tax Credit (EITC) refund payments as excluded from annual income</li> <li>○ Outlines approach to the earned income disallowance (EID) for persons with disabilities</li> <li>○ Outlines how trusts will be treated for the purposes of asset and income determination</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates annual income definition to align with CFR (page 6-2)</li> <li>○ Updated to clarify that earned income of children under 18 is excluded (page 6-3)</li> <li>○ Strikes this language to conform with updates to CFR (page 6-7)</li> <li>○ Updates to definition per CFR throughout (page 6-8, 6-13, 6-14, 6-15, 6-16, 6-20, 6-31, 6-32, 6-33, 6-34, 6-36, 6-37, 6-39, 6-40, 6-41, 6-42, 6-47, 6-48)</li> <li>○ Strikes this reference as it is no longer applicable (page 6-9)</li> <li>○ Adds definitions of earned and unearned income (page 6-10)</li> <li>○ Updates definitions of nonrecurring income, including what is included (pages 6-10 to 6-11)</li> <li>○ Adds definitions of day laborer, independent contractor, and seasonal worker (page 6-11)</li> <li>○ Updates definition and references for children’s earnings (page 6-12)</li> <li>○ Updates definitions and references for earned income of full-time students; income earned under certain federal programs (page 6-13)</li> <li>○ Strikes reference to EITC payments as this is covered in a broader category under the new definitions per CFR (page 6-16)</li> <li>○ Updates language on EID to indicate that any family not already participating as of December 1, 2023 is not eligible per CFR and HOTMA final rule (page 6-17)</li> <li>○ Updates language on trusts to conform with latest PIH Notices and CFR (page 6-28)</li> <li>○ Exhibits 6-1, 6-2, and 6-3 have been updated to conform with CFR</li> </ul>

Redline changes in Chapter 6 are detailed below.

## 6-IA. OVERVIEW

The general regulatory definition of *annual income* shown below is from 24 CFR 5.609.

5.609 Annual income.	
<u>(a) Annual income includes, with respect to the family:</u>	
<u>(1) All amounts, not specifically excluded in paragraph (b) of this section, received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and</u>	
<u>(2) When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD. Annual income means all amounts, monetary or not, which:</u>	
<u>(b) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or</u>	
<u>(c) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and</u>	
<u>(d) Which are not specifically excluded in paragraph [5.609(e)].</u>	
<u>(e) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.</u>	

Summary of Income Included and Excluded by Person	
Live-in aides	Income from all sources is excluded [24 CFR 5.609( <del>eb</del> )( <del>58</del> )].
Foster child or foster adult	Income from all sources is excluded [24 CFR 5.609( <del>eb</del> )( <del>28</del> )].
Head, spouse, or cohead Other adult family members	All sources of income not specifically excluded by the regulations are included.
Children under 18 years of age	<del>Employment-Earned</del> income is excluded [24 CFR 5.609( <del>eb</del> )( <del>43</del> )]. All other sources of income, except those specifically excluded by the regulations, are included.
Temporarily absent family members	All sources of income not specifically excluded are included [HCV GB, p. 5-18]

## 6-I.C. DETERMINING ANNUAL INCOME

~~The PHA is required to count all income “anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date” [24 CFR 5.609(a)(2)].~~

Notice PIH 2013-03 established temporary provisions allowing PHAs an option to determine participants’ annual income based on actual past income received or earned within the last 12 months. This option may simplify the verification process by eliminating the need for family-provided documents, such as pay stubs, in some situations. The temporary provisions established by the Notice apply to the HCV (both tenant-based and project-based) and Moderate Rehabilitation programs and have been extended by Notice PIH 2013-26 until March 31, 2015.

### Basis of Annual Income Projection

The PHA generally will use current circumstances to determine anticipated income for the coming 12-month period. HUD authorizes the PHA to use other than current circumstances to anticipate income when:

- An imminent change in circumstances is expected [HCV GB, p. 5-17]
- It is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income) [24 CFR 5.609(~~db~~)(24)]
- The PHA believes that past income is the best available indicator of expected future income [24 CFR 5.609(d)]

### Projecting Income

~~In HUD’s EIV webcast of January 2008, HUD made clear that PHAs are not to use EIV quarterly wages to project annual income.~~

## 6-I.D. EARNED INCOME

### Definition of Earned Income [24 CFR 5.100, Notice PIH 2023-27]

Earned income means income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

### Definition of Unearned Income [24 CFR 5.100, Notice PIH 2023-27]

Unearned income means any annual income, as calculated under 24 CFR 5.609, that is not earned income.

### *Some Types of Military Pay*

All regular pay, special pay and allowances of a member of the Armed Forces are counted ~~[24 CFR 5.609(b)(8)]~~ except for the special pay to a family member serving in the Armed Forces who is exposed to hostile fire [24 CFR 5.609(b)(711)].

### **Types of Earned Income Not Counted in Annual Income**

#### ***Temporary, Nonrecurring, ~~or~~ Sporadic Income [24 CFR 5.609(eb)(924)]***

Nonrecurring income, which is income that will not be repeated in the coming year based on information provided by the family. This type of income (including gifts) is not included in annual income. Nonrecurring income includes:

- Payments from the U.S. Census Bureau for employment (relating to decennial census or the American Community Survey) lasting no longer than 180 days and not culminating in permanent employment.
- Direct Federal or State payments intended for economic stimulus or recovery.
- Amounts directly received by the family as a result of State refundable tax credits or State tax refunds at the time they are received.
- Amounts directly received by the family as a result of Federal refundable tax credits and Federal tax refunds at the time they are received.

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- Gifts for holidays, birthdays, or other significant life events or milestones (e.g., wedding gifts, baby showers, anniversaries).
- Non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization.
- Lump-sum additions to net family assets, including but not limited to lottery or other contest winnings.

~~Sporadic income includes temporary payments from the U.S. Census Bureau for employment lasting no longer than 180 days [Notice PIH 2009-19].~~

#### PHA Policy

Sporadic income is income that is not received periodically and cannot be reliably predicted. ~~For example, the income of an individual who works occasionally as a handyman would be considered sporadic if future work could not be anticipated and no historic, stable pattern of income existed.~~

**Income Earned by a Day Laborer, Independent Contractor, or Seasonal Worker [24 CFR 5.603, Notice PIH 2023-27]**

Income earned as a day laborer, independent contractor, or seasonal worker is not considered nonrecurring income under 24 CFR 5.609(b)(24).

A day laborer is an individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.

An independent contractor is an individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. In general, an individual is an independent contractor if they have the right to control or direct only the conduct of the work. For example, while instructions and route information are generally provided, third-party delivery and transportation service providers are considered independent contractors unless state law dictates otherwise. In addition, individuals considered “gig workers,” such as babysitters, landscapers, rideshare drivers, and house cleaners, typically fall into the category of independent contractor.

A seasonal worker is an individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry. Some examples of seasonal work include employment limited to holidays or agricultural seasons. Seasonal work may include but is not limited to employment as a lifeguard, ballpark vendor, or snowplow driver.

***Children’s Earnings***

**Employment i**ncome earned by children (including foster children) under the age of 18 years is not included in annual income [24 CFR 5.609(**eb**)(**13**) and 5.609(**b**)(**8**)]. (See Eligibility chapter for a definition of *foster child~~ren~~*.)

***Certain Earned Income of Full-Time Students***

**Earned income of dependent full-time students in excess of the amount of the deduction Earnings in excess** of \$480 for each full-time student 18 years old or older (except for the head, spouse, or cohead) are not counted [24 CFR 5.609(**eb**)(**1114**)]. To be considered “full-time,” a student must be considered “full-time” by an educational institution with a degree or certificate program [HCV GB, p. 5-29]. (See Eligibility chapter for a full discussion of full-time students.)

**PHA Policy (MTW)**

The full amount of earnings for each full-time student 18 years old or older (except for the head, spouse, or cohead) will not be counted in determining annual income for rent and subsidy calculation.

***Income of a Live-in Aide***

Income earned by a live-in aide, as defined in [24 CFR 5.403], is not included in annual income [24 CFR 5.609(**eb**)(**58**)]. (See Eligibility chapter for a full discussion of live-in aides.)



### ***Income Earned under Certain Federal Programs***

Income from some federal programs is specifically excluded from consideration as income [24 CFR 5.609(e)(17)(2)], including:

- ~~Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)~~
- ~~Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program; Awards under the federal work-study program (20 U.S.C. 1087(m)) unless subject to inclusion under 24 CFR 5.609 (b)(9) (see Section 6.11)~~
- ~~Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f))~~
- ~~Incremental earnings and benefits resulting to any family member from participation in training programs funded by HUD or in qualifying Federal, State, Tribal, or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program unless those amounts are excluded. Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))~~
- ~~Allowances, earnings, and payments to participants in programs funded under the Workforce Investment Act of 1998 (29 U.S.C. 2931)~~

### ***Resident Service Stipend [24 CFR 5.609(b)(12)(iii)]***

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Amounts received under a resident service stipend that does not exceed \$200 per month are not included in annual income. A resident service stipend is a modest amount ~~(not to exceed \$200 per individual per month)~~ received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time ~~[24 CFR 5.609(e)(8)(iv)]~~.

### *State and Local Employment Training Programs*

Incremental earnings and benefits to any family member resulting from participation in qualifying ~~s~~State, ~~Tribal~~, or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff are excluded from annual income. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the training program [24 CFR 5.609(~~eb~~)(~~812~~)(~~v~~)].

### *HUD-Funded Training Programs*

~~Incremental earnings and benefits resulting to any family member from participation in Amounts received under~~ training programs funded in whole or in part by HUD [24 CFR 5.609(~~eb~~)(~~812~~)(~~iv~~)] are excluded from annual income. ~~Eligible sources of funding for the training include operating subsidy, Section 8 administrative fees, and modernization, Community Development Block Grant (CDBG), HOME program, and other grant funds received from HUD.~~

#### PHA Policy

To qualify as a training program, the program must meet the definition of *training program* provided above for state and local employment training programs.

### *Earned Income Tax Credit*

~~Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j)), are excluded from annual income [24 CFR 5.609(e)(17)]. Although many families receive the EITC annually when they file taxes, an EITC can also be received throughout the year. The prorated share of the annual EITC is included in the employee's payroll check.~~

## **6-IE. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617, FR Notice 3/8/16, Notice H 2023–10 Notice PIH 2023–27]**

The earned income disallowance (EID) encourages people with disabilities to enter the work force by not including the full value of increases in earned income for a period of time. The full text of 24 CFR 5.617 is included as Exhibit 6-4 at the end of this chapter. Eligibility criteria and limitations on the disallowance are summarized below.

Pursuant to the Housing Opportunity Through Modernization Act (HOTMA) final rule the EID will not apply to any family that was not eligible for and already participating in the disallowance as of December 31, 2023 (pursuant to 24 CFR 5.617 and 24 CFR 960.255 of the HOTMA final rule).

## **6-IF. BUSINESS INCOME [24 CFR 5.609(b)(~~2~~8)]**

Annual income includes “the net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations; ~~and~~. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family” [24 CFR 5.609(b)(~~2~~8)].

## *Trusts*

A *trust* is a legal arrangement generally regulated by state law in which one party (the creator or grantor) transfers property to a second party (the trustee) who holds the property for the benefit of one or more third parties (the beneficiaries).

### *Trusts as Net Family Assets [24 CFR 5.603, Notice PIH 2023-27]*

In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the trust fund is not a family asset and the value of the trust is not included in the calculation of net family assets, so long as the fund continues to be held in a trust that is not revocable by, or under the control of, any member of the family or household.

A revocable trust that is under the control of the family or household is included in net family assets, and income earned on the trust is included in the family's income.

### *Actual Income from a Trust [Notice PIH 2023-27]*

If the PHA determines that a revocable trust is included in the calculation of net family assets, then the actual income earned by the revocable trust is also included in the family's income.

Where an irrevocable trust is excluded from the net family assets, the PHA must not consider actual income earned by the trust for so long as the income from the trust is not distributed.

### *Trust Distributions and Annual Income [24 CFR 5.609(b)(2), Notice PIH 2023-27]*

Revocable trust considered part of net family assets: If the value of the trust is considered part of the family's net assets, then distributions from the trust are not considered income to the family.

Revocable or irrevocable trust not considered part of net family assets: If the value of the trust is not considered part of the family's net assets, then distributions from the trust are treated as follows:

- All distributions from the trust's principal are excluded from income.
- Distributions of income earned by the trust (interest, dividends, or other earnings on the trust's principal) are included as income unless the distributions are used to pay the costs of health and medical care expenses for a minor.

### *Revocable Trusts*

If any member of a family has the right to withdraw the funds in a trust, the value of the trust is considered an asset [HCV GB, p. 5-25]. Any income earned as a result of investment of trust funds is counted as actual asset income, whether the income is paid to the family or deposited in the trust.

### *Nonrevocable Trusts*

In cases where a trust is not revocable by, or under the control of, any member of a family, the value of the trust fund is not considered an asset. However, any income distributed to the family from such a trust is counted as a periodic payment or a lump sum receipt, as appropriate

[24 CFR 5.603(b)]. (Periodic payments are covered in Section 6.I.H. Lump sum receipts are discussed earlier in this section.)

## 6-LH. PERIODIC PAYMENTS

Periodic payments are forms of income received on a regular basis. HUD regulations specify periodic payments that are and are not included in annual income.

### Periodic Payments Included in Annual Income

- Periodic payments from sources such as social security, unemployment and welfare assistance, annuities, insurance policies, retirement funds, trust funds, rental income and pensions. However, periodic payments from retirement accounts, annuities, and similar forms of investments are counted only after they exceed the amount contributed by the family [24 CFR 5.609(b)(4) ~~and (b)(3)~~].
- Disability or death benefits and lottery receipts paid periodically, rather than in a single lump sum [24 CFR 5.609 ~~(b)(4)~~ and HCV GB, p. 5-14].

### Lump-Sum Payments for the Delayed Start of a Periodic Payment

Most lump sums received as a result of delays in processing periodic payments, such as unemployment or welfare assistance, are counted as income. However, deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts ~~lump-sum receipts for the delayed start of periodic social security or supplemental security income (SSI) payments are not counted as income. Additionally, any deferred disability benefits that are received in a lump sum or in prospective monthly amounts from the Department of Veterans Affairs are to be excluded from annual income~~ [24 CFR 5.609 ~~(eb)(1416)~~].

## Periodic Payments Excluded from Annual Income

- ~~Payments received for the care of foster children or foster adults or state or tribal kinship or guardianship care payments (usually persons with disabilities, unrelated to the assisted family, who are unable to live alone) [24 CFR 5.609(eb)(24)]. This income exclusion also applies to Kinship Guardian Assistance Payments (KinGAP), kinship care payments, and other state-based kinship or guardianship payments that are alternatives to traditional foster care programs [Notice PIH 2023-27]. - Kinship guardianship assistance payments (Kin-GAP) and other similar guardianship payments are treated the same as foster care payments and are likewise excluded from annual income [Notice PIH 2012-1].~~

### PHA Policy

~~The PHA will exclude payments for the care of foster children and foster adults only if the care is provided through an official arrangement with a local welfare agency [HCV GB, p. 5-18].~~

- ~~Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(e)(16)].~~
- ~~Amounts received under the Low Income Home Energy Assistance Program (42 U.S.C. 1626(e)) [24 CFR 5.609(e)(17)].~~
- ~~Amounts received under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858e) [24 CFR 5.609(e)(17)].~~
- ~~Earned Income Tax Credit (EITC) refund payments (26 U.S.C. 32(j)) [24 CFR 5.609(e)(17)]. *Note: EITC may be paid periodically if the family elects to receive the amount due as part of payroll payments from an employer.*~~
- Lump sums received as a result of delays in processing Social Security and SSI payments (see Section 6-I.H.) [24 CFR 5.609(eb)(1416)].

## 6-IL PAYMENTS IN LIEU OF EARNINGS

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay, are counted as income [24 CFR 5.609(b)(5)] if they are received either in the form of periodic payments or in the form of a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment. If they are received in a one-time lump sum (as a settlement, for instance), they are treated as lump-sum receipts [24 CFR 5.609(eb)(3)]. (See also the discussion of periodic payments in Section 6-I.H and the discussion of lump-sum receipts in Section 6-I.G.)

## Regular Contributions or Gifts

The PHA must count as income regular monetary and nonmonetary contributions or gifts from persons not residing with an assisted family [24 CFR 5.609(b)(7)]. Gifts for holidays, birthdays, or other significant life events or milestones (e.g., wedding gifts, baby showers, anniversaries) as well as non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization are considered nonrecurring income and are not counted ~~Temporary, nonrecurring, or sporadic income and gifts are not counted~~ [24 CFR 5.609(eb)(924)].

**6-LL. STUDENT FINANCIAL ASSISTANCE [24 CFR 5.609(b)(9), Notice PIH ~~2015-21~~2023-27]**

~~The treatment of student financial assistance depends on the HUD program, student/household characteristics, and the type of financial assistance received by the student. The student financial assistance rules apply to both full- and part-time students. In 2005, Congress passed a law (for Section 8 programs only) requiring that certain student financial assistance be included in annual income. Prior to that, the full amount of student financial assistance was excluded. For some students, the full exclusion still applies.~~

**PHA Policy (MTW)**

**Student financial assistance will be considered only for the purpose of determining eligibility. Student financial assistance will not be included in the determination of annual income for rent and subsidy calculation.**

**Policies in this section on inclusion of financial assistance in annual income for rent and subsidy calculation apply only to Section 8 non-MTW programs as required by HUD regulations.**

**Student Financial Assistance Included in Annual Income [24 CFR 5.609(b)(9), FR 4/10/06, Notice PIH 2015-21, Notice PIH 2023-27]**

The regulation requiring the inclusion of certain student financial assistance applies only to students who satisfy all of the following conditions:

- They are enrolled in an institution of higher education, as defined under the Higher Education Act (HEA) of 1965.
- They are the head of household, co-head, or spouse seeking or receiving Section 8 assistance on their own—that is, apart from their parents—through the HCV program, the project-based voucher program, or the moderate rehabilitation program.
- They are under 24 years of age **OR** they have no dependent children.

**Student Financial Assistance Excluded from Annual Income [24 CFR 5.609(eb)(69)]**

Any student financial assistance not subject to inclusion ~~under 24 CFR 5.609(b)(9)~~ is fully excluded from annual income under 24 CFR 5.609(eb)(69), whether it is paid directly to the student or to the educational institution the student is attending. This includes any financial assistance received by:

Section 479B of the Higher Education Act of 1965 provides that certain types of student financial assistance are to be excluded in determining eligibility for benefits made available through federal, state, or local programs financed with federal funds. The types of financial assistance listed below are considered 479B student financial assistance programs; however, this list is not exhaustive, and 479B will be updated as of July 1, 2024.

- Federal Pell Grants;
- Teach Grants;
- Federal Work Study Programs;
- Federal Perkins Loans;
- Student financial assistance received under the Bureau of Indian Education;
- Higher Education Tribal Grant;
- Tribally Controlled Colleges or Universities Grant Program;
- Employment training program under section 134 of the Workforce Innovation and Opportunity Act (WIOA).

Other student financial assistance that is excluded from income includes grants or scholarships received from the following sources and paid directly to the student or education institution on the student's behalf:

- The Federal government;
- A state (including U.S. territories), Tribe, or local government;
- A private foundation registered as a nonprofit under 26 U.S.C. 501(c)(3);
- A business entity (such as a corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, or nonprofit entity); or
- An institution of higher education. Other student financial assistance does not include:

## 6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

Other exclusions contained in 24 CFR 5.609(eb) that have not been discussed earlier in this chapter include the following:

- Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical expenses for any family member [24 CFR 5.609(eb)(46)] Health and medical care expenses are any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed [24 CFR 5.603(b)].
- Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program [24 CFR 5.609(eb)(§12)(iii)]
- Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) [(24 CFR 5.609(eb)(§12)(i)]
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(eb)(4013)]

### PHA Policy

The PHA will also exclude documented reparation payments made by the U.S. government to Native Americans or to those of Japanese descent who were interned during the World War II era.

- Adoption assistance payments in excess of the amount of the deduction for a dependent in § 5.611, \$480 per adopted child [24 CFR 5.609(eb)(152)]

### • PHA Policy (MTW)

The full amount of adoption assistance payments will not be counted in determining annual income for rent and subsidy calculation.

- Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit. Refunds or rebates on property taxes paid on the dwelling unit [24 CFR 5.609(eb)(185)]



- Payments made by or authorized by a State Medicaid agency (including through a managed care entity) or other State or Federal agency to a family to enable a family member who has a disability to reside in the family's assisted unit. Authorized payments may include payments to a member of the assisted family through the State Medicaid agency (including through a managed care entity) or other State or Federal agency for caregiving services the family member provides to enable a family member who has a disability to reside in the family's assisted unit. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost

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of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(eb)(196)]

- Amounts that HUD is required by Federal statute to exclude from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in paragraph (b) of this section apply. HUD will publish a notice in the Federal Register to identify the benefits that qualify for this exclusion. Updates will be published when necessary. Amounts specifically excluded by any other federal statute [24 CFR 5.609(eb)(1722), FR Notice 5/20/14]. HUD publishes an updated list of these exclusions periodically. It includes:
  - (a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b))
  - (b) Benefits under Section 1780 of the School Lunch Act and Child Nutrition Act of 1966, including WIC
  - (c) Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)
  - (d) Certain payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c))
  - (d)(e) Achieving a Better Life Experience (ABLE) accounts and the income generated from such accounts is not considered when calculating income from assets. Distributions from these accounts are also excluded from income [Notice PIH 2023-27].
- Payments related to aid and attendance under 38 U.S.C. 1521 to veterans in need of regular aid and attendance.

## 6-II.B. DEPENDENT DEDUCTION

An allowance of \$480 is deducted from annual income for each dependent [24 CFR 5.611(a)(1)]. *Dependent* is defined as any family member of the family (which excludes foster children and foster adults) other than the family head, or spouse, or cohead who is under the age of 18 years of age, or who is 18 or older and is a person with a disability, or is a full-time student. Foster children, foster adults, and live-in aides are never considered dependents [24 CFR 5.603(b)].

**Definition of Medical Expenses**

HUD regulations define *health and medical care expenses* as any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed [24 CFR 5.603(b)]. *medical expenses* at 24-  
 CFR 5.603(b) to mean “medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.”

<b>EXHIBIT 6-1: ANNUAL INCOME INCLUSIONS</b>
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**24 CFR 5.609**

(a) *Annual income includes, with respect to the family, means all amounts, monetary or not, which:*

- (1) ~~Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member, or~~ All amounts, not specifically excluded in paragraph (b) of this section, received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and
- (2) ~~Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and~~ When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.
- (3) ~~Which are not specifically excluded in paragraph (c) of this section.~~
- (4) ~~Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.~~

(b) *Annual income includes, but is not limited to:*

- (1) ~~The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;~~
- (2) ~~The net income from the operation of a business or profession. Expenditures for~~

~~business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;~~

**EXHIBIT 6-2: ANNUAL INCOME EXCLUSIONS**

**24 CFR 5.609(b)**

~~(e)(b) Annual income does not include the following:~~

- ~~(1) Any imputed return on an asset when net family assets total \$50,000 or less (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and no actual income from the net family assets can be determined. Income from employment of children (including foster children) under the age of 18 years;~~
- ~~(2) The following types of trust distributions: Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);~~
  - ~~(i) For an irrevocable trust or a revocable trust outside the control of the family or household excluded from the definition of net family assets under § 5.603(b):~~
    - ~~(A) Distributions of the principal or corpus of the trust; and~~
    - ~~(B) Distributions of income from the trust when the distributions are used to pay the costs of health and medical care expenses for a minor.~~
  - ~~(ii) For a revocable trust under the control of the family or household, any distributions from the trust, except that any actual income earned by the trust, regardless of whether it is distributed, shall be considered income to the family at the time it is received by the trust.~~
- ~~(3) Earned income of children under the 18 years of age. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as~~

~~provided in paragraph (b)(5) of this section);~~

- ~~(4) Payments received for the care of foster children or foster adults, or State or Tribal kinship or guardianship care payments. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;~~
- ~~(5) Insurance payments and settlements for personal or property losses, including but not limited to payments through health insurance, motor vehicle insurance, and workers' compensation income of a live-in aide, as defined in Sec. 5.403;~~
- ~~(6) Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical care expenses for any family member. Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;~~
- ~~(7) Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a member of the family becoming disabled. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;~~
- ~~(8) Income of a live-in aide, foster child, or foster adult as defined in §§ 5.403 and 5.603, respectively.~~
  - ~~(i) Amounts received under training programs funded by HUD;~~
  - ~~(ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);~~

## EXHIBIT 6-3: TREATMENT OF FAMILY ASSETS

### 24 CFR 5.603(b) Net Family Assets

~~5.609.~~

~~(1) Net family assets is the net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing real property, savings, stocks, bonds, and other forms of capital investment.~~

~~Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.~~

~~(2) In determining net family assets, PHAs or owners, as applicable, must include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms. Negative equity in real property or other investments does not prohibit the owner from selling the property or other investments, so negative equity alone would not justify excluding the property or other investments from family assets. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under Sec.~~

Chapter 7: Verification	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Outlines requirements on family consent to release of information</li> <li>○ Details requirements for self-certification of assets</li> <li>○ Exhibit 7-1 provides a summary of documentation requirements for noncitizens</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates requirements per latest HUD notices to include impact of revoking consent (pages 7-1 and 7-2)</li> <li>○ Adds language to clarify that the PHA Policy is applicable to VASH families (page 7-11)</li> <li>○ Updates exhibit to HUD's latest guidance from HCV Guidebook (page 7-42)</li> </ul>

Redline changes in Chapter 7 are detailed below.

### **Consent Forms**

It is required that all adult applicants and participants sign form HUD-9886-A, Authorization for Release of Information. The purpose of form HUD-9886-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA). Adult family members must sign other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

#### PHA Policy (MTW)

~~The PHA will use its equivalent form in place of form HUD 9886, Authorization for Release of Information/Privacy Act Notice.~~

### **Penalties for Failing to Consent [24 CFR 5.232]**

#### PHA Policy

If any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate assistance of participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with PHA procedures.

#### Revocation of Consent [24 CFR 5.230(c)(5)(iii); 24 CFR 5.232(c); 891.105; 891.410(g)(3)(ii); and 891.610(g)(3)(ii)]

#### PHA Policy

Families have the right to revoke consent by providing written notice to the PHA.

Revocation of consent or refusal to sign the consent forms prohibits the PHA from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.

Families will receive an explanation of the consequences that if they revoke consent, it will result in which includes termination and denial of admission, and that the local HUD office will be notified of any family's revocation of consent.

~~This policy applies to the programs referenced above and on a permanent basis for Section 8 MTW programs.~~

For VASH families whose assets do not exceed \$50,000 in net value, the PHA will accept family self-certification of asset value and anticipated income.

The PHA may require additional verification if necessary to document that assets do not exceed \$50,000 in net value.

**EXHIBIT 7-I: SUMMARY OF DOCUMENTATION REQUIREMENTS FOR NONCITIZENS**

**Exhibit 1: Non-citizen Rule - Summary of Documentation Requirements**

STATUS	DOCUMENTATION Note: All documentation provided must be UNEXPIRED
1) A citizen or national of the United States	DECLARATION: For each family member with this status, a declaration of citizenship signed under penalty of perjury. For each adult, the declaration must be signed by the adult. For each child, the declaration must be signed by an adult residing in the assisted dwelling unit who is responsible for the child.
2) A non-citizen claiming eligible immigration status who is 62 years of age.	AND: Proof of age
<p>3) All other non-citizens claiming eligible immigration status.</p> <p>Categories of eligible immigration status:</p> <p>a) A non-citizen lawfully admitted for permanent residence as an immigrant (includes special agricultural workers granted lawful temporary resident status and noncitizens that indicate they have satisfactory immigration status, such as VAWA self-petitioners, whose verification of eligibility or appeal of a determination as to permanent residence is pending with DHS).<sup>83</sup></p> <p>b) A non-citizen who entered the United States before 1/1/72 (or such later date as enacted by law) and:</p> <p>i) Has continuously maintained residence in the U.S. since then; and</p> <p>ii) Is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General.</p>	<p>DECLARATION: For each family member with this status, a declaration of eligible immigration status signed under penalty of perjury. Adults must sign their own declarations. AND:</p> <p><u>A verification form</u>: For each adult, the adult must sign the form. For each child, an adult member of the family residing in the unit who is responsible for the child must sign the form.</p> <p>The verification form must state that evidence of eligible immigration status may be released by the PHA to HUD and the CIS without responsibility for the future use or transmission of the evidence by the recipient. The form must also notify the signer of the possible release of evidence of eligible immigration status by HUD. Such evidence shall only be released by HUD to the CIS for the purpose of establishing eligibility for financial assistance.</p> <p>AND:</p> <p><u>CIS Primary Verification</u> of eligible immigration status must be conducted by the PHA through the CIS automated SAVE system. If this method fails to verify status, or, if the verification received indicates ineligible immigration status, the PHA must request <u>Secondary CIS Verification</u> within 10 days by sending to the local CIS Office photocopies of CIS documents receiving (front and back) attached to Form G-845S – Document Verification Request.</p> <p>AND:</p> <p>The PHA must request and review an original CIS document of eligible immigration status and must retain photocopies and return the original to the individual.</p>

Chapter 12: Termination of Assistance and Tenancy	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>o Outlines requirements on family consent to release of information</li> </ul>	<ul style="list-style-type: none"> <li>o Updates requirements per latest HUD notices to include impact of revoking consent (page 12-3)</li> </ul>

Redline changes in Chapter 12 are detailed below.

**Revocation of Consent [24 CFR 5.230(c)(5)(iii); 24 CFR 5.232(c); 891.105; 891.410(g)(3)(ii); and 891.610(g)(3)(ii)]**

**PHA Policy**

**Families have the right to revoke consent by providing written notice to the PHA.**

**Revocation of consent or refusal to sign the consent forms prohibits the PHA from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.**

**Families will receive an explanation of the consequences that if they revoke consent, it will result in termination and denial of admission, and that the local HUD office will be notified of any family's revocation of consent.**

Chapter 14: Program Integrity	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>o Outlines requirements related to PHA-caused errors or program abuse</li> </ul>	<ul style="list-style-type: none"> <li>o Adds language per latest HUD notices regarding de minimis errors and process for correcting error(s) (page 14-14)</li> </ul>

Redline changes in Chapter 14 are detailed below.

#### **14-III.D. PHA-CAUSED ERRORS OR PROGRAM ABUSE**

The responsibilities and expectations of PHA staff with respect to normal program administration are discussed throughout this plan. This section specifically addresses actions of a PHA staff member that are considered errors or program abuse related to the HCV program. Additional standards of conduct may be provided in the PHA personnel policy.

PHA-caused incorrect subsidy determinations include (1) failing to correctly apply HCV rules regarding family composition, income, assets, and expenses, (2) assigning the incorrect voucher size to a family, and (3) errors in calculation.

**De Minimis Errors [24 CFR §§ 5.609(c)(4); 5.657(f); 960.257(f); 982.516(f); 882.515(f); 882.808(j)(5); 891.105; and 891.655 and Notice PIH 2023-27]**

The PHA will not be considered out of compliance solely due to de minimis errors in calculating family income. De minimis errors occur when the PHA's determination of a family's income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (or \$360 in annual adjusted income). PHAs will not be issued a finding by HUD for de minimis errors in income calculation.

As PHAs become aware of the existence of an income calculation error, they are obligated to correct the error(s) retroactive to the effective date of the action the error was made regardless of the dollar amount associated with the error. PHAs must take corrective action to credit or repay a family if the family was overcharged tenant rent, including when the PHA makes de minimis errors in the income determination. Families will not be required to repay the PHA in instances where the PHA miscalculated income resulting in a family being undercharged for rent.



Chapter 16: Program Administration	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Outlines how the PHA will establish payment standards for various voucher programs</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates PHA Policy on payment standards to align with previously approved flexibilities in the Moving to Work Plan (page 16-4)</li> </ul>

Redline changes in Chapter 16 are detailed below.

**PHA Policy (MTW)**

The PHA will establish its payment standards between 80 and 160 percent of the published FMR under the Moving to Work authority. Payment standards will be set for nine separate neighborhoods and broken down by unit size.

HUD has granted the PHA approval to set different payment standards for VASH voucher households, up to 160 percent of the published FMR.

The PHA may establish separate payment standards up to ~~160~~ percent of the published FMR for the following programs:

- Emergency Housing Voucher Program
- Family Unification Program
- Foster Youth to Independence Program
- Mainstream Voucher Program
- Stability Voucher Program
- Family Unification Program and Foster Youth to Independence expiration preference.

Temporary Policy Supplement chapter	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Outlines HUD requirements and PHA Policy regarding payment standard schedule for EHVs</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates PHA Policy on payment standard schedule for the EHV program to align with previously approved flexibilities in the Moving to Work Plan (page TPS-23)</li> </ul>

Redline changes in the Temporary Policy Supplement chapter are detailed below.

**PHA Policy**

The PHA ~~will~~ **follows its MTW Broaden Range of Approved Payment Standards Activity to** establish separate higher payment standards for EHV's. ~~The EHV payment standards will be set at 120 percent of the FMR.~~

At no time will the EHV payment standards fall below the HCV payment standards. If the PHA increases the HCV payment standard, the PHA will also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard.

Chapter 20: Special Purpose Vouchers	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>o Outlines HUD requirements and PHA Policy regarding payment standard schedule for VASH</li> </ul>	<ul style="list-style-type: none"> <li>o Updates PHA Policy on payment standard schedule for the EHV program to align with previously approved flexibilities in the Moving to Work Plan (page 20-45)</li> </ul>

Redline changes in Chapter 20 are detailed below.

**Exception Payment Standards**

To assist VASH participants in finding affordable housing, especially in competitive markets, HUD allows PHAs to establish a HUD-VASH exception payment standard. PHAs may go up to but no higher than 120 percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD through the regular waiver process outlined in Notice PIH 2018-16.

**PHA Policy**

The PHA will **follow its MTW Broaden Range of Approved Payment Standards Activity to** establish separate higher payment standards for HUD-VASH. ~~The HUD-VASH payment standards will be set at 120 percent of FMR.~~

**DETAILED OVERVIEW – ACOP CHANGES**

Home Forward is proposing the following changes to the ACOP. Changes largely align with those made in the Administrative Plan.

Chapter 1: Overview of the Program and Plan	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>o Introduces the organization and its structure</li> </ul>	<ul style="list-style-type: none"> <li>o Clean up and edits to reduce need for regular updates to numbers (page 1-2)</li> </ul>

○ Overview of Home Forward values	○ Updates to align with current organizational values (page 1-3)
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Redline changes in Chapter 1 are detailed below.

**1-1.A. ORGANIZATION AND STRUCTURE OF HOME FORWARD**

Home Forward was established as the Housing Authority of Portland in 1941 in response to a dire need for housing. Since that time, Home Forward has evolved into a broad-reaching organization that develops and manages a range of affordable housing programs. Home Forward ~~currently serves over 15,000 households and more than 33,000 residents. The agency~~ owns and operates public housing units that are directly subsidized by the U.S. Department of Housing and Urban Development (HUD), and also develops and acquires its own affordable housing stock. ~~Taken together,~~ Home Forward oversees ~~6,200~~ housing units, which vary in size, design and location to meet the different needs of our residents. Home Forward also ~~offers-administers~~ HUD-funded Section 8 rent assistance ~~and administers approximately 8,800~~ vouchers through this and other rent assistance programs.

Home Forward is governed by a board of nine officials called “commissioners.” Commissioners are appointed in accordance with state housing law and generally serve in the same capacity as the directors of a corporation. The board of commissioners establishes policies under which Home Forward conducts business, and ensures that those policies are followed by staff. The board is responsible for preserving and expanding the agency’s resources and assuring the agency’s continued viability and success. Formal actions of Home Forward are taken through written resolutions, adopted by the board and entered into the official records of Home Forward.

The principal staff member of Home Forward is the ~~executive-chief executive officer director~~ (CEOED), who is selected and hired by the board. The ~~ED-CEO~~ oversees the ~~day-to-day~~ operations and is directly responsible for carrying out the policies established by the commissioners.

**1-1.D. HOME FORWARD VALUES**

Home Forward is committed to the following values:

- ~~Cornerstone values—Respect, Fairness, and Honesty~~Respect & Compassion
- ~~Organizational values—Service, Support, and Stewardship~~Collaboration & Partnership
- ~~Business values—Partnership, Innovation, and Excellence~~Equity & Justice
- Stewardship & Accountability
- Courage & Ingenuity

Chapter 3: Eligibility	
Current policy	Amended policy
○ Provides the definition of family and household in the public housing program	○ Updates language to provide the revised definition of family per latest HUD notices (page 3-2)
○ Provides the definition of dependent in the public housing program	○ Provides revised definition of dependent and adds the definition of minor per latest HUD notices (page 3-5)

<ul style="list-style-type: none"> <li>○ Provides the definition of foster child and foster adult in the public housing program</li> <li>○ Outlines requirements on family consent to release of information</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates language to provide revised definitions of foster child and foster adult (page 3-8)</li> <li>○ Updates requirements per latest HUD notices to include impact of revoking consent (page 3-14)</li> </ul>
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Redline changes in Chapter 3 are detailed below.

### 3-1.B. FAMILY AND HOUSEHOLD [24 CFR 5.403 and HUD-50058 IB, p. 13]

The terms *family* and *household* have different meanings in the public housing program.

#### Family

To be eligible for admission, an applicant must qualify as a family. The term “*family*” includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

1) A single person, who may be:

(i) an elderly person, displaced person, disabled person, near-elderly person or any other single person; ~~or~~

~~1)(ii)~~ An otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or is at risk of becoming homeless at age 16 or older; or

### 3-1.F. DEPENDENT ~~AND~~ MINOR [24 CFR 5.603]

A *minor* is a member of the family, other than the head of family or spouse, who is under 18 years of age.

~~A *dependent* is a member of the family (which excludes foster children and foster adults) other than the family head or spouse who is under 18 years of age, or is a person with a disability, or is a full-time student, family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: the head of household, spouse, co-head, foster children/adults and live-in aides.~~

### 3-1.K. FOSTER CHILDREN AND FOSTER ADULTS

~~A *Foster-foster adults* is a member of the household who is 18 years of age or older and meets the definition of a foster adult under State law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.6039(e)(2)].~~

A *foster child* is a member of the household who meets the definition of a foster child under State law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction [24 CFR 5.603], child that is in the legal guardianship or custody of a state, county, or private adoption or foster care agency, yet is cared for by foster parents in their own homes, under some kind of short-term or long-term foster care arrangement with the custodial agency.

**3-ILD. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230]**

Home Forward requires each adult family member, and the head of household, spouse, or co-head, regardless of age, to sign form HUD-9886-A, Authorization for the Release of Information/Privacy Act Notice, or Home Forward’s equivalent Release of Information form and other consent forms as needed to collect information relevant to the family’s eligibility and level of assistance. Chapter 7 provides detailed information concerning the consent forms and verification requirements.

Home Forward must deny admission if any member of the applicant family fails to sign and submit consent forms which allow the Agency to obtain information that Home Forward has determined is necessary in administration of the public housing program [24 CFR 960.259(a) and (b)].

Families have the right to revoke consent by providing written notice to Home Forward.

Revocation of consent or refusal to sign the consent forms prohibits Home Forward from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.

If a family revokes consent, they are required to sign a new consent form by the next reexamination, to avoid termination of assistance or be reviewed for eligibility for admission. Families will receive an explanation of the consequences of revoking consent, and the local HUD office will be notified of any family’s revocation of consent.

Chapter 6: Annual Income	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Provides definition of annual income</li> <li>○ Provides an overview of earned income</li> <li>○ Provides overview of children’s earnings</li> <li>○ Provides overview of income earned under certain federal programs</li> <li>○ Outlines periodic payments that are excluded from annual income</li> <li>○ Details how regular contributions or gifts are treated for purposes of determining income</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates definition of annual income to align with latest HUD notices (page 6-2)</li> <li>○ Updates to CFR references throughout (page 6-3, 6-4, 6-10)</li> <li>○ Adds definition of earned income to align with latest HUD notices (page 6-5)</li> <li>○ Updates definition and references for children’s earnings (page 6-6)</li> <li>○ Adds definition of unearned income to align with latest HUD notices (page 6-6)</li> <li>○ Adds definitions of day laborer, independent contractor, and seasonal worker (page 6-6)</li> <li>○ Clarifies that earned income of dependent full-time students is not counted (page 6-7)</li> <li>○ Updates definitions and references for income earned under certain federal programs (page 6-8)</li> <li>○ Updates language and reference for resident service stipend (page 6-8)</li> </ul>

	<ul style="list-style-type: none"> <li>○ Updates language and reference for HUD-funded training programs (page 6-9)</li> <li>○ Strikes reference to EITC payments as this is covered in a broader category under the new definitions per CFR (page 6-9)</li> <li>○ Adds language to lump-sum payments for delayed start of a periodic payment to align with latest HUD guidance (page 6-10)</li> <li>○ Updates language for payments excluded from annual income (page 6-12)</li> <li>○ Adds detail to how gifts are treated as nonrecurring income (page 6-15)</li> <li>○ Updates language on additional exclusions from annual income (page 6-15, 6-16, 6-18)</li> </ul>
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**6-1A. OVERVIEW**

The general regulatory definition of *annual income* shown below is from 24 CFR 5.609.

<p>5.609 Annual income.</p> <p><del>(a) Annual income includes, with respect to the family:</del></p> <p><del>(1) All amounts, not specifically excluded in paragraph (b) of this section, received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and</del></p> <p><del>(2) When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.</del></p> <p><del>(a) means all amounts, monetary or not, which:</del></p> <p><del>(1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or</del></p> <p><del>(2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual recertification effective date; and</del></p> <p><del>(3) Which are not specifically excluded [5.609(e)].</del></p>
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In addition to this general definition, HUD regulations establish policies for treating specific types of income.

Sections 6-1B and 6-1C discuss general requirements and methods for calculating annual income. The rest of this section describes how each source of income is treated for the purposes of determining annual income. ~~HUD regulations present income inclusions and exclusions separately [24 CFR 5.609(b) and 24 CFR 5.609(e)].~~ In this ACOP, however, the discussions of income inclusions and exclusions are integrated by topic (e.g., all policies affecting earned income are discussed together in section 6-1D). Verification requirements for annual income are discussed in Chapter 7.

## 6-I.D. EARNED INCOME

### Definition of Earned Income [24 CFR 5.100, Notice PIH 2023-27]

Earned income means income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

### **Types of Earned Income Not Counted in Annual Income**

#### **Temporary, Nonrecurring, or Sporadic Income [24 CFR 5.609(b)(9)(24)]**

Nonrecurring income, which is income that will not be repeated in the coming year based on information provided by the family. This type of income (including gifts) is not included in annual income. Nonrecurring income includes: Sporadic income is income that is not received periodically and cannot be reliably predicted. For example, the income of an individual who works occasionally as a handyman would be considered sporadic if future work could not be anticipated and no historic, stable pattern of income existed.

- Payments from the U.S. Census Bureau for employment (relating to decennial census or the American Community Survey) lasting no longer than 180 days and not culminating in permanent employment.
- Direct Federal or State payments intended for economic stimulus or recovery.

#### Home Forward

#### Admissions and Continued Occupancy Policies

- Amounts directly received by the family as a result of State refundable tax credits or State tax refunds at the time they are received.
- Amounts directly received by the family as a result of Federal refundable tax credits and Federal tax refunds at the time they are received.
- Gifts for holidays, birthdays, or other significant life events or milestones (e.g., wedding gifts, baby showers, anniversaries).
- Non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization.
- Lump-sum additions to net family assets, including but not limited to lottery or other contest winnings.

#### **Children's Earnings [24 CFR 5.609(b)(31) and 5.609(b)(8)]**

Employment-~~i~~Income earned by children (including foster children) under the age of 18 years is not included in annual income. (See Eligibility chapter for a definition of *foster child~~ren~~*.)

### **Definition of Unearned Income [24 CFR 5.100, Notice PIH 2023-27]**

Unearned income means any annual income, as calculated under 24 CFR 5.609, that is not earned income.

### **Income Earned by a Day Laborer, Independent Contractor, or Seasonal Worker [24 CFR 5.603, Notice PIH 2023-27]**

Income earned as a day laborer, independent contractor, or seasonal worker is not considered nonrecurring income under 24 CFR 5.609(b)(24).

A day laborer is an individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.

An independent contractor is an individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. In general, an individual is an independent contractor if they have the right to control or direct only the conduct of the work. For example, while instructions and route information are generally provided, third-party delivery and transportation service providers are considered independent contractors unless state law dictates otherwise. In addition, individuals considered “gig workers,” such as babysitters, landscapers, rideshare drivers, and house cleaners, typically fall into the category of independent contractor.

A seasonal worker is an individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry. Some examples of seasonal work include employment limited to holidays or agricultural seasons. Seasonal work may include but is not limited to employment as a lifeguard, ballpark vendor, or snowplow driver.

#### ***Certain Earned Income of Full-Time Students***

Earned income of dependent full-time students in excess of the amount of the deduction for a dependent in 5.611 is Earnings for each full-time student (except for the head, spouse, or co-head) are not counted [24 CFR 5.609(eb)(144) and MTW Plan]. To be considered “full-time,” a student must be considered “full-time” by an educational institution with a degree or certificate program [HCV GB, p. 5-29].

#### ***Income of a Live-in Aide***

Income earned by a live-in aide, as defined in [24 CFR 5.403], is not included in annual income [24 CFR 5.609(b)(58)].



***Income Earned under Certain Federal Programs [24 CFR 5.609(b)(17)(2)]***

Income from some federal programs is specifically excluded from consideration as income, including:

- ~~Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42~~
- ~~U.S.C. 5044(g), 5058)~~
- ~~Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program; Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b))~~
- ~~Incremental earnings and benefits resulting to any family member from participation in training programs funded by HUD or in qualifying Federal, State, Tribal, or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program unless those amounts are excluded. Awards under the federal work study program (20 U.S.C. 1087(m)).~~
- ~~Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f)).~~
- ~~Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d)).~~
- ~~Allowances, earnings, and payments to participants in programs funded under the Workforce Investment Act of 1998 (29 U.S.C. 2931).~~

***Resident Service Stipend [24 CFR 5.6900(e)(812)(iviii)]***

Amounts received under a resident service stipend not to exceed \$200 per month are not included in annual income. A resident service stipend is a modest amount (~~not to exceed \$200 per individual per month~~) received by a resident for performing a service for Home Forward, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the Home Forward's governing board. No resident may receive more than one such stipend during the same period of time.

***HUD-Funded Training Programs***

~~Incremental earnings and benefits resulting to any family member from participation in~~ Amounts received under training programs funded in whole or in part by HUD [24 CFR 5.609(b)(812)(iv)] are excluded from annual income. ~~Eligible sources of funding for the training include operating subsidy, Section 8 administrative fees, and modernization, Community Development Block Grant (CDBG), HOME program, and other grant funds received from HUD.~~

***Earned Income Tax Credit***

~~Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(i)), are excluded from annual income [24 CFR 5.609(c)(17)]. Although many families~~

### **Lump-Sum Payments for the Delayed Start of a Periodic Payment**

Most lump sums received as a result of delays in processing periodic payments, such as unemployment or welfare assistance, are counted as income. However, deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts ~~lump-sum receipts for the delayed start of periodic social security or supplemental security income (SSI) payments are not counted as income [CFR 5.609(b)(164)]. Additionally, any deferred disability benefits that are received in a lump sum or in prospective monthly amounts from the Department~~

### **Periodic Payments Excluded from Annual Income**

- ~~Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone) [24 CFR 5.609(b)(24)]. This income exclusion also applies to Kinship Guardian Assistance Payments (KinGAP), kinship care payments, and other state-based kinship or guardianship payments that are alternatives to traditional foster care programs [Notice PIH 2023-27]. Kinship care payments are considered equivalent to foster care payments and are also excluded from annual income [Notice PIH 2008-40]. Home Forward will exclude payments for the care of foster children and foster adults only if the care is provided through an official arrangement with a local welfare agency [HCV-GB, p. 5-18].~~
- ~~Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(e)(16)]~~
- ~~Amounts received under the Low Income Home Energy Assistance Program (42 U.S.C. 1626(e)) [24 CFR 5.609(e)(17)]~~
- ~~Amounts received under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q) [24 CFR 5.609(e)(17)]~~
- ~~Earned Income Tax Credit (EITC) refund payments (26 U.S.C. 32(j)) [24 CFR 5.609(e)(17)]. Note: EITC may be paid periodically if the family elects to receive the amount due as part of payroll payments from an employer.~~
- Lump sums received as a result of delays in processing Social Security and SSI payments [24 CFR 5.609(b)(416)].
- Lump-sums or prospective monthly amounts received as deferred disability benefits from the Department of Veterans Affairs (VA) [24 CFR 5.609(b)(16)].

### **Regular Contributions or Gifts**

Home Forward must count as income regular monetary and nonmonetary contributions or gifts from persons not residing with a tenant family [24 CFR 5.609(b)(7)]. Gifts for holidays, birthdays, or other significant life events or milestones (e.g., wedding gifts, baby showers, anniversaries) as well as non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization are considered nonrecurring income and are not counted ~~Temporary, nonrecurring, or sporadic income and gifts are not counted [24 CFR 5.609(eb)(924)].~~ Examples of regular contributions include: (1) regular payment of a family's bills (e.g., utilities, telephone, rent, credit cards, and car payments), (2) cash or other liquid assets provided to any family member on a regular basis, and (3) "in-kind" contributions such as groceries and clothing provided to a family on a regular basis.

## 6-I.K. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

Other exclusions contained in 24 CFR 5.609(eb) that have not been discussed earlier in this chapter include the following:

- Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical expenses for any family member [24 CFR 5.609(b)(6)].
- ~~Reimbursement of medical expenses [24 CFR 5.609(e)(4)]~~
- All assistance received under 479B of the Higher Education Act by students participating in the Public Housing or non-Section 8 programs administered by MFH is excluded from income. Other student financial assistance received by the student that, either by itself or in combination with HEA assistance, exceeds the actual covered costs is not excluded from income. The full amount of student financial assistance paid directly to the student or to the educational institution [24 CFR 5.609(eb)(69)]. Regular financial support from parents or guardians to students for food, clothing personal items, and entertainment is not considered student financial assistance and is included in annual income.
- Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program [24 CFR 5.609(eb)(812)(iii)]
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(eb)(4013)]
- Adoption assistance payments in excess of the amount of the deduction for a dependent in § 5.611. [24 CFR 5.609(eb)(152) and FY 2012-MTW Plan]
- Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit. Refunds or rebates on property taxes paid on the dwelling unit [24 CFR 5.609(eb)(185)]
- Payments made by or authorized by a State Medicaid agency (including through a managed care entity) or other State or Federal agency to a family to enable a family member who has a disability to reside in the family's assisted unit. Authorized payments may include payments to a member of the assisted family through the State Medicaid agency (including through a managed care entity) or other State or Federal agency for caregiving services the family member provides to enable a family member who has a disability to reside in the family's assisted unit. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(eb)(196)]
- Payments related to aid and attendance under 38 U.S.C. 1521 to veterans in need of regular aid and attendance.
- Amounts that HUD is required by Federal statute to exclude from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in paragraph (b) of this section apply. HUD will publish a notice in the Federal Register to identify the benefits that qualify for this exclusion. Updates will be published when necessary. Amounts specifically excluded by any other federal statute [24 CFR 5.609(eb)(1722)]. HUD publishes an updated list of these exclusions periodically. It includes:
  - (x) Achieving a Better Life Experience (ABLE) accounts and the income generated from such accounts is not considered when calculating income from assets. Distributions from these accounts are also excluded from income [Notice PIH 2023-27].

Exhibit 6-1: Qualifying Expenses for Identified Phase-In Households	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Provides definition of medical expenses</li> <li>○ Provides definition of dependent</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates definition to the term “health and medical expenses” to align with latest HUD notices (page 6-25)</li> <li>○ Updates definition of dependent to align with latest HUD notices (page 6-27)</li> </ul>

Redline changes in Chapter 6 are detailed below.

**Definition of Medical Expenses**

HUD regulations define *health and medical expenses* at 24 CFR 5.603(b) to mean “any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed, medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.” ~~Home Forward uses the most current IRS Publication 502, *Medical and Dental Expenses*, will be used to determine the costs that qualify as medical expenses.~~

**DEPENDENT [24 CFR 5.603]**

~~A dependent is a member of the family (which excludes foster children and foster adults) other than the family head or spouse who is under 18 years of age, or is a person with a disability, or is a full-time student, a family member who is under 18 years of age or a person of any age who is a person with a disability or a full time student, except that the following persons can never be dependents: the head of household, spouse, co-head, foster children/adults and live-in aides.~~

Chapter 7: Verification	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>○ Outlines requirement for family consent to release of information</li> </ul>	<ul style="list-style-type: none"> <li>○ Updates requirements to include information on revoking consent (page 7-2)</li> </ul>

Redline changes in Chapter 7 are detailed below.

**Penalties for Failing to Consent [24 CFR 5.232]**

If any family member who is required to sign a consent form fails to do so, Home Forward will deny admission to applicants and terminate the lease of residents. The family may request a hearing in accordance with the Home Forward's grievance procedures.

**Revocation of Consent [24 CFR 5.230(c)(5)(iii); 24 CFR 5.232(c); 891.105; 891.410(g)(3)(ii); and 891.610(g)(3)(ii)]**

Families have the right to revoke consent by providing written notice to the PHA.

Revocation of consent or refusal to sign the consent forms prohibits the PHA from requesting and accessing income information and financial records, including pulling EIV reports and using the EIV data to verify income.

If a family revokes consent, they are required to sign a new consent form by the next reexamination, to avoid termination of assistance or be reviewed for eligibility for admission. Families will receive an explanation of the consequences of revoking consent, and the local HUD office will be notified of any family's revocation of consent.

Chapter 15: Program Integrity	
Current policy	Amended policy
<ul style="list-style-type: none"> <li>o Outlines requirements for Home Forward-caused errors or program abuse</li> </ul>	<ul style="list-style-type: none"> <li>o Updates requirements to include information on de minimis errors and how staff will correct errors (page 15-5)</li> </ul>

Redline changes in Chapter 15 are detailed below.

**De Minimis Errors [24 CFR §§ 5.609(c)(4); 5.657(f); 960.257(f); 982.516(f); 882.515(f); 882.808(j)(5); 891.105; and 891.655 and Notice PIH 2023-27]**

Home Forward will not be considered out of compliance solely due to de minimis errors in calculating family income. De minimis errors occur when Home Forward's determination of a family's income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (or \$360 in annual adjusted income). PHAs will not be issued a finding by HUD for de minimis errors in income calculation.

When Home Forward becomes aware of the existence of an income calculation error, staff are obligated to correct the error(s) retroactive to the effective date of the action the error was made regardless of the dollar amount associated with the error. PHAs must take corrective action to credit or repay a family if the family was overcharged tenant rent, including when Home Forward makes de minimis errors in the income determination. Families will not be required to repay in instances where Home Forward miscalculates income resulting in a family being undercharged for rent.

## **CONCLUSION**

Accordingly, staff request approval for changes to Chapters 3, 6, 7, 12, 14, 16, TPS, and 20 of the Administrative Plan and throughout the ACOP.

## **ATTACHMENTS**

Given the length of this memorandum and the redline excerpts provided above, full copies of the redline or blackline versions of each chapter and the ACOP are not attached but can be provided upon request.



## RESOLUTION 25-03-03

**RESOLUTION 25-03-03 AUTHORIZES HOME FORWARD STAFF TO AMEND CHAPTERS 3, 6, 7, 12, 14, 16, TEMPORARY POLICY SUPPLEMENT, AND 20 OF HOME FORWARD'S ADMINISTRATIVE PLAN AND ITS ADMISSIONS AND CONTINUING OCCUPANCY POLICY (ACOP)**

**WHEREAS**, the Department of Housing and Urban Development (HUD) permits a Public Housing Authority to amend and modify its Administrative Plan and Admissions and Continued Occupancy Policy with Board of Commissioners' approval; and

**WHEREAS**, on September 29, 2023, HUD released Notice PIH 2023-27, reissued on February 2, 2024, as Notice H 2023-10, providing Implementation Guidance: Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA); and

**WHEREAS**, on December 17, 2024, HUD released Notice PIH 2024-38 Housing Opportunity Through Modernization Act (HOTMA) Sections 102 and 104: Updated Guidance to Public Housing Authorities (PHAs) on Compliance; and

**WHEREAS**, Home Forward proposes amendments to Chapters 3, 6, 7, 12, 14, 16, TPS, and 20 of the Administrative Plan and throughout the ACOP to incorporate the updates outlined the above referenced notices; and

**WHEREAS**, from time to time, Home Forward reviews its programmatic policy documents to bring them into alignment with current policies, practices, statutes, and regulations; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Home Forward that Home Forward staff is authorized to make the changes to Chapters 3, 6, 7, 12, 14, 16, TPS, and 20 of the Administrative Plan and throughout the ACOP as outlined in the March 18, 2025 Memorandum from Home Forward staff to the Board of Commissioners.

ADOPTED: MARCH 18, 2025

Attest:

Home Forward:

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Ivory N. Mathews, Secretary

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Matthew Gebhardt, Chair



# STAFF REPORTS



MEMORANDUM

To: Board of Commissioners

Date: March 18, 2025

From: Terren Wing  
Director, Strategy & Federal Policy  
503.545.7796

Subject: Fiscal Year 2024 Moving to Work  
Report & Fiscal Year 2025 Moving  
to Work Plan Approval

The purpose of this memorandum is to update the Board of Commissioners on the Fiscal Year (FY) 2024 Annual Moving to Work (MTW) Report and FY 2025 MTW Plan. This briefing is informational only and no action is required.

**BACKGROUND**

Home Forward participates in the Moving to Work (MTW) program, administered by the Department of Housing and Urban Development (HUD), which affords significant policy, regulatory, and financial flexibility in the administration of the traditional Housing Choice Voucher (Section 8) and public housing (Section 9) programs. HUD assesses Moving to Work agencies and proposed activities in relation to three primary statutory objectives:

- Reduce cost and achieve greater cost effectiveness in federal expenditures;
- Give incentives to families with children where the head of household is working, 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;
- Increase housing choices for eligible low-income families.

Home Forward has advanced MTW activities touching on various policies, including rent-setting, our family self-sufficiency program, inspections, landlord certifications, voucher program leasing success, utility allowances, rent reasonableness, payment standards, project-based vouchers, local housing bonds, voucher program preferences and set asides, and income certification. After an activity is approved, Home Forward is also obligated to

submit an annual report detailing its progress toward the objectives proposed in its prior year's annual MTW plan.

## **OVERVIEW**

This year's report corresponds to Home Forward's fiscal year 2024 (January 1, 2024 – December 31, 2024). The report demonstrates that Home Forward continues to utilize its MTW flexibilities to reduce costs, increase housing choices for low-income families, and help move households toward self-sufficiency.

## **MTW ANNUAL REPORT**

HUD recently updated its prescribed HUD Form 50900, which outlines the requirements for the annual MTW Report and Plan. These changes offer MTW agencies more options in how we report on metrics and progress of our work during the year. HUD no longer requires that MTW agencies provide a Board resolution authorizing the submission of the MTW Report, as it has in prior years. As such, this memorandum to the Board is intended to provide an update on Home Forward's continuing efforts to meet its reporting obligations as an MTW agency without the request for Board authorization. The FY 2024 MTW Report will be submitted to HUD by March 31, 2025.

## **MTW ANNUAL PLAN**

This year's 2025 MTW Plan was just approved by HUD. The annual Plan outlines Home Forward's short- and long-term goals and objectives to be accomplished during the plan year. Home Forward submitted the first version of the FY 2025 Plan to HUD in October 2024, as authorized by this Board. Since that time, HUD provided several rounds of comments, and Home Forward provided responses and edits in turn.

Home Forward did not propose any new activities in the 2025 MTW Plan, but focused instead on fine-tuning existing activities. For example, one change that we proposed, and HUD approved, is to an existing activity that allows us certain flexibilities in how we calculate rents. HUD approved a change that will allow Home Forward to exclude the value of a resident service stipend in excess of \$200 per month from the rent calculation. This non-significant change supports Home Forward's strategic goals around resident engagement and empowerment.

One effort in this year's plan was to update various references to Home Forward's continuing activities. This removed superfluous or outdated information on prior initiatives and ensured that the current document reflects current work within Home Forward and in alignment with our broader community.

## CONCLUSION

Home Forward continues to use the MTW program to provide flexible local solutions to address housing and homelessness in our community. Our efforts have earned us distinction at the federal level for innovation in policy development and program design. This report updates the Board of Commissioners on Home Forward's 2024 MTW Report while looking toward the future with HUD's approval of the 2025 MTW Plan that will continue to guide our primary programs in the year ahead.

**Procurement & Contracts Department  
MONTHLY CONTRACT REPORT  
Contracts Approved 1/01/25 - 02/28/25**

PUBLIC IMPROVEMENT  
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3528	0	Walsh Construction Co.	\$24,949.00	Alcove gate installation at Fairfield	DCR	1/21/2025	9/30/2025
C3585	0	MJ General Contractors	\$23,500.00	Fire damage reconstruction at Ruth Haefner	Property Management	2/25/2025	5/31/2025
<b>Subtotal</b>			<b>\$48,449.00</b>				<b>2</b>

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3537	0	Environmental Works	\$3,000.00	Radon Testing at Goose Hollow Lofts	DCR	1/9/2025	6/30/2025
C3531	0	EV United	\$35,620.00	Purchase and install 1 EV Charger at Fir Acres	IFS	1/27/2025	6/30/2025
C3548	0	Carbonell Cleaning Solutions	\$19,075.00	Custodial cleaning services at Sellwood Center	Property Management	1/31/2025	1/14/2026
C3559	0	Carbonell Cleaning Solutions	\$11,520.00	Custodial cleaning services at Gallagher Plaza	Property Management	1/31/2025	1/27/2026
C3544	0	Carbonell Cleaning Solutions	\$14,820.00	Landscaping at Tukwila	Property Management	2/4/2025	1/31/2026
C3556	0	PacificWRO	\$125,953.38	FF&E at Dekum	DCR	2/5/2025	8/8/2025
C3570	0	Harrity Tree Specialists	\$17,270.00	Tree removal at Sequoia Square Apartments	DCR	2/5/2025	7/31/2025
C3549	0	Eclipse Security Service	\$58,800.00	Security services at Demar downs, floresta, harlod lee, hunters run, powellhurst woods, tillicum south, tillicum north, townhouse terrace	Property Management	2/6/2025	12/31/2025
C3571	0	Carbonell Cleaning Solutions	\$13,020.00	Landscaping at Dahlke	Property Management	2/6/2025	2/4/2026
C3558	0	Hughes Electrical	\$48,502.00	EV Charger install at Dekum Ct	DCR	2/7/2025	7/18/2025
C3562	0	Hughes Electrical	\$71,144.00	EV Charger install at Holgate House	IFS	2/7/2025	8/25/2025
C3563	0	Hughes Electrical	\$35,038.00	EV Charger install at Schrunk	IFS	2/7/2025	8/25/2025

C3564	0	EV United	\$42,662.00	EV Charger install at Stark Manor	IFS	2/7/2025	8/25/2025
C3565	0	Hughes Electrical	\$34,304.00	EV Charger install at Tillicum N	IFS	2/7/2025	8/25/2025
C3574	0	Johnson Controls Fire Protection	\$18,259.00	5 Yr Pipe and Valve Inspection at NMW	IFS	2/18/2025	6/1/2025
C3582	0	Metro Access Control	\$23,052.00	Install additional fob readers at Fairfield	DCR	2/20/2025	9/30/2025
C3560	0	Carbonell Cleaning Solutions	\$13,152.00	Custodial cleaning services at Williams Plaza	Property Management	2/24/2025	1/28/2026
C3561	0	Carbonell Cleaning Solutions	\$8,640.00	Custodial cleaning services at Medallion	Property Management	2/24/2025	1/28/2026
C3584	0	Sign Wizards	\$7,250.00	Fairfield building name signage	DCR	2/27/2025	12/31/2025
<b>Subtotal</b>			<b>\$601,081.38</b>				<b>19</b>

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3501	0	Haley and Aldrich	\$5,400.00	Broadway Corridor Phase I ESA	DCR	1/2/2025	4/30/2025
C3524	0	Pegasus Moving & Cleaning	\$479,440.00	Housekeeping services for CHSP at Dahlke Manor, Holgate House, Rosenbaum, Unthank, and Grace Peck; Rule 46-0340	Community Services	1/6/2025	12/31/2025
C3529	0	Cornerstone Community Housing	\$117,112.32	Resident Services at Hazel Ying Lee Apartments; Rule 46-0340	Community Services	1/6/2025	12/31/2025
C3302	0	Sharita Towne	\$35,000.00	art consultant to help facilitate the selection of public artists and implementation of the artwork for the Dekum Redevelopment.	DCR	1/8/2025	9/30/2024
C3530	0	Impact Northwest	\$325,419.38	Case Management Services for CHSP buildings; Rule 46-0340	Community Services	1/9/2025	12/31/2025
C3541	0	Birdee Media	\$35,000.00	Website development and maintenance for nonprofit	Executive	1/9/2025	12/31/2028
C3535	0	Model Integrity LLC	\$50,000.00	Strategic Planning, Coaching, and Facilitation	Executive	1/13/2025	1/31/2026
C3536	0	Pegasus Moving & Cleaning	\$30,000.00	Referral-based housekeeping services for Community Services properties, including pest treatment prep	Community Services	1/13/2025	12/31/2025
C3550	0	Polaris Leadership Consulting	\$5,000.00	On-call coaching and facilitating	T&OD	1/15/2025	1/15/2026
C3534	0	Home Instead	\$179,640.00	Personal care and housekeeping services for all 5 CHSP sites; Rule 46-0340	Community Services	1/17/2025	12/31/2025
C3506	0	Columbia West Engineering	\$2,750.00	Add health and safety plan for contaminated soil; add drums to store drill cuttings	DCR	1/21/2025	12/31/2028

C3538	0	Trash for Peace	\$20,060.00	Weekly youth services at Gateway, Gladstone, Sequoia, and Multnomah Manor	Community Services	1/21/2025	12/31/2025
C3546	0	Dena Ford-Avery	\$50,000.00	On-call consulting and support for Rent Assistance department	Rent Assistance	1/21/2025	12/31/2025
C3532	0	NARA	\$650,000.00	Admin of RLRA (23-24)	Rent Assistance	1/22/2025	9/1/2024
C3533	0	NARA	\$980,872.00	Admin of RLRA (24-25)	Rent Assistance	1/22/2025	7/1/2025
C3545	0	Dr. Yaejoon Kwon	\$3,750.00	Research supporting the renaming of Dekum Court	DCR	1/22/2025	12/31/2025
C3552	0	CSG Advisors	\$40,000.00	Closeout consulting	DCR	1/27/2025	2/28/2026
C3543	0	Amanda Morris	\$35,551.00	Foot care at 13 Home Forward high rises	Community Services	1/27/2025	12/31/2025
C3540	0	Free Geek	\$40,000.00	Digital equity and navigation services for 3-5 low income housing buildings	Community Services	1/31/2025	12/31/2025
C3539	0	Our Just Future/Human Solutions	\$43,686.00	20 hours per week of resident services at Gateway Park, Sequoia Square, and Multnomah Manor	Community Services	2/4/2025	12/31/2025
C3567	0	Haven Coaching LLC	\$5,000.00	On-call coaching and facilitating	T&OD	2/5/2025	1/29/2026
C3551	0	A Hive, Inc	\$5,000.00	On-call coaching and facilitating	T&OD	2/10/2025	1/15/2026
C3555	0	Worksystems, Inc.	\$47,500.00	Provides a WorkSource liaison for training and technical assistance to the APN career coach	Community Services	2/10/2025	12/31/2026
C3519	0	LHH Recruitment Solutions	\$100,000.00	On-Call Temporary Labor Staffing	HR	2/18/2025	12/11/2025
C3569	0	Trash for Peace	\$42,722.00	Youth Services at The Ellington	Community Services	2/18/2025	12/31/2025
R3579	0	Home Forward	\$201,928.00	Resident services for Grace Peck Terrace	Community Services	2/19/2025	12/31/2029
C3568	0	Robert Half Inc.	\$36,000.00	Temp: Guadalupe P. Accounting/Audit Support	FAAM	2/20/2025	3/17/2025
C3573	0	Megan Ashlock	\$37,400.00	Youth Leadership Academy program coordination	Community Services	2/20/2025	12/31/2025
C3581	0	Responsible Media Group	\$5,000.00	Strategic Consultation; Meeting Facilitation	Executive	2/20/2025	6/30/2025
C3576	0	Robert Half Inc.	\$600,600.00	Temp: Michelle M. - SharePoint Platform Implementation	IT	2/24/2025	1/31/2027
C3577	0	Robert Half Inc.	\$116,480.00	Temp: Martin L. - Deployment of Laptops for 2024-2025	IT	2/24/2025	7/31/2025
C3583	0	Birdee Media	\$1,000.00	Photography services at Career Fair	T&OD	2/24/2025	3/31/2025
C3554	0	Walsh Construction	\$77,500.00	Group 8 Design-Build - Holgate House (Pre-Construction)	DCR	2/25/2025	11/30/2026

C3566	0	Elevate	\$17,000.00	Energy modeling for Civic Station	DCR	2/26/2025	12/31/2025
C3586	0	Robert Half Inc.	\$80,000.00	Temp Services: Cynthia A.	Executive	2/26/2025	12/31/2025
<b>Subtotal</b>			<b>\$4,501,810.70</b>				<b>35</b>

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3553	0	Walsh Construction	\$78,000.00	Group 8 Design-Build - Ruth Haefner (Pre-Construction)	DCR	2/4/2025	11/30/2026
C3575	0	Bryce Allison Architect	\$85,000.00	Goose Hollow Lofts AH conversion	DCR	2/16/2025	2/7/2028
<b>Total</b>			<b>\$163,000.00</b>				<b>2</b>

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3071	2	Trauma Intervention Program TIPNW	\$12,000.00	Trauma informed care services and counseling for HF residents; Training and consultation for HF staff; amended to extend contract	Community Services	1/6/2025	12/31/2025
C3161	2	Lift Urban Portland	\$20,000.00	Monthly food boxes for high rise properties downtown; amended to extend contract	Community Services	1/9/2025	12/31/2025
C2436	4	John Keating	\$-	On- call grant writing, consultation, and fund development; amended to extend contract	Community Services	1/13/2025	12/31/2025
C2606	3	Pegasus Moving & Cleaning	\$50,000.00	Packing and moving services for relocation; amended to extend contract and add funds	DCR	1/13/2025	12/31/2025
C2662	4	Trash for Peace	\$7,638.00	Resident support and services for Clackamas County; amended to extend contract	Community Services	1/13/2025	12/31/2025
C3267	2	Trash for Peace	\$19,536.00	Youth engagement at Rockwood Station/Landing, Madrona, and Fairview Oaks/Woods; amended to add funds for summer camps	Community Services	1/13/2025	12/31/2025
C3056	2	Bryan Potter Design	\$10,000.00	Graphic Design Services; amended to extend contract	DCR	1/14/2025	1/9/2026
C2954	3	Day One Tech	\$8,912.00	Educational support, STEM activities, and summer programming; amended to extend contract	Community Services	1/17/2025	12/31/2025
C3033	2	Epic Land Solutions	\$-	Resident Relocation at Grace Peck Terrace; amended to add time	DCR	1/17/2025	12/31/2024
C3289	1	Woloshin Communications	\$2,020.00	Workshops for Home Forward seniors; amended to extend contract	Community Services	1/17/2025	12/31/2025



C3516	1	Harrity Tree Specialists	\$50.00	Correcting contract amount	DCR	1/21/2025	5/1/2025
C3271	2	Gordon & Rees LLP	\$-	Legal Representation of Home Forward; amended to add time	Executive	1/21/2025	4/30/2025
C2868	20	Walsh Construction Co.	\$273,414.48	Dekum CO #16	DCR	1/22/2025	9/30/2025
C3451	1	Idea Language Services LLC	\$-	Extending contract time	T&OD	1/22/2025	2/28/2025
C3291	1	Clair Company, Inc	\$10,000.00	Adding special inspection	DCR	1/24/2025	12/31/2025
C3192	1	West Coast Landscape LLC	\$30,016.00	Landscaping at Lexington, Cora, Chateau, and scattered sites	Property Management	1/27/2025	12/31/2025
C3320	1	Hannah Bryant Design + Consulting	\$-	Consulting planner services to assist with land use work necessary to advance Home Forward's Homeownership initiative; amended to add time	DCR	1/31/2025	12/31/2025
C3468	1	Portland Foot Care Clinic	\$27,900.00	Monthly foot care clinics for 10 residents; amended to extend contract	Community Services	2/6/2025	12/31/2025
C2965	7	LMC, Inc.	\$63,695,436.00	GMP Amendment	DCR	2/12/2025	2/1/2027
C3251	5	Hacker Architects	\$279,549.00	ASR 6-8	DCR	2/12/2025	6/30/2027
C3493	1	KPFF	\$16,900.00	Survey, document and record a property line adjustment	DCR	2/12/2025	12/31/2025
C2763	4	Greenfield Geotechnical	\$12,495.00	Additional geotech services; unforeseen conditions	DCR	2/18/2025	12/1/2025
C3330	1	Dudek	\$-	HUD Environmental Assessment for Civic Station; amended to add time	DCR	2/18/2025	12/31/2025
C3332	2	Akana	\$37,530.00	Design revisions and additional CA time	DCR	2/18/2025	12/31/2025
C3507	1	Victor Trejo	\$36,668.00	Design art sculptures for the Troutdale Project; amended to add scope of work	DCR	2/18/2025	12/31/2025
C3553	1	Walsh Construction	\$-	Updating insurance exhibit	DCR	2/18/2025	11/30/2026
C3421	1	Eliminate Girl Hate	\$-	Career development for HF employees; amended to add time	T&OD	2/18/2025	6/1/2025
C2447	15	Hacker Architects	\$98,089.00	Additional CA; allowances and add-backs	DCR	2/20/2025	12/31/2025
C2447	16	Hacker Architects	\$9,451.00	Additional structural costs & coordination with NAYA	DCR	2/20/2025	12/31/2025
C2568	3	Eclipse Security Service	\$49,200.00	Security services at Madrona, Alderwood, Eastwood Court, Stark Street Manor, Fir Acres; amended to extend contract	Property Management	2/20/2025	12/31/2025
C3236	1	Le Chevallier Strategies	\$10,000.00	amending scope and updating compensation agreement	Executive	2/20/2025	12/31/2025
C2445	11	Lever Architects	\$5,840.00	Additional services	DCR	2/24/2025	6/30/2025

C3246	1	Chocolate Milk Diplomacy	\$2,200.00	Career Development Program; amended to update scope	T&OD	2/24/2025	12/31/2025
<b>Subtotal</b>			<b>\$64,724,844.48</b>				<b>33</b>

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

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
<b>Subtotal</b>			<b>\$0.00</b>				<b>0</b>
<b>Total</b>			<b>\$70,039,185.56</b>				<b>91</b>

**Procurement & Contracts Department  
FUTURE FORMAL PROCUREMENTS  
Look Ahead - March 2025**

Estimated Contract Amount	Description	Dept.	Solicitation Period
\$1.650 million	A&E for N. Maryland	DCR	Spring 2025
\$13.2 million	CM/GC for N. Maryland	DCR	Spring 2025
500k	Goose Hollow Apts Renovations	DCR	Summer 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
600k	Cesar Apartments Construction Project	DCR	TBD