

Statement of Policies

1. Application:

- a. All applications must be complete, including necessary signature, and all required attachments must be included or indicated that they are being sent by a 3rd party (recommendations, etc.). Any application that is incomplete or missing appropriate attachments may be disqualified.
- b. Applications must be submitted to the Scholarship Committee postmarked no later than May 15th. Should May 15th fall on a Sunday, applications will need to be postmarked no later than May 14th.

2. Funds: The Board of Directors of the Portland Housing Services Corporation (PHSC) shall make funding available for the purpose of distributing the Portland Housing Authority Scholarship. PHSC will seek donations and grants to increase the scholarship funds available which will affect the value and number of awards given.

3. Scholarship Committee: The PHA Board of Commissioners shall appoint a committee to review applications for this scholarship and make recommendations based upon the Scholarship Criteria.

- a. The committee shall be comprised of one (1) member of the PHA Board of Commissioners, one (1) PHA senior staff member, and one (1) community leader from the private sector.
- b. The committee shall determine for itself the number and duration of its meetings. These meetings shall be closed to the public to avoid any outside influence.
- c. The PHA shall make available to the selection committee such information on the resources of the PHSC and the applicants for scholarships as the selection committee may reasonably request from time to time.
- d. The committee reserves the right to interview the candidates and to call upon any references, parents, guardians, or school officials to verify the information contained in the application.
- e. No committee member shall participate in any decision of an application if they are in any way related to the applicant.
- f. The Committee shall try to make potential applicants for awards aware of the Scholarship's existence, to encourage applications to be made, and to provide information about the Scholarship and awards to potential applicants and other interested persons in an efficient and timely manner.
- g. It is PHSC's intent to follow the progress of grantees in their academic endeavors and provide mentorship and resources to ensure the continued academic success of the recipients.

4. Review and Selection:

- a. Following receipt of the completed application forms and supporting documents, the Scholarship Committee may invite final candidates to a personal interview with the Committee.
- b. Screening, evaluation, and selection will be conducted by the Committee no later than June 31st.
- c. The Committee will present its recommendations to the Board for approval in July.
- d. Recipients will be notified of their selection and award by July 30th.
- e. Selection of the winners shall be based on academic performance (effort, attitude, as well as grades), civic engagement, essay, references, and the financial needs of the applicants.
- f. The Portland Housing Authority will ensure that scholarship recipients are selected without regard to race, color, religion, national origin, marital status, gender, age, sexual orientation, or handicapping condition by adhering to the policies written in the Portland Housing Authority's Affirmative Action plan (except where such constitutes a bona fide qualification permitted by law).

5. Awards:

- a. Awards may only be granted to those who meet the eligibility requirements and have submitted a complete application with all required attachments.
- b. The number of awards and amount shall be determined by the Scholarship Committee based on the number of responses and limited to the amount of funds available for distribution.
- c. Annual awards shall not exceed \$5,000.00 to any one recipient.
- d. Funds will be paid directly to the scholarship awardee and may be used for expenses relating to their education (recognizing the broad scope of expenses that can impact the accessibility of higher education).
- e. It shall be understood that these grants in themselves will not be sufficient to cover any or all of the gaps a student may be experiencing in meeting expenses to attend a post-secondary institution and that they are meant to help alleviate the shortfalls a student may be facing.
- f. No award shall be made for a period in excess of one academic year. Applicants and recipients are eligible to reapply in future years so long as they meet all eligibility requirements for the new application period and reported how their scholarship funds were used to support their education after the completion of their fall semester.

6. Forfeiture of Awards:

- a. Failure to provide the PHA with verification of enrollment and student ID number within thirty (30) days of receipt of notification of selection shall result in forfeiture of award.
- b. Recipients of PHA scholarships shall forfeit their awards if they leave school before completion of their first or current semester and shall reimburse the Portland Housing Services Corporation.
- c. In the event the Board of Directors becomes aware of any misapplication of scholarship funds, it shall use its best efforts to recover the misapplied funds and to ensure that no additional scholarship funds are misapplied by the particular recipient or institution.