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**HOMES FOR GOOD HOUSING AGENCY**  
**BOARD OF COMMISSIONERS MEETING**  
**WEDNESDAY AUGUST 28<sup>TH</sup>, 2019**

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- IX. ORDER 19-28-08-06H— IN THE MATTER OF AUTHORIZING THE ACQUISITION AND FINANCING OF REAL PROPERTY IN EUGENE, OREGON FOR THE DEVELOPMENT OF RAD PHAS II PROJECTS
- X. ORDER 19-28-08-07H— IN THE MATTER OF AUTHORIZING THE APPROVAL OF A SIGNIFICANT AMENDMENT TO THE PHA PLAN FOR THE RAD PHASE II PROJECTS
- XI. DISCUSSION— 2020 ANNUAL AGENCY BUDGET WORK SESSION
- XII. EXECUTIVE DIRECTOR REPORT



# AGENDA

## Homes for Good Housing Agency



### BOARD OF COMMISSIONERS

#### Location of the meeting:

Board of County Commissioners Conference Room, Public Service Building, 125 East 8<sup>th</sup> Avenue, Eugene, OR, 97401

Phone: 541.682.2506

The meeting location is wheelchair-accessible. Anyone needing special accommodations (deaf, people with hearing loss, language translation, chemical sensitivity needs, and large print copies of agenda), please make your request at least 48 hours prior to the meeting.

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### Wednesday, August 28th, 2019

(1:30 p.m.) Board of County Commissioners Conference Room, Public Service Building, 125 East 8th Avenue, Eugene, OR, 97401

**Note: For this board meeting the regularly scheduled Public Comment will take place at 3:15pm**

#### 1. PUBLIC HEARING: Homes for Good PHA Annual and 5-Year Plan, RAD Significant Amendment (Spencer McCoy, Project Developer) —10 Minutes

#### 2. ADJUSTMENTS TO THE AGENDA

#### 3. COMMISSIONERS' BUSINESS

#### 4. EMERGENCY BUSINESS

#### 5. ADMINISTRATION

- A. Approval of Minutes: 07/24/2019
- B. **ORDER 19-28-08-01H**— In the Matter of Acknowledging Former and Current Discriminatory Practices in Oregon (Emily Yates, Family Self Sufficiency Coordinator) (Estimated 10 Minutes)
- C. **ORDER 19-28-08-02H** — In the Matter of Authorizing the Development and Financing of The Commons on MLK Affordable Housing Development (Nora Cronin, Project Developer) (Estimated 10 minutes)
- D. **ORDER 19-28-08-03H** — In the Matter of Approving the Process for a New Appointed Commissioner (Ela Kubok, Communications Director) (Estimated 5 Minutes)
- E. **ORDER 19-28-08-04H** — In the Matter of Updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) Local Preference Language (Beth Ochs, Rent Assistance Division Director) (Estimated 10 minutes)
- F. **ORDER 19-28-08-05H** — In the Matter of Awarding Contract #19-R-0067 & #19-R-0068 Request for Proposals for Contractor Services for RAD Phase II (Steve Ochs, Real Estate Development Director) (Estimated 10 minutes)
- G. **ORDER 19-28-08-06H** — In the Matter of Authorizing the Acquisition and Financing of Real Property in Eugene, Oregon for Development of the RAD Phase II Projects (Spencer McCoy, Project Developer) (Estimated 10 minutes)
- H. **ORDER 19-28-08-07H** — In the Matter of Authorizing the Approval of a Significant Amendment to the PHA plan for the RAD Phase II Projects (Spencer McCoy, Project Developer) (Estimated 10 minutes)

- I. **DISCUSSION**—2020 Annual Budget Work Session (Jeff Bridgens, Finance Director)  
(Estimated 30 minutes)
- J. Executive Director Report (Ela Kubok, Communications Director) (Estimated 5 minutes)

**6. [Approximately 3:15pm] PUBLIC COMMENTS – 20 Minutes**

(Maximum time 20 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.)

**7. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)**

**8. OTHER BUSINESS**

Adjourn



### RAD Phase II Significant Amendment

The Housing Authority and Community Services Agency of Lane County dba Homes for Good Housing Agency is amending its annual PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the Homes for Good Housing Agency will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers, Homes for Good Housing Agency will adopt the resident rights, participation, waiting list and grievance procedures listed in section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, Homes for Good Housing Agency certifies that it is currently compliant with all fair housing and civil rights requirements.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing Homes for Good Housing Agency with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that Homes for Good Housing Agency may also borrow funds to address their capital needs. Homes for Good Housing Agency will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds in the amount of \$0.00 towards the conversion, and/or Replacement Housing Factor (RHF) Funds in the amount of \$0.00 towards the conversion.

### Taney Place & Hayden Bridge Meadows

Name of Public Housing Project: <b>Eugene/Springfield Scattered Sites</b>	PIC Development ID: <b>OR006000300 and OR006000200</b>	Conversion type (i.e., PBV or PBRA): <b>PBV</b>	Transfer of Assistance: (if yes, please put the location if known, and # of units transferring) : <b>Taney Place – 48 Units, Hayden Bridge Meadows – 52 Units</b>
Total Units: 100	Pre- RAD Unit Type (i.e., Family, Senior, etc.): <b>Family</b>	Post-RAD Unit Type if different (i.e., Family, Senior, etc.): <b>Family</b>	Capital Fund allocation of Development: (Annual Capital Fund Grant attributable to the Project, if known) OR, (Total Annual Capital Fund allocation divided by total number of public housing units in PHA, multiplied by total number of units in project)
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion – Taney Place & Hayden Bridge Meadows	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)



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Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	22	22	0
Three Bedroom	70	70	0
Four Bedroom	8	8	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	There will be no changes in policies that govern eligibility, admission, selection, and occupancy of units at the converting project.		

The site complies with the Site selection requirements set forth at Appendix II of PIH Notice 2012-32 Rev 1, the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR & 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR & 8.4(b)(5), and the Americans with Disabilities Act.

**Resident Rights, Participation, Waiting List and Grievance Procedures**

For PBV: PIH Notice 2012-32, REV-2 Section 1.6.C & Section 1.6.D, and Joint Housing/PIH Notice H-2014-09/PIH-2014-17 are attached to this amendment.

**C. PBV Resident Rights and Participation.**

1. **No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement.
2. **Right to Return.** See section 1.4.A.4(b) regarding a resident's right to return.
3. **Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR § 983.257(b)(3) have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.
4. **Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(l) of



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the Act, as well as 24 CFR § 983.3 (definition of total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

#### Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion- 33% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR- 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications- Full standard TTP

#### Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR- 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR- 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR- 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications- Full standard TTP

*Please Note:* In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies may not alter this requirement.



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5. **Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any remaining PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100.<sup>25</sup> Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents.

6. **Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
7. **Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.
  - i. **Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project





Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

- a. A reasonable period of time, but not to exceed 30 days:
    - i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
    - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
  - b. 14 days in the case of nonpayment of rent; and
  - c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
- ii. **Grievance Process.** Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(l)(i)-(vi),<sup>26</sup> an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
  - i. For any hearing required under 24 CFR § 982.555(a)(l)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
  - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(l) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(l)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.



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Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

8. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

9. **Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant re-location and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.
10. **When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR §983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR §983.258). Since the rent limitation under this Section of the Notice may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds than the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing



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regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. The PHA is required to process these individuals through the Form- 50058 submodule in PIC.

Following conversion, 24 CFR §983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

**11. Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived. MTW agencies may not modify this requirement.



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## Legal Notice Advertising

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### AFFIDAVIT OF PUBLICATION

STATE OF OREGON,                    }  
COUNTY OF LANE,                 } ss.

I, **Wendy Raz**, being first duly affirmed, depose and say that I am the Advertising Manager, or the principal clerk, of The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the aforesaid county and state; that the **NOTICE OF PUBLIC HEARING** printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper in the following issues:

June 22, 2019

Notice of 45-day Comment Period and Public Hearing for a Significant Amendment to the Homes for Good PHA Annual and 5-Year Plan relating to its RAD Phase II project

Public Forum  
Date/Time July 25th, 2019 from 5:00 to 6:00 pm  
Location: 177 Day Island Rd.  
Eugene, OR 97401

Public Hearing: Homes for Good PHA Annual and 5-Year Plan, RAD Significant Amendment

Date/Time August 28th, 2019 at 1:30pm  
Location: The County Board Room at 125 E 8th Ave, Eugene, OR 97401.

The Homes for Good Housing Agency is amending its PHA Annual and 5-Year Plan, specifically to add information about the proposed Rental Assistance Demonstration (RAD) phase II project. This project includes disposing of 100 units of scattered site public housing and construction of 100 affordable replacement housing units. These new units will be developed in Eugene at 1600 Taney and Springfield at 1975 5th St.

Comments may be presented in person during the hearing listed above, or in writing to the Day Island administrative office or via email, as noted below. The draft significant amendment for RAD and all supporting documents may be viewed at the following location or on our website at homesforgood.org.

Homes for Good Administrative Office  
177 Day Island Rd  
Eugene, OR, 97401

If you have any questions regarding the significant amendment or would like to submit any written comments, please contact Spencer McCoy, Project Developer; at 177 Day Island Rd, Eugene, OR 97401; email smccoy@homesforgood.org; or call (541) 682-2514.

If you are in need of a reasonable accommodation in regard to this meeting, please call (541) 682-2514 at least 24 hours prior to the meeting time.

The Agency is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 ADA Amendments Act (ADAAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities.

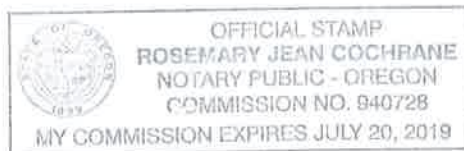


Subscribed and affirmed to before me this June 24, 2019

  
Notary Public of Oregon

No. 139483 - June 22, 2019

Account #: 16474  
INVOICE: 0000139483  
Case: July 25, 2019  
Ad Price: \$155.00





# MINUTES

Homes for Good Housing Agency



## BOARD OF COMMISSIONERS

### Location of the meeting:

Board of County Commissioners Conference Room, Public Service Building, 125 East 8<sup>th</sup> Avenue, Eugene, OR, 97401

Phone: 541.682.2506

The meeting location is wheelchair-accessible. Anyone needing special accommodations (deaf, people with hearing loss, language translation, chemical sensitivity needs, and large print copies of agenda), please make your request at least 48 hours prior to the meeting.

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### Wednesday, July 24th, 2019

(1:30 p.m.) Board of County Commissioners Conference Room, Public Service Building, 125 East 8th Avenue, Eugene, OR, 97401

#### 1. PUBLIC COMMENTS – 20 Minutes

Leonard Stahr  
Karl Izenbach

This is a list of those who gave public comment. For a full recording please contact [jshaw@homesforgood.org](mailto:jshaw@homesforgood.org). Written testimony that was submitted can be found in APPENDIX A.

#### 2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

**Pete Sorenson:** Talks about how a housing bond may be an issue to be handled by the Lane County Board of Commissioners, not the Homes for Good Board of Commissioners. He talks about Lane County's current progress on this issue, including the approval of a work session. He responds to the idea of timing of a potential ballot measures.

**Jacob Fox:** Thanks Leonard Stahr for coming, and the support of the city of Springfield for the Hayden Bridge Meadows project, and for meetings that he has had with Karl.

**Heather Buch:** Agrees that the housing bond may be a Lane County Board of Commissioners issue instead of a Homes for Good Board of Commissioners issue. She talks about how the timeline of having a bond on the ballot next year may be too tight because of its complexity. She talks about how the wording is crucial to a bond, and that the parameters must be good the first time.

**Joe Berney:** Agrees with Commissioner Buch about the timeline being potentially too short. He thanks Karl and Leonard for coming and bringing the issue to the Board.

**Pat Farr:** Talks about the various multijurisdictional committees and meetings that the city has that both gentleman could present at to raise this issue, these committees/meetings may be a more fitting audience.

### 3. ADJUSTMENTS TO THE AGENDA

None

### 4. COMMISSIONERS' BUSINESS

None

### 5. EMERGENCY BUSINESS

None

### 6. ADMINISTRATION

#### A. Approval of Minutes: 06/19/2019

Motion: **Heather Buch**

Second: **Michelle Thurston**

The minutes were approved unanimously 7/0

#### B. Executive Director Report (Estimated 5 minutes)

**Jacob Fox:** Talks about his experience at Camp Rosenbaum. He talks about the 70<sup>th</sup> Anniversary, and the video that is being produced. Jacob also talks about the ground breaking of Market District Commons that took place the previous week. He talks about the construction of the new administration building that is underway.

#### C. **PRESENTATION**—Audit Exit Report from Moss Adams (Estimated 20 minutes)

**Jeff Bridgens:** Introduces the auditors from Moss Adams.

**Jim Lanzarotta:** Introduces the audit and explains the audit process.

**Kevin Mullereile:** Talks about the unmodified clean opinion that the agency received in the audit. He talks about the four major programs that the firm audited for Homes for Good, and that all received clean opinions. Kevin then goes over the significant audit areas: internal control over financial reporting, notes receivable, capital assets, long term debt, component unit reporting, and compliance with Federal Laws and regulations.

Kevin talks about audit findings and timeline. Talks about the immaterial difference that was found that wasn't big enough that staff would need to make an official adjustment. Kevin then talks about best practice recommendations for management.

**Jeff Bridgens:** Talks about the steps Homes for Good is talking towards the recommendation of making a comprehensive document and documenting the process of producing a financial statement in a timely fashion in case of a new staff person stepping in.



**Jim Lanzarotta:** Talks about the new accounting standards. He talks about one specifically of disclosing debts that are going through banks instead of bonds.

**Pete Sorenson:** Do you believe that because government agencies are using banks and other sources for loans that this additional requirement for disclosures will increase the amount of bonding, and decrease the use of bank and credit union debt?

**Jim Lanzarotta:** I don't think so. Direct borrowing from banks can sometimes be the less expensive option, so I see it as a cost-benefit analysis, and people will continue to go through that process, and if that is a bond, then that is what they will go with.

**Pete Sorenson:** Can a municipality get a bond without a bond election?

**Jim Lanzarotta:** Talks about specific bonds and ways that municipalities can get a bond without an election.

**Jacob Fox:** Talks about Homes for Good's past experiences with audits, and the more rigorous experience that Homes for Good has gone through since having Moss Adams auditing the agency. He talks about the issue of the timeline, and the work that Homes for Good and Moss Adams has done to get the audit done in on time.

**Joe Berney:** Can Homes for Good get any cleaner audit than they received?

**Jim Lanzarotta:** Yes, obviously we can do an audit and not find any errors, Homes for Good had one error. And the home run would be to not have any observations about best practices or recommendations. I like to say that perfection is maybe a goal but is not realistic to obtain believe it or not.

**Michelle Thurston:** Asks about the roster list of board members that is listed in the financial report, since it is listed as September 2018, and Joe Berney and Heather Buch weren't on the board at that time.

**Jeff Bridgens:** We chose to put the current board roster since.

**Jim Lanzarotta:** This is something I have asked the state before, and they allow either. Because there is turn over that is different than the fiscal year and the calendar year, the state allows you to choose to list what you choose as the roster to be at the beginning, or when the report is posted.

**Michelle Thurston:** Expresses appreciation of the presentation of the report, and the definitions that are within the report to explain different aspects to the reader.

**Pete Sorenson:** Suggests to Moss Adams some various training sessions and programs that may be helpful for board members, the public, or various boards about what to look for in audits and what questions they should be asking.

**Pat Farr:** Asks about what an unclean audit looks like, giving Lane County as an example (when eight years ago it wasn't doing well but now it is). What does that look like, and what can a board do?

**Jim Lanzarotta:** Talks about benchmarks and comparisons that auditors can do to compare against other agencies, and the organization itself over time.

**Heather Buch:** Asks about a bank overdraft on pg. 74.

**Jeff Bridgens:** Talks about an interfund, the revolving fund, and the cashflow.

D. **ORDER 19-24-07-01H**— In the Matter of Acknowledging Former and Current Discriminatory Practices in Oregon. (Estimated 15 Minutes) (Jacob Fox, Executive Director)

**Jacob Fox:** Explains who CASA (Community and Shelter Assistance Corp) is, and the IDA program funding that Homes for Good gets from CASA. CASA has asked all recipients of IDA to pass a board resolution acknowledging past and current discriminatory processes that have and still occur in the state of Oregon. Jacob talks about how this resolution fits into the DEI work that the agency is currently working on with consultants. He gives an update on that process.

**Jay Bozievich:** My first question is who wrote this resolution? Did CASA write it? I can't vote for this, it is factually incorrect.

**Jacob Fox:** Yes, CASA wrote it.

**Jay Bozievich:** I don't mind acknowledging that we have had discrimination in Oregon in the past. Some of the things are correct: the black exclusion laws and public whippings yes, but it refers to "hundreds of years of policy", but Oregon was a territory in 1848 and a state in 1859, we haven't been in existence for hundreds of years. Just a lot of it bothers me. It is also trying to make it sound like we are continuing these policies rather than they are past policies. I'm not quite sure how we have any control over out of state investors, and it refers to the community development field, how are out of state developers involved in the community development field? Why are we acknowledging that about gentrification? The format of this resolution is not a factually correct statement, and I can't vote for it the way it is. If they want us to write something that is correct, but if they are just supplying us with something that we are just supposed to blindly vote, like we are continuing policies. I don't know anywhere in Lane County that we have a city policy that displaces African Americans from their longstanding neighborhoods. Show me that anywhere in Lane County right now.

**Pete Sorenson:** Is there a timing that is required for this resolution? Other than that they have asked us to pass it?

**Jordyn Shaw:** A resolution must be passed by August 31<sup>st</sup>, 2019 in order to receive funding.

**Pete Sorenson:** To receive what funding?

**Jacob Fox:** To receive the \$80,000 of IDA matching funding we receive on an annual basis from CASA.

**Pete Sorenson:** If there is an opportunity for us to modify, or change, or discuss further, or you to discuss with them the concerns about the resolution particularly any factual issues, I would much prefer to see a positive vote on this. When I first read this, I thought the observations about the past seemed fair, but I'm not sure I want to admit or state the current situation and acknowledge that this board is currently discriminating. I think that is something we should have the lawyers look at, see if they think that is a good thing for us to say, since some the people who have sued the agency have said that they have been discriminated against them. It seems like we want to be really careful the way we say this. I think if we have to turn it down because of that it would be a shame because we want them to be our partner.

**Pat Farr:** Expresses support of such a resolution. Gives an example of a discriminatory situation that occurred not too long ago in Eugene to one of his family members. He supports some tweaking of the resolution if the words don't ring quite true for Eugene and Lane County, he would like to put the breaks on it to change those things. He finds it important to state these things to elevate peoples' attentions.

**Joe Berney:** I agree with commissioner Farr.... But on multiple levels I find this kind of wrong. I agree with modifying the words to make it correct, but are you saying that an agency that gives Homes for Good money is saying "sign this or you don't get our money?"

**Jacob:** That's the way it was presented to me. Emily was supposed to be here to present today, and she will have more content expertise in this.

**Joe Berney:** The optics are interesting to me. I agree with Jay, but it isn't going to stop me from expressing my support for what I think is going on in the heart, although I think it is wrong to force any public entity to sign something like that in order to receive funding.

**Jacob Fox:** I am listening, and I think there is an opportunity for me to go back and to talk to the executive director of CASA, and just to see if this is an absolute requirement or not. I think that many organizations are really pushing the envelope and trying to be thought leaders in terms of addressing issues of discrimination across the state.

**Pete Sorenson:** I think passing a resolution like this is important, but I also think that we should fix any factual information that is upsetting any board member that can be fixed that does not take away from the theme of this resolution. We should make certain that we are not admitting legally that we are discriminating against any one of the people that we are legally required to serve. I think that we are way behind the time we should have done that, and that we shouldn't have to do that in 2019, it should have been done a long time ago. I think we need to have it legally checked to make sure that

this isn't getting us into any legal trouble, and that if we actually are discriminating against any group that we fix that, not just casually state it.

In terms of the substance I think we should go through, but I think with the process we should fix the things that have been raised first.

**Jacob Fox:** With your blessing, I will go back and do a little more fact finding and work with our attorneys and hopefully come back with something that is factual in nature and meets the expectations of the board. I will also explore the repercussion if the Board comes to discussion not to pass it after revisions.

**Pete Sorenson:** I don't think the board will reject it, but I do think that the extra precaution is necessary.

**Michelle Thurston:** Is this resolution referencing discriminatory practices in Lane County or the State of Oregon?

**Jacob Fox:** From my understanding it is the State of Oregon. This is something that CASA has asked all of their grant recipients across the state to do.

**Jay Bozievich:** Points out issues that he has with the resolution. He expresses distaste for having to sign something that another organization has written in order to get \$80,000. I am fully aware of discrimination in housing.

**Jacob Fox:** I will go back and work on the resolution and hopefully get it to a point that we can pass it unanimously.

E. **DISCUSSION**—2020 Annual Budget Work Session (Estimated 20 minutes) (Jeff Bridgens, Finance Director)

**Jacob Fox:** We did have another significant agenda item. We always come to the board in July because in September we come to the Board to approve the budget. We do not have time to cover this today. My request for the Board is to review the materials and send us any questions you have. I will make sure we manage the agenda next month to ensure that we have time to go over some of the aspects of this presentation. I would never want to come to the board to approve a 35 million dollar budget without having multiple opportunities to meet and talk about it with you.

**7. OTHER BUSINESS**

Adjourn

## Contingency planning: 3/20 or 11/20?

6) HOUSES FOR GOOD SHOULD BE ABLE TO ACCESS NEW STATE MONEY SOON TO REHAB ITS EXISTING FACILITIES, AND IT SHOULD WORK WITH NEDCO TO EXPAND THE REVOLVING LOAN PROGRAM TO ENCOURAGE HOME OWNERSHIP.

### Recommendations:

A) LISTENING SESSIONS ALL OVER LANE COUNTY ON COMMUNITY HOUSING PROBLEMS SHOULD BE STARTED NOW

B) A COUNTY DELEGATION SHOULD BE PUT TOGETHER TO VISIT THE CITY OF PORTLAND TO EDUCATE OURSELVES ON THE ISSUES.

C) A PUBLIC OPINION POLL SHOULD BE STARTED TO FIND OUT WHAT LANE COUNTY VOTERS THINK ABOUT HOUSING ISSUES

1) THE CITY OF PORTLAND IS MORE THAN HAPPY TO PROVIDE US WITH ALL THE INFORMATION WE NEED ON THE LEGAL, FINANCIAL/BUDGETARY, BOND & LAND USE ISSUES, AND PROJECT CRITERIA FOR SELECTION THAT WE'LL NEED.

2) PORTLAND HAS DOUBLE TESTED ITS PROPOSALS THROUGH POLLING AND THE BALLOT BOX

3) PORTLAND'S MONEY ALLOCATED IS GOING FOR A RAINBOW OF PROJECTS BEING TARGETED WHERE THEY BELONG. OBVIOUSLY, LANE COUNTY WILL HAVE TO CRAFT ITS OWN CRITERIA IN THE SAME DIRECTION. Proposed range of housing modalities spans from 10% of AME to 120% of AME

4) FOR THE FIRST TIME IN HISTORY, BALLOT MEASURE 102 ALLOWS LANE COUNTY TO FUND PUBLIC PRIVATE PARTNERSHIPS, NONPROFITS, AND EVEN PRIVATE DEVELOPMENTS FOR WORTHY PROJECTS.

5) THE SECRETARY OF STATE'S OFFICE SAYS WE CAN PUT A BOND ELECTION UP ON MARCH, MAY, SEPTEMBER, AND NOVEMBER.



# AGENDA CHECKLIST

### AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE

(Jordyn Shaw, Communications Administrative Specialist ext 2593)

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

AGENDA TITLE: In the Matter of Acknowledging Former and Current Discriminatory Practices in Oregon.

DEPARTMENT	Resident Services		
CONTACT	Emily Yates, Lead Family Self Sufficiency Coordinator	EXT	2541
PRESENTER	Emily Yates, Lead Family Self Sufficiency Coordinator	EXT	2541

AGENDA DATE: **08/28/2019**

#### THIS ITEM WILL INVOLVE:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report   | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action  | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    | Public Comment Anticipated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |  |
|  |   |   | Estimated Time <u>  10 min  </u>           |

NOTE: DEPARTMENT MANAGER **MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/: **Jacob Fox** Date **8/20/2019** *Christie Hubbs for Jacob Fox*

Deputy Director \_\_\_\_\_

Legal Staff-Review by: \_\_\_\_\_ Date \_\_\_\_\_

\*if required \_\_\_\_\_

Management Staff- **Wakan Alferes** Date **8/20/19** *Wakan Alferes*

Review by: \_\_\_\_\_







177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners  
**FROM:** Emily Yates, Lead Family Self Sufficiency Coordinator  
**AGENDA ITEM TITLE:** In the Matter of Acknowledging Former and Current Discriminatory Practices in Oregon  
**AGENDA DATE:** August 28<sup>th</sup>, 2019

### **I MOTION**

I move that the Board resolve this order to work toward equity in all of our work but especially with the IDA program through CASA of Oregon.

### **II ISSUE**

The Family Self-Sufficiency Program uses IDA (Individual Development Accounts) through CASA of Oregon to help participants build assets such as a new home or their education. While utilizing an IDA participants can save up to \$3,000 over 3 years and get an additional \$9,000 of matching funds to help them reach their goals. The IDA program is focused on the believe that building assets is a step for individuals and families out of poverty.

### **III DISCUSSION**

#### A. Background

Each year we are granted roughly \$80,000 in funds from CASA of Oregon to give to our participants. As part of their equity work they are asking that partner organizations have board resolutions acknowledging the past and ongoing structural barriers that are placed on communities of colors around building assets and commit to working to eliminate these barriers in our work.

#### B. Recommendation

Pass the resolution.

### **IV IMPLEMENTATION/FOLLOW-UP**

Application for IDA complete upon resolution passing.

### **V ATTACHMENT**

None.



IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-24-07-01H

In the Matter of Acknowledging Former  
and Current Discriminatory Practices in  
Oregon

WHEREAS, the Homes for Good Housing Agency understands that Lane County, Oregon exists within the historical context of our nation and state. Marginalized communities have experienced generational oppression and traumas related to decisions made by people and governments in both the past and present. The State of Oregon has a history of enacting racist policies that have left lasting harm on communities of color, including:

- Entering the Union as a “whites-only” state in 1859.
- Refusing to ratify the 14<sup>th</sup> and 15<sup>th</sup> amendments to the United States Constitution.
- Enacting black exclusion laws.
- An extended presence of the Ku Klux Klan.
- Whites-only housing covenants.
- Unequal access to government services.

WHEREAS, we recognize that these policies all have led to gentrification and systemic discrimination towards historic communities of color.

WHEREAS, in the field of community development, Homes for Good is working diligently to identify, address and reverse these injustices. We strive to administer all projects and programs in a manner that is culturally competent and supportive of creating environments and spaces where every person is welcomed, respected and valued. We can use the IDA as a tool to increase access and opportunities for communities of color, end generational poverty, and help to close the racial wealth gap.

THEREFORE, BE IT RESOLVED that by participating in the IDA program with CASA of Oregon, we acknowledge historical and contemporary injustices and will work towards reversing them and preventing their future occurrences by utilizing the tools at our disposal, including the IDA program.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Chairperson, Board of Commissioners





# AGENDA CHECKLIST

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(Jordyn Shaw, Communications Administrative Specialist ext 2593)

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**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

AGENDA TITLE: **In the Matter of Authorizing the Development and Financing of The Commons on MLK Affordable Housing Development**

DEPARTMENT	<b>Real Estate Development</b>		
CONTACT	<b>Steve Ochs, Real Estate Development Director</b>	EXT	<b>2530</b>
PRESENTER	<b>Nora Cronin, Project Developer</b>	EXT	<b>2521</b>

AGENDA DATE: **08/28/2019**

### THIS ITEM WILL INVOLVE:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report                                     | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action                        | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    |   |   |  |
| Public Comment Anticipated?                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Estimated Time <u>  10 min  </u>                      |  |

NOTE: DEPARTMENT MANAGER **MUST** SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE

Executive Director/: **Jacob Fox** Date **08/20/19**

Deputy Director

Legal Staff-Review by: Date

\*if required

Management Staff- **Steve Ochs** Date **08/20/19**

Review by:





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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners

**FROM:** Nora Cronin, Project Developer

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Development and Financing of The Commons on MLK Affordable Housing Development

**AGENDA DATE:** August 28, 2019

### **I MOTION**

It is moved that the Agency is authorized to negotiate, execute, and deliver, on behalf of the Agency, Commons on MLK LLC and/or Commons on MLK Manager LLC, the necessary documents to develop and finance The Commons on MLK as provided below and in the Board Order and Exhibit.

### **II ISSUE**

The Homes for Good Board has authorized the development of The Commons on MLK, a 51-unit permanent supportive housing development located next door to Lane County Behavioral Health on Martin Luther King Jr Blvd in Eugene Oregon. It is now necessary to obtain Board authorization to develop and finance the project.

### **III DISCUSSION**

#### **A. Background/Analysis**

The Commons on MLK project on Martin Luther King Jr Boulevard in Eugene was born out a community partnership to identify, engage, house and support the people in Lane County who have been homeless the longest and utilize the most resources. The project is included in the Poverty and Homelessness Board Strategic Plan. Lane County is donating the land for development of the project next to the Lane County Behavioral Health Building. Modeled on the harm reduction/housing first model, this project will provide permanent, stable housing as the first priority, while also providing the support services necessary to ensure an individual's maximum opportunity for overcoming homelessness.

The Commons on MLK would include a four-story building consisting of approximately 35,000 square feet. It would include a ground floor common use area and service area with 51 residential units above.

Project Financing – Funds will come from a variety of sources: 4% Low-Income Housing Tax Credits (LIHTC), State Mental Health Housing and General Development Housing Program, Oregon Health Authority, City of Eugene HOME Funds, and other private and public funds. Operating and services subsidies are also needed for the project due to the cost associated with

the 24/7 staffing necessary to manage this vulnerable population. Homes for Good has secured Project-Based vouchers for rent subsidy and Lane County will secure additional program funding and service subsidy as necessary.

Over the past year, the Board authorized Homes for Good to apply to various entities for project funding. All the funding has been committed to the project. The next step is to close on the financing and begin construction. This Board Order would:

1. Authorize Receipt of Real Property from County and Execution of Ground Lease with LLC.
2. Approve Amended LLC Operating Agreement, Admission of Investor Member; Execution of Related Agreements.
3. Authorize Execution of Bond Documents.
4. Authorize Construction Loan to LLC.
5. Authorize Receipt of OHCS MHH Funds by Agency.
6. Authorize Loan of OHCS MHH Funds from Agency to LLC.
7. Authorize Receipt of OHA HSD Funds by Agency.
8. Authorize Loan of OHA HSD Funds from Agency to LLC.
9. Authorize Receipt of County Funds.
10. Authorize Loan of County Funds from Agency to LLC.
11. Authorize Loan of HOME Funds to the LLC.
12. Authorize Receipt of City LIH Funds.
13. Authorize Loan of City LIH Funds from Agency to LLC.
14. Authorize City SDC Waiver Documents.
15. Authorize Receipt of Grant Funds from Trillium, Kaiser, PeaceHealth and Pacific Health Associates.
16. Authorize Loan of healthcare providers' Grant Funds from the Agency to the LLC or a Capital Contribution of the Grant Funds by Manager LLC to the LLC.
17. Authorize Receipt of the Federal Home Loan Bank of Des Moines' AHP Funds.
18. Authorize Loan of AHP Funds from the Agency to the LLC.
19. Authorize Execution of 4% LIHTC Reservation and Extended Use Agreement.
20. Authorize Agreements for Technical and Professional Services.
21. Authorize Development Services Agreement.
22. Authorize Assignment, Assumption, and Reimbursement Agreement between Agency and LLC.
23. Designate Authorized Representatives.
24. General Resolutions Authorizing and Ratifying Other Actions.

B. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the documents will be negotiated and executed as required.

**V ATTACHMENTS**

None



IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-02H

In the Matter of Authorizing the Development  
and Financing of The Commons on MLK  
Affordable Housing Development.

WHEREAS, the Housing Authority and Community Services Agency of Lane County doing business as Homes for Good Housing Agency (the "Authority") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.055 to 456.235 (the "Housing Authorities Law"); and

WHEREAS, a purpose of the Authority under the Housing Authorities Law is to construct, acquire, manage and operate affordable housing for persons of lower income; and

WHEREAS, the Authority is authorized by ORS 456.120 to form, finance and have a nonstock interest in, and to manage or operate, partnerships, nonprofit corporations and limited liability companies in order to further the purposes of Homes for Good Housing Agency; and

WHEREAS, consistent with its purposes and powers, the Authority intends to cause an affiliate entity to construct on a parcel at 2315 Martin Luther King Jr. Boulevard in Eugene Oregon, approximately 51 units of affordable housing intended to provide permanent supportive housing targeted for chronically homeless and those requiring ongoing supportive services consistent with all applicable law, using the Housing First / harm reduction model (the "Project"); and

WHEREAS, by prior Order 18-23-05-04H, to further the Project, the Authority was authorized to apply for Affordable Housing Program funds from the Federal Home Loan Bank of Des Moines (the "AHP Funds"); and

WHEREAS, by prior Order 18-27-06-04H, to further the Project, the Authority was authorized to apply for funds from the Oregon Health Authority Health Systems Division; and

WHEREAS, by prior Order 18-17-10-01H, Order 18-17-10-02H, and Order 18-17-10-03H, to further the Project, the Authority was authorized to apply for federal HOME Investment Partnership Act funds from the Eugene-Springfield HOME Consortium, to seek a waiver of City of Eugene Systems Development Charges, to execute a contract for architectural services with Bergsund DeLaney Architecture and Planning, and to seek and apply to the Oregon Department of Housing and Community Services for a reservation of 4% federal Low-Income Housing Tax Credits; and

WHEREAS, by prior Order 18-28-11-03H, to further the Project, the Authority was authorized to execute a Construction Management/General Contractor Services Agreement with Meili Construction; and

WHEREAS, by prior Order 19-27-03-02H, to further the Project, the Authority was authorized to form Commons on MLK LLC, an Oregon limited liability company (the "LLC") to construct and operate the Project, and MLK Manager LLC, an Oregon limited liability company ("Manager LLC") to serve as the managing member of the LLC; and

WHEREAS, the Project will be constructed on land donated by the County to the Authority and which the Authority will ground lease to the LLC; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to enter into agreements with, and to obtain an investment in the LLC from, U.S. Bancorp Community Development Corporation ("USBCDC"), in the approximate amount of **\$4,611,139** (the "Investment") substantially in accordance with a term-letter dated March 1, 2019, as updated by correspondence dated July 23, 2019, with such amendments as may be required following further underwriting and negotiation; and

WHEREAS, as part of the Investment, USBCDC will require that the initial operating agreement of the LLC be amended and restated in its entirety to reflect the terms of the Investment (the "Amended Agreement"); and

WHEREAS, as part of the Investment, USBCDC will require that the LLC and the Authority enter into various documents relating to the management of the LLC and to development and/or operation of the Project (the "Syndication Documents") including certain guaranties to be executed by the Authority in its capacities as guarantor and developer; and

WHEREAS, the Authority deems it to be in the best interests of the Authority, the LLC, and the Project to take all actions reasonably necessary to facilitate the Investment in the LLC by USBCDC by entering into any and all agreements with USBCDC and/or the LLC, on its own account, and as the sole member and manager of the LLC, and to take any and all further actions to facilitate the Investment in the LLC by USBCDC; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project, for the LLC to seek the issuance of tax-exempt conduit bonds by the State of Oregon for the development and construction of the Project (the "Bonds") and to execute such documents as may be necessary to effect issuance of the Bonds (the "Bond Documents"); and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project that the LLC obtain a construction loan from Umpqua Bank (the "Bank"), which loan will be in the approximate amount of **\$7,400,000** (which amount may be increased or decreased subject to further underwriting and negotiation) (the "Construction Loan") and will bear interest at the rate of approximately 1.10% above 1-month LIBOR; and

WHEREAS, the terms of the proposed Construction Loan are satisfactory; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to cause the Authority to enter into such agreements as are reasonably necessary to obtain a Mental Health Housing/ Housing Development Grant Program in the approximate amount of **\$3,000,000** from the State of Oregon acting by and through the Oregon Housing and Community Services Department (the "MHH Funds") and, thereafter, to lend the MHH Funds to the LLC which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to cause the Authority to enter into a Community Housing

Development Agreement and such other agreements as are reasonably necessary to obtain a Housing Development Award in the approximate amount of **\$540,000** from the State of Oregon acting by and through its Oregon Health Authority Health Systems Division (the “HSD Funds”) and, thereafter, to lend the HSD Funds to the LLC which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority the LLC, and the Project to cause the Authority to obtain Housing Investment Plan funds in the approximate amount of **\$500,000** from Lane County, Oregon (the “County Funds”) and, thereafter, to lend the County Funds to the LLC which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority the LLC, and the Project, to cause the LLC to enter into such agreements as are reasonably necessary to obtain a loan in the approximate amount of **\$749,534** of federal HOME Investment Partnership funds (the “Home Funds”) from the Eugene-Springfield HOME Consortium which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority the LLC, and the Project, to cause the Authority to enter into such agreements as are reasonably necessary to obtain a grant in the approximate amount of **\$150,466** of Low Income Housing Funds (the “LIH Funds”) from the City of Eugene, Oregon and, thereafter, to lend the LIH Funds to the LLC which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project, to cause the LLC to enter into such agreements as are reasonably necessary to obtain from the City of Eugene a waiver of otherwise applicable Systems Development Charges (the “SDC Waiver”); and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project, to cause the LLC to enter into such agreements as are reasonably necessary to obtain the following grants (together, the “Grant Funds”) from the entities listed below and, thereafter to lend the Grant Funds to the LLC or cause Manager LLC to contribute as a capital contribution the Grant Funds to the LLC:

Trillium Community Health Plan, **\$500,000**  
Kaiser Permanente, **\$500,000**  
PeaceHealth, Inc., **\$500,000**  
Pacific Health Associates, **\$500,000**

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to cause the Authority to enter into such agreements as are reasonably necessary to obtain approximately **\$750,000** in AHP Funds through the Federal Home Loan Bank of Des Moines and, thereafter, to lend the AHP Funds to the LLC which loan will have a term to maturity and interest rate to be determined after further underwriting; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to authorize the execution and delivery of certain documents pursuant to which the Project will be allocated approximately **\$525,000** of federal Low-Income Housing Tax Credits annually for a period of 10 years (the “LIHTC Credits”) or such other amount as may be set forth in 4% LIHTC Reservation and Extended Use Agreement to be issued by the Oregon Housing and Community Services Department and executed by the LLC; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority and the LLC to enter into agreements with professionals with technical expertise and, as appropriate, to assign to the LLC the product of such agreements; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to cause the Authority to enter into a Development Services Agreement with the LLC pursuant to which the Authority would be paid a developer fee, a portion of which would be deferred and paid from available Project cash flow;

**NOW, THEREFORE, THE AUTHORITY IN ITS OWN CAPACITY, ON BEHALF OF THE LCC, AND ON BEHALF OF MANAGER LLC ADOPTS THE FOLLOWING RESOLUTIONS:**

**1. Authorize Receipt of Real Property from County and Execution of Ground Lease with LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as necessary to receive a conveyance of approximately 46,000 square feet of land adjacent to Lane County Behavioral Health and to enter into a ground lease of such real property to the LLC for a term of at approximately 99 years on terms and conditions approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**2. Approve Amended LLC Operating Agreement, Admission of Investor Member; Execution of Related Agreements.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute and deliver on behalf of the Authority and/or the LLC, as the case may be, a letter of intent relating to an anticipated Amended and Restated Operating Agreement of the LLC between the Authority (as manager and member) and USBCDC (as the investor member) in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document);

BE IT FURTHER RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, (whether in its own capacity, its capacity as developer or its capacity as a guarantor), the LLC, and/or the Manager LLC, as the case may be, the Syndication Documents listed on the attached Exhibit A (whether bearing the name listed or names to similar effect) and such other documents as reasonably may be required in connection with the closing of the Investment by USBCDC, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document)

**3. Authorize Execution of Bond Documents.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, (whether in its own capacity, its capacity as developer or its capacity as a guarantor), the LLC, and/or the Manager LLC, as the case may be such documents as may be required in connection with the issuance of the Bonds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document.)

#### **4. Authorize Construction Loan to LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, (whether in its own capacity, its capacity as developer or its capacity as a guarantor), the LLC, and/or the Manager LLC, as the case may be,, the Construction Loan Documents listed on the attached Exhibit A (whether bearing the name listed or names to similar effect) and such other documents as reasonably may be required in connection with the closing of the Construction Loan all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

#### **5. Authorize Receipt of MHH Funds by Authority.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain a grant of the MHH Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

#### **6. Authorize Loan of MHH Funds from Authority to LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the MHH Funds to the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

#### **7. Authorize Receipt of HSD Funds by Authority.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain a grant of the HSD Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

#### **8. Authorize Loan of HSD Funds from Authority to LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the HSD Funds to the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

#### **9. Authorize Receipt of County Funds.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain a grant of the County Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**10. Authorize Loan of County Funds from Authority to LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the County Funds to the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**11. Authorize Loan of HOME Funds to the LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such Documents required to obtain the HOME funds by the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**12. Authorize Receipt of LIH Funds.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain a grant of the LIH Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**13. Authorize Loan of LIH Funds to LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the LIH Funds to the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**14. Authorize SDC Waiver Documents.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to obtain the SDC Waiver all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**15. Authorize Receipt of Grant Funds.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain grants of the Grant Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**16. Authorize Loan of Grant Funds from the Authority to the LLC or a Capital Contribution of the Grant Funds by Manager LLC to the LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the County Funds to the LLC all in the

form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

BE IT FURTHER RESOLVED, that in the alternative, the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, Manager LLC, and/or the LLC, as the case may be, such documents as required to cause the Authority to contribute the Grant Funds, as capital, to Manager LLC and, thereafter, to cause Manager LLC to contribute, as capital, the Grant Funds to the LLC.

**17. Authorize Receipt of AHP Funds.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to obtain the AHP Funds, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**18. Authorize Loan of AHP Funds from the Authority to the LLC.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as required to evidence and secure a Loan in the amount of the AHP Funds to the LLC all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**19. Authorize Execution of 4% LIHTC Reservation and Extended Use Agreement.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, a 4% Low Income Housing Tax Credit Reservation and Extended Use Agreement pertaining to the LIHTC Credits anticipated to be awarded in respect of the Project, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**20. Authorize Agreements for Technical and Professional Services.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such agreements as any Authorized Representative may deem prudent for the provision of financial, accounting, legal, development consulting, engineering, geotechnical, environmental, construction management, property management, or other services, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document.)

**21. Authorize Development Services Agreement.**

BE IT RESOLVED, the Authority and the LLC are authorized to negotiate, execute, and deliver a Development Services Agreement between the Authority and the LLC pursuant to which the Authority is to be paid a developer fee, a portion of which is to be deferred and paid from available Project cash flow.

**22. Authorize Assignment, Assumption, and Reimbursement Agreement between Authority and LLC.**

BE IT RESOLVED that the Authority is authorized to enter in such agreements as may be necessary to assign to the LLC (and obtain reimbursement from the LLC therefor) such development rights, design and construction contracts, and other real and personal property as the Authority may have acquired for purposes of the Project.

**23. Authorized Representatives.**

BE IT RESOLVED that the following identified persons shall be the Authorized Representatives as that term is used in these Resolutions and authorized, empowered and directed to perform the actions authorized herein on behalf of the Authority whether acting on behalf of the Authority or the LLC.

Jacob Fox, Executive Director  
Jeffery Bridgens, Finance Director  
Elzbieta Kubok, Communications Director

In addition to the Authorized Representatives named above, the following named individual(s) shall have authority to execute draw requests, monthly progress reports and miscellaneous forms associated with tax credits, grants, and loans:

Steve Ochs  
Nora Cronin

**24. General Resolutions Authorizing and Ratifying Other Actions**

BE IT RESOLVED, that any Authorized Representative is authorized to negotiate, execute, and deliver on behalf of the Authority, the LLC, and Manager LLC as the case may be, such other agreements, certificates, and documents, and to take or authorize to be taken all such other actions any Authorized Representative shall deem necessary or desirable to carry out the transactions contemplated by the foregoing resolutions (such determination to be conclusively demonstrated by the signature of any Authorized Representative on such document); and

BE IT FURTHER RESOLVED, that to the extent any action, agreement, document, or certification has heretofore been taken, executed, delivered, or performed by an Authorized Representative named in these Resolutions on behalf of the Authority, acting in its own behalf or on behalf of the LLC or Manager LLC, and in furtherance of the Project, the same is hereby ratified and affirmed.

Done and dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairperson



## Exhibit A

### Syndication Documents

1. Amended and Restated Operating Agreement of the LLC;
2. Guaranty;
3. Development Services Agreement;
4. Company Management Agreement;
5. And such other document as reasonably required in connection with the closing of the Investment by USBCDC.

### Construction Loan Documents

1. Construction Loan Agreement;
2. Deed of Trust, Security Agreement, Assignment of Leases and Rents and Fixture Filing;
3. Payment and Performance Guaranty;
4. Reserve and Security Agreement;
5. Hazardous Materials Certificate and Indemnity;
6. Pledge and Security Agreement;
7. Security Agreement (Collateral Pledge of Membership Interest in the Borrower);
8. Access Laws Certificate and Indemnity;
9. Assignment of Contracts, Agreements and Permits;
10. Consent to Assignment (General Contractor Contract);
11. Consent to Assignment (Architect Contract);
12. Consent to Assignment (Development Services Agreement);
13. Consent to Assignment (Management Agreement);
14. Assignment for Security of Tax Credit Collateral;
15. Various subordination agreements subordinating loans from Authority or other entities;
16. Priority and Subordination Agreement;
17. UCC Financing Statement relating to personal property; and
18. And such other document as reasonably required in connection with the closing of the Construction Loan.





# AGENDA CHECKLIST

## AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE

(Jordyn Shaw, Communications Administrative Specialist ext 2593)

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

AGENDA TITLE: In the Matter of Approving the Process for a New Appointed Commissioner

DEPARTMENT	<b>Executive</b>		
CONTACT	<b>Jacob Fox, Executive Director</b>	EXT	<b>2527</b>
PRESENTER	<b>Ela Kubok, Communications Director</b>	EXT	<b>2506</b>

AGENDA DATE: **08/20/2019**

### THIS ITEM WILL INVOLVE:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report   | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action  | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    | Public Comment Anticipated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |  |
|  |   |   | Estimated Time <u>  5 min  </u>            |

NOTE: DEPARTMENT MANAGER **MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/: **Jacob Fox** Date **08/20/2019**

Deputy Director \_\_\_\_\_

Legal Staff-Review by: \_\_\_\_\_ Date \_\_\_\_\_

\*if required \_\_\_\_\_

Management Staff- \_\_\_\_\_ Date \_\_\_\_\_

Review by: \_\_\_\_\_





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## **HOMES FOR GOOD M E M O R A N D U M**

**TO:** Homes for Good Board of Commissioners

**FROM:** Jacob Fox, Executive Director

**AGENDA ITEM TITLE:** In the Matter of Approving the Process for a New Appointed Commissioner

**AGENDA DATE:** August 28, 2019

### **I. MOTION**

Approval of the board order in the matter of Approving the Process for a New Appointed Commissioner

### **II. ISSUE**

New Homes for Good Appointed Commissioner Selection Process.

### **III. DISCUSSION**

#### **A. Background**

Char Reavis reaches the end of her four-year term as a Homes for Good Appointed Commissioner. Homes for Good will be running a recruitment for a new Appointed Commissioner. Applications will be due October 11<sup>th</sup>, 2019.

#### **B. Analysis**

The position would involve engaging with the local community, advocating for affordable housing, mentoring others as well as playing an active role in the Homes for Good board deliberations. The position requires significant involvement with Homes for Good administrative staff.

This would be an appointed, non-elected, non-paid, volunteer position. The term of office for this appointed non-elected Homes for Good Commissioner position shall run through the four (4) year period from January 2020 until the first regularly scheduled Board of Commissioners meeting in January 2024.

Applications search will be closed on Friday, October 11<sup>th</sup> 2019.



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A selection committee will review the applications and hold interviews in late October in order to submit a recommendation to the Homes for Good board during the November 13<sup>th</sup>, 2019 board meeting. Selected finalist will be approved at the first available January Lane County Board of Commissioners meeting.

A selection committee will be formed including Homes for Good Appointed Commissioner, one other Homes for Good Elected Commissioner, Homes for Good Executive Director, Homes for Good Communications Director, and one additional Homes for Good staff who is a member of the DEI core team.

Homes for Good residents will receive information about the application process via email, resident newsletters, on Homes for Good social media channels, and information will be posted at our properties.

C. Recommendation

It is recommended that the Homes for Good Board approve the above outlined selection process for the new Appointed Homes for Good Board Commissioner.

D. Attachments

2020 Homes for Good Board of Commissioners Application



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## APPLICATION FOR HOMES FOR GOOD'S BOARD OF COMMISSIONERS

The following information is being provided in support of my application to become a Resident member of the Board of Commissioners for Homes for Good Housing Agency. I am aware that this would be an appointed, non-elected, non-paid, volunteer position and that the term of office for this appointed non-elected Homes for Good Appointed Commissioner position shall run through the four (4) year period from January 2020 until the first regularly scheduled Board of Commissioners meeting in January 2024. I understand that the position would entail engaging with local community, advocating for affordable housing, mentoring others as well as playing an active role in the Homes for Good Board of Commissioners' deliberations and an active involved role with Homes for Good staff. Applications search will be open until **Friday October 11th, 2019**; a selection committee will then review the applications and hold interviews in later October in order to submit a recommendation to the Homes for Good board during the November 13, 2019 Board Meeting. Selected finalist will be approved at the first available January Lane County Board of Commissioners meeting.

*Please fill out the application using block letters or if you are typing please use font size 12.*

---

Name- Last

First

M.I.

---

Home/Mailing Address (Street, City, State, Zip)

---

Home Telephone No.

Work or Message Phone No.

Email Address



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1. In this position, you will be representing other persons receiving subsidized housing assistance from Homes for Good on the Homes for Good Board of Commissioners. Please describe any relevant experience that makes you the best candidate for this position. (If you wish, you may attach a resume or other pertinent material)
  
2. Homes for Good began its Diversity, Equity and Inclusion initiative in May 2019. What do you see your role being in advancing this initiative both internally and externally as a Board Member?
  
3. Why do you want to become a member of Homes for Good's Board of Commissioners and what specific contribution would you hope to make?
  
4. Briefly describe your present and/or past involvement in relevant community groups. Do you have experience representing Homes for Good?
  - a. (Having no previous involvement will not disqualify you for this position)

---

Applicant's Signature

Date



IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-03H

In the Matter of Approving the Process for a  
New Appointed Commissioner

WHEREAS, At a duly publicized Homes for Good will open the search for Homes for Good Appointed Commissioner

WHEREAS, The current appointed commissioner Char Reavis term expires on December 31, 2019

WHEREAS, A selection committee will be formed including Homes for Good Appointed Commissioner, one other Homes for Good Elected Commissioner, Homes for Good Executive Director, Homes for Good Communications Director, and one additional Homes for Good staff who is a member of the DEI core team.

WHEREAS, The selection committee will review the applications and select candidates to interview.

WHEREAS, The selection committee will then proceed to hold the interviews and provide the Homes for Good Board with a finalist recommendation in the November 13th, 2019 Homes for Good board meeting. The final appointment will be made by the Lane County Board of Commissioners at the first available meeting in January 2020

NOW THEREFORE, IT IS HEREBY ORDERED, to approve the above detailed Homes for Good Appointed Commissioner Selection Process.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Chairperson, Homes for Good Board of Commissioners





# AGENDA CHECKLIST

**AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE**  
(Jordyn Shaw, Communications Administrative Specialist ext 2593)

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

AGENDA TITLE: Order/In the matter of updating the Housing Choice Voucher Administrative Plan Local Preferences

DEPARTMENT	<b>Rent Assistance</b>		
CONTACT	<b>Beth Ochs, Rent Assistance Division Director</b>	EXT	<b>2547</b>
PRESENTER	<b>Beth Ochs, Rent Assistance Division Director</b>	EXT	<b>2547</b>

AGENDA DATE: **08/28/2019**

**THIS ITEM WILL INVOLVE:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report   | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action  | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    | Public Comment Anticipated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |  |
|  |   |   | Estimated Time <u>  10  </u> min           |

**NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/: **Jacob Fox** Date **08/20/2019**

Deputy Director \_\_\_\_\_

Legal Staff-Review by: \_\_\_\_\_ Date \_\_\_\_\_

\*if required \_\_\_\_\_

Management Staff- \_\_\_\_\_ Date \_\_\_\_\_

Review by: \_\_\_\_\_





## HOMES FOR GOOD MEMORANDUM

**TO:** Homes for Good Board of Commissioners

**FROM:** Beth Ochs, Rent Assistance Division Director

**AGENDA ITEM TITLE:** Order/In the matter of updating the Housing Choice Voucher Administrative Plan Local Preferences

**AGENDA DATE:** August 28, 2019

### **I MOTION**

I move that the Board adopt this Order updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) to include a Rental Assistance Demonstration (RAD) Relocation preference for families or individuals who are permanently relocated, either voluntarily or involuntarily, by a Rental Assistance Demonstration Project.

### **II ISSUE**

Homes for Good is currently engaged in a RAD project which includes the sale of 100 scattered site units throughout Lane County. The current Administrative Plan does not provide an opportunity for relocated families to utilize a Housing Choice Voucher. Homes for Good would like to offer the option of a Housing Choice Voucher to qualifying families moving from the scattered sites through a local preference.

### **III DISCUSSION**

Access to a Housing Choice Voucher would provide qualifying families the option to search for rental housing on the private market. This option may appeal to some families who are accustomed to residing in single dwelling or duplex units. Providing access to Housing Choice Vouchers also widens the overall housing options for families who are being permanently relocated.

**Current Preference:**

None

**Proposed Preference:**

*Rental Assistance Demonstration (RAD) Relocation Preference.* This preference applies to families and individuals residing in Public Housing who are permanently relocated, either voluntarily or involuntarily through a RAD project.

### **IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the plan will be updated accordingly.

**V ATTACHMENTS**

None.

IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-04H

In the Matter of Updating the Housing Choice  
Voucher Administrative Plan (HCV Admin  
Plan) Local Preference Language

WHEREAS, Homes for Good Housing Agency, acknowledges the need for Local Preferences in the HCV program to serve permanently relocated families from RAD projects;

WHEREAS, Homes for Good Housing Agency is currently engaged in a RAD project which includes the sale of 100 scattered site units throughout Lane County. This preference applies to families residing in Public Housing who are permanently relocated, either voluntarily or involuntarily through a RAD project. This preference will provide access to Housing Choice Vouchers to qualifying families. Families must be referred by a Homes for Good designated RAD Relocation Specialist.

NOW IT IS THEREFORE ORDERED THAT:

Section 1

The Housing Choice Voucher Administrative Plan for Fiscal Year 2019 shall be revised as follows:

Page 4-15 is amended to add, *Rental Assistance Demonstration (RAD) Relocation Preference*. This preference applies to families residing in Public Housing who are permanently relocated, either voluntarily or involuntarily through a RAD project. Families must be referred by a Homes for Good designated RAD Relocation Coordinator.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

---

Chair, Homes for Good Board of Commissioners







# AGENDA CHECKLIST

**AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE**  
(Jordyn Shaw, Communications Administrative Specialist ext 2593)

AGENDA TITLE: **In the Matter of Awarding Contract #19-R-0067 & #19-R-0068 Request for Proposals for Contractor Services for RAD Phase II.**

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**


DEPARTMENT	<b>Real Estate Development</b>		
CONTACT	<b>Steve Ochs, Real Estate Development Director</b>	EXT	<b>2571</b>
PRESENTER	<b>Steve Ochs, Real Estate Development Director</b>	EXT	<b>2571</b>

AGENDA DATE: **08/28/2019**

**THIS ITEM WILL INVOLVE:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report                                     | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action                        | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    |   |   |  |
| Public Comment Anticipated?                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Estimated Time <u>  10 min  </u>                      |  |

**NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**


Executive Director/: **Jacob Fox** Date **08/20/2019** 

Deputy Director \_\_\_\_\_

Legal Staff-Review by: \_\_\_\_\_ Date \_\_\_\_\_

\*if required \_\_\_\_\_

Management Staff- \_\_\_\_\_ Date \_\_\_\_\_

Review by: \_\_\_\_\_ 





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## **HOMES FOR GOOD M E M O R A N D U M**

**TO: Homes for Good Board of Commissioners**

**FROM: Steve Ochs, Development Director**

**AGENDA ITEM TITLE: In the Matter of Awarding Contract #19-R-0067 & #19-R-0068  
Request for Proposals for Contractor Services for RAD Phase II.**

**AGENDA DATE: August 28, 2019**

### **I MOTION**

It is moved that Lonstron Hospitality Services and Kimball Construction be awarded contract #19-R-0067 & 19-R-0068, respectively, for Contractor Services for RAD Phase II, and that an order to this effect be signed, and an agreement be executed in accordance with the Request for Proposals.

### **II ISSUE**

Homes for Good Housing Agency began Rental Assistance Demonstration (RAD) conversion planning in 2013. Since then, Homes for Good Housing Agency obtained a multi-phase award to convert 112 public housing scattered site subsidies to a section 8 platform in a multifamily setting. The first phase, containing 12 units, has recently been completed. The RAD application for the second phase, containing 100 units, was submitted in June of 2018. Homes for Good Housing Agency received a conditional award (CHAP) from HUD in August of 2018 to convert the remaining 100 units.

Phase II of the RAD project is significantly larger in scope regarding the number of houses that will need to be prepared for sale. Approximately 13 million dollars of the sales proceeds from these units will be needed to fund the construction of replacement housing at Taney Place in Eugene and Hayden Bridge Meadows in Springfield. It is therefore necessary to prepare the units for sale in an efficient timeframe.

Given the need to turn these units quickly, the volume and timing of this work is beyond the current capacity of Homes for Good maintenance and fee for service staff. In preparation for this increase the Agency issued a Request for Proposals for Contractor Services to select three (3) general contractor firms to perform various types of work including, but not limited to, the following: carpentry, plumbing, and electrical work on an as-needed basis. Work items to be assigned will be determined based on an in-house assessment of each scattered site unit. A task order will then be developed for each contractor that will list the work to be performed.

The Agency followed the required procurement process for projects estimated to be over \$100,000. The Request for Proposals was published in The Register Guard on June 9, 2019 and June 16, 2019, published on the Homes for Good website, and sent to various plan centers and specific contractors targeted for this type of work. The Agency received three (3) proposals.

Lonstron Hospitality Services and Kimball Construction were selected based on qualifications, capacity and projected unit turnover time(s).

### **III DISCUSSION**

#### **A. Background/Analysis**

A Request for Proposal was issued by the Agency for the required work. Three (3) proposals were submitted and reviewed by the Selection Committee. Upon this review it was determined that due to the larger capacity and number of units that the contractors can complete that two (2) contractors would be selected. The proposals were responsive and responsible, and costs were confirmed with the selected contractors.

The total award for 19-R-0067 is not to exceed \$350,000.00 under a two-year contract, with a one-year renewal option. The total award for 19-R-0068 is not to exceed \$350,000.00 under a two-year contract, with a one-year renewal option. Homes for Good will work with the contractor to make any reasonable adjustments if deemed necessary.

The work is expected to begin in September of 2019 and will continue through Fall of 2021. It is expected that 50 to 60 units will become vacant between October of 2019 through March 2020 with about one-third of the units not becoming vacant until Early 2021.

#### **B. Recommendation**

Approval of the proposed motion.

### **IV IMPLEMENTATION/FOLLOW-UP**

Same as item III. E

### **V ATTACHMENTS**

None

IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-05H

In the Matter of Awarding Contract #19-R-0067 & #19-R-0068 Request for Proposals for Contractor Services for RAD Phase II.

WHEREAS, Homes for Good Housing Agency, has received approval through the Rental Assistance Demonstration (RAD) program to sell 100 public housing scattered sites and convert the subsidies to a Section 8 platform in a multi-family setting;

WHEREAS, Homes for Good Housing Agency will use a portion of the sale proceeds to construct replacement housing;

WHEREAS, Homes for Good Housing Agency is in need of assistance to prepare the units for sale in a timely manner;

WHEREAS, Homes for Good published a Request for Proposal for contractor services and received 3 proposals;

WHEREAS, Homes for Good Housing Agency evaluation committee reviewed proposals and recommended awarding contracts to Lonstron Hospitality Services and Kimball Construction;

WHEREAS, the Executive Director recommends award of contracts to Lonstron Hospitality Services and Kimball Construction.

NOW IT IS THEREFORE ORDERED THAT: the Executive Director is authorized to enter into a Materials & Services contract with Lonstron Hospitality Services for the Contractor Services for RAD Phase II in an amount not to exceed \$350,000.00 and that the Executive Director is authorized to enter into a Materials & Services contract with Kimball Construction for the Contractor Services for RAD Phase II in an amount not to exceed \$350,000.00. Each contractor shall present a valid signed contract in accordance with the contract requirements and shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

---

Chair, Homes for Good Board of Commissioners





# AGENDA CHECKLIST

**AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE**  
(Jordyn Shaw, Communications Administrative Specialist ext 2593)

AGENDA TITLE: In the Matter of Authorizing the Acquisition and Financing of Real Property in Eugene, Oregon for Development of the RAD Phase II Projects

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

DEPARTMENT	<b>Real Estate Development</b>		
CONTACT	<b>Steve Ochs, Real Estate Development Director</b>	EXT	<b>2530</b>
PRESENTER	<b>Spencer McCoy, Project Developer</b>	EXT	<b>2514</b>

AGENDA DATE: **08/28/2019**

**THIS ITEM WILL INVOLVE:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report                                     | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action                        | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    |   |   |  |
| Public Comment Anticipated?                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Estimated Time <u>  10 min  </u>                      |  |

**NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/: **Jacob Fox** Date **08/20/19**

Deputy Director

Legal Staff-Review by: Date

\*if required

Management Staff- **Steve Ochs** Date **08/20/19**

Review by:







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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners

**FROM:** Spencer McCoy, Project Developer

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Acquisition and Financing of Real Property in Eugene, Oregon for Development of the RAD Phase II Projects.

**AGENDA DATE:** August 28<sup>th</sup>, 2019

### **I. MOTION:**

That the Executive Director or Authorized Representatives are authorized to execute financing for the acquisition of the Taney Place property.

### **II. ISSUE:**

Homes for Good Housing Agency began Rental Assistance Demonstration (RAD) conversion planning in 2013. Since then, Homes for Good Housing Agency obtained a multi-phase award to convert 112 public housing scattered site subsidies to a section 8 platform in a multifamily setting. The first phase, containing 12 units, has recently been completed. This resulted in 12 scattered site units converting these subsidies into the Richardson Bridge Apartments as part of a larger rehab. The RAD application for the second phase, containing 100 units, was submitted in June of 2018. Homes for Good Housing Agency received a conditional award (CHAP) from HUD in August of 2018 these units.

As a condition of this conditional award, Homes for Good Housing Agency must identify replacement housing for the scattered sites. In this case the replacement housing will be newly constructed at Hayden Bridge Meadows in Springfield and Taney Place in Eugene.

In December of 2018, Homes for Good executed an option agreement with the Korean Presbyterian Church of Eugene to partition and acquire an approximately 3.06 acre parcel for the development of Taney Place. This agreement expires in September 15<sup>th</sup>, 2019. Homes for Good needs to exercise this option agreement to acquire the property for development, this memorandum requests such board authorization. The required Part 58 Environmental review that is currently being conducted by the City of Eugene must be completed prior to finalizing the partition and acquiring the property.

### **III. DISCUSSION:**

#### **A. Background**

Since 2013, Homes for Good has been evaluating the RAD program as a way to preserve its aging public housing portfolio in Lane County. Many public housing units are old and in disrepair due to years

of federal disinvestment. RAD allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock. After a successful demonstration with RAD Phase I converting 12 scattered site public housing units into Richardson Bridge, RAD phase II will convert the remaining 100 public housing scattered sites in the Homes for Good portfolio to a Section 8 platform at Hayden Bridge Meadows and Taney Place.

Taney Place will consist of 48 units and is located at 1600 Taney Street in Eugene. It is ideally located for families as it is located next to Willamette High School, Cascade Middle School and Malabon Elementary School. This is one of two sites of replacement housing that is a required component of the RAD program and will contain the same bedroom sizes as the scattered sites. The other site is located in Springfield at Hayden Bridge Meadows which will provide the remaining replacement units plus an additional 17 affordable one-bedroom units. This acquisition is a necessary step to allow for the new construction of 100 units with rental assistance, and will allow Homes for Good to sell the 100 scattered sites. The proceeds will fund construction of the replacement housing and also allow Homes for Good to initiate a comprehensive preservation effort of other properties in the real estate portfolio.

Approval of the attached order is necessary to close the acquisition loan with Washington Federal and move forward with acquiring the property for the development of Taney Place.

B. Recommendation

Approval of the proposed Motion.

C. Timing

Execution of the necessary acquisition documents will occur prior to expiration of the option agreement on September 15, 2019 unless extension is required.

**IV. IMPLEMENTATION/FOLLOW-UP:**

Same as Item III. C. above.

**V. ATTACHMENTS:**

N/A

IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-06H

In the Matter of Authorizing the Acquisition and Financing of Real Property in Eugene, Oregon for Development of the RAD Phase II Projects.

WHEREAS, Housing Authority and Community Services Agency of Lane County doing business as Home for Good Housing Agency (the "Authority") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.055 to 456.235 (the "Housing Authorities Law"); and

WHEREAS, a purpose of the Authority under the Housing Authorities Law is to construct, acquire, manage and operate affordable housing for persons of lower income; and

WHEREAS, the Authority is authorized by ORS 456.120 to form, finance and have a nonstock interest in, and to manage or operate, partnerships, nonprofit corporations and limited liability companies in order to further the purposes of Homes for Good Housing Agency; and

WHEREAS, by prior Board Order 18-19-12-01H, the Authority was authorized to develop a split-site RAD 2 affordable housing development (the "Project") and to apply for certain funding from the State of Oregon; and

WHEREAS, a portion of the Project will be constructed on approximately 3.06 acres of real property located at 1600 Taney Street in Eugene, Lane County, Oregon 97402 (the "Taney Property"); and

WHEREAS, the Authority has previously entered into an option agreement with the Korean Presbyterian Church of Eugene dated December 5, 2018 and amended May 7, 2019 and July 22, 2019 (as amended, the "Option Agreement") pursuant to which the Authority intends to buy the Taney Property for a price of **\$380,000**; and

WHEREAS, the terms of the proposed purchase of the Taney Property are acceptable;

WHEREAS, as part of the financing for the purchase of the Taney Property, the Authority intends to borrow from Washington Federal, National Association (the "Bank") **\$285,000** to be secured by a lien on the Taney Property (the "Land Loan"); and

WHEREAS, the terms of the Land Loan are satisfactory to the Authority;

**NOW IT IS THEREFORE ORDERED THAT:**

**1. Authorize Acquisition of Taney Property.**

BE IT RESOLVED, that the Authority is authorized to exercise the Option and acquire the Taney Property on the terms and conditions set forth in the Option Agreement and to execute any and all documents necessary to such purchase, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**2. Authorize Land Loan from Bank.**

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as reasonably may be required in connection with the closing of the Land Loan all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

**3. Authorized Representatives.**

BE IT RESOLVED that the following identified persons shall be the Authorized Representatives as that term is used in these Resolutions and authorized, empowered, and directed to perform the actions authorized herein on behalf of the Authority:

Jacob Fox, Executive Director  
Jeffery Bridgens, Finance Director  
Elzbieta Kubok, Communications Director

**4. General Resolutions Authorizing and Ratifying Other Actions.**

BE IT RESOLVED, that any Authorized Representative is authorized to negotiate, execute, and deliver on behalf of the Authority such other agreements, certificates, and documents, and to take or authorize to be taken all such other actions any Authorized Representative shall deem necessary or desirable to carry out the transactions contemplated by the foregoing resolutions (such determination to be conclusively demonstrated by the signature of any Authorized Representative on such document); and

BE IT FURTHER RESOLVED, that to the extent any action, agreement, document, or certification has heretofore been taken, executed, delivered, or performed by an Authorized Representative named in these Resolutions on behalf of the Authority and in furtherance of the Project, the same is hereby ratified and affirmed.

Done and dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairperson





# AGENDA CHECKLIST

**AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE**  
(Jordyn Shaw, Communications Administrative Specialist ext 2593)

AGENDA TITLE: In the Matter of Authorizing the Approval of a Significant Amendment to the PHA plan for the RAD Phase II Projects

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

DEPARTMENT	<b>Real Estate Development</b>		
CONTACT	<b>Steve Ochs, Real Estate Development Director</b>	EXT	<b>2530</b>
PRESENTER	<b>Spencer McCoy, Project Developer</b>	EXT	<b>2514</b>

AGENDA DATE: **08/28/2019**

**THIS ITEM WILL INVOLVE:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Consent Calendar            | <input type="checkbox"/> Report                                     | <input type="checkbox"/> Appointments                 | <input type="checkbox"/> Committee Reports |
| <input checked="" type="checkbox"/> ORDER/Resolution | <input type="checkbox"/> Discussion & Action                        | <input type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing    |   |   |  |
| Public Comment Anticipated?                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Estimated Time <u>  </u> 10 min <u>  </u>             |  |

**NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/:	<b>Jacob Fox</b>	Date	<b>08/20/19</b>
Deputy Director			
Legal Staff-Review by:		Date	
*if required			
Management Staff-	<b>Steve Ochs</b>	Date	<b>08/20/19</b>
Review by:			







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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners

**FROM:** Spencer McCoy, Project Developer

**AGENDA ITEM TITLE:** In the Matter of Authorizing the approval of a significant amendment to the PHA plan for the RAD phase II projects.

**AGENDA DATE:** August 28<sup>th</sup>, 2019

### **I. MOTION:**

That the significant to the PHA plan be approved for RAD phase II projects.

### **II. ISSUE:**

Homes for Good Housing Agency began Rental Assistance Demonstration (RAD) conversion planning in 2013. Since then, Homes for Good Housing Agency obtained a multi-phase award to convert 112 public housing scattered site subsidies to a section 8 platform in a multifamily setting. The first phase, containing 12 units, has recently been completed. This resulted in 12 scattered site units converting these subsidies into the Richardson Bridge Apartments as part of a larger rehab. The RAD application for the second phase, containing 100 units, was submitted in June of 2018. Homes for Good Housing Agency received a conditional award (CHAP) from HUD in August of 2018 these units. In order to move forward with the next step of the RAD process with HUD, Homes for Good must submit the Finance Plan Submission. A required component of the Finance Plan Submission is a RAD significant amendment that describes the proposed development activities and adopts various required procedures. The details of these changes can be found in attachment 1.

### **III. DISCUSSION:**

#### **A. Background**

Since 2013, Homes for Good has been evaluating the RAD program as a way to preserve its aging public housing portfolio in Lane County. Many public housing units are old and in disrepair due to years of federal disinvestment. RAD allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock. After a successful demonstration with RAD Phase I converting 12 scattered site public housing units into Richardson Bridge, RAD phase II will convert the remaining 100 public housing scattered sites in the Homes for Good portfolio to a Section 8 platform at Hayden Bridge Meadows and Taney Place.

Hayden Bridge Meadows will be a 70-unit development located at 1975 5<sup>th</sup> St. in Springfield, while Taney Place will be a 48-unit development located at 1600 Taney in Eugene. These developments will

each include 3 story buildings, a playground, and a community room with service programming. This replacement housing is a required component of the RAD program and will contain the same bedroom sizes as the scattered sites. This conversion will not only allow for the new construction of 100 units with rental assistance, but will allow Homes for Good to sell the 100 public housing scattered sites. In addition it will allow Homes for Good build 17 additional one-bedroom low-income units at Hayden Bridge Meadows that will not have rental assistance. There is a critical shortage of affordable one-bedroom units in the community so these additional units will be a great addition to the portfolio.

The proceeds from the sale proceeds will fund construction of the replacement housing and also allow Homes for Good to initiate a comprehensive preservation effort of other properties in the real estate portfolio.

Homes for Good brought the significant amendment to the Resident Advisory Board in June of 2019. At that time there was one question on the certainty and timing of the Taney Place acquisition as it related to RAD. The Taney Place acquisition has several steps that need to occur including the completion of the environmental review prior to purchase, but we expect those steps to be completed by early September.

Homes for Good provided a 45-day comment period, public forum and public hearing all of which were advertised in the Register Guard. There were no interested citizens at the public forum and the public hearing was held today prior to this item.

Approval of the attached order is necessary to received approval of the Finance Plan Submission from HUD.

B. Recommendation

Approval of the proposed Motion.

C. Timing

Once approved RAD significant amendment will be submitted with the Finance Plan to HUD.

**IV. IMPLEMENTATION/FOLLOW-UP:**

Same as Item III. C. above.

**V. ATTACHMENTS:**

RAD Phase II Significant Amendment



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## RAD Phase II Significant Amendment

The Housing Authority and Community Services Agency of Lane County dba Homes for Good Housing Agency is amending its annual PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the Homes for Good Housing Agency will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers, Homes for Good Housing Agency will adopt the resident rights, participation, waiting list and grievance procedures listed in section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, Homes for Good Housing Agency certifies that it is currently compliant with all fair housing and civil rights requirements.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing Homes for Good Housing Agency with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that Homes for Good Housing Agency may also borrow funds to address their capital needs. Homes for Good Housing Agency will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds in the amount of \$0.00 towards the conversion, and/or Replacement Housing Factor (RHF) Funds in the amount of \$0.00 towards the conversion.

## Taney Place & Hayden Bridge Meadows

Name of Public Housing Project: <b>Eugene/Springfield Scattered Sites</b>	PIC Development ID: <b>OR006000300 and OR006000200</b>	Conversion type (i.e., PBV or PBRA): <b>PBV</b>	Transfer of Assistance: (if yes, please put the location if known, and # of units transferring) : <b>Taney Place – 48 Units, Hayden Bridge Meadows – 52 Units</b>
Total Units: 100	Pre- RAD Unit Type (i.e., Family, Senior, etc.): <b>Family</b>	Post-RAD Unit Type if different (i.e., Family, Senior, etc.): <b>Family</b>	Capital Fund allocation of Development: (Annual Capital Fund Grant attributable to the Project, if known) OR, (Total Annual Capital Fund allocation divided by total number of public housing units in PHA, multiplied by total number of units in project)
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion – Taney Place &amp; Hayden Bridge Meadows</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</b>



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Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	22	22	0
Three Bedroom	70	70	0
Four Bedroom	8	8	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	There will be no changes in policies that govern eligibility, admission, selection, and occupancy of units at the converting project.		

The site complies with the Site selection requirements set forth at Appendix II of PIH Notice 2012-32 Rev 1, the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR & 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR & 8.4(b)(5), and the Americans with Disabilities Act.

**Resident Rights, Participation, Waiting List and Grievance Procedures**

For PBV: PIH Notice 2012-32, REV-2 Section 1.6.C & Section 1.6.D, and Joint Housing/PIH Notice H-2014-09/PIH-2014-17 are attached to this amendment.

**C. PBV Resident Rights and Participation.**

1. **No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement.
2. **Right to Return.** See section 1.4.A.4(b) regarding a resident's right to return.
3. **Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR § 983.257(b)(3) have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.
4. **Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(l) of



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the Act, as well as 24 CFR § 983.3 (definition of total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

#### Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion- 33% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR- 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications- Full standard TTP

#### Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR- 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR- 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR- 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications- Full standard TTP

*Please Note:* In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies may not alter this requirement.



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5. **Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any remaining PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100.<sup>25</sup> Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents.

6. **Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
7. **Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.
  - i. **Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project



Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

- a. A reasonable period of time, but not to exceed 30 days:
    - i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
    - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
  - b. 14 days in the case of nonpayment of rent; and
  - c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
- ii. **Grievance Process.** Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(l)(i)-(vi),<sup>26</sup> an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
  - i. For any hearing required under 24 CFR § 982.555(a)(l)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
  - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(l) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(l)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.



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Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

8. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

9. **Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant re-location and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.
10. **When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR §983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR §983.258). Since the rent limitation under this Section of the Notice may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds than the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing





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regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. The PHA is required to process these individuals through the Form- 50058 submodule in PIC.

Following conversion, 24 CFR §983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

**11. Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived. MTW agencies may not modify this requirement.



IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 19-28-08-07H

In the Matter of Authorizing the approval of a significant amendment to the PHA plan for the RAD phase II projects.

WHEREAS, Homes for Good Housing Agency is required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (and ensuing HUD requirements) to submit a 5-Year and Annual Plan to HUD.

WHEREAS, Homes for Good Housing Agency is only required to submit an Annual Plan, because the 5-Year Plan was submitted in 2014 for FY 2015-2019.

WHEREAS, HUD requires that Homes for Good work with the Resident Advisory Board (RAB) on the development of the Annual Plan.

WHEREAS, Homes for Good Housing Agency has worked with the RAB in June of 2019 to receive comments on this amendment.

WHEREAS, HUD requires that housing authorities provide public notice of a 45-day comment period and a public hearing on the proposed plan.

WHEREAS, Homes for Good Housing Agency has met this requirement through public advertisement of the comment period, and a public hearing on August 28th, 2019.

WHEREAS, HUD requires that the Plan be consistent with the Consolidated Plan.

WHEREAS, the City Manager of Eugene has submitted a Certification by State of Local Official of PHA Plans Consistency with the Consolidated Plan.

WHEREAS, Homes for Good Housing Agency intends to submit the amended Plan electronically to HUD no later than February 4, 2019, accompanied by a signed Certification of Compliance with PHA Plans and Related Regulations.

NOW IT IS THEREFORE ORDERED THAT: The Significant Amendment to the Annual Plan for the Fiscal Year beginning October 1, 2019 is approved for submission to HUD, and the Chair will complete and sign the Certification of Consistency with PHA Plans and Related Regulations.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Chair, Homes for Good Board of Commissioners





# AGENDA CHECKLIST

## AGENDA INFORMATION TO BE SUBMITTED TO THE BOARD OFFICE

(Jordyn Shaw, Communications Administrative Specialist ext 2593)

**One Title Memo**

**Agenda Packet**  
One Original Hard Copy plus  
One copy e-mailed to  
jshaw@homesforgood.org

**Material Due**  
Due by 12 pm Wednesday  
preceding the week it will be  
**included in the agenda notice**

AGENDA TITLE: 2020 Agency Budget Work Session

DEPARTMENT	<b>Finance</b>		
CONTACT	<b>Jeff Bridgens, Finance Director</b>	EXT	<b>2525</b>
PRESENTER	<b>Jeff Bridgens, Finance Director</b>	EXT	<b>2525</b>

AGENDA DATE: **08/28/2019**

### THIS ITEM WILL INVOLVE:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Consent Calendar         | <input type="checkbox"/> Report   | <input type="checkbox"/> Appointments                            | <input type="checkbox"/> Committee Reports |
| <input type="checkbox"/> ORDER/Resolution         | <input type="checkbox"/> Discussion & Action  | <input checked="" type="checkbox"/> Discussion/Presentation Only |  |
| <input type="checkbox"/> Ordinance/Public Hearing | Public Comment Anticipated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  |  |
|   |   |  | Estimated Time <u>30 min</u>               |

**NOTE: DEPARTMENT MANAGER MUST SIGN OFF BEFORE SUBMITTING TO BOARD OFFICE**

Executive Director/: **Jacob Fox** Date **8/20/2019**

Deputy Director \_\_\_\_\_

Legal Staff-Review by: \_\_\_\_\_ Date \_\_\_\_\_

\*if required \_\_\_\_\_

Management Staff- \_\_\_\_\_ Date \_\_\_\_\_

Review by: \_\_\_\_\_





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## **HOMES FOR GOOD M E M O R A N D U M**

**TO: Homes for Good Board of Commissioners**

**FROM: Jeff Bridgens, Finance Director**

**AGENDA ITEM TITLE: 2020 AGENCY BUDGET**

**AGENDA DATE: August 28th, 2019**

### **I. MOTION**

**None required**

### **II. ISSUE**

Homes for Good fiscal year runs from October 1 thru September 30<sup>th</sup>. We are currently preparing the Agency's 2020 budget and welcome guidance from the board.

### **III. DISCUSSION**

The Homes for Good budget is comprised of over 50 separate operational budgets. Many of them are for grants that run on the reimbursement basis and others are budgets are for third-party managed properties that run very close to break-even. There are several significant operational budgets that are the focus of this discussion that include Rent Assistance, Public Housing and the Central Office Cost Center (COCC, Administration). We have also included certain data about the Agency's real estate development and resident services activities.

#### **A. Background**

Rent assistance is the most significant area of the Agency's operations and represents over 50% of the Agency's services. Rent assistance may be separated into two components Housing Assistance Payments (HAP) and administration. The Agency's rent assistance program is funded by HUD on a calendar-year basis.

Public Housing is comprised of properties grouped by AMPs. Homes for Good Housing Agency has six (6) separate AMPs contained in its housing portfolio. AMPs are organized by geographic location in Lane County, Oregon. In total the Agency has 695 units with Public Housing. The focus of the data and financial information for this presentation is for all of Public Housing in total. The Agency's Public Housing properties are assisted by HUD though

the use of operating subsidies and capital grants. HUD's funding is provided on a calendar-year basis. The Agency has multiple other properties within its housing portfolio that are managed by third-party management companies. Third party managed properties are not the primary focus of this presentation. As previously described these properties generally run close to break-even.

In the COCC, we budget for the Agency's overhead costs. COCC operations are funded by fees charged to Public Housing and Rent Assistance. This fee-based approach follows HUD's "Asset Management Fee Model" and includes bookkeeping fees, management, asset management fees and fee-for-service charges. The Agency is required to follow this model because it has more than 250 units of Public Housing. Additional funding is provided by an overhead charge to other Agency programs and is based on a cost allocation methodology.

#### B. Analysis

In the accompanying slide show we display the three-year results for 2016, 2017 and 2018 for Rent Assistance, Public Housing and the COCC. We also have included budget-to-actual results for these divisions for 2018. Next, we have projected an estimate for 2019 and have compared budget-to-actual information for 2019.

We have provided limited data about the Agency's real estate development activities because those activities often span longer than one reporting period and more detailed information is provided throughout each year at the individual project level.

Resident Services information is summarized only by trend information for expenditures of federal grants to provide the Board with some context about the Agency's efforts to provide supportive services.

Lastly, we have provided a summary of what we believe to be the significant events of 2019 and our observations for significant areas for 2020.

#### B. Recommendation

Discussion of Homes for Good's significant budget areas for 2020.

### **IV. IMPLEMENTATION/FOLLOW-UP**

Staff will present the 2020 Homes for Good budget at the September board meeting.

### **V. ATTACHMENT**

PowerPoint: Homes for Good 2020 Budget





**2020 Budget**



	<b><u>2016 ACTUAL</u></b>	<b><u>2017 BUDGET</u></b>	<b><u>2017 PROJECTED</u></b>	<b><u>2018 BUDGET</u></b>
Beginning Restricted Reserves	\$ -	\$ -	\$ 2,691,604	\$ 2,361,425
Beginning Unrestricted Reserves	-	-	5,871,507	5,879,112
Total Beginning Reserves	-	-	8,563,111	8,240,537
Revenue	34,920,443	33,580,864	30,900,097	37,489,862
Expenses				
Personnel Services	6,885,304	6,885,630	6,567,600	6,908,398
Materials & Services	24,156,763	24,905,313	23,128,277	25,670,472
Overhead	(88,041)	127,970	354,500	267,238
Total Expenses	30,954,026	31,918,913	30,050,377	32,846,107
Net Change	3,966,416	1,661,951	849,720	4,643,754
Other Resources				
Capital Outlay	(1,371,278)	(1,361,692)	(4,869,600)	(7,083,228)
Reserves	(30,168)	(18,256)	43,539	(77,912)
Debt Issuance	24,412	-	3,785,000	6,000,000
Debt Service	(688,597)	(524,103)	(119,808)	(454,750)
Inter-Program Transfers In	200,000	-	82,300	193,626
Inter-Program Transfers Out	(200,000)	-	(70,000)	(193,626)
Other Resources Provided (Used)	(2,065,631)	(1,904,051)	(1,148,569)	(1,615,890)
Excess (Deficiency) of Revenue Over (Under) Total Expenses and Other Resources	1,900,785	(242,100)	(298,849)	3,027,864

# Homes for Good Financial Overview 2018



\*Based on 2018 audited financial statements



	<b><u>2017</u></b> <b><u>ACTUAL</u></b>	<b><u>2018</u></b> <b><u>BUDGET</u></b>	<b><u>2018</u></b> <b><u>PROJECTED</u></b>	<b><u>2019</u></b> <b><u>BUDGET</u></b>
Beginning Restricted Reserves	\$ 3,173,917	\$ 2,361,425	\$ 2,203,223	\$ 8,023,282
Beginning Unrestricted Reserves	4,511,400	5,879,112	4,929,597	5,944,262
Total Beginning Reserves	<u>7,685,317</u>	<u>8,240,537</u>	<u>7,132,820</u>	<u>13,967,544</u>
Revenue	32,283,995	37,489,862	37,114,178	42,081,158
Expenses				
Personnel Services	7,184,151	6,908,398	6,794,233	7,818,975
Materials & Services	24,406,517	25,670,472	23,985,621	27,319,500
Overhead	356,118	267,238	280,692	359,176
Total Expenses	<u>31,946,786</u>	<u>32,846,108</u>	<u>31,060,546</u>	<u>35,497,651</u>
Net Change	<u>337,209</u>	<u>4,643,754</u>	<u>6,053,632</u>	<u>6,583,507</u>
Other Resources				
Capital Outlay	(4,856,821)	(7,083,228)	(2,212,173)	(38,537,241)
Reserves	69,279	(77,912)	(257,215)	(205,930)
Debt Issuance	4,134,967	6,000,000	2,992,000	33,229,608
Debt Service	(391,643)	(454,750)	(164,569)	(432,543)
Inter-Program Transfers In	159,836	193,626	1,913,773	1,102,445
Inter-Program Transfers Out	-	(193,626)	(1,490,724)	(1,102,445)
Other Resources Provided (Used)	<u>(884,382)</u>	<u>(1,615,890)</u>	<u>781,092</u>	<u>(5,946,106)</u>
Excess (Deficiency) of Revenue Over (Under) Total Expenses and Other Resources	<u>(547,173)</u>	<u>3,027,864</u>	<u>6,834,724</u>	<u>637,401</u>
Ending Restricted Reserves	2,203,223	2,426,800	8,023,282	8,043,071
Ending Unrestricted Reserves	4,929,597	8,940,948	5,944,262	6,561,872
Total Ending Reserves	<u>7,132,820</u>	<u>11,367,748</u>	<u>13,967,544</u>	<u>14,604,943</u>



1999  
25TH  
ANNIVERSARY  
OF SECTION 8

2018  
25TH ANNIVERSARY OF  
FAMILY SELF SUFFICIENCY  
PROGRAM





# Rent Assistance

<u>Rent Assistance</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>2019 Projected</u>	<u>2019 Budget</u>
HAP revenue	17,222,936	14,719,827	16,639,648	16,091,377	16,100,000	17,382,165
Admin fee	2,573,700	2,307,604	2,159,033	2,271,208	2,700,000	2,308,015
<b>Total revenue</b>	<b>19,796,636</b>	<b>17,027,431</b>	<b>18,798,681</b>	<b>18,366,185</b>	<b>18,800,000</b>	<b>19,690,180</b>
HAP Expense	16,279,932	15,489,814	16,610,338	16,310,000	16,986,000	17,344,000
Admin expense	1,785,373	2,167,694	2,318,476	2,399,055	2,718,000	3,092,788
<b>total expense</b>	<b>18,065,305</b>	<b>17,657,508</b>	<b>18,928,814</b>	<b>18,829,055</b>	<b>19,704,000</b>	<b>19,790,380</b>
HAP reserve	779,564	25,343	67,314	267,100	-	-
Admin reserve	2,237,757	2,290,907	1,938,599	1,502,438	2,000,000	1,634,450
Unit Months Leased	37,428	34,004	35,152	-	35,800	-



**PARKVIEW  
TERRACE  
1970s**



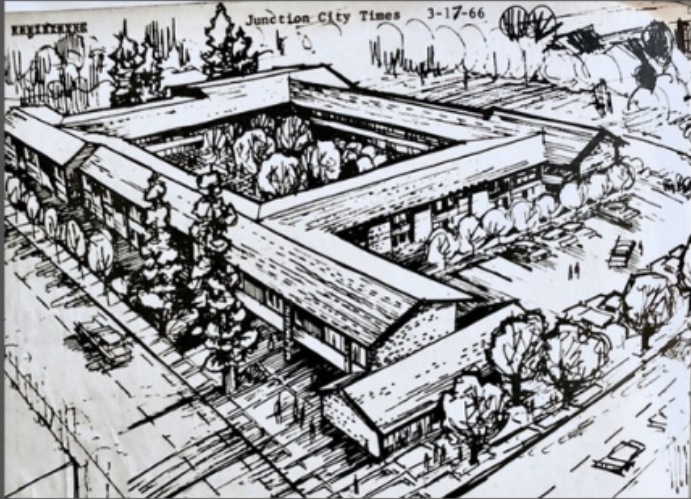
# Housing



<u>Public Housing</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>2019 Projected</u>	<u>2019 Budget</u>
Tenant rent	2,055,524	2,164,331	2,300,436	2,108,041	2,340,000	2,111,682
Operating subsidy	2,117,810	2,214,103	2,211,982	1,709,494	2,100,000	1,840,788
Other	945,475	828,082	376,131	282,408	302,000	1,454,982
<b>Total revenue</b>	<b>5,118,809</b>	<b>5,206,516</b>	<b>4,888,549</b>	<b>4,099,943</b>	<b>4,742,000</b>	<b>5,407,452</b>
<b>Administrative expenses</b>	<b>1,522,563</b>	<b>1,548,512</b>	<b>1,742,757</b>	<b>1,348,904</b>	<b>1,715,000</b>	<b>1,535,309</b>
<b>Maintenance expenses</b>	<b>1,597,431</b>	<b>1,568,853</b>	<b>1,466,188</b>	<b>1,640,334</b>	<b>1,765,000</b>	<b>1,674,165</b>
<b>Other</b>	<b>1,562,526</b>	<b>1,558,904</b>	<b>1,043,493</b>	<b>1,053,467</b>	<b>1,620,000</b>	<b>2,414,356</b>
<b>Total expenses</b>	<b>4,682,520</b>	<b>4,676,269</b>	<b>4,252,438</b>	<b>4,042,705</b>	<b>5,100,000</b>	<b>5,623,830</b>
<b>Excess / Deficiency</b>	<b>436,289</b>	<b>530,247</b>	<b>636,111</b>	<b>57,238</b>	<b>(358,000)</b>	<b>(216,378)</b>
<b>Unit Months Leased</b>	<b>8,381</b>	<b>8,289</b>	<b>8,243</b>	<b>-</b>	<b>8,280</b>	<b>-</b>

\*Includes capital outlay





# 1966 LINDEBORG PLACE

# 2019 TANEY PLACE





# Real Estate Development

## Selected Financial Data for Real Estate Development

	<u>2017</u>	<u>2018</u>	<u>Projected 2019</u>
Developer fees	375,085	838,998	775,000
Administrative expenses	502,561	721,774	747,000
Construction in progress	379,446	884,449	2,000,000
Disposal gains and losses	-	2,140,237	-



# Resident Services

## Resident Services Selected Program Data

<u>Federal Program Expenditures</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Projected</u>	<u>2019 Budget</u>
Shelter Plus Care	379,437	495,381	471,626	478,000	488,913
ROSS	310,010	382,101	377,859	246,000	188,000
Continuum of Care	-	-	478,090	300,000	354,759
Department of Energy	566,377	709,063	736,759	530,000	N/A
Department of HHS	666,363	534,439	516,984	455,000	N/A



**DAY ISLAND ADMIN BUILDING**



**1970s**    **1996**

**2019**



# Central Office Cost Center

<u>COCC</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>2019 Projected</u>	<u>2019 Budget</u>
Management fees	513,773	813,494	1,007,218	961,530	1,028,000	916,700
Asset management fees	83,620	55,558	94,200	95,540	93,000	78,400
Bookkeeping fees	62,460	299,969	314,865	337,990	321,000	299,800
Front line service fees	125,833	252,990	449,748	403,782	600,000	359,176
Other revenue	705,279	542,271	538,470	354,230	472,000	869,481
<b>Total revenue</b>	<b>1,490,965</b>	<b>1,964,282</b>	<b>2,404,501</b>	<b>2,153,072</b>	<b>2,514,000</b>	<b>2,523,557</b>
<b>Administrative expenses</b>	<b>1,763,692</b>	<b>2,046,919</b>	<b>2,010,020</b>	<b>1,803,298</b>	<b>2,000,000</b>	<b>2,297,324</b>
<b>Maintenance expenses</b>	<b>357,259</b>	<b>496,375</b>	<b>571,849</b>	<b>443,939</b>	<b>515,000</b>	<b>595,489</b>
<b>Other</b>	<b>81,499</b>	<b>67,125</b>	<b>73,304</b>	<b>74,257</b>	<b>25,000</b>	<b>73,196</b>
<b>Total expenses</b>	<b>2,202,450</b>	<b>2,610,419</b>	<b>2,655,173</b>	<b>2,321,494</b>	<b>2,540,000</b>	<b>2,966,009</b>
<b>Excess / Deficiency</b>	<b>(711,485)</b>	<b>(646,137)</b>	<b>(250,672)</b>	<b>(168,422)</b>	<b>(26,000)</b>	<b>(442,452)</b>

# Financial Policies

- Prudent budget
- Grants management
- Review/Update cost allocation
- Computer/Fleet replacement policies
- Review/Update Financial Policies
  - New accounting standards
  - Real estate development
  - Document internal controls
- Review/Update Reserve Policies
- Cash management



**Staff Stretching**



# People



Budgeted FTE 2018	87
Budgeted FTE 2019	98
Expected FTE 2020 (Currently at 88 FTE with openings)	90-93



# Significant Events for FY2019

- Refinance and remodel loan for W. 13<sup>th</sup>
- Federal shut-down
- Real estate development
  - Market District Commons – closed!
  - Housing First – predevelopment!
  - Taney – predevelopment!
  - Hayden Bridge Meadows – predevelopment!
  - Lease of Bus Barn property from Lane County, Oregon
- DEI initiative
- EPC construction in progress

# Expectations for FY2020

- Consolidation of operations, we're moving!
- Continued real estate development activities
- Continued DEI initiative
- Commercial real estate
- Consolidation of fleet operations
- Continued diversification of vouchers

**Thank you!**

**Questions?**



Developing powerful partnerships between the health care system and the affordable housing systems continues to be a high priority for me and we are receiving an unprecedented amount of support and engagement from the health care system. As the Homes for Good board members know, I serve on the Trillium CCO governance board, and on July 19th and 20th the Trillium board and senior leadership held a retreat to focus on CCO 2.0. This was in light of the fact that Trillium, along with Pacific Source, received approval from the Oregon Health Authority to serve as Lane County's two CCO's. I was impressed with how well organized the retreat was, and was also encouraged by the focus on community investments in social determinates of health including affordable housing supportive services and production. Our MLK Commons Housing First affordable housing community received historic investments from the health care system in the capital cost of the project, along with supportive services investments. It is my opinion that investments like this will continue as we plan projects and can increase positive health outcomes for people with low incomes in our community, and demonstrate how these investments can reduce Emergency Room visits, and free up beds in hospitals, to improve efficiency for health care providers.



On July 30th I joined over 20 Homes for Good staff members in an effort to improve curb appeal and address deferred maintenance at our largest public housing community, McKenzie Village, in Springfield. McKenzie Village was built in 1961 and is comprised of 172 units, which are all duplexes spread across multiple blocks within a neighborhood. I was assigned to be on the landscape crew and specifically I used a hedge trimmer to cut bushes and trees away from fences and the duplexes. Many residents of the duplexes joined us in our efforts, and it was a good reminder of the challenges of maintaining such a large property that is aging, and will need large capital improvements in the coming years. Also it allowed me to reflect on the challenges our property management staff, specifically our maintenance staff members, face on a day to day basis to provide excellent customer service and maintain properties that are over 55 years old. One particular conversation I had with one of our maintenance leaders, Jeff Champ, was the physical nature of the job and how staying healthy is always a challenge when you are working a physical job every day. I'm deeply appreciative of the hard work by our property management staff members and their efforts to provide a safe and healthy home for the people in Lane County that would have no where to turn without the home that is provided by the team at Homes for Good.



Market District Commons Fence Screening

On August 6th we celebrated our 2nd annual National Night event out at Alton Baker Park. National Night Out is a national community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. Our event was organized by our Family Self Sufficiency/Resident Services team who worked tirelessly to bring this event together and it was a smashing success. The day of the event this team was joined by over 20 additional Homes for Good staff members who volunteered for set up, duties throughout the event and clean up. The event was focused on food and fun but also many community partners attended to provide information and resources to the people we serve. I was assigned to staff a giant velcro bulls-eye where kids and parents who are served by our programs were able to kick and throw balls that stuck to the bulls-eye. The smiles and happiness of our families throughout the event was a powerful reminder to me of the importance of our work in the community and the tremendous amount of good that we are responsible for spreading. I want to thank Michelle and Pat (who brought Debi and his lovely grandchild) from the Homes for Good Board for attending and supporting this event.

