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HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS MEETING WEDNESDAY NOVEMBER 13TH, 2019

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- VI. ORDER 19-13-11-03H— IN THE MATTER OF UPDATING THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) REEXAMINATION POLICY

AGENDA

Homes for Good Housing Agency



BOARD OF COMMISSIONERS

Location of the meeting:

Board of County Commissioners Conference Room, Public Service Building, 125 East 8th 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.

Wednesday, November 13th, 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

(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.)

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

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. EXECUTIVE SESSION- Estimated 15 minutes

On November 13th, 2019 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(d), "To conduct deliberations with persons designated by the governing body to carry on labor negotiations."

7. EXECUTIVE SESSION- Estimated 15 minutes

On November 13th, 2019 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

8. ADMINISTRATION

- A. Approval of Minutes: 10/16/2019
- B. Executive Director Report (Estimated 10 minutes)
- C. **ORDER 19-13-11-01H** In the Matter of Submitting Section 8 Management Assessment Program (SEMAP) Fiscal Year 2019 Certification (Beth Ochs, Rent Assistance Division Director) (Estimated 15 minutes)
- D. **ORDER 19-13-11-02H** In the Matter of Approving the Homes for Good Appointed Commissioner (Ela Kubok, Communications Director) (Estimated 10 minutes)

- E. **Order 19-13-11-03H** In the Matter of Updating the Admissions and Continued Occupancy Policy (ACOP) Reexamination Policy. (Wakan Alferes, Supportive Housing Director) (Estimated 10 minutes)

9. OTHER BUSINESS

Adjourn

MINUTES

Homes for Good Housing Agency



BOARD OF COMMISSIONERS

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Phone: 541.682.2506

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Wednesday, October 16, 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

No Public Comment

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

None

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

Char Reavis is participating via phone. Heather Buch is acting as Board Chair. Pat Farr is excused at 2:45pm.

5. EMERGENCY BUSINESS

6. EXECUTIVE SESSION

On October 16th, 2019 the Homes for Good Board held an executive session pursuant to ORS 192.660(d), "To conduct deliberations with persons designated by the governing body to carry on labor negotiations."

7. EXECUTIVE SESSION

On October 16th, 2019 the Homes for Good Board held an executive session pursuant to ORS 192.660(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

8. ADMINISTRATION

A. Approval of Minutes: 09/25/2019

Motion to Approve: **Jay Bozievich**

Second: **Michelle Thurston**

The minutes are approved unanimously 7/0

B. Executive Director Report (Estimated 10 minutes)

Jacob Fox: Talks about the recent all staff diversity, equity, and inclusion training. He briefly discusses the content of the meeting including implicit bias, colorblindness, and the history of discrimination in the state. He talks about the positive feedback from staff.

Michelle Thurston: Have you had any staff pushback?

Jacob Fox: Yes, we had a little bit. Jacob talks about some examples of how various concepts can mean different things to different communities, and how some staff struggled with some of those concepts. Jacobs mentions that all of the pushback was before the all staff training, and that some of the staff who had pushed back talked to him during the training and felt better educated.

Pete Sorenson: Did this training include more examples of discrimination other than race and racism such as gender, ethnic, or socioeconomic discriminations?

Jacob Fox: Race and racism is something that our society does not talk about well. We intentionally launched our initiative talking about race and racism. We will never stop implementing this initiative, so the vision is that if we can talk to one-hundred staff members and get them more comfortable talking about race and racism, then when we get to other populations like people who have disabilities, or have mobility assistive devices, that it gets easier to grow and flourish in this work.

Pete Sorenson: I have heard that where people of one race may not know, or may not have even met someone of another race, that starting with race, which is the most egregious type of discrimination in my opinion, but sex discrimination is easier for them to process because most everyone has men in their lives or women in their lives, so they have more comfort with the idea that treating people differently based upon an irrelevant factor is not a good thing. I've heard that.

Jacob Fox: I have talked to Char pretty often, she is really passionate about our diversity, equity, and inclusion initiative being really broad and really understanding of many populations that have been historically discriminated against. So, as we move forward we may focus on different populations or subsets of populations each year.

Joe Berney: While it is great to acknowledge the bad, are you talking about solutions?

Jacob Fox: Yes, that was a big topic of the day.

Char Reavis: Comments on the positive progress that staff has made in relationship to the treatment of residents. But that it is still an area to continue to keep working on.

C. **ORDER 19-16-10-01H** In the Matter of Authorizing Formation and Financing of RAD 2 LLC Projects (Spencer McCoy, Project Developer) (Estimated 15 minutes)

Spencer McCoy: Introduces the board order and why it is needed. He gives background on the RAD phase II project and explains the six funding sources.

Motion to approve: **Michelle Thurston**

Second: **Jay Bozievich**

This motion passes unanimously 7/0

D. **ORDER 19-16-10-02H** In the Matter of Approving the Head Start Lease for Fairview Shared Office Space (Jacob Fox, Executive Director) (Estimated 10 minutes)

Jacob Fox: Explains that with the move into the new administrative build next year there will be space available in the Fairview office, and that some of the Fairview staff have moved to Day Island. When space becomes available, Homes for Good tries to start with community-based organizations. Head Start of Lane County has a space adjacent to the Fairview building, and has some administrative office needs, so this felt like a good way to support a community-based organization. We expect they will be taking over more of the space next year when we vacate the building, but we will continue to work with them based on their needs. Normally I wouldn't bring something like this to the board, but because this building is part of a public housing development which is funding by the Department of Housing and Urban Development, anytime you get a lease or any sort of encumbrance, you have to have a board order so that HUD knows you have gone through the required steps.

Michelle Thurston: Is the \$1 square foot price to cover the costs of the building? Since it includes electricity, garbage, sewer? Is that enough to cover the cost of that building including taxes?

Jacob Fox: We entered a one-year lease, we would have preferred to wait, but they are needing to be out of the building they are currently in, so they are in a little bit of an urgent need to move. We did a little bit of a rough analysis and \$1 a square foot does cover the basic costs, but if we look at a longer lease, their lease payment will need to contribute to a replacement reserve account that would maintain that building and make capital improvements on that building over time. So, we are helping them out in the short term, this covers our basic operating costs, and then if they want to continue their lease we would need to revisit that number, and it will go up.

Joe Berney: Expresses caution in leases that include utilities where you can't control the tenants usage.

Char Reavis: Expresses concern in the size of the front reception area being small, and whether having two entities in the same building will cause issue until Homes for Good moves out.

Jacob Fox: Wakan is the lead on this, but she has not raised that concern yet, but she has expressed that this is administrative space for head start, so it won't be families with kids who are coming in to receive services. So, I trust Wakan to problem solve if any issues come up, but I haven't heard that concern raised.

Char Reavis: Asks a question: if Head Start will be using the reception area.

Jacob Fox: I think there will be some amount of traffic in the area from Head Start, but I don't know what the specific volume will be, but I will follow up.

Motion to approve: **Michelle Thurston**

Second: **Pete Sorenson**

This motion passes unanimously 7/0

Pat Farr is excused after motion passes.

E. PRESENTATION Use of Interfunds (Jeff Bridgens, Finance Director) (Estimated 20 minutes)

Jeff Bridgens: Mentions that this presentation has been brought out of a question that came from the last board meeting in the budget approval process, which the COCC ending the year in a negative and how that is possible with the use of interfunds. They will discuss that today. Jeff explains what interfund is, and the use of a Wells Fargo cash account which is shared among programs. He explains the "due to" and "due from" line items within the account and what that looks like on the balance sheets.

Joe Berney: Suggests balancing out the numbers so that there are no negative balances within presentations.

Jeff Bridgens: Historically the interfund has been used across a lot of the agency's operations, almost everything was flowing into that one account, and one of the first things we did to take out these swings was to separate Real Estate Development, which is hundreds of thousands of dollars of swings in these accounts, which we needed to separate out to self-manage to have very deliberate discussions about the movement of money. I think we are to a point too where we are going to start doing that with some of our other programs, weatherization for instance. Their financial cycle is a lot longer than the month-to-month cycle of some of the other programs. Comingling those two cycles can cause a lot of cash flow issues as well. I understand why you would use interfund for certain things, when it is all a monthly operation with money coming in and out on a recurring basis, that is really the purpose of those. But for instance, real estate development has a long cycle, it could be a twelve-month cycle, or eighteen-month cycle before they are seeing cash flows, so comingling it into one account really hides a lot of the operations of what is going on.

Joe Berney: Given the outstanding audit that we received, I am surprised that any accounts that are operating on different cycles are co-mingled.

Jeff Bridgens: Especially when the operating cycles differ so much and need a certain amount of liquidity.

Heather Buch: Questions the negative balances in one of the property columns.

Jeff Bridgens: Mentions that for presentations usually those would be settled up and transferred so that they would be balanced out and not appear negative.

Pete Sorenson: Does HUD or anyone else require any trust funds that are not allowed to be comingled?

Jeff Bridgens: When we have some sort of stipulation, so we report those as restricted funds, and don't comingle those with other accounts.

9. OTHER BUSINESS

Adjourn

The biggest news for the Homes for Good Board of Directors is that we will be opening our Housing Choice Voucher (Section 8) Waiting List between November 12th and November 19th. We expect an extremely high volume of applications due to the affordable housing crisis that is marginalizing people with low incomes in our community. Since the last wait list opening, the Section 8 program has housed 473 children and 351 disabled persons from the 2017 wait list. Because the communications capacity of our organization has grown, and we now have a robust social media platform, the amount of time we have invested in distributing clear and helpful communication is more important than ever before. I want to thank Ela Kubok, Beth Ochs, Jordyn Shaw, and the entire Rent Assistance Team for their impressive efforts to provide helpful information to the community at large and in particular to people with low incomes that are struggling to secure affordable housing here in Lane County. Over the last month the communications team sent out over 4,500 emails announcing the wait list opening to jurisdictional partners, community partners, and persons in the community in need of housing. The Facebook announcement has been shared by over 100 people, and viewed by over 8,000.

I'm a member of the ShelterCare Board of Directors and we are in the process of interviewing for a new CEO that will soon take responsibility for leading this innovative organization that is working with many other organizations in our collective effort to reduce the number of people experiencing homelessness in our community. As Susan Ban prepares for retirement in the coming months, we all need to recognize the immense impact she has had in our community of the past three decades. Lane County is a healthier place because of Susan's determination to support people in our community that need a home to stabilize their physical and mental health challenges.



SECTION 8 WAIT LIST OPENS

TUESDAY THROUGH TUESDAY
NOVEMBER 12TH NOVEMBER 19TH
8AM 4PM

We are delighted to report that our application to the Oregon Housing and Community Services Request for Proposals for the Permanent Supportive Housing Cohort was approved. Our team includes Lane County, ShelterCare and Quantum Management, which is the same team that has successfully delivered The Commons on MLK to our community. We are one of ten teams from across Oregon that were awarded this highly competitive award and the end result will be the development of the 2nd Permanent Supportive Housing (PSH) apartment community in the Eugene/Springfield Metro area. Related to this award we have invested significant time over the past month educating the Homes for Good Board, the Lane County Board of Commissioners, and the Fair Board on this application process and award as we work to finalize the location where this PSH apartment community will be built.

I also want the Homes for Good Board of Directors to know that we now own the parcel of land where Hayden Bridge Meadows will be developed. This apartment community will deliver 70 units of affordable housing to the City of Springfield, and in the same financial transaction we will also be building Taney Place, which is a 49 unit apartment community in West Eugene. Both apartments communities will have designated PSH units and will be contributing towards the Lane County goal of developing 350 units of PSH to support people experiencing homelessness in our community. We anticipate closing the financing for this project by the end of this year.

Obtaining a Section 8 Voucher





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 Submitting SEMAP FY2019 Certification**

DEPARTMENT	Rent Assistance	
CONTACT	Beth Ochs, Rent Assistance Division Director	EXT 2547
PRESENTER	Beth Ochs, Rent Assistance Division Director	EXT 2547

AGENDA DATE: **11/13/2019**

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>15 min</u> |

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

Executive Director/: **Jacob Fox**

Date **11/05/2019**

Subrata Chakrabarti for Jacob Fox

Deputy Director

Legal Staff-Review by:

Date

*if required

Management Staff-

Date

Review by:



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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 Submitting SEMAP FY2019 Certification
AGENDA DATE: November 13th, 2019

I MOTION

I move that the Board adopt this Order to submit the Section 8 Management Assessment Program (SEMAP) to HUD declaring Homes for Good as high performing.

II ISSUE

Homes for Good must submit the HUD-required SEMAP certification form within 60 calendar days after the end of its fiscal year. The certification must be approved by a Homes for Good board resolution.

III DISCUSSION

SEMAP is a tool that allows HUD to measure a Public Housing Agency's (PHA) performance in key areas to ensure program integrity and accountability. SEMAP scores translate into a rating for each Public Housing Agency as high performing, standard or troubled. High performing PHAs can be given a competitive advantage under notices of funding availability. PHAs with deficiencies are required to correct deficiencies and report corrective action plans to HUD. Troubled PHAs can be subject to additional oversight by HUD.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, SEMAP Certification will be submitted to HUD accordingly.

V ATTACHMENTS

Section 8 Management Assessment Program (SEMAP) Certification
SEMAP Indicators

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response **Yes** **No**

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response **Yes** **No** **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
_____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
_____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
Is line c 50% or more? Yes No
- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
_____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
_____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
_____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No
- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
_____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
_____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
_____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

SEMAP Indicators

Indicator 1: Selection from the waiting list

Maximum Score: 15

- This indicator shows whether the PHA has written policies in its administrative plan for selecting applicants from the waiting list and whether the PHA follows these policies when selecting applicants for admission from the waiting list.
- Points are based on the percent of families that are selected from the waiting list in accordance with the PHA's written policies, according to the PHA's quality control sample.

Indicator 2: Rent reasonableness

Maximum Score: 20

- This indicator shows whether the PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units
- Points are based on the percent of units for which the PHA follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable, according to the PHA's quality control sample.

Indicator 3: Determination of adjusted income

Maximum Score: 20

- This indicator measures whether the PHA verifies and correctly determines adjusted income for each assisted family, and where applicable, uses the appropriate utility allowances for the unit leased in determining the gross rent.
- Points are based on the percent of files that are calculated and verified correctly, according to the PHA's quality control sample.

Indicator 4: Utility allowance schedule

Maximum Score: 5

- This indicator shows whether the PHA maintains an up-to-date utility allowance schedule.
- Points are based on whether the PHA has reviewed the utility allowance schedule and adjusted it when required, according to the PHA's certification.

Indicator 5: HQS quality control inspections**Maximum Score: 5**

- This indicator shows whether a PHA supervisor reinspects a sample of units under contract during the PHA fiscal year, which meets the minimum sample size requirements for quality control of HQS inspections.
- Points are based on whether the required quality control reinspections were completed, according to the PHA's certification.

Indicator 6: HQS enforcement**Maximum Score: 10**

- This indicator shows whether, following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening deficiencies are corrected within 24 hours from the inspection and all other deficiencies are corrected within no more than 30 calendar days from the inspection or any PHA-approved extension.
- Points are based on whether the PHA corrects all HQS deficiencies in accordance with required time frames, according to the PHA's certification.

Indicator 7: Expanding housing opportunities**Maximum Points: 5**

- Only applies to PHAs with jurisdiction in metropolitan FMR areas.
- This indicator shows whether the PHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration; informs voucher holders of the full range of areas where they may lease units both inside and outside the PHA's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
- Points are based on whether the PHA has adopted and implemented written policies in accordance with SEMAP requirements, according to the PHA's certification.

Indicator 8: FMR limit and payment standards**Maximum Points: 5 points**

- This indicator shows whether the PHA has adopted a payment standard schedule that establishes payment standard amounts by unit size for each FMR area in the PHA's jurisdiction, that are within the basic range of 90 to 110 percent of the published FMR.
- Points are based on whether the PHA has appropriately adopted a payment standard schedule(s), according to the PHA's certification.

Indicator 9: Annual reexaminations**Maximum Points: 10**

- This indicator shows whether the PHA completes a reexamination for each participating family at least every 12 months.

- Points are based on the percent of reexaminations that are more than 2 months overdue, according to data from PIC.

Indicator 10: Correct tenant rent calculations

Maximum Points: 5

- This indicator shows whether the PHA correctly calculates the family's share of the rent to owner.
- Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

Indicator 11: Pre-contract HQS inspections

Maximum Points: 5

- This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.
- Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.

Indicator 12: Annual HQS inspections

Maximum Points: 10

- This indicator shows whether the PHA inspects each unit under contract at least annually.
- Points are based on the percent of annual HQS inspections of units under contract that are more than 2 months overdue, according to data from PIC.

Indicator 13: Lease-up

Maximum Points: 20 points

- This indicator shows whether the PHA enters HAP contracts for at least 98 percent of the number of the PHA's baseline voucher units in the ACC for the calendar year ending on or before the PHA's fiscal year, or whether the PHA has expended at least 98 percent of its allocated budget authority for the same calendar year. The PHA can receive 15 points if 95 to 97 percent of vouchers are leased or budget authority is utilized.
- Points are based on utilization of vouchers and HAP expenditures as reported in the voucher management system (VMS) for the most recently completed calendar year.

Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances

Maximum Points: 10

- Only applies to PHAs with mandatory FSS programs.
- This indicator shows whether the PHA has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.
- Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.

Success Rate of Voucher Holders**Maximum Points: 5**

- Only applies to PHAs that have received approval to establish success rate payment standard amounts, and isn't effective until the second full PHA fiscal year following the date of HUD approval of success rate payment standard amounts.
- This indicator shows whether voucher holders were successful in leasing units with voucher assistance.
- Points are based on the percent of families that were issued vouchers, and that became participants in the voucher program.

Deconcentration Bonus Indicator**Maximum Points: 5**

- Submission of data for this indicator is mandatory for a PHA using one or more payment standard amount(s) that exceed(s) 100 percent of the published FMR set at the 50 percentile rent, starting with the second full PHA fiscal year following initial use of payment standard amounts based on the FMRs set at the 50th percentile.
- Additional points are available to PHAs that have jurisdiction in metropolitan FMR areas and that choose to submit the required data.
- Points are based on whether the data that is submitted meets the requirements for bonus points.

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

ORDER 19-13-11-01H

In the Matter of submitting Section 8
Assessment Program (SEMAP) Certification
for Fiscal Year 2019

WHEREAS, Homes for Good Housing Agency, acknowledges the requirement to submit SEMAP Certification to HUD;

WHEREAS, Homes for Good Housing Agency has identified itself as a high performing Public Housing Agency. Identification as a high performing Public Housing Agency was obtained through auditing 13 HUD required areas of the Section 8 Program.

Required areas for audit include:
Selection from the waiting list
Rent reasonableness
Determination of adjusted income
Utility allowance schedule
Housing quality standard quality control inspections
Housing quality standards enforcement
Expanding housing opportunities
Fair market rent limits and payment standards
Annual reexaminations
Correct tenant rent calculations
Pre-contract HQS inspections
Annual HQS inspections and lease up.

THEREFORE, BE IT RESOLVED THAT:

Homes for Good submit Fiscal Year 2019 SEMAP Certification declaring Homes for Good as high performing.

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)

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 Homes for Good Appointed Commissioner Recommendation**

DEPARTMENT **Executive**

CONTACT **Jacob Fox, Executive Director** EXT **2527**

PRESENTER **Ela Kubok, Communications Director** EXT **2506**

AGENDA DATE: **11/13/2019**

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 **11/04/2019**

Ela Kubok

Deputy Director

Legal Staff-Review by:

Date

11/15/2019

*if required

Management Staff-

Date

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: Ela Kubok, Communications Director
AGENDA ITEM TITLE: Order/In the Matter of Approving the Homes for Good Appointed Commissioner Recommendation
AGENDA DATE: November 13th, 2019

I MOTION

Approval of the board order in the Matter of Approving the Appointed Commissioner Recommendation.

II ISSUE

Homes for Good Appointed Commissioner recommendation by the Selection Committee.

III DISCUSSION

Char Reavis was reaching the end of her four-year term as a Homes for Good Appointed Commissioner. On August 28th, Homes for Good Board approved a selection process for appointed commissioner as well as a selection committee composed of Commissioner Buch, Commissioner Thurston, Executive Director, member of the DEI Core team and Communications Director. Homes for Good ran a recruitment for a new Appointed Commissioner in early September 2019. Applications were due October 11th, 2019. Homes for Good administration received three applications, one applicant withdrew before the interview phase of the process. On Friday, October 25th the selection committee interviewed two candidates incumbent Char Reavis and Terri Deane. Based on the application materials and interviews, the selection committee recommends Char Reavis for the Appointed Commissioner position.

IV IMPLEMENTATION/FOLLOW-UP

Homes for Good Administration is scheduled to come before the Lane County Board of Commissioners in early January to present the approved candidate for appointment by Lane County Board.

V ATTACHMENTS

None

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

ORDER 19-13-11-02H

In the Matter of Approving the Homes for
Good Appointed Commissioner
Recommendation

WHEREAS, Homes for Good Housing Agency opened the search for appointed commissioner;

WHEREAS, Current appointed commissioner Char Reavis' term expires on December 31, 2019

WHEREAS, A selection committee was be formed including Homes for Good Board Members, Homes for Good Executive Director, Homes for Good DEI Core team member and Communications Director.

WHEREAS, The selection committee reviewed the applications and selected applicants, Char Reavis and Terri Deane for interviews which were held on October 25, 2019.

WHEREAS, The selection committee selected candidate, Char Reavis as their new appointed commissioner recommendation. The final appointment will be made by the Lane County Board of Commissioners at the first available meeting in January 2020

THEREFORE, BE IT RESOLVED THAT:

Homes for Good board approves the above detailed Homes for Good appointed commissioner recommendation.

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)

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 Updating the Admissions and Continued Occupancy Policy (ACOP) Reexamination Policy**

DEPARTMENT	Supportive Housing		
CONTACT	Wakan Alferes	EXT	2508
PRESENTER	Wakan Alferes	EXT	2508
AGENDA DATE:	11/13/2019		

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 **11/05/2019** *Arbidee Lubialy*

Deputy Director _____ *11/5/2019*

Legal Staff-Review by: _____ Date _____

*if required _____

Management Staff- _____ Date _____

Review by: _____



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners
FROM: Wakan Alferes, Supportive Housing Director
AGENDA ITEM TITLE: Order/In the matter of updating the Admissions and Continued Occupancy Policy (ACOP) Reexamination Policy
AGENDA DATE: November 13th, 2019

I MOTION

I move that the Board adopt this Order updating the Admissions and Continued Occupancy Policy (ACOP) Reexamination Policy as described below

II ISSUE

The current reexamination policy includes a full reexamination with any unit transfer with the goal of providing the most accurate income information. The administrative impact of this policy has been determined to outweigh the financial benefits of its implementation and the proposed revision would be more aligned with our current customer service goals of minimizing administrative requirements of participants.

III DISCUSSION

Our public housing communities receive many transfer requests throughout the year for a variety of reasons including resident requests, reasonable accommodations, emergency transfers etc. The administrative burden on staff to process a full reexamination each time a household transfers unit has been found to outweigh the benefit of capturing the most up to date income information at transfer. This proposed policy change would help us align our reexamination policy with the goals of our other recent policy changes and would reduce the impact on residents who transfer between units outside of their annual reexamination.

Current: If the family transfers to a new unit, Homes for Good will process the transfer as an "Other Change of Unit," a full reexamination will be conducted, and the anniversary date will be changed.

Proposed: If the family transfers to a new unit, Homes for Good will process the transfer as an "Other Change of Unit", but a full reexamination will **not** be conducted, and the anniversary date will **not** be changed.

IV IMPLEMENTATION/FOLLOW-UP

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

V ATTACHMENTS

None.

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

ORDER 19-13-11-03H

In the Matter of Updating the Admissions and
Continued Occupancy Policy (ACOP)
Reexamination Policy

WHEREAS, Homes for Good Housing Agency, understands the impact of the reexamination process on our participants and has worked to minimize the administrative burden of reexaminations;

WHEREAS, Homes for Good has determined that the administrative impact of this policy change would outweigh the financial benefits gained;

NOW IT IS THEREFORE ORDERED THAT:

The Admissions and Continued Occupancy Policy for 2020 shall be revised as follows:

- a) Page 9-4, section 9-I.C. is amended to change the phrase "If the family transfers to a new unit, Homes for Good will process the transfer as an "Other Change of Unit", a full reexamination will be conducted, and the anniversary date will be changed" to "If the family transfers to a new unit, Homes for Good will process the transfer as an "Other Change of Unit", but a full reexamination will not be conducted, and the anniversary date will not be changed."

DATED this _____ day of _____, 2019

Chair, Homes for Good Board of Commissioners